

KING'S CHURCH of ENGLAND PRIMARY SCHOOL
MINUTES of the FOUNDATION GOVERNING BOARD MEETING
held on
Thursday 6 February 2025 at 7.00pm at the school

Present

Caroline Baird (CB)	Foundation Governor (St Anne's)
Deidre Carswell (DC)	Co-opted Governor
Theresa Demir (TD)	Deputy Headteacher
Beth Elliott (BE)	Foundation Governor (The Barn Church)
Janine Farrance (JF)	Co-Chair - Foundation Governor (SDBE)
Reverend Canon Dr Giles Fraser (GF)	Ex officio Foundation Governor (St Anne's)
Reverend Dr Melanie Harrington (MH)	Foundation Governor (St Luke's)
Louise Mitchell (LM)	Staff Governor
Rosaleen O'Callaghan (ROC)	Co-opted Governor
Peter Popham (PP)	Foundation Governor (St Anne's)
Larissa Sutton (LS)	Co-Chair - Parent Governor
Lynn Tandler (LT)	Foundation Governor
Karen Verge (KV)	Interim Headteacher

In Attendance

Nicola Cheshire (NC)	Wandsworth Governor Services
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1. Welcome

JF, who chaired the meeting, welcomed everyone and thanked them for their attendance.

2. Opening Prayer

MH led the opening prayer.

3. Governing Board Procedures and Administration

a. Apologies for absence

Apologies for absence were received and accepted from Kennan Michel (KM), LA Governor. The meeting was quorate.

b. Declarations of interest

There were no new declarations of interest. Any governor who had 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.

LM and ROC were welcomed to their first FGB meeting.

The appointment of Beth Elliott (BE) who had been nominated by St Philips & All Saints (The Barn Church) PCC as a Foundation Governor, was unanimously supported by the whole governing board. BE was appointed for a four-year term effective from 6 February 2025.

II. **Note any vacancies.**

The nominations for the two Foundation Governor vacancies from St Anne's were discussed and it was agreed that Tanya Ray and Vicky O'Neal would be put forward for approval at the next PCC meeting on 3 March 2025.

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

d. **Get Information About Schools (GIAS)**

GIAS would be updated with the names of the new governors.

Action – GIAS to be updated with the new governors.

e. **Approval of the minutes of the previous FGB meeting (21 November 2024) and matters arising**

The minutes of the previous FGB meeting held on 21 November 2024 were agreed and approved.

Action - Minutes of the previous FGB (21.11.24) to be signed as approved on GovernorHub.

All matters arising had either been completed or were on the agenda, except for:

- **Item 6 - Code of Conduct 2024-25** – a revised Code of Conduct 2024-25 had been shared with governors and it was agreed that this would be an agenda item at the next FGB.

Action – New Governor Code of Conduct to be an agenda item on next FGB.

f. **Governor Training update**

The discussion on governor training was deferred until the next meeting when all the new governors should be in post.

4. **Part 2 Confidential**

TD, LM and KV left the meeting for this item which was minuted separately.

5. **Co-Chairs' Report and Strategic Priorities**

a. **Co-Chairs' Report**

The Co-Chairs' report was shared with governors in advance of the meeting. The autumn term had been busy and productive for the Board with a lot of in-school engagement including learning walks for RE, KS1 and KS2, and in-Church activity with the Christmas Service and Epiphany Concert.

It had also been a time of change for the board with some long-standing governors leaving and new governors joining. GF and MH were thanked for identifying members of the community with the right skills and experience to fill gaps in the Board capability and add much needed capacity to the committees. All the Chairs of all Committees were thanked for the work they had undertaken during this period of change.

Governors were reminded of the need to appoint a Vice-Chair and Treasurer to the Board and anyone interested asked contact JF & LS directly. The importance of the Vice-Chair appointment for succession planning and effective leadership of the Board was stressed.

Moving forward, securing a permanent Headteacher for the school remains a key priority for the Board. The recruitment process would begin this month with the aim of making an appointment before Easter. In the meantime, thanks were extended to all those involved in the interim leadership arrangements, and to the wider school community for their support.

Another key focus is finance and the vital and important role governor scrutiny and challenge must play in reviewing and setting the school budget for the next year. The evaluation of the impact and outcomes of the additional funding for PPG and SEND, requested by the school and approved by the Board in the last academic year was also key. Thanks were extended to those supporting the work of the People & Resources Committee in tackling the school's financial challenges.

