

**MINUTES of THE KING'S CofE PRIMARY SCHOOL
FOUNDATION GOVERNING BOARD MEETING
Thursday 2 May 2024 – 7.00pm at the school**

Present

Caroline Baird (CB)	Foundation Governor (St Anne's)
Deidre Carswell (DC)	Co-opted Governor
Adrian Corke (AC)	Headteacher
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)
Marian Mollet (MM)	Foundation Governor (St Anne's)
Vas Polydorou (VP)	Foundation Governor
Tania Sesay (TS)	Staff Governor
Larissa Sutton (LS)	Co-Chair - Parent Governor
Karen Verge (KV)	Deputy Headteacher – Associate Governor

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

AC led the opening prayer.

3. Governing Board Procedures and Administration

a. Apologies for absence

Apologies for absence were received and accepted from Reverend Canon Dr Giles Fraser (GF) - Foundation Governor (St Anne's), Auriol Hale (AH) - Foundation Governor and Lynn Tandler (LT) – Foundation Governor. Kennan Michel (KM)- LA Governor did not attend the meeting and no apologies for absence were sent. The meeting was quorate.

b. Governor appointments and vacancies

AH had decided to resign from the board with immediate effect and VP had decided to stand down at the end of the summer term, which would create two Foundation Governor vacancies on the board. The Parochial Church Council of St Anne's, Kew as the appointing body had been notified of this and JF and LS had arranged to meet with GF and MH to discuss the skills they needed new governors to bring to the Board.

Action – JF and LS to meet with GF and MH re recruitment of new Foundation Governors for the board.

Governors recorded thanks to AH and VP for all the work they had undertaken on behalf of the Board during their terms of office.

The other two vacancies (one Co-opted Governor and one Parent Governor) remained under review.

c. Declarations of interest

There were no new declarations of interest. GF to be reminded to complete his declaration of interest form on GovernorHub.

Action – GF to complete declaration of interest form on GovernorHub.

d. Approval of the minutes of the previous FGB meeting (1 February 2024) and matters arising

The minutes of the previous FGB meeting held on 1 February 2024 were agreed and approved. All matters arising had either been completed or were on the agenda.

Action – JF to sign the minutes of the previous FGB as agreed and approved on GovernorHub and as a paper copy for retention at the school.

e. Committee and Link Governor appointments

There were no new appointments to note although the resignation of VP meant that the Chair of the Curriculum and Standards Committee would become vacant. Expressions of interest in taking on this position were sought from all governors.

Action – Any governor interested in becoming the Chair of Curriculum and Standards Committee to speak to JF and/or LS.

MH had decided to give up her role as Safeguarding Link Governor at the start of the new academic year (September 2024) to enable any governor interested in taking on this role to work shadow her over the remainder of the summer term.

Action - Any governor interested in becoming the Safeguarding Link Governor role to speak to MH, JF and/or LS.

f. Governor Training update

All Governors were reminded of their responsibility to keep their training updated and to ensure that this is recorded GovernorHub. Good training sources to check regularly were Achieving for Children (AfC), the Diocese and the Key. Considering the imminent Ofsted inspection the Ofsted training courses being offered by AfC (21.05.24 online) and the Diocese were highlighted.

Action – all governors to update their training record on GovernorHub.

4. Co-Chairs' Report and Strategic Priorities

The Co-Chairs' reported good progress on the strategic priorities, although as always, more work was needed in some areas. Overall, the school was in good health and well placed and prepared for the Ofsted and SIAMs inspections which could come at any time.

The strategic priorities for 2024-25, including vision and strategic goals would be an agenda item for discussion at the next FGB.

Action – Strategic priorities for 2024-25, including vision and strategic goals to be an agenda item at next FGB.

5. Headteacher's Report

a. The Headteachers report had been shared with Governors in advance of the meeting.

Key updates included:

• **Ofsted and SIAMs**

The school remained prepared and ready for Ofsted and SIAMs inspections which could come at any time. The SIAMs summary SEF document was being kept updated and new activities, such as the very successful shoebox appeal for food and toiletry items to be donated to The Vineyard Community and Richmond Foodbank as part of our Courageous Advocacy work, recorded.

The Ofsted action plan had been reshared with all staff and additional work undertaken with the subject leads of potential deep dive subjects. This had included an informative session with a local Headteacher (also an Ofsted Inspector), to look at the types of questions subject leads could be asked and how to prepare for them.

