

KING'S CHURCH of ENGLAND PRIMARY SCHOOL
MINUTES of the FOUNDATION GOVERNING BOARD MEETING
held on
Thursday 21 November 2024 at 7.00pm at the school

Present

Caroline Baird (CB)	Foundation Governor (St Anne's)
Janine Farrance (JF)	Co-Chair - Foundation Governor (SDBE)
Reverend Dr Melanie Harrington (MH)	Foundation 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)
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
Theresa Demir (TD)	Deputy Headteacher

1. Welcome

LS 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 Deidre Carswell (DC), Co-opted Governor and Reverend Canon Dr Giles Fraser (GF) Ex officio Foundation Governor (St Anne's). The meeting was quorate.

b. Declarations of interest

There were no declarations of interest. GF, MH, and LT were reminded to complete their declarations on interest on GovernorHub.

Action – Declarations of Interest to be completed on GovernorHub.

c. Governing Board Membership

I. Note any new appointments.

Three new governors were welcomed to the board, Peter Popham (PP), Foundation Governor (St Anne's) and Rosaleen O'Callaghan (ROC), Co-opted Governor and Louise Mitchell (LM) the new Staff Governor. All appointments would be for a four-year term effective from 21.11.24.

II. Note any vacancies.

The board currently had two vacancies (one Foundation Governor (St Luke's) and one Parent Governor vacancy), but as previously noted, because most governors were also parents at the school the parent governor position would remain vacant at present to

ensure balance on the board. Two further Foundation Governor (St Anne's) vacancies would arise when MM stepped down (31.12.24) and MI's term of office ended (01.02.25). New governor recruitment would continue and following the recent new appointments it was noted that governors with skills in the areas of HR, education, building, premises, and/or facilities management, would be of particular benefit to the board.

d. Governing Board Standing Orders – Review and adoption.

The Governing Board Standing Orders were reviewed and adopted subject to the name of the school being changed to King's and being dated for this academic year (2024-25).

Action – Governing Board Standing Orders to be amended to the King's CofE Primary School and dated for this academic year (2024-25).

e. Undertake the required annual review of the delegation of responsibility as detailed in the Terms of Reference and the financial scheme of delegation.

The Curriculum & Standards and People & Resources Committees had both reviewed the delegation of responsibilities in their terms of reference and the financial scheme of delegation had been reviewed and agreed at the last People & Resources committee meeting.

Action – Faith & Wellbeing to review the delegation of responsibility set out in their terms of reference for approval at the next FGB.

f. Confirm Link Governor appointments and visit schedule for 2024-25.

Action – Link Governor appointments and visit schedule to be carried forward to the next FGB.

g. Approval of the minutes of the previous FGB meeting (24 September 2024) and matters arising

The minutes of the previous FGB meeting (24 September 2024) were agreed and approved.

Action – Minutes of the previous FGB (24.09.24) to be signed as agreed and approved on GovernorHub and as a paper copy for retention at the school.

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

- **Item 5 - Code of Conduct 2024-25** to be updated and uploaded to GovernorHub for all governors to sign.
- **Item 10 - Terms of Reference for the Faith & Wellbeing Committee** to be finalised and a plan of action for 2024-25 agreed.

Which would remain as actions.

h. Governor Training update

A link for online Safeguarding Training had been sent to all governors with a request for it to be completed as soon as possible and recorded on GovernorHub.

Action – Online Safeguarding Training to be completed by all governors as soon as possible.

All governors were reminded of the boards agreed commitment that each governor would complete a minimum of one training module per term and keep their GovernorHub record updated to evidence this.

4. Co-Chairs' Report and Strategic Priorities

a. Co-Chairs' Report

The Co-Chairs' report reflected on a successful autumn term with new leadership and planned work schedules agreed for most of the committees and the development of the strategic goals to reflect the helpful and constructive SIAMs and Ofsted inspection reports and feedback.

Looking forward the priorities for the spring term were to secure a permanent Headteacher for the school, continue and build on progress towards the achievement of the strategic goals and the important contribution the board could make in monitoring and challenging the finance and funding challenges being faced. The gap created by the departure of two long standing and experienced governors at the end of the year presented a challenge for the board, but by working as a team with commitment, active contribution and collective responsibility, the Co-Chairs were confident that the strategic goals set for the year would be achieved.

