The Mulberry Primary School
OPEN Minutes of Governing Body Meeting
Thursday 4th December 2025 at 6pm
Held in person at the school
PART 1

Governing Body Membership

GOVERNOR TYPE	NAME	INITIALS	TERM END DATE
LA Governor (x1)	Mizanur Rahman, The Vice-Chair	MR	07.12.27
Co-opted Governors (x7)	*Vacancy*		
	Dean Britton, The Chair	DB	26.09.28
	Cllr. Reg Rice *	RR	11.11.25
	Helen Sweetlove *	HS	21.05.29
	Joseph Unadike *	JU	26.09.28
	David Vigoureux *	DV	02.02.27
	Father Lee	FL	24.09.29
Parent Governors (x3)	Tom Webster (**New Governor)**	TW	03.12.29
	Jasmine Green	JG	20.03.27
	Mustafa Hassan	MH	21.02.28
Staff Governor (x1)	Manuela Errigo	ME	06.01.27
Headteacher (x1)	Michelle Akarsu	MA	*Ex officio*
Associate Member (x2)	Anita Gray	AG	24.09.29
	Natalie Ducile *	ND	24.09.29

**Asterisk denotes absence. The Quorum is five governors.*

Also in attendance: Jane Ware (JW) - HEP Clerk

ACTIONS LOG

Date	Item	Action/status	By whom	Status
3/7/25	5.6	Share the comments from parents from the Annual Parent Questionnaire	MA	Completed
25/09/25	3.2.6	RR's end of term is 11 November 2025 so renewal to be discussed with him.	HT	Completed
2 5/09/25	3.3.2	HS to be asked if she is happy to remain Chair of the Premises Committee.	HS & Chair	Completed
25/09/25	3.5	Governors to complete the Governing Body effectiveness by the next FGB.	All Govs	Completed
25/09/25	5.4	DV, JU and RR to be contacted regarding approving the Code of Conduct.	HT and Chair	Completed
25/09/25	6.3.1	Ofsted criteria documents from HEP to be circulated for governors to read.	MA	Completed
28/12/25	5.4	Clerk to invite Tom to Governorhub and update HEP.	Clerk / TW	Pending
28/12/25	5.5	Link governors will be discussed with TW by the Chair.	Chair / TW	Pending
28/12/25	5.6	New governor training information to be shared with TW and governors to review training offer and choose training that they would like to go on.	All Governors / Clerk	Pending
28/12/25	9.5	Complaints Policy to be reviewed by MH, TW, RR and the Chair via online Teams meeting, with outcome fed back at the next Resources Committee in February 2026.	MH, TW, RR and the Chair	Pending
28/12/25	10.5	TW to complete safeguarding and new governor training.	TW	Pending
28/12/25	11.2	DV to discuss fundraising and marketing at the next meeting.	DV	Pending

PART 1 - OPEN MEETING

1. Welcome and apologies for absence

1.1 The Chair welcomed everyone to the meeting.
1.2 DV and JU sent apologies which were accepted.
1.3 Father Lee did not send apologies.
1.4 TW was welcomed and explained that he:

- has a daughter in reception
- has become a parent governor because he wants to engage in community and have an active role
- has lived in Tottenham for the past 8 years and loves the community here
- is a co-founder and chief tech officer in a major salad supply retail company, from start up 13 years ago
- has a background is in plant science.

1.5 Governors APPROVED Tom Webster as new parent governor and he was invited and agreed to be in the Resource Committee.
1.6 TW was advised of the Instrument of Government, asked to complete the Governing Body effectiveness tool on Governorhub and to read and agree the Code of Conduct, Keeping Children Safe in Education (KCSIE) 2025 and KCSIE Summary of 2025 changes.
1.7 TW was advised and encouraged to access Governor Training on the HEP Booking Hub, see the HEP Governor Training Brochure and access Monthly Highlights and the HEP Autumn Newsletter, and particularly to attend new governor training.
1.8 The Calendar for 2025/26 was shared with TW.

2. Declarations of interest

2.1 No declarations of interest were made in relation to any item on the agenda.

3. Part 1 minutes of the previous FGB meeting of 25th September 2025; matters arising

3.1 The minutes of the meeting held on 25th September were APPROVED as an accurate record.
3.2 The FGB reviewed the actions from the last meeting as per the action log (page 1).

