

MINUTES OF THE KING'S CHURCH of ENGLAND PRIMARY SCHOOL FOUNDATION GOVERNING BOARD MEETING

held on

Tuesday 24 September 2024 at 7.00pm at the school

Present

Caroline Baird (CB)	Foundation Governor (St Anne's)
Deidre Carswell (DC)	Co-opted Governor
Janine Farrance (JF)	Co-Chair - Foundation Governor (SDBE)
Reverend Canon Dr Giles Fraser (GF)	Foundation Governor (St Anne's)
Mark Ivory (MI)	Foundation Governor (St Anne's)
Marian Mollet (MM)	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

Part 1.

1. Welcome

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

2. Opening Prayer

KV 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. It was noted that DC and GF would be arriving late. Reverend Dr Melanie Harrington (MH), Foundation Governor (St Luke's) did not attend the meeting and no apologies for absence were received. The meeting was quorate.

b. Election of Chair and Vice Chair

I. Term of Office

It was agreed that the term of office of the Chair/Co-Chairs and Vice Chair positions would be one year.

II. Election of Chair/Co-Chairs

JF and LS nominated themselves for the position of Co-Chairs and were unanimously appointed by the board.

III. Election of Vice Chair

There were no nominations for the position of Vice Chair and it was agreed that this would remain vacant for the time being but would be reviewed as part of the Board's succession planning.

c. Membership

I. Review instrument of government

No changes were made to the instrument of government.

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

The school confirmed that all DBS and Section 128 checks had been completed and were up to date.

III. Note any new appointments.

TD, Deputy Headteacher was appointed to the board as an Associate Governor and would be a member of the Curriculum and Standards Committee.

IV. Note any vacancies.

In addition to the four vacancies the board currently had (1 Co-opted, 1 Foundation Governor (St Anne's), 1 Foundation Governor (St Luke's) and 1 parent governor), Tania Sesay (TS) had stepped down as Staff Governor. The school would arrange staff governor elections for her replacement as soon as possible.

Action – Staff governor elections to be run as soon as possible.

It was noted that MM, Foundation Governor (St Anne's) had decided to step down at the end of the calendar year and that MI, Foundation Governor (St Anne's) would be stepping down at the end of his term of office (01.02.25).

St Anne's had proposed a candidate for their Foundation Governor vacancy who would be meeting with the Co-Chairs.

Governors discussed the composition and skills mix of the board noting that the board would benefit from governors with HR and finance skills. As most of the governors on the board were also parents at the school it was decided that the parent governor vacancy would remain vacant at present to enable a better balance to be achieved.

DC joined the meeting.

d. Declarations of interest – all governors to confirm these are up to date and GovernorHub record signed.

There were no declarations of interest.

Action – All governors to sign their Declarations of interest on GovernorHub.

e. Governing Board Standing Orders –Adoption/Review

This item was not discussed and would be an item on the next FGB agenda.

Action – Review and adoption of Governing Board Standing Orders to be an agenda item at next FGB.

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

It was agreed that each of the committees would review this and bring it back to FGB for ratification.

Action – Delegation of responsibility in terms of reference and the financial scheme of delegation to be reviewed by committees and brought back to next FGB for ratification.

