

## MINUTES OF THE KING'S CofE PRIMARY SCHOOL FOUNDATION GOVERNING BOARD MEETING

held on

Thursday 27 June 2024 at 7.00pm at the school

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### Present

Caroline Baird (CB)	Foundation Governor (St Anne's)
Deidre Carswell (DC)	Co-opted Governor – attended online.
Aidrian Corke (AC)	Headteacher
Janine Farrance (JF)	<b>Co-Chair</b> - Foundation Governor (SDBE)
Reverend Canon Dr Giles Fraser (GF)	Foundation Governor (St Anne's),
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)	<b>Co-Chair</b> - Parent Governor
Karen Verge (KV)	Deputy Headteacher – Associate Governor

### In Attendance

Nicola Cheshire (NC)	Wandsworth Governor Services
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### Part 1.

#### 1. Welcome

LS 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 Lynn Tandler (LT) – Foundation Governor and Kennan Michel (KM), LA Governor. It was noted that VP would arrive slightly late, and GF could only attend for the first hour of the meeting. The meeting was quorate.

##### b. Governor appointments and vacancies

Nominations from the Parochial Church Council (PCC) were due to be discussed at an upcoming meeting and would then be discussed with the Co-Chairs.

##### c. Declarations of interest

There were no new declarations of interest.

##### d. Approval of the minutes of the previous FGB meeting (2 May 2024) and matters arising

The minutes of the previous FGB meeting held on 2 May 2024 were agreed and approved. All matters arising had either been completed or were on the agenda.

**Action – Minutes of the previous FGB (02.05.24) as agreed and approved on GovernorHub and as a paper copy for retention at the school.**

**e. Committee and Link Governor appointments**

CB had agreed to become the interim Chair of the Curriculum and Standards Committee when VP stands down from the Board at the end of the summer term.

Governors were reminded that a new Safeguarding Link Governor was needed from the start of the new academic year and MH reiterated her offer for any governor interested in taking this role on to work shadow her. As a Safeguarding Link Governor is a statutory requirement for the Board if nobody volunteered before the end of the summer term the Co-Chairs would appoint a governor to this role.

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

**f. Link Governor Visit Schedule 2024-25**

This would be discussed at the next FGB meeting.

**Action - Link Governor Visit Schedule 2024-25 to be discussed at next FGB meeting.**

**g. Governor Training update**

Governors were reminded of the importance of undertaking regular training and ensuring that their training records are kept up dated on GovernorHub. Training resources for governors to explore included AfC (Achieving for Children), the NGA (National Governance Association), GovernorHub and The Key and LGfL (London Grid for Learning).

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

The Co-Chairs recorded thanks to the whole Board for the way they had embraced the changes introduced this year and the energy and enthusiasm they had brought to all aspects of the Board's work. The committee structure changes were introduced to provide a clear focus on strategic priorities and increase the impact and effectiveness of the Board and as with most change some aspects had been more successful than others but overall, they had proved positive.

One of the most successful aspects had undoubtedly been the increased involvement and visibility of governors in the school and the school community which had been positive and welcomed by all. Christian Distinctiveness and Spirituality, one of the key strategic focus areas of the Board, had just been scrutinised by the SIAMS inspection and whilst the final report is awaited the feeling was that the day went well, and the outcome would be positive.

With the aim of further increasing the Board's efficiency and effectiveness and to set out the strategic priorities for 2024-25, a Governing Board Planning Schedule had been drafted for next year, which all governors are asked to review and comment on. Once agreed this would provide a framework for all the Board's work, ensuring strategic responsibilities and deadlines are met, and meetings planned and co-ordinated across the year.

The Co-Chairs expressed their thanks and gratitude on behalf of the whole board to AC for the positive impact his time on secondment as Headteacher had had on all aspects of school life and the whole school community. Sincere thanks were also given to VP for the thoughtful and insightful way he had approached everything he had done for the school, the governing board and all the committees he had served on during his time as a governor. The whole board wished both well for the future.

Financially, like all schools the school faces challenges and even though well placed compared to many others, cannot be complacent and going forward the Board must remain focused on the

important role it has to play in monitoring and interrogating the school budgets and finances and this would be a key aspect of the planning schedule proposed for next year.