4. Governance

3.1 Governors APPROVED the Pay Committee Terms of Reference

5. Membership of the Governing Body

5.1 New parent governor
See 1.4
5.2 New co-opted governor vacancy
Recruitment is underway for the co-opted vacancy.
5.3 Training
Governors were reminded of the **full training programme** can be accessed on the HEP Website / **Download** the Governor Training Brochure / HEP booking details and session information are available here.

5.4 Action: Clerk to invite Tom to Governorhub and update HEP.
5.5 Action: Link governors will be discussed with TW by the Chair.
5.6 Action: New governor training information to be shared with TW and governors to review training offer and choose training that they would like to go on.

6. Chair's Items

6.1 Effectiveness Tool on Governorhub
Governors confirmed that, apart from TW, they had completed the Effectiveness Tool on Governorhub.

6.2 New Complaints Policy

Highlights were:

- There have been a number of complaints, so the Chair reviewed the policy in light of this, particularly around AI where it is too easy for parents to complaint.
- The responses did not comply with the complaints form; they have been lengthy, detailed, threatening and demanding.
- Having reviewed the policy and the nature of the complaints, it was decided that the school needed a more robust policy.

Q: Did the old policy give too much opportunity for making complaints?
A: Yes it was too easy and the nature wasn't following the policy. It was too loose and needed to be tighter. Sometimes it is about signposting parents in terms of their complaints. The previous policy had no paragraph about vexatious complaints.

7. **Headteacher's Items** – MA
    - Headteacher's report
    - Mulberry's vision and values

7.1 Highlights were:

- The inclusion assistant headteacher is present for the pupils with autism because there are 40% special educational needs and disabilities (SEND) pupils across the school which is three times the national average, also the deprivation band is 40%.
- There is a a significant high number of safeguarding children too.
- Reduced the deputy and other asst heads have absorbed this, they all teach 50%.
- Bob Spade, the school improvement partner (SIP) has been in, school is in good shape, morale is high, positive climate for learning, exemplary.
- The school lost assistant and deputy heads, and are stretched to capacity but making it work, leaders are extremely busy, there are 7 middle leaders likewise are working very hard.
- Expanded the two year old provision, and applied for funding to further expand the premises.
- The deadline for the Department for Education (DfE) application is next week.
- The new special educational needs coordinator (SENCO) is settling in well.
- Two teaching assistants (TAs) have been taken on, only one is agency.
- Recruited a lunchtime and after school assistant.
- The school has 490 pupils on roll, last year it was 506 and there are still mid year admissions.
- Attendance is 95%.
- Year 6 practice tests were this week, and test data is on par or slightly above last year and aiming to hit national.
- Reading, writing and spelling, punctuation and grammar (SPAG) are areas for focus and after school reading groups are being run for year 6 children.
- Huge focus on independent learning as more able children come through the school, and progress has been made since the summer term.
- There were meetings with history and humanities curriculum and the children are really enjoying it, and using the right vocabulary. The focus is on challenge and curriculum vigour, encouraging teachers to be explicit about story telling.
- There is professional development and coaching for teachers, half of them have had instructional coaching training and the aim is for all of them to achieve this within two years.
- Values are shared in assemblies.
- 39 children in year 6 will be going to Pendarren House in January.
- A number of premises work took place – fire retardant windows and paint, and the gym door has been repaired with a magnetic lock to make it more secure. The gym windows are now tightly secured. The LA have said that they will include the gym window repairs in the summer works.
- The Resources Committee agreed the Braebourne contract. Quarter two showed tracking to budget in most areas but £48k variance surplus deposited in the bank in August was actually backdated SEND money that

the school had not received earlier that year. The school lunch contract is due for renewal and will come to the next Resources Committee.

Q: How much teaching do you do?
A: None, I tutor year 6, run a cooking club, I do assemblies and some days a lot of safeguarding.

Q: Is it possible to get a DfE grant to expand the Pembury nursery site which burnt down two years ago?
A: There was no electricity or water supply but this is on and questions have been asked about it being leased, as we could lease it two days a week for a forest school and after school club.

Q: What is the difference between coaching and teaching?
A: Coaching looks at developing a particular step and practising it, then the coach observes the strategy and then it moves on to a different step or area for development. Coaching is very tailored to the individual teachers' needs. It is to support the teachers to improve their classroom teaching. Teachers observe each other and record themselves teaching. The coach is to develop their teaching.