- **SDP**
Good progress had been made in all areas of the SDP but especially in the subject leadership and curriculum development area and focused on knowledge retention and assessment of understanding, which had been highlighted in the previous Ofsted review.
- **Curriculum Enrichment Opportunities and Educational Trips**
A Curriculum Enrichment Framework which mapped out all the trips, visits, and other development opportunities over the course of the academic year would be finalised for September 2024. This would be shared with families to enable them to see the opportunities for their child to enhance classroom learning. Any associated costs would be highlighted to help families plan and budget for this spending.
- **Attendance**
The revised Attendance Policy had been shared with parents and attention drawn to the 90% threshold for attendance monitoring and the expectations around attendance for children in Years 5 and 6 when attending secondary school open mornings/days, entrance exams and interviews.
Overall attendance at 95.57% remained above the DfE national target of 95%.
- **Admissions** – The admissions numbers for reception in September 2024 were good with 145 applications for 60 places. Out of the 60 offers made, 57 had confirmed acceptance. The highest number of admissions was for sibling already at the school (28), followed by proximity to the school (24). This level of admission applications was a real testament to the educational offer being made by King’s and the value placed on it by local families, particularly when viewed in the context of falling pupil roll numbers across London schools. The overall on-roll numbers remain good with 398 children on roll (maximum of 420) as at the end of April 2024.

Q – How are staff feeling about the Ofsted and SIAMs inspections?

A – The staff have worked tirelessly to ensure that the school is as prepared as it can be for the inspections but asking them to do this and the ongoing uncertainty of waiting had now started to have a negative impact and cause stress and anxiety amongst staff, with everyone just wanting the inspections to happen as soon as possible. Unfortunately, although we have been told that the SIAMs inspection will happen this term, Ofsted could be as late as September 2024.

Q - Are you confident that we are doing all we can to support staff with their mental health and wellbeing in relation to this?

A – We are offering reassurance as best we can and obtaining help and advice from external sources where appropriate. The subject leaders identified for the deep dives know that they are in a strong position but also feel that under pressure to perform well, and the waiting just exacerbates that stress.

Q – The report shows an impressive number of extra curricula clubs, can you confirm the level of take up for pupil premium children?

A – There are 46 extra curricula clubs running this term with 740 children attending and this includes all pupil premium children (35). Pupil Premium Grant (PPG) funding is also being used to support the Year 6 PPG children attend their residential school journey to Weymouth in July.

Q – Will the school be using the Olympics as a teaching tool to encourage sports take up?

A – Schools are usually supplied with materials to support the Olympics, and these will be used to encourage children to get involved. The school’s Sports Day had already been organised and the school continues to take part in a wide range of local leagues (football, netball, and tag rugby) and although not winning everything had done well.

Q – Faith based admissions seem low this year, do we know why?

A – It is difficult to say as sometimes more than one category of the admissions criteria might apply, for example a child could have a sibling already at the school and be part of a family who live within the catchment area and go to church. But a Covid gap had been noticed at junior church which would potentially impact on current year admissions.

b. Early Reading & Phonics deep dive

Governors received an interesting and informative presentation from TS which provided an overview of the EYFS early reading and phonics programme, based on Jolly Phonics, how this links into writing across the school and progresses from reception through to Year 6.

Q – How long have you been using Jolly Phonics in EYFS?

A – Jolly Phonics has been used for the last three years and prior to that it was a mix of Jolly Phonics and Letters and Sounds.

Q – Does the evidence show that the Jolly Phonics scheme works?

A – Evidence does show that the scheme works well, and we get very good phonics scores (92% Year 1), but the scheme is quite old and dated and are the only school in Kingston still using Jolly Phonics. Better, newer schemes are available like Little Wandle and Read Write Inc that it would be worth considering changing to in the future.

Q – In what ways would the new schemes be better than Jolly Phonics?

A – The biggest disadvantage with Jolly Phonics is the limited range of books on offer and the newer schemes offer a much better range and choice of books. This is particularly beneficial if children are struggling as there would always be something new to engage them with rather than having to get them to reread books. Some of the other schemes also introduce tricky words earlier, which helps with assessment at later stages in the school.

Q – Why can't we just add books to the Jolly Phonics programme?

A – A few years ago the Government started to require schools to use a validated system which Jolly Phonics is, but Ofsted now require schools to provide children with pleasure books matched to their phonics level which is very limited with Jolly Phonics.

Q – Do you know why Jolly Phonics are not upping their game to match the newer schemes?

A – Do not really know we have tried asking and they did introduce a few more books but not enough to make a real difference.

Following a discussion about the alternative schemes currently available, it was agreed that TS would investigate and evaluate the schemes and develop a proposal for change including the phasing out of the current scheme, to take to the People & Resources Committee.

