

Minutes of the Governing Board meeting of Islip Manor High School
held on Wednesday 10 December 2025

Present:	Mike Hulme Marion Budd Nicola Flash-Summers Nicolas Grenie Ali Haider Philip Lillico Miraj Mehta	Chair, local authority governor Headteacher Partnership governor Co-opted governor Parent governor Co-opted governor Staff governor (items 1-9)
Apologies:	Carole Millard Jay Patel	Partnership governor Co-opted governor
Others in attendance:	Matt Haresnape Grant Benjamin Lee Mathews Kate Atkins	Senior Deputy Headteacher (items 1-9) Deputy Headteacher (items 1-9) Deputy Headteacher (items 1-9) Governance Manager
Quorum:	6 members	Quorum met: Yes

Item	
1	Welcome and procedural items
1.1	The Chair welcomed everyone to the meeting. <i>Governor resignation</i> The Chair noted that Jessie Gungor had stepped down from his role as a Co-opted Governor for personal reasons. He thanked Jessie for his contribution as a governor. <i>Correspondence</i> The Chair noted that he had received two letters from family members of students at the school, relating to their education and well-being, and said he had replied to both of them.
1.2	No business or pecuniary interests related to matters being considered at the meeting were declared.
2	Minutes and actions
2.1	The minutes of the Governing Board meeting held on 24 September 2025 were approved .
2.2	Governors noted the actions from the previous meeting, which had all been completed except for one relating to strategic objectives (see minute 3.1).
3	Governance matters
3.1	<i>Governor vacancies</i> The Chair noted the school was now seeking to fill vacancies for three governors – two Co-opted Governors and one Parent Governor. It was hoped that one of these new governors would be able to take on the vacant role of Link Governor for Careers Education. In the meantime, the Chair said he would carry out any immediate duties. Action: Chair <i>Governing Board's strategic goals</i> The Chair noted that work was ongoing on the Governing Board's strategic goals and that a paper would come to the next board meeting in March. Action: Headteacher/Philip Lillico <i>Headteacher's annual review</i> The Chair noted that he, governor Carole Millard and a representative from Ealing Council had carried out the Headteacher's annual review and set her objectives for the year ahead.

	<i>Governor visits and training</i> The Headteacher said senior leaders at the school would be carrying out “learning walks” (short, purposeful classroom visits) from 9 February for two weeks and invited governors to attend. Deputy Headteacher Lee Mathews said he would provide further information to governors. Action: Lee Mathews The Chair encouraged all governors to arrange relevant visits to the school/attend appropriate training and to record the details under their personal profile on GovernorHub. Action: all governors <i>Staff communication</i> Governors agreed the Chair should write to school staff, thanking them for their hard work and commitment over the past year and wishing them a happy Christmas. Action: Chair
4	Headteacher’s report
4.1	<i>Attendance</i> The Headteacher provided an update on student attendance at the school, which remained a major concern. This was a national issue and the Department for Education (DfE) had given each school a target for attendance improvement called an ABIE – an Attendance Baseline Improvement Expectation. The school’s ABIE for this academic year was to increase attendance by 0.6% compared to last year, and to meet this target, it needed to achieve an overall attendance rate of 85.8%. The Headteacher said the school’s attendance from the start of this academic year to 28 October 2025 was 89.3% – an improvement of 1.4% on the same period last year. She said it was important for the school to keep attendance as its main focus and it was working on a number of initiatives to improve attendance. The school had volunteered to join the DfE’s RISE (regional improvement for standards and excellence) attendance and behaviour hubs and would be partnering with an allocated lead school to gain access to expert support. The governors welcomed the improvement in student attendance, while noting that the school’s small roll meant attendance/non-attendance by a few students could have a big impact on attendance percentages. They discussed how the school recorded attendance in particular the application of the “U” code for students arriving at school after the registration period and whether this was consistent with other schools in the borough and beyond. The Headteacher said she would continue to report on attendance at all Governing Board and Curriculum and Standards Committee meetings. Action: Headteacher