- g. Code of conduct: Adopt Code of Conduct 2024-25 – for approval and all Governors to sign via GovernorHub.**
Code of Conduct 2024-25 to be updated and uploaded to GovernorHub for governors to sign.
Action - Code of Conduct 2024-25 to be updated and uploaded to GovernorHub for all governors to sign.
- h. KCSIE (Keeping Children Safe in Education) 2024**
Action – All governors to sign their GovernorHub record to confirm they have read KCSIE 2024.
- i. Get Information about Schools (GIAS)**
The school would check and update GIAS, as necessary.
Action – School to check and update GIAS, as necessary.
- j. Meeting attendance for the previous year (2023-24)**
The governors meeting attendance record for 2023-24 had been produced for FGBs. The meeting attendance records for committees would be collated and the final meeting attendance record uploaded to the school website.
Action – Governor meeting attendance records for 2023-24 to be uploaded to the school website.
- k. Review Committee structure and membership including remit of People and Resources Committee.**
The current committee structure was agreed last year with a focus on fewer meetings and more interactions with the school based on the approach of ‘I know it because I’ve seen it.’ This approach had been particularly successful for the **Curriculum and Standards Committee**, which had played a vital role in the preparation for Ofsted and forged strong links with the school. CB had volunteered to take over as the new Committee Chair and the membership of the committee, currently CB, JF & LS would be increased once new governors were appointed.
Action – CB to be new Chair of Curriculum and Standards Committee.
- The **Faith and Wellbeing Committee** had undertaken a period of exploration last year and had provided vital support for the successful SIAMS inspection. It was agreed that the terms of reference for the committee needed to be finalised and a plan of action for 2024-25 agreed. GF would remain as Committee Chair and the committee members would be GF, JF, MH, LS & LT.
Action – Terms of Reference for the Faith & Wellbeing Committee to be finalised and a plan of action for 2024-25 agreed.
- The new approach had proved less successful for the **People and Resources Committee** which had a wide and diverse remit. Several changes had been proposed including improved links and ways of working with the school and agreed timescales for processes such as budget approval, which would be implemented. Questions remained about the remit and scope of the committee and this would be kept under review. KM had decided to stand down as Chair and DC had agreed to act as the interim Chair of the Committee. The committee members would be DC, MI, KM, MM & LS.
Action – DC to be interim Chair of People and Resources Committee.
- l. Confirm Link Governor appointments and visit schedule for 2024-25.**
It was agreed that each committee would decide their own Link Governor roles and report back to the next FGB. Each committee would arrange Link Governor visits with school.
Action – Link Governor roles and appointments to be agreed for each committee. Update to be provided at next FGB.

m. Approval of the minutes of the previous FGB meeting (27 June 2024) and matters arising

The minutes of the previous FGB meeting (27 June 2024) were agreed and approved. All matters arising had either been completed or were on the agenda.

Action – Minutes of the previous FGB (27.06.24) to be signed as agreed and approved on GovernorHub and as a paper copy for retention at the school.

n. Governor Training update

Governors were reminded of the importance of keeping their training records updated and of the Board's agreement that all governors would undertake a minimum of one training session per term. The range of training opportunities available to governors was discussed and included AfC (Achieving for Children), Diocesan Board of Education, GovernorHub and The Key and the London Grid for Learning (LGfL).

4. Co-Chairs' Report and Strategic Priorities

The Co-Chairs report was shared in advance of the meeting and available on GovernorHub.

a. Strategic Priorities for 2024-2025

Last year had been challenging with changes in staff and governors and the SIAMS and Ofsted inspections, all of which would be used to shape the work of the board for the coming year. The key strategic priorities would remain the same - to set the strategic direction of the school and support the school in the achievement of these objectives, act as a critical but supportive friend to SLT and ensure financial rigour and health in the management of the school finances.

b. Governors' Annual Work Plan 2024-25

A draft governors' annual work plan 2024-25 had been circulated to governors in advance of the meeting, which set out deliverables with suggested timelines for all committees to review and feedback on at the next FGB meeting.

Action – All committee chairs to feedback on annual work plan for 2024-25 at the next FGB.

5. Headteacher's Report

The school year had got off to a positive start. All new staff had started as planned and settled well and the atmosphere and 'learning buzz' around the school was good. The faster phasing in of the reception classes had worked well, particularly for parents and positive feedback had been received from parents and families about the new pick-up arrangements that had been introduced.

The Headteacher's report had been shared in advance of the meeting and governors were given the opportunity to ask questions about it.

Q – Were the three additional EHCP applications all new and are they all in reception?

A – They are all in reception. We knew about two of them but one is new.

Q – How many children have EHCPs in reception?

A – There are a total of five children out of 60, which is the highest number the school has ever had.

Q – How long does it take to identify whether a child has additional needs?

A – It varies enormously and can take years. It often depends on the nursery they attended, some pick it up and act quickly and the child starts school with a statement in place, whilst others tell parents to wait and see what happens when they start school.

Q – How does the number of leavers going to private school (3) compare with previous years and which Year groups did they leave from?

A – Three is the lowest number of pupils leaving to go to private school for five years. Two left from Year 6 and one from Year 5.

Q – How rigid is the new uniform policy, is it being enforced and will exceptions be made?

A – The new uniform policy is not that different from the previous one, but it is being enforced. Exceptions can be made if there is a particular reason why a child cannot comply and each case will be dealt with individually. This is part of the focus on overall behaviour, standards, and identity and how the school presents and represents itself.

a. Ofsted update

The draft Ofsted report had been shared with governors in advance of the meeting. An overall rating of Good was to be celebrated and everyone should be pleased with the outcome. All areas for development are constructive and positive and linked to the implementation of the curriculum.

