

KING'S CHURCH of ENGLAND PRIMARY SCHOOL
MINUTES of the FOUNDATION GOVERNING BOARD AGENDA

held on

Thursday 1 May 2025 at 7.00pm at the school

Present

Caroline Baird (CB)	Foundation Governor
Theresa Demir (TD)	Deputy Headteacher
Janine Farrance (JF)	Co-Chair - Foundation Governor (SDBE)
Reverend Canon Dr Giles Fraser (GF)	Ex officio Foundation Governor
Reverend Dr Melanie Harrington (MH)	Foundation Governor – Online
Vicky O'Neill (VON)	Foundation Governor
Larissa Sutton (LS)	Co-Chair - Parent Governor
Lynn Tandler (LT)	Foundation Governor
Karen Verge (KV)	Headteacher

In Attendance

Nicola Cheshire (NC)	Wandsworth Governor Services
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1. Welcome

JF, who chaired the meeting, thanked everyone for their attendance and welcomed them to the meeting especially Vicky O'Neill the new Foundation Governor and Karen Verge who was attending her first FGB meeting as the substantive Headteacher at King's.

2. Opening Prayer

GF led the opening prayer.

3. Governing Board Procedures and Administration

a. Apologies for absence

Apologies for absence were received and accepted from Deidre Carswell (DC), Co-opted Governor, Beth Elliott (BE), Foundation Governor, Kennan Michel (KM), LA Governor, Louise Mitchell (LM), Staff Governor, Rosaleen O'Callaghan (ROC), Co-opted Governor and Tanya Ray (TR), Foundation Governor. Peter Popham (PP), Foundation Governor did not attend the meeting or send apologies for absence. The meeting was quorate.

b. Declarations of interest

There were no new declarations of interest. New governors and any governor who had still not completed their Declaration of Interests was reminded to do so as a matter of urgency.

Action – Declarations of Interest to be completed on GovernorHub.

c. Governing Board Membership

I. Note any new appointments.

The board welcomed the two new Foundation Governors appointed by St Anne's PCC (Parochial Church Council) – Vicky O'Neill (VON) and Tanya Ray (TR), both of whom had been appointed for a four-year term effective 1 May 2025.

II. Note any vacancies.

With the new appointments from St Anne's, it was agreed that arrangements would be made for BE to become a SDBE (Southwark Diocesan Board of Education) Foundation Governor.

Action – BE to be appointed to SDBE Foundation Governor vacancy.

This left the board with one vacancy for a Parent Governor which, as most governors are also parents at the school, would remain vacant to ensure balance on the board.

d. Get Information About Schools (GIAS) confirm this is up to date.

The school confirmed that this was up to date except for the most recent appointments.

Action – GIAS to be updated with new governor appointments.

e. Approval of the minutes of the previous FGB meeting (6 February 2025) and matters arising

The minutes of the previous FGB meeting held on 6 February 2025 were agreed and approved.

Action - Minutes of the previous FGB (06.02.25) to be signed as approved on GovernorHub.

All matters arising from the previous meeting had either been completed or were on the agenda.

4. Co-Chairs' Report and Strategic Priorities

a. Co-Chairs' Report

The Co-Chairs' Report which was shared with governors in advance of the meeting reflected on another busy and productive team. Key highlights included:

- Congratulations to KV on her appointment as the permanent Headteacher at The King's School. Positive news had been celebrated and welcomed by the whole school community.
- A welcome to new governors and the positive position of the governing board being, with an excellent mix of skills and experience to meet board responsibilities.
- The importance of succession planning, with the search for a Vice-Chair and a Treasurer to the Board to recommence.

