

THE KING'S COFE PRIMARY SCHOOL
FGB MEETING
MONDAY 25 SEPTEMBER 2023 at 7.00PM at the SCHOOL

Present

Janine Farrance (JF) – Co Chair	Foundation Governor (SDBE)
Larissa Sutton (LS) – Co Chair	Parent Governor
Aidrian Corke (AC)	Headteacher
Reverend Canon Dr Giles Fraser (GF)	Ex-Officio Governor (St Anne's)
Auriol Hale AH)	Foundation Governor (PCC)
Reverend Dr Melanie Harrington (MH)	Co-Opted Governor (St Luke's)
Mark Ivory (MI)	Foundation Governor (St Anne's)
Kennan Michel (KM)	LA Governor
Marian Mollet (MM)	Foundation Governor (St Anne's)
Vasiles Polydorou (VP)	Foundation Governor (The Barn)
Karen Verge (KV)	Deputy Headteacher – Associate Governor

In Attendance

Nicola Cheshire	Wandsworth Governor Services
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BUSINESS AGENDA

1. **WELCOME AND PRAYER**
LS welcomed everyone to the first FGB Meeting of the King's School and thanked them for their attendance. GF led the opening prayer.
2. **APOLOGIES FOR ABSENCE**
There were no apologies for absence.
3. **DECLARATIONS OF INTEREST**
Action – All Governors to ensure their declaration of interest is up to date and signed on GovernorHub.
4. **MINUTES OF PREVIOUS MEETING & MATTERS ARISING**
 - 4.1 **Minutes of the previous FGB Meeting (22.06.23)**
The minutes of the previous meeting were agreed.
Action – JF & LS to sign minutes as agreed and approved on GovernorHub.
 - 4.2 **Matters arising**
All matters arising had either been actioned or were on the agenda.

PROCEDURAL ISSUES

5. **ELECTION OF CHAIR AND VICE CHAIR**
 - 5.1 **Term of Office**
The term of office for the Chair and Vice Chair was agreed as one year.
 - 5.2 **Election of Chair**
As unanimously agreed at the FGB (18.05.23) JF and LS were elected as Co-Chairs effective from the start of the autumn term 2023-24.
 - 5.3 **Election of Vice Chair**
There were no nominations for the role of Vice Chair, and it was agreed that because the governing board has two Co-Chairs this position would remain vacant, and the situation reviewed later as part of the Board's succession planning.

6. **MEMBERSHIP** – review of instrument of government, membership, DBS & Section 128 Checks.

6.1 Adoption of new instrument of government for the King’s School.

The new instrument of government for the King’s School was formally adopted by the Governing Board.

6.2 List any new appointments.

Deidre Carswell (DC) was appointed to the Board as a Co-opted Governor from 25.09.23 for a period of four years.

MM and VP were both reappointed for a further 4-year term effective from 11.12.23 when their current term of office ends. However, both confirmed their intention to step down at the end of 2024 and that succession plans would need to be put in place for this. The Board noted this and thanked both for the valuable contributions they had made and will continue to make to the governing board.

6.3 Upcoming Vacancies

The Governing Board currently has the following vacancies:

- Foundation Governor - St Anne’s PCC – a candidate has been identified and a nomination from St Anne’s is awaited.
- Foundation Governor – St Lukes
- Staff Governor – (following San Kodia’s (SK) decision to step down).

All governors were asked to let JF & LS know of any suitable interested prospective governors.

Action – School to run staff governor elections.

7. **GOVERNANCE ARRANGEMENTS**

7.1 Governing Board Standing Orders –Adoption/Review

This item was deferred until the next meeting.

7.2 Code of conduct: Adopt Code of Conduct 23/24

The Code of Conduct 2023-24 has been updated, and all governors were asked to sign that they have read this and agree to abide by it on GovernorHub.

Action – all Governors to read 2023-24 Code of Conduct and sign their GovernorHub to confirm this.

7.3 Get Information about Schools (GIAS).

Action – school to ensure that GIAS is up to date.

7.4 Meeting attendance for the previous year

Action – Governors’ meeting attendance record for 2022-23 to be published on school website.

STRATEGIC PRIORITIES

8. **AIMS, VISIONS AND VALUES**

Governors asked AC for a brief overview of his initial impressions of the school based on his first three weeks in post. AC thanked everyone for the warm welcome and support he had been given by everyone associated with the school. He had been impressed by the strong foundations in place and all the things there were to celebrate about the school, such as the caring environment, excellent outcomes, and the positive Ofsted. Even with all the positives, his aim would be to find room for improvement, and to be judged on whether he had added value at the end of his year with the school. AC welcomed this challenge and looked forward to working closely with everyone and having a positive and productive year.