The Co-Chairs once again thanked the board for everything they had done this year and asked for feedback on what had worked well and any suggestions for change and improvement. Looking forward the Co-Chairs wanted to continue the work started this year and make the board even more impactful and effective than they already were.

**Action - All governors to review draft planning schedule for discussion at next FGB.**

## 5. Headteacher's Report

AC thanked governors for all the time, support, and advice they had given him, SLT and staff during his time on secondment as Headteacher and for the opportunity they had given him to work with the school and its community. AC congratulated the board on the positive impact of their increased presence in school and the way in which governors had embraced 'I know it because I've seen it' had been very powerful to see.

Governors were given an overview of the highlights of the Headteacher's report which included:

- An updated and rag rated School Development Plan (SDP).
- SEND monitoring and evaluation of interventions and assessment screening.
- Review of the PHSE curriculum, the Jigsaw programme and PHSE Association resources.
- Review of modern foreign languages teaching.
- The school's move to a new maths teaching package - Mind Maths.
- Thanks to MM for mapping out a 2<sup>nd</sup> World War Walk around Kew for the History curriculum.
- The ongoing review of current phonics scheme (Jolly Phonics) for Reception and Year 1, with the aim of introducing a new scheme in September 2025.
- Updated assessment data.
- A review of the curriculum enrichment programme to ensure all trips are purposeful, enrich learning and are aligned to themes and lessons in class.
- Achievement of the AfC Attachment Aware School Silver award.
- Increase in lettings income thanks to the hard work of Louise Mitchell (LM), Office Administrator for clubs and lettings.

**Q** – Will the proposed change of the phonics scheme have financial implications for governors to consider?

**A** – Yes, it will but we do not expect them to be significant. The business case for making the change including all costings will be brought to FGB for decision in Spring 2025, so that it can be built into the 2025-26 budget plans. It will also outline other decisions that the board will need to make such as whether to move to e-books or remain with physical books and the ongoing costs these incur through wear and tear.

**Q** – How will SEND provision be monitored and assessed going forward?

**A** – A key aspect for the board will be the role of the SEND Link Governor, plus the move to Arbor will allow the school to produce more detailed and accurate reports on SEND.

**Q** – What are the school doing about the five persistent absences highlighted in the report?

**A** – Attendance levels across the school are above the national average but there are five families with levels of persistent absence. There are genuine reasons in some cases, but meetings will be held with all families before the end of term focused on improving their levels of attendance.

**Q** – What about the five racist incidents, were they separate incidents and are they of concern?

**A** – The five incidents involved four children. In all cases the parents were involved and have been supportive of the school's handling of the incidents. Three of the incidents involve comments about

the conflict in Israel and Gaza, which parents have said had not been discussed at home. The child involved in two of the incidents has an EHCP with cognition issues that must be considered.

**Q** – What do the admissions figures look like for next year?

**A** – Reception will be full next year (60 children) which means that we have more children coming into reception than leaving Year, which is positive. In fact, our 60<sup>th</sup> place in reception has been offered to twins, so the implications of 61 children in reception for adult to child ratios are currently being explored and will be discussed with governors, if necessary.

The drop in number of Church admissions was noted and concerns expressed that some families only attended Church for their first child and stopped once they were able to rely on the sibling criteria in the Admissions Policy. This possibility had been noted and the Admissions Committee would establish a data set to inform the review of the Admissions Policy next Year.

**Action – Admissions Policy to establish a data set for Admissions Policy review.**

**GF left the meeting.**

## **6. Committee Reports and updates.**

### **6.1 Curriculum and Standards (VP)**

#### **a. Curriculum and Standards Committee update report including link governor visits.**

The minutes of the last Curriculum and Standards Committee meeting (20.02.24) were available on GovernorHub. The subject leads for Art & Design and Computing attended the meeting for a detailed discussion of their subjects, which governors found informative and beneficial and were particularly impressed by the subject leads' levels of engagement.

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

The Committee felt that the year had gone well, particularly the increased governor involvement and visibility in school through the shared lived experience of seeing teaching in action for themselves. Building on this would be key going forward and an agreed schedule of visits for the year would be drawn up. The benefits of focusing on agreed subject areas for the year had also been recognised and the committee would link into the school's focus on Maths next year. The Committee wanted to ensure a better alignment of their meeting dates with FGB dates next year and thought that this would be beneficial for all committees.