Once a full Board is in place and a permanent Headteacher has been appointed, the Co-Chairs proposed a strategic away-day for the Board to provide an opportunity to evaluate their impact and effectiveness, to review the school's performance in delivering the vision, and to agree a long-term plan for the Board's focus and work. This was welcomed and supported by the Board and would be arranged for June.

Action – Strategic away-day to be arranged in June. Date to be confirmed at next FGB.

b. Feedback from the Consultant Headteachers' end of term review

The Co-Chairs undertook a review of the consulting headteacher arrangements put in place last term. The arrangement had proved valuable and impactful and made a positive difference to KV and her team. In addition to the professional support and opportunities for professional development provided to KV, there had also been unexpected benefits for the board which included an extended network of contacts and opportunities for sharing best practice as well as developing and strengthening relationships with AfC (Achieving for Children) and SDBE (Southwark Diocesan Board of Education).

6. Headteacher's Report

The Headteacher's report was shared with governors in advance of the meeting. Key highlights drawn to governors' attention were:

- Attendance at the school (95.9%) continues to be above national average (94.5%) and persistent absence (10.1%) well below the national average (16.7%). This was recognised by the school's 2023-24 Attendance Award for being in the top 25% of primary schools in England.
- On roll numbers remain good at 396 (394 for census).
- Figures for reception intake next year are also good with 65 (58 from Richmond and 7 out of borough) first choices to date. Closing date for admissions is 15.02.25 so this figure could rise.
- The SENCO is acting as a NPQ SENCO facilitator with Wandle Hub delivering the Institute of Education training materials for which the school is being paid.
- 100% positive feedback from SEN parents to the request to purchase key (low-cost c£10-15) items for their child.
- The developing partnerships with private providers of SALT / OT within school hours privately funded by parents, which then benefit King's Pupil Premium students as part of the partnership package.
- An arrangement to share good practice with Kew College had started, with the Apprentice Teacher going there to observe behaviour management and some of their teachers coming to King's.
- Visits to Windham Nursery for TA training and sharing of good practice.
- Phase Leader visits to Hampton Primary Partnership (infant and juniors) to meet their more experienced Phase Leaders.
- Review of enrichment framework (visits/visitors) to ensure costs across each year groups are affordable, including a review of transport costs, use of public transport and competitive coach tenders.

Q – Are these exchange arrangements ongoing or just one offs?

A – The aim is for them to be ongoing. The Windham Nursery connection is well established as a lot of their children come here and we have done transition work with them before so we know this will continue and we are aiming to develop the connection with Kew College.

Q - Can you tell us more about the review of the enrichment framework and costs?

A – Historically, parental contributions for school trips have been by voluntary contribution but parents choosing not to contribute has left the school with a c£5k shortfall in the budget. Chasing families for payment is time consuming and a significant administrative burden. So, moving forward contributions will not be voluntary but support will be available for any families struggling to pay.

Q – Are all the families who don't pay on benefits or suffering financially?

A – No, some of the families eligible for benefits related free school meals do pay and there are other families who can afford to pay but don't. Sometimes it's just a case of having forgotten to pay but some don't pay on ideological grounds believing that mainstream education should be free.

Q – Is it an option to say if you don't pay your child can't go on the trip?

A – No, things like swimming are part of the national curriculum. The borough provides the lessons for free but because we transport the children to the pool by coach, we ask parents to cover the cost of this and last year over half of parents didn't pay.

Q – The reception figures for next year look good but what is the significance of in and out of borough, how does that change the demographic and what are the reasons for this?

A – Over the last few years there has been a slight change in the school demographic with more children coming to the school from out of borough and from the more urban environment on the other side of the river where there has been a lot of development. There seem to have been two reasons, one the differing birth rates on either side of the river and secondly the reduction in numbers of church applications post covid. The reasons for the lower church applications are not clear and could just reflect parents using the sibling rather than the church application route.

Action – Comparative year on year data for the last 3 years showing reception numbers broken down across boroughs and application route to be provided for next FGB.

Q – You have mentioned the ongoing challenge of limited SENCO support what needs to happen to address this?

