

**THE KING'S CHURCH of ENGLAND PRIMARY SCHOOL  
FOUNDATION GOVERNING BOARD  
First Draft Minutes**

**Thursday 16 October 2025, 7.00pm at school**

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**Present**

Theresa Demir (TD)	Deputy Headteacher
Janine Farrance (JF)	<b>Co-Chair</b> - Foundation Governor (SDBE)
Reverend Canon Giles Fraser	Foundation Governor – attended online
Louise Mitchell (LM)	Staff Governor
Rosaleen O'Callaghan (ROC)	Co-opted Governor
Vicky O'Neill	Foundation Governor
Peter Popham (PP)	Foundation Governor – attended online
Tanya Ray (TR)	Foundation Governor - attended online from 19.40.
Larissa Sutton (LS)	<b>Co-Chair</b> - Parent Governor
Lynn Tandler (LT)	Foundation Governor
Karen Verge (KV)	Headteacher

**Apologies**

Caroline Baird (CB)	Foundation Governor
Beth Elliott (BE)	Foundation Governor
Reverend Dr Melanie Harrington (MH)	Foundation Governor

**In Attendance**

Sarah Wade (SW)	Wandsworth Governor Services
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**1. Welcome – from Janine Farrance, Co-Chair and Chair of this meeting.**

JF, meeting chair, welcomed all to the meeting that started at 7.00pm.

**2. Opening Prayer**

KV led the opening prayer

**3. Apologies for Absence**

Apologies for absence were received and accepted from Beth Elliot (BE), Caroline Baird (CB) and Melanie Harrington-Hayes (MH), Foundation Governors. The meeting was quorate.

**4. Governing Board Procedures and Administration**

**a. Governing Board Membership**

Discussed in full in item 4b below.

**I. Review Instrument of Government**

There are no changes to note for the Instrument of Government.

**II. Confirm DBS and Section 128 checks and complete and up to date.**

All checks are up-to-date

**III. Note any new appointments.**

Item covered in item 4b.

#### **IV. Note any vacancies.**

Item covered in item 4b.

##### **b. Election of Chair and Vice Chair**

The board discussed the current board membership and the vacancies created by the recent resignation of Kennan Michel (finance) and Deidre (finance and personnel), alongside the existing parent governor vacancy. The board **thanked** Kennan and Dee for their service to the school.

JF (Foundation) and LS (Parent) informed the board that they would not be extending their terms as governors when they expired in the coming days. With MH also expecting to end her term as governor by the end of the calendar year, this meant that not only did the board have a concerning number of vacancies, there would also need to be elections for new Chair and Vice - Chair, as all these positions would be vacant.

KV confirmed that the school had started the process to recruit to the two parent governor vacancies, although they may not be in place until December.

JF and LS explained that due to some unforeseen circumstances, the succession planning that had been put into place to ensure smooth transition to a new chair and vice-chair had not been able to happen. JF and LS presented their paper on the succession planning for the board (Supplementary Paper 4b) that they had drawn up with consultation and advice from the LA.

JF and LS stated the importance of the board to appoint an acting chair in this FGB to ensure the board could still fully function and make decisions in any interim period.

JS and LS went through the recommendations in the paper and underlined how they felt that this moment, post-Ofsted and SIAMS, a permanent HT in post, significant upcoming governor personnel changes, could be chance for the board to rethink how it functions and to consider alternate options to make more effective and efficient use of the time and skills of the governors on the board. This included suspending the model of committees and moving to a Link Governor governance model.

To fulfil the statutory requirements with this model, five link governors would need to be appointed in the roles of curriculum and standards, faith and well-being, finance and resources, safeguarding, and pupil premium grant (PPG). The LA and AfC have offered the school thorough inductions, mentoring and support for the chair, vice-chair, and link governors to aid transition for the board.

KV informed the board that permanent clerk had been recruited and would be starting in time for the next FGB.

JF and LS informed the board that they had been discussing the vacancies with members and Vicky O'Neill was nominated and seconded to become the acting-chair. This was unanimously agreed by the board.