The recent Foundation Governor appointment process had highlighted an inconsistency between the IOG (Instrument of Government) and conventions that have grown up around Foundation Governor appointments over the years and the arrangements for these appointments were clarified:

- Both parishes St Anne's and St Luke's and St Philip & All Saints (The Barn Church) can propose Foundation Governors.
- Prior to appointment all prospective Foundation Governors should meet with the Chair(s) of the Governing Board.
- All Foundation Governor appointments, except for the two SDBE appointments, are made by St Anne's PCC.
- The date of appointment of the Foundation Governor is the date of the St Anne's PCC meeting they are appointed at, with all appointments then being noted at the next FGB meeting.
- All Foundation Governor appointments are for a period of four years from the date of appointment.

b. Strategic Away Day

With a full Board in place, committees well established, and a permanent headteacher appointed, a strategic away-day was being arranged for Thursday 3 July 2025 at St Anne's. This will provide an opportunity for the board to reflect on the last year and everything achieved and focus on the strategic priorities for the year ahead. It will also provide an opportunity for

succession planning, a review of the board's strengths and weaknesses and the best use of all the skills and talents available. All governors will be asked to complete a skills audit before the meeting to inform this discussion.

Action – All governors to complete a skills audit before the Governing Board Away Day.

Governors were invited to make suggestions about anything else they would like to cover on the Away Day and to send these to the Co-Chairs.

Action – Governors to send agenda item suggestions for the FGB Away Day to the Co-Chairs.

5. Headteacher's Report to include:

The Headteacher's report was shared with governors in advance of the meeting to enable meeting time to focus on governor questions. Key highlights drawn to governors' attention were:

- Permanent appointments made to the Headteacher, Deputy and Assistant Headteacher roles.
- Staff, pupil, and parents surveys all underway.
- AGM held for Parent Staff Association (PSA) and funding agreed.
- Book Fair held to raise funds for books for the school to purchase.
- Ramadan assembly held led by a parent.
- Streetwise assembly for Year 5 and 6.
- Whole school Ash Wednesday Worship with Reverend Melanie and Reverend Hannah.
- Whole school service at St Anne's for 80th VE Day 08.05.25 planned.
- 200 Years Celebration, assembly, and alumni tea party.
- Year 6 group attended Maths Masterclass at King's House School.
- Phase leaders visited Hampton Infants and Juniors to understand their roles and share good practice.
- Visits to Windham Nursery for TA training, sharing of good practice and community cohesion.
- New phonics scheme on track to be introduced in EYs and Year 1 in September.

Q – You said that the introduction of the new phonics scheme is significantly more expensive than anticipated so how are you funding this?

A – We were unable to secure grant funding from English Hub to move to the Little Wandle scheme because our results using the old Jolly Phonics scheme are too good, even though we are one of only two schools in the Country still using the scheme. The PTA have agreed to provide some funding, which together with some of our previous PSA funds for books will enable us to cover the start-up costs and roll the new scheme out to EYs and Year 1 from September 2025, with the intention to then roll this up each year.

Q – What are your plans for tracking the impact of the new phonics scheme?

A – The new scheme has its own inbuilt measures that will allow us to track the impact of the scheme and the performance of the lowest 20% as they move through the school.

Q – From a sustainability perspective what are you going to do with all the books from the Jolly Phonics scheme?

A – The options are fairly limited since nobody is using the scheme any more but our Link Adviser has suggested which books can be reused and others will go to a school in the Philippines.

Q – What do you anticipate the take up of the new free Breakfast Club will be?

A – All our current figures are estimates as there is no way of really knowing until the scheme goes live but our estimates are based on 90 children. We are also planning on doing a parent survey later this term to get a better idea of the level of take for September. We had planned to be part of the early adopter scheme but feedback from schools ahead of us is that the scheme is not working and schools are losing money so we will not now be doing this.

a. School Development Plan update

Progress against all five SDP priorities is good and all priorities remain green and on track to be completed by the end of the academic year.

b. Safeguarding update

There are currently two children at the school with a Child Protection Plan (CPP).

There had been one fixed term external suspension of 1½ days since the last meeting. All procedures were followed and the Co-Chairs were kept informed and supported the action taken.

c. School Link Advisor's termly note of visit.

SLT had found the first meeting with the new School Improvement Partner, Matt Ball (MB) on 18 March 2025 and constructive. The full report, shared with governors in advance of the meeting, included helpful questions for governors to consider in relation to their support for school leaders, implementing and developing the SDP in line with best practice, governor understanding of excellent pedagogy and the use of research to inform their role as critical friend.