The Co-Chairs thanked everyone for the positive way they had embraced the changes and risen to the challenges presented to the board this year and looked forward to this continuing throughout the rest of the year.

b. Governors Annual Work Plan

The Governors annual work plan had been updated and approved by the Curriculum & Standards and People & Resources Committees and would be finalised once Faith & Wellbeing had met with SLT and approved their sections of the plan.

Action – Faith & Wellbeing Committee to meet with SLT and finalise their sections of the annual work plan before the end of term.

5. Headteacher’s Report

Governors asked questions about the Headteacher’s report which was shared in advance of the meeting. There had been a lot of positives and successes to celebrate this term including:

- positive feedback from the curriculum evenings and workshops,
- a successful school journey for Year 5,
- work had started on the new wildlife area,
- a SEND awareness week with parents and students presenting to the whole school and
- a successful bid to Richmond Trust for £20k to create additional break out spaces for high need children.
- school attendance continued to be good and above national average, whilst persistent absence was low and well below the national average.

The main challenges were maintaining pupil roll numbers and supporting the high level of SEND need (12.4%) and EHCPs (5.3%) at the school which were well above the national average and continued to grow.

Q – Can you tell us more about the Ofsted feedback provided to staff at the November inset day?

A – Because the Ofsted inspection was at the end of the summer term, opportunities to provide staff with feedback at the time were very limited. The feedback at the inset day went into more detail and as well as celebrating successes highlighted the areas for development and how these, together with the SIAMs feedback had been used to shape the SDP, which in turn would underpin individual action plans that would be used to measure and monitor progress throughout the school. It was made clear to staff that whilst the inspection process had been challenging, SLT felt the feedback was fair and reflected their own observations of the school. The inset day also included CPD training on Rosenshine’s principles, coaching skills, and opportunities to highlight and share good practice.

Q – How did staff react to hearing more about the feedback, particularly the areas for development?

A – Overall the feedback from staff had been positive. Staff have welcomed the honesty and transparency of the approach going forward, particularly the opportunity for individual feedback.

Q – Has SLT observed any noticeable difference or change yet?

A – Yes, the newly appointed phase leaders have welcomed the approach and reported feeling more confident in holding their staff to account, giving feedback, and using their coaching skills.

Q – How have the parents reacted to the Ofsted report?

A – There had been very little feedback and the general feeling was that people accepted it and that the communication around the outcome was good and well managed. The grade change from outstanding to good had been raised by the PSA (Parent Staff Association) in relation to the marketing of the school and this issue had also been raised by prospective parents on reception tours. There had been no exodus of children or negative impact on reception numbers.

Q – In terms of applications for reception next year, are you able to give the board an indication of the number of first-choice applications the school is likely to have?

A – Not really, we can get some indication from the number of reception tours but as all applications are handled by the borough, the school is only told how many first-choice applications we have in late February just before the Admissions Committee meet at the beginning of March.

Q – Now that Ofsted have removed their one-word grading can it be removed from our inspection report?

A – No, as the school was inspected under the old inspection regime the grading will stay until the next inspection.

The support from the two consultant headteachers (Lulu Esua (LE), Head of St John’s CofE Primary School, Kingston, and Helen Lockey (HL), Head at Hampton Junior School) had proved invaluable and provided advice, guidance, and mentoring support to the Interim Head across all aspects of the role. This had included support in the Headteacher Performance Appraisal process, the design and development of the SDP, help with the review of policies and procedures and facilitating exchange visits with other schools to learn from their experiences which had been of particular benefit in relation to collective worship and embedding spirituality within all aspects of teaching and learning.

It was agreed that LS would be part of the review with the consultant headteachers at the end of the term and provide feedback to all governors at the next FGB.

Action – Update on the consultant headteachers’ end of term review to be provided at next FGB.

a. School Development Plan update

The SDP was shared with governors in advance of the meeting. The revised SDP focused on the priorities in the learning and teaching strand of the school’s vision statement, supported by a vision action plan for the other two strands of community and sustainability. Progress against priorities and the action plan would be RAG (red, amber, green) rated and all were currently green and on track to be completed by the end of the academic year.

b. Safeguarding update

There had been one safeguarding self-referral from a parent.