9. **SCHOOL IMPROVEMENT (SIP)/DEVELOPMENT PLAN (SDP)**

Governors were given a brief overview of the agreed key priorities for 2023-24. These are:

- **Priority 1 – Inspections - SIAMS** (Statutory Inspection of Anglican and Methodist Schools) and **Ofsted**

It is anticipated that King's will be one of the first schools to be assessed under the new SIAMS framework, which will result in the school being judged as an 'effective' or 'not effective' CofE school. Assessment will focus on the three core areas of theologically routed vision, teaching of RE and collective worship. The Diocesan SIAMS adviser has already given the school positive feedback in all areas, which has provided a level of confidence for a positive outcome from the full SIAMS inspection. The school will be given 7 days' notice of the inspection which could come any time. An Ofsted inspection could come any time from February 2024, so work on Ofsted readiness remains ongoing.

- **Priority 2 – Curriculum & Learning**

The school will continue to focus on quality first teaching and build on Ofsted feedback on the importance of key conceptual knowledge. All subject leads gave presentations on their subject areas on the inset days and displayed great confidence and depth of knowledge. The History and Geography thread from last year will continue and the curriculum will be embedded in the world around the children moving out from the school, the local area, the country, and the wider world, creating a focused, stimulating, and immersive learning experience for the children. The planning and development of these new units of work will not happen all at once but will be gradually introduced over the academic year.

- **Priority 3 – Cyber Security**

There is an expectation that schools are ready and prepared in the event of a cyber-attack and guidance on this is included in KCSIE 2023. The first steps will be to draw up an action plan to identify risks and the mitigations needed to address them.

- **Priority 4 – Parental Engagement**

The school is looking to establish a formal mechanism to encourage more parental engagement in a more structured and managed way with the aim of establishing a parents' forum which would include governors and members of the PSA.

Action - Governors agreed that JF & LS would ensure these priorities were embedded in the Governors Annual Work Plan which would be discussed in more detail at the next FGB.

10. HEADTEACHER'S REPORT

AC had provided Governor's with a bullet point Headteacher's report for the first three weeks of term. Key issues included:

Budget

It was noted that although the budget was ok for this year, the school has financial challenges to face going forward which will necessitate finding ways to maximise income and cut expenditure.

Pupil Numbers

Low pupil numbers in certain year groups are one of the main factors impacting the budget. This is particularly significant this year because of the low numbers in the upper years, Year 5 particularly. The school has a capacity of 420 and currently has 392 on roll, creating a £165k budget shortfall. Because reception numbers are good, longer term the budget situation will improve but the next 12-18 months will be challenging as the current Year 5's transition out. As the school is not allowed to run with a deficit budget the LA will expect plans to be put in place to address this. Although this is not an ideal situation to be in, it was noted that it is a Borough wide problem, being faced by other schools and that not all other schools have the same high numbers coming into reception as King's does.

Replacement of wooden sleepers in playground

Governors were alerted to the fact that the unanticipated expense of replacing rotten wooden sleepers in the playground may impact on the budget. The cost of this work will be added to the

bid that has been submitted to Richmond National Schools Trust for the development of the garden and wildlife area, but governors will be kept updated.

SEND

The LA has acknowledged that two children with ECHPs placed at the school need to be moved to a specialist provision as a matter of priority. The parents of one of the children have made the decision not to return their child to school while they wait for a specialist placement to be found. The other child has found returning to school after the summer holidays extremely difficult and is currently on reduced provision to try and ease the transition. Both sets of parents are in touch with the school and the children are safe.

Safeguarding

The key changes in KCSIE 2023 are the highlighting of differences between children missing in education and children not attending school (children who are on roll but not attending for whatever reason) and an increased focus on the monitoring of internet access and making sure that everything children access is safe. ClickOnIT, the school's IT technicians will be installing new software on all computers that will flag up any issues of concern and London Grid for Learning (LGfL) who oversee the school's internet provision have self-certified their system as meeting the new requirements. All supporting policies – Safeguarding, Online Safety, Behaviour, Health & Safety and the Codes of Conduct and Staff Handbook, have or are being updated to reflect the new requirements of KCSIE 2023. All staff undertook KCSIE 2023 training on their inset days at the start of term and have been asked to read the updated policies and sign to confirm they have done this and agree to abide by them.