Q: How much is Pendarren and who is paying?
A: It's £100 and parents are paying. Tottenham Grammar have given us a grant so that we can discount the price to parents.

Q: Have Tottenham Grammar done this before?
A: We have had £13k in grants for them this year but apparently they are going to reduce it. HEP have a charitable arm and schools can apply for £500 from them.

Q: What is the total annual budget for the school?
A: £4 million. A very tight budget was set.

8. Committee Updates

8.1 Education Committee (9.10.25; 10.11.25)

- The focus in maths has been on independent practice and confidence building, the impact has been increases in motivation with the mindset shift, feel more able to make mistakes and rectify them, helping them to be more confident in their learning; there were barriers in terms of times with teachers feeling rushed to meet a schedule so this was addressed positively and presentation of work and expectations were made clear for the children.
- The children have been allocated time to review and reflect on their work.
- There has been a lot of coaching regarding communication and approach.
- Teachers have been able to build on their coaching culture and improve pedagogy.
- The SIP visited on 17 November and was impressed.
- There is adaptive teaching for children to achieve higher, particularly in areas including oracy as identified in the new Ofsted framework.
- In early years, the good eating model was reviewed and the curriculum was reconfigured.
- A grant has been applied for to expand two year provision with a purpose built playground and new facilities.

8.2 Premises Committee (30.09.25; 11.11.25)
See 7.

8.3 Resources Committee (21.10.25; 25.11.25)
See 7.

- Consistency with the food produced will be a focus for the upcoming tendering for the catering contract.
- The sports premium and pupil premium spend was agreed.
- The asset inventory was scrutinized and agreed, including some hardware write offs.

9. Policies and other items for ratification/review

KEY Red: Statutory policy Yellow: Changes made since last review Green: New policy

9.1 From Education Committee: · 09.10.25: Admissions · Attendance · Critical Incident · Safe Use of AI : *Appendix 1 added* · Lunchtime : *Number 4 – Routines/Roles*; 20.11.25: Assessment | Behaviour | Curriculum | Educational Visits | Feedback for Learning | Home Learning | Induction / Acceptable Use Policy

9.2 From Premises Committee: 30.09.25*:* Fire Safety Arrangements | Health & Safety | School Emergency Plan; 11.11.25: CCTV

9.3 From Resources Committee: 21.10.25: Appraisal | Charging & Remittance | Pay | Disciplinary Procedure | Staff Code of Conduct | Staff Recruitment, Management & Support Systems | Teacher Appraisal & Capability | Whistle Blowing; 25.11.25: **TBC**

9.4 For FGB ratification (not presented at committee): **TBC**

Teacher pay policy will come to FGB once certain details are agreed by the Unions.

9.5 Action: Complaints Policy to be reviewed by MH, TW, RR and the Chair via online Teams meeting, with outcome fed back at the next Resources Committee in February 2026.

9.6 Governors REVIEWED and RATIFIED the policies.

10. Governors' Visits, Training and Link Work

10.1 DV visited and met to discuss fundraising, trying to match fund funds raised at the winter fayre.

10.2 The Chair also visited a couple of weeks ago on a Friday afternoon, and observed the independent study which had been discussed in the Education Committee. The Chair saw the staff gym which was impressive. There is a rowing competition amongst staff.

10.3 HS did a walk around after the last Education Committee.

10.4 Governors were encouraged to visit the school.

Q: How much does parking generate?

A: Last year about £13K but it should be more this year.

Q: Is there an active PTA charity?

A: Some parents were involved but no one would take responsibility for the bank account. It would be good if they could.

10.5 Action: TW to complete safeguarding and new governor training.

10.6 Racial Equity Pledge

A new pledge will be shared at the next FGB.

11. Fundraising and Marketing

11.1 Christmas fayre is tomorrow.

11.2 Action: DV to discuss fundraising and marketing at the next meeting.

Q: When is the school's Christmas lunch?

A: Next Wednesday 17 December 11.30am onwards.

12. AOB

11.1 No other business was raised.

13. Next meetings

13.1 Next Meeting: 29 January 2026 – this was moved to 5 February 2026 and agreed by all.
13.2 Governors were referred to the Calendar for 2025/26 with this amendment in mind.

14. Confidential Items - See Part 2.

Following the conclusion of Part 2, the meeting closed at 7.35pm.

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Signed by the Chair of Governors Date