The next visit is planned for 26 June 2025.

d. Comparative admissions data

The on-roll number is currently 394 but will be back up to 410 by September once this year's small Year 6 leave.

Admissions numbers are good with 136 applications received for reception. Of the 60 offers made, 53 were to families in Richmond and 7 to families in Hounslow and there are currently 20 children on the waitlist. The catchment area is slightly smaller this year (1338.34 m) and the number of sibling applications (25) very similar to last year.

Q – Are we anticipating any appeals this year?

A – We are not sure, we thought there might be one but that family has now decided to ask the LA for a deferral based on the child being summer born.

Q – How does the deferral process work?

A – Parents of summer born children (June onwards) can ask the LA for a year's deferral and there are two families who have already done this.

School rolls in Richmond remain good when compared to many other London Boroughs but Richmond schools have still removed 11 forms of entry for September 2025 because of a 31% reduction in the number of children in Reception between September 2014 and September 2024, and there is no expectation that this number will rise over the next few years.

e. Deputy and Assistant Headteacher appointments

Following the appointment of KV as the permanent Headteacher an internal recruitment process had appointed TD as the substantive Deputy Headteacher and Tania Sesay (TS) as the substantive Assistant Headteacher.

6. Financial Management

a. End of 2024-25 financial year report – to receive and note.

The final outturn for 2024-25 was a slightly lower than expected shortfall of income over expenditure (c£18k), than forecast in the budget (c£49k), primarily because of the higher-than-

expected government grants to cover the cost of pay settlements and lower than budgeted premises costs, including utilities.

b. Approval of 2025-26 Budget.

The draft 2025-26 Budget submitted to AfC at the end of March, forecast a small in year deficit for 2025-26, easily covered by carry forward. Work on refining the draft is continuing to reflect real time changes to admissions and staffing. A final draft of the 2025-26 Budget will be taken to the People and Resources Committee meeting on 20 May 2025 for agreement prior to final approval by FGB and submission to AfC by the 6 June 2025 deadline.

c. Review 3-year budget forecast.

This was ongoing as part of the 2025-26 Budget preparation work.

d. Review and agree staffing arrangements for 2025-26.

This was ongoing as part of the 2025-26 Budget preparation work.

As part of the budget discussions, it was noted that nine primary schools in Richmond are managing a deficit budget in 2025-26 and governors thanked SLT and everyone at the school for all their hard work in managing the budget so well.

Q – Is there a reason why our budget position is better than other schools?

A – There are a combination of factors but the biggest single one is that the school is full and our numbers have stayed high because of our good reputation in the area. Other factors are our focus on keeping costs down through things like effective contract management of utilities, building maintenance etc. But we are also luckier than some other schools in having a newer building which helps keep maintenance costs down and our site has space and grounds enabling us to raise income through clubs and lettings and we are also in an affluent area with a generous PSA.

Q – Do we have waiting lists?

A – We do but unfortunately not for any of the Year groups where we have spaces and we still struggle in Years 3,5 and 6 with the move to private schools where they guarantee a place in the senior school for children who move early.

7. Committee Reports and updates.

a. Curriculum and Standards Committee

The minutes of the last meeting of the Curriculum and Standards Committee held on 23 April 2024 are available on GovernorHub.

The Learning Walk on 30 April 2025 had focused on SEND support in the classroom, which governors had found extremely informative. The learning walk was led by the phase leaders who spoke enthusiastically about their increased collaboration with SLT and the sharing of best practice in phase meetings. Overall governors were impressed by what they saw and felt that SEND was well integrated in the school and were particularly taken with the idea of ‘brain breaks’ where older children needing a break from the classroom can help the younger children in EYs.

b. Faith, Wellbeing and Community Committee

The focus of the Faith, Wellbeing and Community Committee this term has been on wellbeing, which has included looking at clubs, wraparound care, and school meals. The challenge of funding school trips was a key issue, particularly the issue of non-payment by parents which encompasses not only those who are unable to pay but those who are unwilling to do so. The

church is considering setting up a fund to help those unable to pay and will liaise with the school about this. The issue of those unwilling to pay will be discussed further.