A reporting button has been put on the website to enable children to register any issues of concern with CEOPs (Child Exploitation and Online Protection Services), which is addition to the current arrangements of encouraging them to talk to a trusted adult or put their concerns in the worry boxes that are around the school. The safeguarding leaflet for parents has been updated so parents are aware of the school's safeguarding procedures, as has the Lettings Policy so third parties/external providers who have any concerns about anything happening on King's premises know how to report it to the LADO (Local Authority Designated Officer).

2022-23 Pupil Outcomes

KV had provided governors with a detailed report on the 2022-23 outcomes, which had been positive in all areas. Highlights included the KS2 results that were not only above the national average but also above Richmond's average (Richmond tends to be one of the highest performing boroughs in the Country) and will be even more impressive when the results for two children who are new to the UK are removed. Governors thanked all staff for the work they had put in to achieve these results and were given the opportunity to ask questions.

Q – I notice that the MTP results for Yr4 look to be down this year is there a reason for this?

A – This does need to be explored further but think one of the reasons might be a technical issue where children are using a keypad at school but a touch screen at home, and because the tests are timed this may be slowing the children's response times down. Plans are in place to give children more practice with keypads and parents are being encouraged to support this at home.

Q- Is there a reason the school is using chrome books rather than tablets?

A – The decision was made based on the expertise of the teaching staff and their familiarity with Microsoft and the additional work that would be required to transition over to tablets, but this may change in the future.

Governors thanked KV for her comprehensive report on pupil outcomes and for all her work in compiling it. Governors also thanked AC for an informative update and congratulated him on being so well informed after such a brief time in post.

11. COMMITTEE STRUCTURE

11.1 To review the current committee structure and consider alternatives.

Governors discussed the current committee structure and AC shared his experience of the circle model of governance used at his previous school. AC reported that the disbanding of committees and allocation of subject areas to individual governors had resulted in governors feeling more empowered, having greater involvement in school life and a better understanding of what was really happening in school having seen and experienced it for themselves. This enabled them to act be a critical friend to the subject leads, make clear links with the SDP and strategic priorities and improve their ability to be a champion and advocate for the school.

Q – I very much like the idea of ‘I know because I have seen,’ but how do I as a governor arrange access to a subject lead or observing a class?

A – If you were allocated a subject by your committee, you would be given the name of the subject lead in the school and arrangements made for you to meet them, talk about their priorities, challenges, go on a learning walk, arrange a classroom visit/observation as appropriate. You would then be responsible for creating a report on this for FGB and other governors.

Following this discussion Governors agreed that the current structure should be rationalised and become three new committees reflecting the strategic priorities of quality of education, Christian distinctiveness, and oversight of assets (people, place, and finance) with the following members. New governors would be allocated to committees when they join the board according to their skills and experience:

- **Curriculum & Standards** – VP (Chair), JF & AH + the new staff governor.
- **Faith & Wellbeing** – GF (Chair), MH, LS.
- **People & Resources** – KM (Chair), MM (Vice Chair), MI, VP, LS.

It was agreed that each committee should decide their own meeting schedule and workstream in agreement with AC and in line with the agreed strategic priorities. New terms of reference would then be agreed for each committee for FGB approval.

Action – Committee Chairs to arrange an initial meeting with AC to set priorities and meeting schedules for their committee.

Action – Committee Chairs to review terms of reference for their committee for FGB approval.

In addition to these three main committees the current Admissions and Headteacher Pay & Performance Management Committees and the current Headteacher Recruitment Working Group would continue with the membership as follows:

- **Admissions** – MI (Chair), GF + the new staff governor.
- **Headteacher Pay & Performance Management** – JF & LS (Co-Chairs), MI & LA Adviser.
- **Headteacher Recruitment Working Group** – JF & LS (Co-Chairs), GF, MI, KM.

11.2 To agree Link Governor roles and visit schedule.

This item was deferred until the next meeting. **Action – Link governor roles and visit schedule FGB (23.11.23) Agenda item.**

11.3 To undertake the required annual review of the delegation of responsibility as detailed in the Terms of Reference and financial scheme of delegation.

This item was deferred until the next meeting.

11.4 To review and update the Annual Work Plan

Action - JF & LS to draft this in line with the SDP and strategic priorities for further discussion at the next FGB.