Action – Proposal to change the Early Reading & Phonics scheme to be taken to People & Resources Committee.

Governors thanked TS for her helpful and informative presentation.

6. Committee Reports and updates

6.1 Curriculum and Standards

a. Curriculum and Standards Committee update report

The last meeting of the Curriculum and Standards Committee was held on 19.02.24 (minutes available on GovernorHub). The meeting focused on Art and Design and Computing and was attended by the subject leads who both impressed governors with their energy and enthusiasm and evident and comprehensive subject knowledge. Governors were also impressed that both talked about the development of cross curricula links within the school and the benefits to be gained from this.

CPD opportunities for staff were being developed through links with other local schools. The Head of Art at Christ's School, Richmond had visited the school and been impressed with the Art and Design curriculum and standard of work and had agreed to deliver a staff CPD session to further enhance their capabilities. The school is exploring similar links with the Head of Geography to help with geography field work.

Governors discussed the balance needing to be struck between the valuable experience gained from learning walks and governor attendance in school and the disruption to classes and teaching. In recognition of the additional demands this placed on staff it was agreed that arrangements for governor visits would be more structured next year and a plan and visit schedule drawn up after the end of year evaluation meeting.

Action – Governor visit schedule to be drawn up by SLT after the end of year evaluation meeting and agreed at FGB.

The Spring 2024 SIP report showed good progress and placed an emphasis on embedding and consolidating work already started. Governors had read the report in advance of the meeting and following a brief general discussion about it were given the opportunity to ask questions.

Q – The report stated that a Governors' staff survey would be launched after Easter, is that correct and will it be based on the Ofsted model or our previous staff survey which focused on staff wellbeing?

A – It had been agreed that a staff survey would be run but when and what it would cover had not been agreed. It had been agreed that in future all surveys (parent, pupil, and staff) would be run at the same time and that the best time for this would be at the end of the academic year to enable meaningful reflection on the year. The content of the staff survey would be agreed at the People and Resources Committee and would be a hybrid of the current Ofsted one and the previous Governors' staff survey. Governors would be given an opportunity to comment before it was finalised.

Action – Staff survey to be discussed at the next People and Resources Committee meeting.

Because of the increased demand for SEND services an initial bid for extra funding had been taken to the last Personnel and Resources Committee. The current staffing levels were agreed when there were seven EHCP children at the school and there are now 21 and the number predicted to rise further. The case for extra funding was agreed in principle and a detailed business case would be worked up and taken back to the People and Resources Committee for final agreement.

Action – Detailed business case for additional SEND funding to be prepared for the next People and Resources Committee.

b. Link Governor updates.

Governors had undertaken a History Learning Walk with KS1 and a Geography Learning walk with KS2 on 06.02.24. Both had been positive experiences with subject leaders showing knowledge and passion for their subject, providing engaging lessons for the children which built on prior learning and gave all the children an opportunity to contribute and participate.

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

The date of the next Curriculum and Standards Committee meeting had not been agreed but would be held before the end of the summer term.

6.2 Faith and Wellbeing

a. Faith and Wellbeing Committee update report

In the absence of the Chair of the Faith and Wellbeing Committee an update report was not received.

b. Update on progress towards/request for ratification of the new Terms of Reference for the committee.

Work on updating the new terms of reference for the committee remained ongoing and would come back to the next FGB meeting.

Action - New Terms of Reference for Faith & Wellbeing Committee to be brought to next FGB for ratification.

c. Link Governor updates.

Safeguarding

The spring term safeguarding visit had taken place on 11.03.24 and focused on safeguarding good practice and pupil voice and provided an opportunity to look at the new Senso software for safeguarding and monitoring student safety online. It had been a useful and positive visit which inspired confidence in the school's safeguarding capabilities and all children involved said they felt safe at school (10 on a scale of 1-10) and demonstrated an understanding of safeguarding issues both in person and online. A report of the visit had been uploaded to GovernorHub.

The focus of the summer term visit would be on safeguarding good practice with teachers and teachers' voice.

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

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

6.3 People and Resources (including statutory obligations)

a. People and Resources Committee update report.

In the absence of the Chair or the People and Resources Committee an update report was not received.

b. Scheme of Financial Delegation update and FGB approval

This item was deferred until the next FGB meeting.

Action - Scheme of Financial Delegation update to go to next FGB for approval.

c. End of financial year report (2023-24)

The full year outturn for 2023-24 had been discussed at the last P&R Committee meeting. This was better than predicted, showing an excess of income over expenditure of £9k, with income being £12k higher and expenditure £44k lower than forecast. This represented a substantial change, both from the 11+1 reforecast of £47k excess expenditure, and the budgeted £85k overspend.