**APPROVAL: Vicky O'Neill (VON) elected as acting-Chair for next FGB**

The board then discussed the Link Governor governance model and the implications for making the change. The board agreed that the Link Governor model was worth trying as it there were potential benefits that a more streamlined model and less duplication could mean for governors who were expertise rich but time poor. The board agreed to trial the Link Governor governance model until the end of the academic year. This would give the board the chance to understand the new system and assess its effectiveness at the end of the year.

JF formally proposed to suspend the current model of governance and move to a Link Governor governance model on a trial basis in the first instance, which was approved by the board. The board discussed adding an additional FGB to the calendar to support thie newmodel.

**APPROVAL: Link Governor governance model to be adopted on a trial basis until the end of the academic year**

**ACTION: Additional FGB meeting to add to calendar to support link governor model.**

The board discussed appointments to the statutory link governor roles and confirmed the following:

Safeguarding – Lynn Tandler (LT)

Faith and Well-being – Giles Fraser (GF)

People and Resources – Rosaleen O'Callaghan (ROC)

Curriculum and Standards (including SEND)– Caroline Baird (CB)

Pupil Premium Grant –

**APPROVAL: Board approved the statutory link governor appointments**

**ACTION: Board to appoint or confirm appointment to PPG link governor role**

**TR joined the meeting at 7.40pm**

To help form best practice, the board requested if examples and experiences of other schools using the Link Governor models could be found and shared with the board.

KV stated that she had heard positive feedback form a couple of other schools and would source some information to share with the board. KV also reassured the board that training and support would be on offer from AfC to aid transitions.

**ACTION: Best practice examples and feedback from other schools on the Link Governor model to be shared with the board.**

**I. Term of Office**

Covered in item 4b

**II. Election of Chair/Co-Chairs**

Covered in item 4b

**III. Election of Vice Chair**

There is a potential candidate for the position of Vice Chair, they will confirm at a subsequent FGB if they will stand for election to the position, or if they might consider taking on the role of Chair.

**c. Declarations of Interest – all governors to sign new declarations on GovernorHub.**  
Governors confirmed that this had been done.

**d. Governing Board Standing Orders –Adoption/Review**  
See item e below.

**e. 2025-26 Code of Conduct - approve and adopt and all Governors to sign on GovernorHub.**

Items d and e are deferred until the next FGB as the changes to the governance model would mean these would need a full review and revision to reflect the changes. This would be an administrative task for completion by the new clerk when they are in post.

**ACTION: Full revision of standing orders and code of conduct to be completed by the school and new clerk to reflect new governance model.**

**f. KCSIE (Keeping Children Safe in Education) 2025 - GovernorHub confirmation to be signed by all governors.**

JF updated governors that there have been changes and updates to KCSIE this year and governors must sign on Governor Hub to confirm they have read it.

**ACTION: Governors sign on Governor Hub to confirm they have read KCSIE**

**g. GIAS (Get Information about Schools) – confirm this is up to date.**

GIAS will need to be updated with the details of the new chair.

**ACTION: GIAS to be updated with new board information.**

**h. Governor Meeting attendance for 2024-25 - agree and publish on school website.**

KV confirmed this information has been received and is ready to publish.

**i. Annual Governance Impact Statement - agree and publish on school website.**

LS confirmed that the statement had been drafted and had been posted on GovernorHub for the board to review. LS said this could also be circulated by e-mail.

**ACTION: LS to circulate GIS to governors for review on GovernorHub and e-mail.**

**j. Review Committee structure and membership (Appendix A).**

Please see agenda item 4b.

With the adoption of the link governor model, there were two committees that would still require covering. These were the admissions committee and the HTPM committee. Governors

were asked if they would like to take on the link governor roles for these areas. CB had volunteered for the HTPM link governor role alongside the chair and vice-chair when they were in post, and VON would continue with admissions, which was approved by the board.

**APPROVAL: CB approved as Link Governor for HTPM, VON approved as lead for admissions.**

**k. Confirm Link Governor appointments and visit schedule for 2025-26.**

Discussed under item 4b and 4j. The board decided to keep this item on the agenda for future FGB's pending the election of a permanent chair and establishment of new link governor governance model.

