The Mulberry Primary School
OPEN Minutes of Governing Body Meeting
Thursday 5th February 2026 at 6pm
Held in person at the school
PART 1

Learning and Achieving Together

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	11.11.29
	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	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
28/12/25	5.4	Clerk to invite TW to Governorhub and update HEP.	Clerk / TW	Completed
28/12/25	5.5	Link governors will be discussed with TW by the Chair.	Chair / TW	Completed
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	Completed
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	Ongoing
28/12/25	10.5	TW to complete safeguarding and new governor training. *Update: Safeguarding training has been completed, new governor training is outstanding. Governors were reminded of the **full training programme** on the HEP Website and the Governor Training Brochure.*	TW	Partially completed
28/12/25	11.2	DV to discuss fundraising and marketing at the next meeting.	DV	Pending
05/02/26	4.3	Clerk to request HEP Ofsted training for Mulberry Governing Body.	Clerk	Pending
05/02/26	4.4	Link governors to arrange visits to the school.	Link governors	Pending
05/02/26	4.5	Aide memoire to be provided to governors to support them around Ofsted visit.	MA	Pending
05/02/26	9.3	Governors to update Governorhub with any training they have attended.	All governors	Pending

PART 1 - OPEN MEETING

1. Welcome and apologies for absence

The Chair welcomed everyone to the meeting.
ND and RR had sent apologies which were accepted.
Father Lee did not send apologies but was absent.

2. Declarations of interest

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

3. Part 1 minutes of the previous Full Governing Body (FGB) meeting of 4th December 2025; matters arising

The minutes of the meeting held on 4th December were APPROVED as an accurate record.
The FGB reviewed the actions from the last meeting as per the action log (page 1).

4. Membership of the Governing Body

- Special educational needs and disabilities (SEND) Link Governor Visit Report

4.1 One co-opted governor vacancy remains but recruitment is in progress.
4.2 JG confirmed that she was going to have to step down from the Education Committee as it clashes with another commitment but she plans to rejoin again in future.
4.3 Action: Clerk to request HEP Ofsted training for Mulberry Governing Body.
4.4 Action: Link governors to arrange visits to the school.
4.5 Action: Aide memoire to be provided to governors to support them around Ofsted visit - MA.

5. Chair's Items

- Ofsted SEND Inclusion conference
- Ofsted Inspection Data Summary Report

5.1 Effectiveness Tool on Governorhub
The Chair asked governors who had not done so to complete the Effectiveness Tool on Governorhub.
Governor Training
5.2 The Chair reminded governors of HEP's **full governor training programme which** can be accessed on the HEP Website / **Download** the Governor Training Brochure / HEP booking details and session information are available here.

6. Headteacher's Items – MA

- Self Evaluation Form (SEF)
- Whole School Data
- Year 6 Progress and Attainment Data
- School calendar 26-27
- Capital Works Details
- Premises Action Plan

6.1 Further to the Headteacher's Report, highlights were:
Staffing

- There continues to be a really strong, committed staff team.
- English lead is leaving.
- The school is currently support four trainee teachers who are experiencing a high standard of mentoring and coaching.
- Lunchtime assistant is leaving and the post is being advertised.

Safeguarding and Inclusion

- The SIP came in yesterday and acknowledged high safeguarding caseload and the positive work of the

SENCO.

- The SEF is in first draft which has been quality assured.
- The school, is meeting the expected standard for inclusion, some percentages around SEN children's progress are needed.
- Special heads meeting updates.

Quality of education

- The school is assessed for achievement and teaching and learning and are at 45-50% which is expected for this time in the year.
- Children are on track to reach expected levels and GD in reading, writing and maths.
- Children are independently applying mathematical concepts following teacher training last term.
- Middle leaders continue to review teaching and learning.
- We would grade ourselves at expected standards for quality of education.

Behaviour and attendance

- Behaviour is graded as strong. There is a strong PHSE curriculum and the children have strong relationships with each other and speak highly about the school policy, rewards an sanctions.
- The school is at 93.5% for attendance.
- The attendance team has been widened so that there is more support for the families of persistent absentees, including collecting children from home.
- The school issues a fixed penalty notice (FPN) when a child is out of school on holiday.
- MASH referrals are made for persistent absentees.
- There was a spike in red cards to year 1 children due to behavioural issues and this has improved now.

School activities and trips

- The children went to Pendarren in January which was positive, there was a winter fair and various school trips.

Whole school return date in September to be agreed

- Whole school will come in on 7 September so three days prior can be used for staff insets and preparation.

Financial audit

- The financial audit has gone well, grading will be confirmed in the coming weeks.
- Recommendations are around governors' timely submission of DBS documents on the single central record (SCR) and headteachers performance management which was delayed.
- Assessment was against 10 areas and there were four or five areas for recommendation.
- The health and safety audit for premises will be in March.