There had been two reportable incident playground accidents related to children playing inappropriate games. Neither raised any concerns about adult supervision but clearer guidance about appropriate play in the playground had been provided to the children and staff supervising outside play to ensure it was more structured. Additional safe play training had been planned for the TAs prior to the accidents.

6. Financial Management

a. 2024-25 Budget Plan monitoring

The P7 budget monitoring report was discussed in detail at the last People & Resources Committee and showed the budget to be on track and the year-end forecast as predicted.

Governors were asked to note the timetable for the 2025-26 budget setting process drawn up by the People & Resources Committee and the School Business Manager, a copy of which was

included in the Headteacher's report. This included agreement to the formal delegation of the preparation of the draft budget to the People & Resources Committee at the next FGB (06.02.25) and approval of the final budget by the deadline for submission to AfC (06.06.25).

Action – Comments on the 2025-26 Budget setting process to be sent to Chair of People & Resources and the Co-Chairs.

b. School Financial Value Standard (SFVS)

The arrangements for the completion of the SFVS would be agreed by the People & Resources Committee and the School Business Manager.

Action – Arrangements for the completion of SFVS to be agreed by the P&R committee and the School Business Manager.

c. Adoption of LA Financial Handbook Procedure and approval of the scheme of financial delegation.

The LA Financial Handbook and procedures had been adopted and the scheme of financial delegation approved at the last People & Resources Committee.

d. Pay Awards 2024

The 2024 Teachers' pay award had been agreed, actioned, and pay backdated to September 2024.

The 2024 Support Staff pay award had been agreed, actioned, and pay backdated to April 2024.

e. Pupil Premium Report

This would be completed and uploaded to the school website by the 31 December deadline.

7. Committee Reports and updates.

7.1 Curriculum and Standards (CB)

The Curriculum and Standards Committee had met twice this term and the minutes of the meetings were available on GovenorHub. The committee's annual work plan had been agreed and Link Governors roles had been allocated to each of the learning phases:

- Early Years (Reception) - CB
- Key Stage 1 (Years 1&2) – LS
- Lower Key Stage 2 (Years 3&4) – KM
- Upper Key Stage 2 (Years 5&6) - JF

Link governors had all met with their phase leader from the school, been on a learning walk and completed their governor visit report. This had been a positive experience for all governors involved, who had been impressed by the staff's level of knowledge and commitment to the achievement of the goals in the actions plans based on the Ofsted feedback. The overarching focus on a subject (maths) for all visits gave a clarity and consistency of approach and would enable tracking of progress over the year.

The next meeting of the Curriculum & Standards Committee is on 15 January 2025 and the next learning walk on 22 January 2025.

7.2 Faith and Wellbeing (GF)

a. New Committee Terms of Reference for FGB approval.

This item had been carried forward from the last meeting and remained an action to be carried forward to the next FGB meeting. **Agreed action No.7.**

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

This item was carried forward from the last meeting and remained an action to be carried forward to the next FGB. **Agreed action No.7.**

7.3 People and Resources (including statutory obligations) (DC)

LS gave the committee update in DC's absence. The People & Resources committee had a positive and productive meeting on 22 October 2024, minutes available on GovernorHub. A range of issues were discussed including the budget, 2024 pay awards, health and safety report, the committee's workplan and meeting dates for the year. Highlights to note were:

- The school had agreed to a partner with Skylarks charity on a fundraising bike ride to Paris in 2025. This would be project managed by Skylarks and funds raised split equally between the charity and the school. The average funds raised by other schools who had done this previously was £30k. Details were currently being finalised but the school hoped to be able to advertise this by the end of the year.

Q – Can people specify that they want to fundraise just for the school or do funds have to be split?

A – No, people can't say that they only want to fundraise for the school. It is a partnership fundraiser so all money raised will be split 50:50 between Skylarks and the school and everything in relation to the event will be cobranded.

- A SEND Working group had been established to manage and monitor SEND funding to maximise use of resources.
- Work on the development of the wildlife area to be funded by the grant secured from the Richmond Trust last year, had finally started and would include a new pond and a bridge, a new adventure playground and tables and benches for an outdoor classroom. Progress had been rapid and a source of great excitement for all the children and it was hoped that the area would be ready for use in the Spring term. A second phase of work, funded by a further grant from the Richmond Trust, to convert the old changing rooms into learning spaces and breakout rooms including a fully equipped sensory room would follow and hopefully be in use by easter 2025.

a. New Committee Terms of Reference for FGB approval.