**ACTION: Link Governor appointments and visit schedule to be on future FGB agendas.**

**l. Undertake the required annual review of the delegation of responsibility as detailed in the Terms of Reference and the Financial Scheme of Delegation.**

The board discussed that delegation of responsibility that had previously sat with the P&R committee would now fall to the P&R Link Governor (ROC) review and approve the budget and teachers pay review. LS stated that board needed to decide if the responsibility is delegated in full to ROC, or if decisions should remain with the board, who act on the recommendations and commentary of the link governor. The board discussed these options and decided that as it was a large responsibility for a single person, the board would retain final review and approval of the budget.

**APPROVAL: FGB to retain review and final approval of budget with advice and commentary from P&R link governor.**

**ACTION: TOR and Financial Scheme of Delegation to be reviewed to reflect new process.**

**m. Approval of the minutes of the previous FGB meeting (19 June 2025) and matters arising**

These minutes were approved as a true and accurate record of the meeting.

**n. Governor Training update**

The board discusses that there had previously been a governor in charge of training and that it would be a positive move to get the role filled for the benefit of the board moving forward. The board suggested that the incoming clerk may be able to take this role on. KV informed governors that there was training available for governors from AfC and the Key (Governor Hub), and asked governors to think what their training needs might be going forwards.

**ACTION: Incoming clerk to take lead on governor training**

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

**a. Co-Chairs' Report**

JF and LS introduced their report that focussed on succession and had been authored prior to the recent development as discussed in agenda item 4b. LS and JF underlined to governors that these changes and events were a period of opportunity for the board to revitalise itself and make great strides forwards for the school benefit.

LS and JF thanked all governors past and present for their support over the years they have been on the board, stating their time had been interesting, enjoyable and challenging. They wished the board all the success for the future.

KV thanked LS and JF for their service to the school, which was endorsed by all governors.

**b. Strategic Priorities for 2025-2026**

Governors discussed that they had made a good start on the SDP during their recent away day. The priorities for the board will be decided by the link governors going forwards.

**c. Governors Annual Work Plan**

Due to the changes discussed in item 4b, the governor work plan would be developed over the next few weeks and months.

**ACTION: Governor Annual Work plan to be added to agenda for review at subsequent FGB's**

**6. Headteacher's Report - to include:**

- a. Headline results from summer assessments**
- b. School Development plan – to consider and agree.**
- c. Safeguarding update**
- d. Update on new Ofsted Report Card**

KV presented her report that covered the above points with the following highlights:

- The parents of Y5&6 pupils are now back on site for collection and drop off, following a break during Covid period. This was a popular move for these parents and also helpful for parent/ teacher relationships as it aided more effective communication and contact.
- KV went to the diocese conference in Canterbury, and has started her HT induction with the diocese. KV has also attended HT events locally. This has enabled some good opportunities for networking, which is part of the HTPM criteria.
- The change for the Y6 school journey to the summer term has gone well. There was some opposition from parents with children who were taking entrance exams, however 44/48 children attended, which was an excellent result.

**Q. How is the trip different to what is offered in Y5?**

A. The Y5 do a PGL visit, so this is not the same as the new Y6 offer. (TEAHCR) reported that there was very positive feedback from the new Y6 venue, which was not too busy, had good food options and was family centred.

**Q. Have there been any issues with covering the cost of the trip?**

A. Across the board, none of the school trips are losing money, which is a good result. There have been more focused efforts to give a range of payment options including individualised payment plans, to suit individual family needs.

Governors **commented** that offering flexible payment options to parents was a really positive thing to do and should help make trip more widely accessible to more families.

- The mixing of classes out of the agreed schedule had gone well, with Y5 now very settled and calm.

**Q. Why was it necessary to mix the classes?**

A. It is sometimes necessary to balance the classes to ensure a balanced mix of gender, ability character and SEN need. It was agreed by the board to happen at natural transition points from EYFS to KS1, and then KS1 to KS2. On this occasion it was done outside of these timeframes as the classes had become very imbalanced due to the degree of churn since the last time the classes were mixed. There had been a lot of behavioural issues in this year group, and the dynamics are much improved, so it has been a success.