Q: How is persistent absence calculated?
A: Percentage of children that are absent who are persistently absent.

Q: Is there a breakdown of the barriers in relation to the persistent absentees?
A: Yes.

Q: What is the national average in terms of attendance?
A: 94.8% for whole school attendance and 14% for persistent absence.

Q: When is attendance data gathered?
A: It is now in January, which is unfortunate because it is the time of year when people are prone to illness.

Q: What is the effect on working parents of whole school recommencing on 7 September?
A: The impact is one extra day as there are normally two inset teacher training days.

6.2 Governors AGREED the whole school return date of 7 September 2026.
6.3 Governors AGREED the SFVS.

7. Committee Updates

7.1 Education Committee

Highlights were:

- Observations were positive around the structure of the communication.
- Children sit quietly.
- There has been training.
- Focus on vocab outside the classroom and linking up with the parents on this.
- Focus on recap for prior learning, engagement with phonics and groups to support the children.
- The educational psychologist has run a workshop for parents on emotional regulation and videos on trauma and its relationship with behaviour were shared.
- Pembury have had reduced capacity due to the fire, and supportive work with them is being reviewed.
- The nappy changing facility and toilets are being upgraded for the younger children for early years childcare as it is hoped to increase numbers of three year olds to improve pupil roll going up through the school.
- The parent working code is being updated. Both parents have to be working to be applicable to access funding.
- A grant request has been made for £126k and the outcome of this will be confirmed in April.
- Whole school data, including reading, writing and maths are positive.

Q: What hours are offered for early years childcare?
A: 8.45am-3.30pm.

Q: Is there any plan to change this as this could be a barrier if both parents are working?
A: This will be looked at. If the funding is achieved we can afford to enhance the environment and subsequent capacity.

7.2 Premises Committee

Highlights were:

- There was a heating issue following Christmas closedown, due to a rat infestation eating through electric cables outside, but this has been resolved and the chickens have been rehomed.
- The sensor hadn't been working in the new build for over two years so this was authorized over the Christmas period.
- There will be quotes for new play areas, we have applied for the grant which won't come through until March.
- There will be a deep clean at half term.
- The Rentokil contract is being reviewed as it is quite expensive.

Q: Who decides about play areas and lunch menus?
A: The school council make suggestions.

7.3 Resources Committee

Highlights were:

- The school is in a more stable position due to additional SEND funding and grants and is currently at £425k for Q3.
- The SFVS was agreed.
- HT's performance management date is 13 February 2026.
- Catering contract has been reviewed and comparisons of inhouse or outsourcing are being considered.
- The finance deadline for Haringey schools is 31 March 2026.

Q: As the school has a healthy surplus will there be some put by for a rainy day?
A: Yes, as the threshold is £380k and the school is above this.

Q: Does the gap between £380k and what is left over need to be spent quickly? If so a decision should be made about what it should be spent on. Where does the decision sit?
A: Yes. HT has responsibility but the governors are there to approve it. Additional staff in SEND or possible capital projects to enhance the school are likelihoods.

8. Policies and other items for ratification/review

- Anti-Social Behaviour
- Children Looked After (CLA)
- Home Visits
- Induction of Early Careers Teachers (ECTs)
- Intimate Care
- Medical Needs
- Positive Handling
- Supervision

8.1 Ofsted have released a document about defining a complaint and other information such as around artificial intelligence (AI), and this will be incorporated into the complaints policy.
8.2 The school's pay policy is still outstanding and cannot be reviewed for September 2025 - September 2026 until Haringey forward it to schools. According to Haringey it is still with the unions for discussion.
8.3 Governors RATIFIED the policies.

9. Forthcoming and recent governor visits

9.1 Governors were invited to visit the school.
9.2 HEP Governor training, to include safeguarding training
Complaint training was completed by HS.
9.3 Action: Governors to update Governorhub with any training they have attended.

9.3 Racial Equity Pledge
AG will update on this at the next FGB.

Q: Is AI enabled on the school computers?
A: Not on the laptops, they can't access it, but they are taught about it in IT lessons.

10. Fundraising and Marketing

10.1 Highlights were:

- In terms of a fundraising panel, there are three reception parents who will be meeting with the school, they have developed a constitution and are arranging opening a bank account and setting up the parents and teachers association (PTA).
- There will be summer and Christmas fairs, and they will come up with a calendar of events.
- They will have independent charitable status and access to funding pots.
- There will be a preloved online school uniform shop.
- Governors will link up to discuss approaching local businesses for sponsorship.

11. AOB

There was no other business.

12. Next meetings

Next meeting: 26 March 2026

13. Confidential Items - See Part 2.

Part 1 closed at 7.25pm. Following the conclusion of Part 2, the meeting closed at 7.35pm.

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Signed by the Chair of Governors Date