12. Family Monthly Financial Contributions.

This item was deferred until the next FGB meeting (23.11.23). **Action – Family Monthly Financial Contribution – FGB (23.11.23) agenda item.**

OTHER STATUTORY RESPONSIBILITIES

13. POLICIES (review and agree policy schedule)

13.1 Child Protection policy and procedures

The Child Protection Policy and Procedures have been updated in line with KCSIE 2023.

13.2 Behaviour Policy

The Behaviour Policy has been updated in line with KCSIE 2023.

13.3 Admission Policy

The Admissions Policy has been updated.

13.4 Complaints Policy

The Complaints Policy has been updated.

Governors also agreed that moving forward only statutory policies would come to FGB or committee for approval and all others would be written and updated by the school.

Action -School to provide a list of statutory policies needing FGB approval and timeline for their review.

14. SAFEGUARDING UPDATE

14.1 Update from Head

There was no safeguarding issue for the Head to update Governors about.

14.2 KCSIE (Keeping Children Safe in Education) 2023.

Action - All Governors to confirm that they have read KCSIE 2023 on their GovernorHub record.

15. EQUALITY INFORMATION AND OBJECTIVES STATEMENT

This item was deferred until the next meeting.

16. GOVERNOR TRAINING (to note any training undertaken by governors since the last meeting).

Action - MI to circulate the Governor Training Programmes for the coming year, from AfC and the diocese, to all Governors.

17. WEBSITE COMPLIANCE – to confirm school website compliance with *(DfE publication requirements).

This item was deferred until the next meeting. **Action – School Website Compliance to be FGB (23.11.23) agenda item.**

ANY OTHER BUSINESS

18. DATE OF FUTURE MEETINGS

18.1. To note meeting dates for the remainder of the academic year

Meeting dates for the remainder of the academic year were still be agreed.

Action – New FGB and committee meeting calendar to be drafted and approved.

CLOSE OF MAIN MEETING

19. PART 2 – CONFIDENTIAL ITEMS (if necessary).

No Part 2 – Confidential Items were discussed.

Signed: _____ Date: _____

Janine Farrance & Larissa Sutton (Co-Chairs)

Actions Agreed at The King's CofE School FGB (25.09.23)

No.	Agenda Item	Action	Who	Date
1.	3.	Governors to ensure their declarations of interest are up-to-date and signed on GovernorHub.	All governors	30.09.23
2.	4.1	Minutes of previous meeting (22.06.23) to be signed as agreed and approved on GovernorHub.	JF & LS	30.09.23
3.	6.3	School to run staff governor election.	AK	10.12.23
4.	7.2	All Governors to read 2023-24 Code of Conduct and sign their GovernorHub record to confirm this.	All governors	20.10.23
5.	7.3	School to ensure that GIAS is up to date.	AC	20.10.23
6.	7.4	Governors' meeting attendance record to be published on school website.	AC	20.10.23
7.	9.	SDP priorities to be used as a basis for Governors Annual Work Plan.	JF & LS	23.11.23
8.	11.1	New Committee Chairs to arrange meeting with AC to agree priorities and set meeting schedule.	GF, KM, VP, & AC	20.10.23
9.	11.1	Revised terms of reference to be redrafted for the new committees for FGB approval.	GF, KM & VP	23.11.23
10.	11.2	Link Governor roles and visit schedule next FGB agenda item.	All governors	23.11.23
11.	11.3	Review of delegation of responsibility in terms of reference and financial scheme of delegation.	All governors	23.11.23
12.	11.4	Annual work plan to be drafted in line with SDP and strategic priorities.	JF & LS	23.11.23
13.	12.	Family Monthly Contribution to be agenda item on FGB (23.11.23)	AC	23.11.23
14.	13.	List of statutory policies requiring FGB approval with timeline to be drawn up by the school.	AC	23.11.23
15.	14.2	KCSIE 2023 – all governors to confirm they have read KCSIE 2023 on their GovernorHub record.	All governors	30.09.23
16.	15.	Equality Information and Objectives statement.	All governors	23.11.23
17.	16.	2023-24 Governor Training Programmes from AfC and the diocese to be circulated to all governors.	MI	30.09.23
18.	17.	School Website compliance to be agenda item on FGB (23.11.23).	AC	23.11.23
19.	18.1	Meeting date schedule to be drafted and agreed.	NC, JF, LS & AC	30.09.23