**Q. Were the parents informed that this would be the plan?**

A. Yes, on this occasion they were informed prior to the change, and the policy of mixing classes is clearly in the prospectus.

Governors **congratulated** KV for making the bold decision to successfully mix the classes outside of the usual time frame.

- The Branch is now open. This is the building outside the reception classroom that offers two new learning spaces funded by RNST, which is a charitable fund for children with high needs.
- KV is attending an alternate provision panel for a child who may have needs that are now unable to be catered for by the school. Decisions will be made to balance the need of the school, family and best interest of the child.
- £25k had been allocated by RNST for blinds in the South facing office rooms.
- KV and TD will be attending training soon on the new Ofsted framework and will give an update to the next FGB meeting.
- Challenges upcoming are relating to the school roll as the attendance was 394. This could be real terms loss of £53k of funding than what was in the budget.

**Q. What are the current numbers in Y5 and 6?**

A. Y5 is currently at 54/60, and Y6 is 48/60, and there are some spaces in every year group.

JF gave the context that admissions and school roll numbers are the biggest upcoming strategic issues for all schools in London as pupil numbers are declining across the board.

- The away day in September for staff to look at what they felt should be the school priorities was positive as they were aligned to the priorities identified by governors. These priorities will soon be shared with the school community.
- There is new SEN team place and there are 22 children with EHCP's across the school.
- Reception numbers for next year are looking at positive numbers with 135 applications of which 65 are first choice.

**Q. Would it be helpful for governors to attend school tours with KV?**

A. KV stated that governors were welcome to attend, but that she would glean feedback from prospective parents if they would feel it would add anything to the tours.

**ACTION: KV to ask reception parents if a governor presence would be helpful on tours**

Governors discussed that their presence at events such as the parents welcome evening and parents evenings were of value and could help promote the Governors fund. It was also reported that they were aware of positive feedback from the tours lead by KV, in comparison to other schools.

Governors discussed the need to elect a treasurer to oversee the school fund and to be a signatory on the governing board bank accounts.

Louise Mitchell was nominated as treasurer, which was approved by the board.

**APPROVAL: LM nominated as Governing Board treasurer.**

- The London-Paris bike ride is happening again on 3/4July, looking to raise another £10k for the school.

**7. Statutory Policies and Compliance**

**a. Review and agree Policy Review Schedule.**

KV and the incoming clerk will develop the Policy Review schedule for the next meeting.

**ACTION: KV and the incoming clerk will develop the Policy Review schedule for the next meeting.**

**b. Child Protection policy and procedures (to note any changes due to KCSIE 2025)**

These have been noted

**c. Behaviour Policy (to note any changes due to KCSIE 2025)**

These have been noted.

**d. Admissions policy - (Foundation schools and voluntary aided schools only)**

Governors **questioned** if the admissions policy needed to be looked at ahead of the current schedule given the upcoming challenges relating to falling school numbers as discussed in item 6. As the admission policy would need to be consulted on by the wider school community if changes were to be made, after discussion it was agreed by the board that the priority should be on establishing the new governing board processes and keep to the published policy review schedule.

**e. Complaints Policy (Review policy to ensure it meets the latest guidelines)**

This is up to date and compliant.

**f. AI (Artificial Intelligence) Policy - for approval**

KV introduced this policy with the outline that it is centres around AI use for staff and teachers around planning and administration, not teaching and learning. AfC are running an AI course for leaders that will be attended by TD and the computing lead. There is also AI safeguarding

training for teachers coming up. This is alongside an AI code of conduct for all staff that they have had to sign before any use of AI.

**Q. What does the code of conduct look like for staff?**

A. It outlines the principles of AI use for staff, including around GDPR, drawn up with advice from AfC. As a Google School, Gemini is completely safe to use within the organisation, and the code of conduct does now need to be updated to reflect this.

**Q. Can AI tools be used to assess or mark homework?**

A. No, it really is for use as an admin tool. The policy list agreed sites that can be used, and these are ones approved by LGFL.

**g. ECT Induction Policy 2025-26**

There are no updates for this policy as it is based on the standard model policy.

**h. Online Safety Policy 2025-26**

The Online Safety Policy is also based on the standard model policy.