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

The dates of the Curriculum and Standards Committee meetings for 2024-25 would be agreed by the committee and aligned with FGB dates.

### **6.2 Faith and Wellbeing**

#### **a. Faith and Wellbeing Committee update report including link governor visits.**

Christian distinctiveness had been a key focus area for FGB, the school and the Faith and Wellbeing committee in preparation for SIAMS but now this inspection had taken place the focus of the committee would shift to its wider remit.

#### **b. New Committee Terms of Reference for FGB approval.**

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

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

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

A structured programme of work for the Faith and Wellbeing Committee for 2024-25 would be drawn up and agreed with the Co-Chairs.

**Action - Structured programme of work for the Faith and Wellbeing Committee for 2024-25 to be drawn up and agreed with the Co-Chairs.**

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

The dates of the Faith and Wellbeing Committee meetings for 2024-25 would be agreed by the committee.

**6.3 People and Resources (including statutory obligations)**

**a. People and Resources Committee update report including link governor visits.**

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

**b. New Committee Terms of Reference for FGB approval.**

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.**

**c. Scheme of Financial Delegation for FGB approval.**

This item was deferred until the next FGB meeting.

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

**d. End of financial year report (2023-24).**

The end of financial year report for 2023-24 would be provided as part of the budget approval process at the next FGB.

**Action – End of Financial Year Report (2023-24) to be provided as part of the budget approval process at next FGB meeting.**

**e. FGB approval of School Financial Value Standard (SFVS)**

This was discussed in detail at the People and Resources Committee meeting and submitted to the LA by the 31.03.24 deadline and would be brought to the next FGB for approval.

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

**f. FGB approval of 2024-25 Budget.**

As governors had not had an opportunity to review the draft 2024-25 Budget in advance of the meeting and the deadline for submission to AfC was 30.06.24, it was agreed that the budget would be submitted without Board approval. Governors were alerted to the possibility of an Emergency FGB being called to approve the budget.

**Action – 2024-25 Budget to be submitted to AfC by 30.06.24 deadline without FGB approval.**

It was noted that governors had been sent a summary of changes made to the budget since the last discussions at the Personnel & Resources Committee, but that the budget still excluded the possible additional costs for SLT support from September 2024. All governors agreed that the delays in receipt of budget information and the lack of opportunity to scrutinise the budget this year was unacceptable and agreed that deadlines for receipt of information and the budget approval process would be tightened up and set out clearly for next year.

**Action – Budget approval process to be set out clearly for next year and agreed at the next FGB.**

**g. 2024-25 Budget Plan monitoring update.**

This item was deferred until the next FGB.

**Action – 2024-25 Budget Plan monitoring update to be provided at the next FGB meeting.**

**h. Review of 3-year Budget forecast.**

The 3-year budget forecast would be reviewed as part of the budget approval process at next FGB.

**Action – 3-year budget forecast to be reviewed as part of the budget approval process at next FGB meeting.**

**i. Review and agree any staffing structure changes.**

Staffing changes were discussed by the Committee as part of the 2024-25 budget discussions.

**j. Review and evaluation of financial benchmarking data.**

The Committee looked at this during their budget setting work and an update would be provided to FGB as part of the budget approval process.

**Action - Financial benchmarking update to be provided to FGB as part of the budget approval process.**

**k. Update of School's Risk Register**

This item was not discussed and would be carried forward to the next FGB meeting.

**Action – School's Risk Register to be an item on next FGB agenda.**

**l. Family Monthly Contribution update (MM)**

The family monthly contribution had received a significant boost of c£2k this term, most of which had come from one donor.

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

In the absence of the Committee Chair this was not discussed in detail, but the broad remit of this committee was noted and agreed that this should be discussed further when the board looked at the committee structure at the start of the new academic year.

**Action – Remit of People and Resources Committee to be discussed at next FGB.**

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

People and Resources Committee meeting dates for 2024-25 would be agreed by the committee.

**7. Annual GDPR and Cyber Security Report**

This item was not discussed but the report would be shared with governors and uploaded to GovernorHub once completed.

**Action – Annual GDPR and Cyber Security Report to be completed and shared with governors.**

**8. Health and Safety Annual Audit Report**

This item was not discussed but the report would be shared with governors and uploaded to GovernorHub once completed.