The report would be made public on 26.09.24 and would be issued with a communication from the governing board to place it in context, congratulate and thank everyone for all they had done to achieve this and encourage people to read it.

Action – Co-Chairs to draft a communication to support the publication of the Ofsted report.

b. School Development plan

The format of the SDP had been changed and been split into a main report and an action plan.

Q – As an observation although the diversity piece is heading in the right direction it could be more diverse and more ambitious.

A – We will take that on board but are looking at this as a three-year plan and a working document that will be reviewed regularly. We did want to ensure that the initial targets were achievable and as things are completed others will be added.

Action – All committees to review SDP and provide feedback on relevant areas to KV.

c. Safeguarding update

No safeguarding issues were reported.

6. Committee Reports and updates.

6.1 Curriculum and Standards

a. Committee’s reflection on 2023-24 and key priorities for 2024-25.

Work would focus on building on the strong foundations laid down last year and on supporting the school’s achievement of the SDP.

b. Date(s) of the next Curriculum and Standards Committee meeting(s)

The next Curriculum and Standards Committee meeting would be held on **Wednesday 23 October 2024 – 8.00am at the school.**

6.2 Faith and Wellbeing

a. New Committee Terms of Reference for FGB approval.

The terms of reference for Faith & Wellbeing Committee would come back to next FGB for approval – see **Agreed Action No.10.**

b. Committee’s reflection on 2023-24 and key priorities and programme of work for 2024-25 to be agreed.

The key priorities and programme of work for the Faith and Wellbeing Committee would be an agenda item on the next FGB. The key focus would be on Collective Worship.

Action – Programme of work and key priorities for 2024-25 to be an agenda item on next FGB.

c. Date(s) of the next Faith and Wellbeing Committee meeting(s)

The date of the next meeting of the Faith and Wellbeing Committee had not been agreed.

6.3 People and Resources (including statutory obligations)

a. New Committee Terms of Reference for FGB approval.

The terms of reference for the People and Resources committee would be reviewed at the next committee meeting and brought back to FGB for approval.

Action – People and Resources Committee terms of reference to be approved at next FGB.

b. Committee's reflection on 2023-24 and key priorities for 2024-25.

This had been discussed under item 3.k.

c. Scheme of Financial Delegation for FGB approval.

Action – Scheme of financial delegation to be discussed at People and Resources Committee and brought back to next FGB for approval.

d. Completed 2023-24 SFVS for discussion and FGB approval.

This item was not discussed.

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

A draft budget approval process for 2024-25 shared with governors in advance of the meeting was noted.

Action – Budget approval process 2024-25 to be discussed at People and Resources Committee.

f. Update of School's Risk Register

Work had started on a draft Risk Register for the school.

Action – School's Risk Register to be agenda item at the next FGB.

g. Family Monthly Contribution update

The Governors' Appeal and accounts to 31.08.24 shared with governors in advance of the meeting was noted.

h. Date(s) of the next People and Resources Committee meeting(s).

The date of the next meeting of the People and Resources Committee had not been agreed.

7. Annual GDPR and Cyber Security Report

This item was not discussed.

8. Health and Safety Annual Audit Report

This item was not discussed.

9. Safeguarding Audit Report

This item was not discussed.

10. PE & Sports Premium Funding Report

This item was not discussed.

11. Annual Governance Impact Statement

This would be drafted and shared with governors for agreement at the next FGB.

Action – Annual Governance Impact Statement to be drafted for agreement at the next FGB.

12. Governing Board Self Evaluation

This would be ongoing throughout the year.

13. Statutory policies and compliance

a. School website compliance.

This item was deferred until the next meeting.

Action – School website compliance to be an agenda item at next FGB.

b. Child Protection policy and procedures (to note any changes due to update to KCSIE 2024)

The revised Child Protection and Safeguarding Policy 2024 had been updated to reflect the changes in KCSIE 2024 and shared with governors in advance of the meeting.

Governors approved the Child Protection and Safeguarding Policy 2024.

c. Behaviour Policy (to note any changes due to update to KCSIE 2024)

The Behaviour Policy would be updated to reflect the changes in KCSIE 2024 and shared with governors in advance of the next FGB meeting.

Action – Behaviour Policy to be updated and approved at the next FGB.

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

Action - Admissions Policy would be updated and shared with governors as soon as possible.

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

Action - Complaints Policy to be updated and approved at the next FGB.