A – All of the SENCO work is resource intensive and time consuming and the current part time SENCO provision is insufficient for the number of children with EHCPs and the level of SEND need at the school. This has been recognised and is being looked at and a proposal for budget funding for next year will be brought back to FGB as part of the budget approval process.

a. School Development Plan update

All five of the SDP priorities remain green and on track to be completed by the end of the academic year. Some changes had been made to Priority 1: Consistency of Implementation of Curriculum, where the staff survey, workload survey and monitoring had led SLT to question the current feedback and monitoring processes and recognise that teaching practice was not progressing as they would like for some teaching staff. To address this the approach to monitoring of learning and teaching will be adapted to encourage subject leaders to take more ownership of their subject and for feedback to be more purposeful and meaningful comprising of weekly drop ins from SLT, half termly visits from Phase leaders with immediate feedback and feedback from colleagues and the team.

Q – How will you measure the impact of the changes you are making?

A – Through the same system of monitoring and review and a termly presentation to SLT. The changes do need to be given time but we should know if they are working by the summer term.

b. Safeguarding update

No safeguarding issues were brought to the attention of the board.

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

Matt Ball (MB), the new SIP (School Improvement Partner) from AfC had arranged his first termly visit to the school on 18.03.25. The first informal meeting had been positive and collaborative and the school was looking forward to working with him.

7. Financial Management

a. 2024-25 Budget Plan monitoring

The P&R Committee were currently reviewing the latest budget monitoring report and would be discussing it in detail at their next committee meeting on 25.02.25.

b. Draft 2025-26 Budget

The draft 2025-26 Budget was being prepared for scrutiny and challenge at the P&R Committee meeting on 25.02.25. All supporting information would be shared with governors as soon as possible, but as some of this is reliant on receipt of information from the LA, which the School Business Manager had expressed concerns about receiving in time, governors were alerted to the fact that the timescale for reading documents may be tight.

c. Review 3-year budget forecast

The School Business Manager would draft this for the P&R Committee as part of the budget setting process.

d. Draft School Financial Value Standard (SFVS) for approval.

The SFVS was being drafted by the P&R Committee, the Headteacher and the School Business Manager. Once completed arrangements will be made for FGB approval. Governors were asked to note that this may require an extraordinary FGB meeting being held to meet the LA's submission deadline of 31.03.25.

Action – SFVS to be completed and arrangements for FGB approval to be made to meet submission deadline.

e. Review and agree any staffing structure changes.

There were no staffing structure changes to be agreed.

f. Receive and evaluate financial benchmarking data.

This item was not discussed.

8. Committee Reports and updates.

a. Curriculum and Standards Committee (CB)

The C&S Committee met on 15.01.25 and the minutes of the meeting are available on GovernorHub. Key issues discussed included:

- SEND workload, provision, and funding.
- Early Years (EYs) and the issue of consistency between the two EYs classes which had been raised by Ofsted.
- CPD provision for staff, particularly ensuring CPD offer is accessible for all staff, not just teachers.
- Below average performance across Year 2 and SEND/PPG and actions to address this.
- Pupil Premium Strategy and request for PP funding report to go to P&R Committee.

The Key Stage Phase Leaders Walk this term had focused on vocabulary and how it is taught, reinforced, and assessed. Everything seen by governors impressed them, particularly the examples of inclusive practice, with all teachers appearing knowledgeable, professional, and

enthusiastic. Some issues related to teacher reliance on schemes of work without tailoring them to class need were discussed and CPD actions to address this had been put in place.

Q – Do we give teachers sufficient time to be creative in their teaching, or is the administrative burden just too great?

A – We have removed all the administration we can from teachers but lesson planning is time consuming and the time allocated is insufficient, which is why there has been a proliferation of companies offering readymade schemes of work and lesson plans. But we do expect teachers to use their professional knowledge and creativity to adapt these for their classes. We also ask teachers to alert us to times when their workloads are particularly heavy and offer help and support wherever we can.

The next Curriculum & Standards Committee meeting will be on Wednesday 23 April 2025.

b. Faith and Wellbeing Committee (GF)

As part of the review of the terms of reference for the Faith and Wellbeing Committee and to better reflect the committee's remit, the committee's name would be changed to the Faith, Wellbeing and Community Committee.

GF had also agreed to take over the role of Safeguarding Governor from MH.

I. New Committee Terms of Reference for FGB approval.

The new terms of reference for the Faith, Wellbeing and Community Committee had been uploaded to GovernorHub and were agreed.