Action – Church fund to be set up for families unable to afford to pay for school trips. School and church to liaise about this.

Collective worship was also discussed, which whilst going well could do with a greater variety of music and instruments. Any suggestions on ways to achieve this were welcome.

c. People and Resources Committee

The focus of the P&R Committee's work since the last meeting has been the school budget which was covered under item 6.

As DC, who had agreed to act as an interim Chair of the People and Resources Committee is standing down the need to find a new Committee Chair was discussed. There were no volunteers at the meeting but anyone interested was asked to contact the Co-Chairs.

Action – Anyone interested in becoming the Chair of the People and Resources Committee to contact the Co-Chairs.

All governors thanked DC for volunteering to act as the interim Chair of the Committee and for all she had done in the role particularly the significant contribution she has made to this year's work on the budget.

I. Appointment of a Treasurer to the Governing Board

This will be discussed further at the Governing Board Away Day as part of succession planning.

d. Governor Training update

Governor training will be discussed in detail at the Governing Board Away Day.

8. Update on GDPR and Cyber Security

There were no GDPR or cyber security breaches to report.

9. Health and Safety annual audit

The Health and Safety audit had been completed with a positive outcome and no significant issues reported.

There have been two reportable incidents since last FGB meeting:

- A pupil cut their chin and required stitches after a collision with a table in the Practical Room. No building related concerns were raised following investigation.
- A pupil jarred their back and neck when the tyre seat in the adventure zone separated from its rope and fell to the ground. The tyre seat remains out of action until a solution that ensures this could not happen again is found.

10. School Website compliance

The school confirmed that the school website was compliant with the DfE (Department for Education) reporting requirements.

11. School Journey Approval

The Year 6 school journey to PGL Osmington Bay has been booked for June this year as usual but the cost of this trip is becoming prohibitive (£610 per child this year) so a decision has been taken to move the trip to the autumn next year which will reduce the cost to £470 per child. It is also hoped that going on the school journey earlier in Year 6 will enable the benefits always noted following the

trip of greater confidence and independence, bonding, and improved communication skills to enhance the whole of Year 6's final year at the school.

Q – Have you looked at options other than Osmington Bay if it has become so expensive?

A – Yes we have and we will explore them in more detail for the following year (2026-27). The biggest disadvantage of all the other options we have looked at so far is the poor standard of staff accommodation which is often communal and/or camping which makes staffing the trip extremely difficult.

12. New DfE Guidance on SEND for Governing Boards

Governors were asked to note the new DfE guidance on SEND for Governing Boards which were shared in advance of the meeting and are available on GovernorHub. The guidance aims to help boards be clear about their role and responsibilities in relation to pupils with special educational needs (SEN) and disabilities and will be of particular interest to governors with responsibilities in this area.

13. New Procurement Act

The Procurement Act 2023 can into effect 24 February 2025 with the aim of driving greater efficiency, transparency, and fairness in public sector procurement. Details were shared in advance of the meeting and are available on GovernorHub and governors were asked to note the changes.

14. Cultural Education

Although King's already has a strong cultural education provision governors were asked to remind themselves of their responsibilities, as governors in maintained schools, to ensure cultural education is included as a statutory requirement. NGA guidance on Cultural Education and how to embed this in the board's vision for the future, strategic goals and policies was shared with governors in advance of the meeting and is available on GovernorHub.

To ensure boards are meeting their responsibilities in relation to cultural education, Ofsted have suggested governors ask the following questions:

- Does the school offer a broad and balanced curriculum that develops creativity through cultural education?
- Is the school meeting its statutory curriculum requirements?
- Do we regularly receive information about the range and impact of cultural activities on pupils' learning, for example as part of the headteacher's report?
- What data is there in the school about pupil engagement with cultural education?
 - What does it indicate about which pupils are the most involved?
 - What are the trends over time in this?
 - If certain groups of pupils aren't engaging with cultural education, do we know why and what are we doing to improve this?
- Does the school work with other schools to share best practice and pool resources?
- How does the school involve parents in their children's cultural education?
- Does the school have governors/trustees who work in the creative industries?