**Q. Does the Online Safety Policy include anything around smart phones?**

A. Nothing specific, only in terms of online safety permissions.

Governors discussed if the school should have a separate smart phone policy, and the best way to develop this, with or without the involvement and/or consultation of parents. It was felt that although it would be good to gain insight of the views of parents, it was ultimately the responsibility of the board to make any decisions. It was discussed if there could be a phone usage survey sent to parents to gather information about current usage level and concerns as a first step. The board felt a full discussion on this subject was worth exploring at a future meeting.

**ACTION: Smart Phone Policy development to be discussed in full at a future FGB.**

**8. School Website - confirm compliance with DfE information requirements.**

The website is currently compliant pending the addition of a link around childcare as recommended by AfC, and the equalities statement in agenda item 9 below.

**ACTION: School website compliance to be moved to November FGB.**

**9. Equality information and objectives statement.**

This will be discussed at the next FGB

**ACTION: Equality information and objectives statement to be added to the November FGB.**

**10. Preparation for the 2025-26 academic year**

**a. Agree governing board meeting dates for 2025-26 academic year.**

These will be agreed at the November FGB.

**ACTION: Board meeting dates to be added to November FGB agenda.**

## 11. AOB

There was no AOB items raised.

## 12. Date and Time of next meeting - Thursday 20 November 2025 – 6.00pm in school.

The board discussed if the next meeting date might need to be adjusted as the incoming clerk was not available on November 20<sup>th</sup>. It was also suggested that FGB meetings could start at 6.00pm going forwards, which was **agreed** by governors.

**ACTION: New date for November FGB to be polled.**

**APPROVAL: Future FGB to start at 6.00pm**

**Close of Main Meeting at 9.00pm.**

## 13. Part 2. Confidential Items (if necessary)

There were no part 2 confidential items discussed.

### Agreed actions from King's CofE Primary School FGB (16 October 2025)

No.	Agenda Item	Action	Who b	By When
1.	4b	Best practice examples and feedback from other schools on the Link Governor model to be shared with the board.	KV	ASAP
2.	4b	Additional FGB meeting to add to calendar to support link governor model.	FGB	Next FGB
3.	4b	Board to confirm appointment to PPG link governor role		
4	4e	Full revision of standing orders and code of conduct to be completed by the school and new clerk to reflect new governance model.	KV	ASAP
5.	4f	Governors sign on Governor Hub to confirm they have read KCSIE	All	ASAP
6.	4g	GIAS to be updated with new board information	KV	ASAP
7.	4i	LS to circulate GIS to governors for review on Governor Hub and e-mail.	LS	ASAP
8.	4k	Link Governor appointments and visit schedule to be on future FGB agendas	Clerk	Next FGB
9.	4l.	TOR and Financial Scheme of Delegation to be reviewed to reflect new link governor process	Clerk/R C	ASAP
10.	4.n	Incoming clerk to take lead on governor training	Clerk	Next FGB
11.	5c.	Governor Annual Work plan to be added to agenda for review at subsequent FGB's	Clerk	Next FGB
12	6	KV to ask reception parents if a governor presence would be helpful on tours	KV	

13	7a	KV and the incoming clerk will develop the Policy Review schedule for the next meeting.	KV/ Clerk	Next FGB
14.	7	Smart Phone Policy development to be discussed in full at future FGB.	KV/ Clerk	Future FGB
15.	8	School website compliance to be moved to November FGB	Clerk	Next FGB
16.	9	Equality information and objectives statement to be added to the November FGB.	All governors	22.07.25
17	10	Board meeting dates to be added to November FGB agenda	Clerk	Next FGB
18.	12	New date for November FGB to be polled	KV	ASAP

**List of items approved in meeting:**

- Vicky O'Neill (VON) elected as acting chair for next FGB
- Link Governor governance model to be adopted on a trial basis until the end of the academic year
- Board approved the statutory link governor appointments
- CB approved as Link Governor for HTPM, VON approved as lead for admissions
- FGB to retain review and final approval of budget with advice and commentary from P&R link governor
- LM nominated as Governing Board treasurer.
- Future FGB's to start at 6.00pm