II. Programme of work and key priorities for 2024-25.

An annual work plan with priorities for each half term had also been drawn up and uploaded to GovernorHub. This highlighted key religious services and occasions across the year, opportunities for collective worship as well as the Committee's responsibilities for undertaking the safeguarding audit, a parent voice survey, promoting courageous advocacy and reviewing school behaviour. Further work would also be undertaken in relation to the arrangements for DBS clearances, developing links with Churches Together and defining what wellbeing really means for the school. The idea of developing a church fund to support families eligible for benefits related free school meals was also being explored and would be brought back to FGB for discussion later this year.

c. People and Resources Committee (including statutory obligations) (DC)

The Committee had focused on budget monitoring and planning this term which was covered under item 7.

I. Appointment of a Treasurer to the Governing Board

This item was covered in the Co-Chairs' report.

9. Update on GDPR and Cyber Security

There had not been any GDPR or cyber security breaches to report.

10. Annual Governance Impact Statement

The Annual Governance Impact Statement would be an agenda item at the Governors' Away Day planned for the summer term.

11. School Website compliance

Action – School website compliance to be carried forward to next FGB.

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

There were no policies for approval at this meeting.

13. School Journey Approval

The School Journey was an agenda item at the next meeting of the People and Resources Committee and a recommendation would be brought back to the next FGB meeting for approval.

Action – School Journey to be discussed at next P&R meeting and brought back to next FGB for approval.

14. Any Other Business

Cycle to Paris Fundraiser

Governors were reminded that the Cycle to Paris fundraiser was now live and asked to do all they could to promote and support it.

School email addresses

The importance of governors using their school email address in all governor communications was discussed and the expectation that all governors do this made clear.

Action – All governors to use their school email address for all governor communications and GovernorHub contact email to be changed if necessary.

15. Date and time of next meeting.

The next FGB meeting would be held on **Thursday 1 May 2025 at 7.00pm at the school.**

Signed: _____ Dated: _____

Janine Farrance (Co-Chair and Chair of this meeting)

Agreed actions from King's CofE Primary School FGB (6 February 2025)

No.	Agenda Item	Action	Who by	By When
1.	3.b	Declarations of Interest to be completed on GovernorHub.	GF, BE & ROC	01.05.25
2.	3.d	GIAS to be updated with the new governors.	KV	14.02.25
3.	3.e	Minutes of the previous FGB meeting (21.11.24) to be signed and approved on GovernorHub.	LS	01.05.25
4.	3.e	Item 6. - New Governor Code of Conduct to be an agenda item on next FGB.	All governors	01.05.25
5.	5.a	Strategic away-day to be arranged in June. Date to be confirmed at next FGB.	JF&LS	01.05.25
6.	6.	Comparative year on year data for the last 3 years showing reception numbers broken down across boroughs and application route to be provided for next FGB.	KV	01.05.25
7.	7.d	SFVS to be completed and arrangements for FGB approval to be made to meet submission deadline.	DC, JF & LS	31.03.25
8.	11.	School website compliance to be carried forward to next FGB.	KV	01.05.25
9.	13.	School Journey to be discussed at next P&R meeting and brought back to next FGB for approval.	DC	01.05.25
10.	14.	All governors to use their school email address for all governor communications and GovernorHub contact email to be changed if necessary.	All governors	14.02.25

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 (St Anne's)	✓	✓	✓			
Deidre Carswell Co-opted Governor	✓	A	✓online			
Theresa Demir Associate Governor (Deputy Headteacher)	✓	✓	✓			
Beth Elliott Foundation Governor (The Barn Church)			✓			Appointed 06.02.25
Janine Farrance – Co Chair Foundation Governor (SDBE)	✓	✓	✓			
Reverend Canon Dr Giles Fraser Foundation Governor (St Anne's)	✓	A	✓			
Reverend Dr Melanie Harrington Foundation Governor (St Luke's)	NA	✓	✓			
Mark Ivory Foundation Governor (St Anne's)	✓	✓				100% (2/2) Left 01.02.25
Kennan Michel LA Governor	A	✓	A			
Marian Mollet Foundation Governor (St Anne's)	✓	✓				100% (2/2) Left 31.12.24
Louise Mitchell Staff Governor			✓			Appointed 21.11.24
Rosaleen O'Callaghan Co-opted Governor			✓			Appointed 21.11.24
Peter Popham Foundation Governor (St Anne's)		✓	✓			
Larissa Sutton – Co-Chair Parent Governor	✓	✓	✓			
Lynn Tandler Foundation Governor (St Anne's)	✓	✓	✓			
Karen Verge Interim Headteacher	✓	✓	✓			
Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.						