14. Preparation for the 2024-25 academic year

a. Agree governing board meeting dates for 2024-25 academic year.

The governing board meeting dates for FGB for 2024-25 academic year had been agreed and added to the GovernorHub calendar. Each committee would agree committee meeting dates.

15. AOB

Sunday Service

St Anne's would be holding a Sunday service for the school on 06 October 2024 at 10.00am to which all governors were invited.

16. Items to be included on next agenda.

- EYFS review
- Update from the Committee Chairs
- Strategic priorities.

17. Meeting reflection and impact

This item was not discussed.

18. Date and Time of next meeting.

The next FGB meeting would be held on **Thursday 21 November 2024 – 7.00pm at the school.**

Close of Main Meeting

19. Part 2. Confidential Items

KV and TD left the meeting for the Part 2 – Confidential items which were minuted separately.

Signed: _____ Dated: _____

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

Actions from King's CofE Primary School FGB (24.09.24)

No.	Agenda Item	Action	Who by	By When
1.	3.c. IV	Staff governor elections to be run as soon as possible.	KV	Asap
2.	3.d	All governors to sign their Declarations of interest on GovernorHub.	All governors	31.10.24
3.	3.e	Review and adoption of Governing Board Standing Orders to be an agenda item at next FGB.	NC	21.11.24
4.	3.f	Delegation of responsibility in terms of reference and the financial scheme of delegation to be reviewed by committees and brought back to next FGB for ratification.	Committee Chairs	21.11.24
5.	3.g	Code of Conduct 2024-25 to be updated and uploaded to GovernorHub for all governors to sign.	KV & all governors	21.11.24
6.	3.h	All governors to sign their GovernorHub record to confirm they have read KCSIE 2024.	All governors	31.10.24
7.	3.i	School to check and update GIAS, as necessary.	KV	21.11.24
8.	3.j	Governor meeting attendance records for 2023-24 to be uploaded to the school website.	Committee Chairs & KV	Asap
9.	3.k	CB to be new Chair of Curriculum and Standards Committee.	NC	11.10.24
10.	3.k	Terms of Reference for the Faith & Wellbeing Committee to be finalised and a plan of action for 2024-25 agreed.	GF	21.11.24
11.	3.k	DC to be interim Chair of People and Resources Committee.	NC	11.10.24
12.	3.l	Link Governor roles and appointments to be agreed for each committee. Update to be provided at next FGB.	Committee chairs	21.11.24
13.	3.m	Minutes of the previous FGB (27.06.24) as agreed and approved on GovernorHub and as a paper copy for retention at the school.	LS	21.11.24
14.	4.b	All committee chairs to feedback on annual work plan for 2024-25 at the next FGB.	Committee Chairs	21.11.24
15.	5.a	Co-Chairs to draft a communication to support the publication of the Ofsted report.	JF & LS	25.09.24
16.	5.b	All committees to review SDP and provide feedback on relevant areas to KV.	Committee Chairs	21.11.24
17.	6.2 b	Programme of work and key priorities for Faith & Wellbeing Committee 2024-25 to be an agenda item on next FGB.	GF	
18.	6.3 a	People and Resources Committee terms of reference to be approved at next FGB.	Chair of P&R	21.11.24
19.	6.3 c	Scheme of financial delegation to be discussed at People and Resources Committee and brought back to next FGB for approval.	DC	21.11.24
20.	6.3 e	Budget approval process 2024-25 to be discussed at People and Resources Committee.	P&R Committee	Next P&R meeting
21.	6.3 f	School's Risk Register to be agenda item at the next FGB.	KV	21.11.24
22.	11.	Annual Governance Impact Statement to be drafted for agreement at the next FGB.	JF & LS	21.11.24
23.	13.a	School website compliance to be an agenda item at next FGB	KV	21.11.24
24.	13.c	Behaviour Policy to be updated and approved at the next FGB	KV	21.11.24
25.	13.d	Admissions Policy to be updated and shared with governors as soon as possible.	KV	Asap
26.	13.e	Complaints Policy to be updated and approved at the next FGB	KV	21.11.24

GOVERNOR FGB MEETING ATTENDANCE RECORD 2024-2025						
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	✓					
Theresa Demir Associate Governor (Deputy Headteacher)	✓					
Janine Farrance – Co Chair Foundation Governor (SDBE)	✓					
Reverend Canon Dr Giles Fraser Foundation Governor (St Anne's)	✓					
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)	✓					
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.						