4.2	<i>Marketing</i> The Headteacher said one major strand of marketing work this term was around launching and recruiting to the school's sixth form offer for 2025-6. The school was developing a brochure on the sixth form offer and was promoting the sixth form with a special day on 11 December – the Year 11 parents' evening. Once the school moved into the new building, it would be running tours for Year 11 students which it expected to result in additional applications from students wanting to enter the sixth form. In response to a question from governors, the Headteacher said the sixth form would be known as Islip Manor Sixth Form to give it its own identity outside of Islip Manor High School. It would also have its own logo and branding. The Headteacher said the other major strand of marketing work was around planning the promotion of the new school building before and after the move. This would include tours of the new building for targeted primary school students, as well as a social media campaign.
4.3	<i>New school building update</i> The Headteacher said she was not yet able to promote that the school was moving into the new building in April 2026 as she was waiting for final confirmation that the power supply would be arranged in time. She was confident that the contractors were doing everything they could to ensure this happened. The Headteacher said other aspects of the building project were going well.
4.4	<i>Ofsted</i> The Headteacher provided an update on Ofsted's new framework and said the school would need to review how it evaluated progress. She was planning a training session for governors on the new framework towards the end of the academic year. Action: Headteacher
4.5	<i>Safeguarding</i> The Headteacher said she would circulate the regular safeguarding update to governors in January, instead of at today's meeting, due to the school's senior designated safeguarding lead currently being on medical leave. Action: Headteacher
5	New school cleaning
5.1	The Headteacher briefed governors on cleaning arrangements for the new school building, following discussion at the last Finance and Resources Committee meeting. An independent consultant had concluded similar staffing levels would be needed in the new building as in the current building, and given potential costings for outsourcing the service, should this be required. The Headteacher said she needed to ensure any decision was cost-effective for the school. She proposed the school transitioned into the new building with its current cleaning arrangements and considered whether there were any ways of reducing costs without

	compromising service levels. She said, should it wish to, the school could consider outsourcing at a later date as part of a wider review of the school's budget and staffing. Governors endorsed the school's approach and the need to ensure value for money. In response to questions from governors, the Headteacher said the school had considered using robot cleaners but had decided not to go ahead for now due to the risk of alarms being set off.
6	Pupil premium strategy statement
6.1	Matt Haresnape, Senior Deputy Headteacher, presented the pupil premium strategy statement for 2025-26, following discussion at the last Finance and Resources Committee meeting. He noted that more than 42% of pupils at the school were eligible for pupil premium – an increase from the previous year – and identified key priorities for 2025-26. These included improving attendance, especially at Key Stage 3; raising attainment, with revised success measures; and strengthening support for disadvantaged SEND students. Governors noted the key priorities and funding distribution and approved the strategy, which will be published on the school website by the end of December. Action: Matt Haresnape
7	Parent Ambassador programme
7.1	Matt Haresnape gave a briefing on the school's Parent Ambassador Programme, as requested by governors at a previous meeting. He said the school had been embedding parent ambassadors into key areas of school life since 2022/23, including induction, attendance support, communication, English for speakers of other languages (ESOL) provision, and wider parent engagement. As the lead school for the Ealing Parent Ambassador Partnership, it co-ordinated the cross-borough model, hosted training for participating schools and supported the induction and quality assurance of newly-appointed parent ambassadors. Training was delivered in partnership with Securing Success, the organisation commissioned by John Lyon's Charity to design and deliver the programme. As a result of sustained positive impact, John Lyon's Charity had extended funding for a further three years to 2028. Next steps for 2025-26 included embedding online termly parent forum evening meetings; strengthening induction materials for in-year admission students; strengthening targeted work with weak attendance and disadvantaged students; and continuing borough-wide leadership and training delivery. Governors welcomed the continued positive impact of the Parent Ambassador Programme and acknowledged the school's role as the lead school within the borough partnership. They endorsed the proposed next steps for development in 2025-26.

	Governors encouraged the school to do more to highlight the success of the programme in its marketing and communication activity. Action: Headteacher
8	Policies
8.1	The Headteacher presented one policy for approval on Equality Information and Objectives. She proposed one minor change to correct an omission from the previous policy that Black Somali students were one of the groups the school was focusing on. The governors approved the policy.
9	Draft committee minutes
9.1	Governors noted the draft minutes of the last meetings of the Finance and Resources Committee and Curriculum and Standards Committee.
10	Confidential Part II meeting
10.1	This part of the meeting is covered in a confidential addendum.
	<i>Next meeting: Wednesday 18 March at 6.00pm</i>