The new committee terms of reference were approved.

b. Budget approval process for 2024-2025 to be agreed.

This was covered under item 6a.

c. Update of School's Risk Register

This was discussed at the People and Resources Committee.

d. Family Monthly Contribution update (MM)

This was discussed at the People and Resources Committee and arrangements were being made for MM to hand this over to another member of the committee.

8. Update on GDPR breaches and Cyber Security including cyber-attack contingency plan.

There had not been any GDPR breaches to report.

All governors had been sent a link for online GDPR and Cyber Security training and were reminded to sign up for the training and update their GovernorHub training record.

Action – All governors to complete online GDPR and cyber security training and update their GovernorHub record.

9. Annual Governance Impact Statement

Action – Annual Governance Impact Statement to be carried forward to next FGB.

10. School Website compliance

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

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

a. Behaviour Policy

The Behaviour Policy was approved.

b. Admissions Policy

The Admissions Policy was approved.

c. Complaints Policy

The Complaints Policy was approved.

12. AOB

Thanks

As this was the last FGB meeting MI and MM would attend before they both stood down, the Board took the opportunity to thank them for all the valuable contributions they had made to the board and the school during their terms of office. Everyone would miss the commitment, experience, knowledge, and wisdom they had brought to the board.

13. Date and Time of next meeting.

The next FGB meeting will be held on **Thursday 6 February 2025 – 7.00pm at the school.**

Close of Main Meeting

Signed: _____ Dated: _____
Larissa Sutton (Co-Chair and Chair of this meeting)

Agreed actions from King's CofE Primary School FGB (21.11.24)

No.	Agenda Item	Action	Who by	By When
1.	3.b	Declarations of Interest to be completed on GovernorHub.	GF, MH & LT	30.11.24
2.	3.d	Governing Board Standing Orders to be amended to the King CofE Primary School & dated for this academic year (2024-25)	LS & JF	06.02.25
3.	3.e	Faith & Wellbeing to review the delegation of responsibility s out in their terms of reference for approval at the next FGB.	GF	06.02.25
4.	3.f	Link Governor appointments and visit schedule to be carried forward to the next FGB.	JF & LS	06.02.25
5.	3.g	Minutes of the previous FGB (24.09.24) to be signed as approved on GovernorHub and a paper copy for retention at the school.	JF	30.11.24
6.	3.g	Item 5. - Code of Conduct 2024-25 to be updated and uploaded to GovernorHub for all governors to sign.	KV & all governors	Asap
7.	3.g	Item 10 - Terms of Reference for Faith & Wellbeing Committee to be finalised & a plan of action for 2024-25 agreed.	GF	06.02.25
8.	3.h	Online Safeguarding Training to be completed by all governors as soon as possible.	All governors	Asap
9.	4.b	Faith & Wellbeing Committee to meet with SLT and finalise their sections of the annual work plan before the end of term	GF	20.12.24
10.	5.	Update on the consultant headteachers' end of term review be provided at next FGB.	LS	06.02.25
11.	6.a	Comments on the 2025-26 Budget setting process to be sent Chair of People & Resources and the Co-Chairs.	All governors	06.02.25
12.	6.b	Arrangements for the completion of SFVS to be agreed by the P&R committee and the School Business Manager.	P&R committee	Next P&R committee
13.	8.	All governors to complete online GDPR and cyber security training and update their GovernorHub record.	All governors	Asap
14.	9.	Annual Governance Impact Statement to be carried forward next FGB.	LS & JF	06.02.25
15.	10.	School website compliance to be carried forward to next FGB	KV	06.02.25

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				
Theresa Demir Associate Governor (Deputy Headteacher)	✓	✓				
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)	✓	✓				
Kennan Michel LA Governor	A	✓				
Marian Mollet Foundation Governor (St Anne's)	✓	✓				
Peter Popham Foundation Governor (St Anne's)		✓				
Larissa Sutton – Co-Chair Parent Governor	✓	✓				
Lynn Tandler Foundation Governor (St Anne's)	✓	✓				
Karen Verge Interim Headteacher	✓	✓				
<p>Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.</p>						