Action - End of 2023-24 financial year update to be provided at the next FGB meeting.

d. FGB approval of School Financial Value Standard (SFVS)

This had been discussed in detail at the last People and Resources Committee meeting and submitted to the LA by the 31.03.24 deadline. A full report would be brought to the next FGB for approval.

Action - Completed SFVS to be discussed and approved at the next FGB meeting.

e. FGB approval of 2024-25 Budget.

The improved full year outturn for 2023-24 had created a better than anticipated starting point for the new financial year, although the structural underfunding issues remained, particularly around EHCP funding. The draft budget approved by the People and Resources Committee forecast an in-year excess expenditure of £61k (2024-25) and £94k (2025-26), and so even with the healthier starting point an overall deficit was projected for the end of

2025-26. This had been discussed in detail at the last People and Resources Committee meeting and a full report would be brought to the next FGB for approval.

Action - 2024-25 Budget to be discussed and approved at next FGB.

f. 2024-25 Budget Plan monitoring update.

This item would be carried forward to the next FGB meeting.

Action - 2024-25 budget plan monitoring update to be discussed at the next FGB meeting.

g. Review of 3-year Budget forecast.

This had been discussed in detail at the last People and Resources Committee meeting and a full report would be brought to the next FGB meeting for approval.

Action - 3-year budget forecast to be discussed at next FGB.

h. Review and agree any staffing structure changes.

This had been discussed as part of the budget setting work and an update would be provided at the next FGB meeting.

Action – Staffing structure changes included in 2024-25 budget to be discussed at the next FGB meeting.

i. Review and evaluate any financial benchmarking data.

This had been undertaken as part of the budget setting work and an update would be provided at the next FGB meeting.

Action - Financial benchmarking update to be provided at next FGB meeting.

j. Update of School's Risk Register

Discussion of the school's Risk Register were ongoing and would be brought to the FGB once completed.

k. Family Monthly Contribution update (MM)

To date the fund had received a total of £12.5k in donations from a total of 42 families (22 regular contributions and 20 one off donations). Governors expressed their gratitude to everyone who had contributed and agreed that this should be discussed further at the next People and Resources Committee meeting (13.05.24).

Action – Family Monthly Contribution to be discussed at next People and Resources Committee.

l. Update on progress towards/request for ratification of the new Terms of Reference for the committee.

This item was deferred until the next FGB meeting.

Action - New Terms of Reference for People & Resources Committee to be brought to next FGB for ratification.

m. Link Governor updates.

No Link Governor visits were reported.

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

The next People and Resources Committee meeting would be held on Monday 13 May 2024.

7. Statutory policies and compliance

a. New/updated policies requiring FGB approval.

The following policies and procedures requiring approval were shared with governors in advance of the meeting:

- Attendance Policy
- Behaviour Policy
- Complaints Procedure
- Suspensions and Exclusions Policy

All the above policies and procedures were approved.

b. School website compliance.

The work on the update of the school website remained ongoing and following a discussion about the governance sections it was agreed that the governors' meeting attendance record would be summarised annually from now on.

Action – School website compliance to remain an item on FGB agenda until complete.

8. Preparation for the 2024-25 academic year

Governors agreed that this item would be discussed at the next meeting.

Action – Preparation for the 2024-2025 academic year and agreement of governing board meeting dates to be an agenda item at the next FGB meeting.

9. AOB

No other items of business were discussed.

10. Meeting reflection and impact

Governors recorded thanks to TS for her excellent presentation on Early Reading and Phonics and noted how beneficial the inclusion of these sessions at FGB meetings were to increased governor understanding of the life of the school, the work done by staff and the challenges faced.

Governors also placed on record their appreciation and understanding of the intensity and pressure staff were under whilst waiting for both Ofsted and SIAMs inspections. Governors asked that their acknowledgement of this and appreciation for everything staff were doing be passed on to staff.

11. Date and Time of next meeting.

The next FGB meeting will take place on **Thursday 27 June 2024 at 7pm at the school.**

Close of Main Meeting

12. Confidential Items

AC, TS and KV left the meeting for the Part 2 – Confidential matters which were minuted separately.

Signed: _____ Dated: _____

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

Actions agreed at The King's School FGB Meeting on 02 May 2024.