**Action – Annual Health and Safety Audit Report to be shared with governors once completed.**

**9. Safeguarding Audit Report**

This item was not discussed but the report would be shared with governors and uploaded to GovernorHub once completed.

**Action – Annual Safeguarding Audit Report to be shared with governors once completed.**

## 10. PE & Sports Premium Funding Report

This item was not discussed but the report would be completed, shared with governors, and uploaded to the school website by the deadline of 31.07.24.

**Action – PE & Sports Premium Funding Report to be completed, shared with governors, and uploaded to the school website by the deadline of 31.07.24.**

## 11. Annual Governance Impact Statement

The Co-Chairs would draft an annual governance impact statement for discussion at the next FGB.

**Action – Annual Governance Impact Statement to be drafted for discussion at next FGB.**

## 12. Governing Board Self Evaluation

A Governing Board Self Evaluation form would be sent to all governors for completion and the findings discussed at the next FGB. LS to co-ordinate.

**Action – All governors to complete Governing Board Self Evaluation and findings discussed at next FGB. LS to co-ordinate.**

## 13. Statutory policies and compliance

### a. New/updated policies requiring FGB approval.

There were no policies brought to this meeting for approval.

### b. School website compliance.

This item was not discussed.

## 14. Preparation for the 2024-25 academic year

### a. Governing board meeting dates for 2024-25 academic year.

The proposed FGB meeting dates for 2024-25 were:

- Tuesday 24 September 2024
- Thursday 21 November 2024
- Thursday 6 February 2025
- Thursday 1 May 2025
- Thursday 19 June 2025.

All meetings would be held at school starting at 7.00pm.

An additional FGB in the Spring Term to agree the budget would be discussed at the next FGB.

**Action – An additional FGB for budget oversight and approval to be discussed at next FGB.**

## 15. AOB

### School Employment Contracts

The Co-Chairs proposed that the current arrangement of the Chair/Co-Chairs of Governors signing all employment contracts be changed to allow the Headteacher to sign all employment contracts except for those for SLT which would remain with the Chair/Co-Chairs of Governors.

**Action – All employment contracts apart from those for members of SLT to be signed by the Headteacher.**

### Leavers Bibles and books

The school had asked the Governors' Fund to pay for the leaver's bibles and books (c£350) this year instead of the school budget. Governors agreed to this but asked that the option of this being funded by the Churches and/or their congregations be explored for next year.

**Action – Option of leavers bibles and books being funded by the Churches and/or their congregations to be explored for next year.**

**Staff Drinks**

It was agreed that the Governors’ staff drinks party would be held on Friday 19 July 2024.

**16. Meeting reflection and impact**

This was the final FGB meeting in a year of considerable change for both the school with a new Senior Leadership Team and the Governing Board, with new Co-Chairs, new governors, and a revised committee structure. The positivity, energy, and enthusiasm with which everyone had embraced these changes had been impressive particularly the focus on ‘I know it because I’ve seen it’ mantra that underpinned greater governor involvement and visibility in school, something that had proved empowering and beneficial to all. The meeting had provided an opportunity to reflect on the year and both celebrate the successes and acknowledge what had worked well, as well as a chance to reflect on areas needing more work which had been addressed candidly and constructively by everyone. All of which provided a good and positive foundation for moving forward in the coming year.

**17. Date and Time of next meeting.**

The next FGB meeting would be held on **Tuesday 24 September 2025 at 7.00pm at the school.**