15. Policies for approval (in accordance with the Policy Review Schedule)

There were no policies for approval at this meeting.

16. Annual Governance Impact Statement

This was in development and will be an item on the agenda of the Governing Board Away Day.

17. Governors' Code of Conduct

This will be an agenda item on the Governing Board Away Day.

18. Any Other Business

Governors' Summer BBQ for staff

As a thank you to all school staff for all their hard work over the year Governors planned to hold a summer BBQ for staff at St Anne's. KV to liaise with staff about dates.

Action – Date of Governors BBQ for staff at St Anne's to be agreed.

19. Date and time of next meeting.

The next FGB meeting will be held on **Thursday 19 June 2025 – 7.00pm at the school.**

20. Part 2 – Confidential

No Part 2 Confidential items were discussed.

Signed: _____ Dated: _____
Janine Farrance (Co-Chair and Chair of this meeting)

Agreed actions from King's CofE Primary School FGB (1 May 2025)

No.	Agenda Item	Action	Who by	By When
1.	3.b	Declarations of Interest to be completed on GovernorHub.	GF, BE, ROC, VON & TR	Asap
2.	3.c	BE to be appointed to SDBE Foundation Governor vacancy.	GF & KV	Asap
3.	3.d	GIAS to be updated with the new governors.	KV	Asap
4.	3.e	Minutes of the previous FGB meeting (06.02.25) to be signed & approved on GovernorHub.	JF	19.06.25
5.	4.b	All governors to complete a skills audit before the Governing Board Away Day.	All governors. LS to organise	27.06.25
6.	4.b	Governors to send agenda item suggestions for the FGB Away Day to Co-Chairs.	All governors	19.06.25
7.	7.b	Church fund to be set up for families unable to afford to pay for school trips. School and church to liaise about this.	GF, LM & KV	19.06.25
8.	7.c	Anyone interested in becoming the Chair of the People and Resources Committee to contact the Co-Chairs.	All governors	19.06.25
9.	18.	Date of Governors BBQ for staff at St Anne's to be agreed.	KV, JF, GF & LS	Asap

KING'S CoFE PRIMARY SCHOOL – GOVERNOR FGB MEETING ATTENDANCE RECORD 2024-25

Governor	Meeting Dates					Attendance
	24.09.24	21.11.24	06.02.25	01.05.25	19.06.25	
Caroline Baird Foundation Governor	✓	✓	✓	✓		
Deidre Carswell Co-opted Governor	✓	A	✓ online	A		
Theresa Demir Associate Governor (Deputy Headteacher)	✓	✓	✓	✓		
Beth Elliott Foundation Governor			✓	A		Appointed 06.02.25
Janine Farrance – Co Chair Foundation Governor (SDBE)	✓	✓	✓	✓		
Reverend Canon Dr Giles Fraser Ex-officio Foundation Governor	✓	A	✓	✓		
Reverend Dr Melanie Harrington Foundation Governor	NA	✓	✓	✓ online		
Mark Ivory Foundation Governor	✓	✓				100% (2/2) Left 01.02.25
Kennan Michel LA Governor	A	✓	A	A		
Marian Mollet Foundation Governor	✓	✓				100% (2/2) Left 31.12.24
Louise Mitchell Staff Governor			✓	A		Appointed 21.11.24
Rosaleen O’Callaghan Co-opted Governor			✓	A		Appointed 21.11.24
Vicky O’Neill Foundation Governor				✓		Appointed 01.05.25
Peter Popham Foundation Governor		✓	✓	NA		
Tanya Ray Foundation Governor				A		Appointed 01.05.25
Larissa Sutton – Co-Chair Parent Governor	✓	✓	✓	✓		
Lynn Tandler Foundation Governor	✓	✓	✓	✓		
Karen Verge Interim Headteacher	✓	✓	✓	✓		
Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.						