No.	Agenda Item	Action	Who	Date
1.	3.b	JF and LS to meet with GF and MH re recruitment of new Foundation Governors for the board.	JF, LS, GF & MH	Asap
2.	3.c	GF to complete declaration of interest form on GovernorHub.	GF	Asap
3.	3.d	JF to sign the minutes of the previous FGB (01.02.24) as agreed and approved on GovernorHub and as a paper copy for retention at the school.	JF	27.06.24
4.	3.e	Any governor interested in becoming the Chair of Curriculum and Standards Committee to speak to JF and/or LS.	All Governors	27.06.24
5.	3.e	Any governor interested in becoming the Safeguarding Link Governor role to speak to JF and/or LS.	All Governors	27.06.24
6.	3.f	All governors to update their training record on GovernorHub.	All Governors	Asap
7.	4.	Strategic priorities for 2024-25, including vision and strategic goals to be an agenda item at next FGB.	JF & LS	27.06.24
8.	5.b	Proposal to change the Early Reading & Phonics scheme to be taken to People & Resources Committee.	TS & AC	Tbc
9.	6.1 a.	Governor visit schedule to be drawn up by SLT after the end of year evaluation meeting and agreed at FGB.	SLT & FGB	27.06.24
10.	6.1 a.	Staff survey to be discussed at the next People and Resources Committee meeting.	KM & P&R Committee	Next P&R committee
11.	6.1 a.	Detailed business case for additional SEND funding to be prepared for the next People and Resources Committee.	AC & AR	Next P&R committee
12.	6.2 b.	New Terms of Reference for Faith & Wellbeing Committee to be brought to next FGB for ratification.	GF	27.06.24
13.	6.3 b.	Scheme of Financial Delegation update to go to next FGB for approval.	KM	27.06.24
14.	6.3 c.	End of 2023-24 financial year update to be provided at the next FGB meeting.	KM/AR	27.06.24
15.	6.3 d.	Completed SFVS to be discussed and approved at the next FGB meeting.	All Governors	27.06.24
16.	6.3 e.	2024-25 Budget to be discussed and approved at next FGB.	AR and all Governors	27.06.24
17.	6.3 f.	2024-25 budget plan monitoring update to be discussed at the next FGB meeting.	KM and all Governors	27.06.24
18.	6.3 g.	3-year budget forecast to be discussed at next FGB.	All Governors	27.06.24
19.	6.3 h.	Staffing structure changes included in 2024-25 budget to be discussed at the next FGB meeting.	KM & AC	27.06.24
20.	6.3 i.	Financial benchmarking update to be provided to governors at next FGB meeting.	KM	27.06.24
21.	6.3 l.	New Terms of Reference for People & Resources Committee to be brought to next FGB for ratification.	KM and P&R Committee	27.06.24
22.	6.3 k.	Family Monthly Contribution to be discussed at next People and Resources Committee.	P&R Committee	Next P&R Committee
23.	7.b	School website compliance to remain an item on FGB agenda until complete.	AC	27.06.24
24.	8.	Preparation for the 2024-2025 academic year and agreement of governing board meeting dates to be an agenda item at the next FGB meeting.	All Governors	27.06.24

GOVERNOR FGB MEETING ATTENDANCE RECORD 2023-2024						
Governor	Meeting Dates					Attendance %
	25.09.23	23.11.23	01.02.24	02.05.24	27.06.24	
Caroline Baird Foundation Governor (St Anne's)		✓	✓	✓		
Deidre Carswell Co-opted Governor		A	A	✓		
Aidrian Corke Headteacher	✓	✓	✓	✓		
Janine Farrance – Co Chair Foundation Governor (SDBE)	✓	✓	✓	✓		
Reverend Canon Dr Giles Fraser Foundation Governor (St Anne's)	✓	A	✓	A		
Auriol Hale Foundation Governor (St Anne's)	✓	A	A	A		On maternity leave. Resigned 02.05.24.
Reverend Dr Melanie Harrington Foundation Governor (St Luke's)	✓	✓	✓	✓		
Mark Ivory Foundation Governor (St Anne's)	✓	✓	✓	✓		
Kennan Michel LA Governor	✓	✓	A	NA		
Marian Mollet Foundation Governor (St Anne's)	✓	✓	✓	✓		
Vas Polydorou Foundation Governor	✓	✓	A	✓		
Tania Sesay Staff Governor		✓	✓	✓		
Larissa Sutton – Co-Chair Parent Governor	✓	✓	✓	✓		
Lynn Tandler Foundation Governor (St Anne's)		A	A	A		
Karen Verge – Deputy Headteacher Associate Governor	✓	✓	✓	✓		
Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.						