**Close of Main Meeting**

**18. Confidential Items**

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

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

**Actions agreed at The King's School FGB Meeting on 25 June 2024.**

No.	Agenda Item	Action	Who	Date
1.	3.d.	Minutes of the previous FGB (02.05.24) as agreed and approved on GovernorHub and as a paper copy for retention at school.	JF & LS	24.07.24
2.	3.e.	Any governor interested in becoming the Safeguarding Link Governor to speak to MH, JF and/or LS.	All governors	24.07.24
3.	4.	All governors to review draft planning schedule for discussion at next FGB.	All governors	24.09.24
4.	5.	Admissions Policy to establish a data set for Admissions Policy review.	MI	21.11.24
5.	6.2 b.	New Terms of Reference for Faith & Wellbeing Committee to be brought to next FGB for ratification.	GF	24.09.24
6.	6.2. c.	Structured programme of work for Faith and Wellbeing Committee for 2024-25 to be drawn up and agreed with Co-Chairs.	GF, JF & LS	24.09.24
7.	6.3. b.	New Terms of Reference for People & Resources Committee to be brought to next FGB for ratification.	KM	24.09.24
8.	6.3. c.	Scheme of Financial Delegation update to go to next FGB for approval.	KM	24.09.24
9.	6.3. e.	Completed SFVS to be discussed and approved at the next FGB meeting.	KM	24.09.24
10.	6.3. f	2024-25 Budget to be submitted to AfC by 30.06.24 deadline without FGB approval.	JF, LS, AC & AR	30.06.24
11.	6.3. f.	Budget approval process to be set out clearly for next year and agreed at the next FGB.	KM, AR, JF & LS	24.09.24
12.	6.3. g.	2024-25 Budget Plan monitoring update to be provided at the next FGB meeting.	KM	24.09.24
13.	6.3. h.	3-year budget forecast to be reviewed as part of the budget approval process at next FGB meeting.	KM	24.09.24
14.	6.3. j.	Financial benchmarking update to be provided to FGB as part of the budget approval process.	KM	24.09.24
15.	6.3. k.	School's Risk Register to be an item on next FGB agenda.	AC	24.09.24
16.	6.3. m.	Remit of People and Resources Committee to be discussed at next FGB.	FGB	24.09.24
17.	7.	Annual GDPR and Cyber Security Report to be completed and shared with governors.	AC	24.07.24
18.	8.	Annual Health and Safety Audit Report to be shared with governors once completed.	AC	24.07.24
19.	9.	Annual Safeguarding Audit Report to be shared with governors once completed.	AC	24.07.24
20.	10.	PE & Sports Premium Funding Report to be completed, shared with governors, and uploaded to the school website by the deadline of 31.07.24.	AC	31.07.24
21.	11.	Annual Governance Impact Statement to be drafted for discussion at next FGB.	JF & LS	24.09.24
22.	12.	All governors to complete Governing Board Self Evaluation and findings discussed at next FGB. LS to co-ordinate.	LS & all governors	24.09.24
23.	14.	An additional FGB for budget oversight and approval to be discussed at next FGB.	FGB	24.09.24
24.	15.	All employment contracts apart from those for members of SLT be signed by the Headteacher.	AC & school	Ongoing
25.	15.	Option of leavers bibles and books being funded by the Churches and/or their congregations to be explored for next year.	GF & MH	24.09.24

<b>GOVERNOR FGB MEETING ATTENDANCE RECORD 2023-2024</b>						
<b>Governor</b>	<b>Meeting Dates</b>					<b>Attendance %</b>
	<b>25.09.23</b>	<b>23.11.23</b>	<b>01.02.24</b>	<b>02.05.24</b>	<b>27.06.24</b>	
<b>Caroline Baird</b> Foundation Governor (St Anne's)		✓	✓	✓	✓	<b>100%</b>
<b>Deidre Carswell</b> Co-opted Governor		A	A	✓	✓	<b>50%</b>
<b>Aidrian Corke</b> Headteacher	✓	✓	✓	✓	✓	<b>100%</b>
<b>Janine Farrance – Co Chair</b> Foundation Governor (SDBE)	✓	✓	✓	✓	✓	<b>100%</b>
<b>Reverend Canon Dr Giles Fraser</b> Ex Officio Foundation Governor (St Anne's)	✓	A	✓	A	✓	<b>60%</b>
<b>Auriol Hale</b> Foundation Governor (St Anne's)	✓	A	A	A		<b>On maternity leave. Resigned 02.05.24.</b>
<b>Reverend Dr Melanie Harrington</b> Foundation Governor (St Luke's)	✓	✓	✓	✓	✓	<b>100%</b>
<b>Mark Ivory</b> Foundation Governor (St Anne's)	✓	✓	✓	✓	✓	<b>100%</b>
<b>Kennan Michel</b> LA Governor	✓	✓	A	NA	A	<b>40%</b>
<b>Marian Mollet</b> Foundation Governor (St Anne's)	✓	✓	✓	✓	✓	<b>100%</b>
<b>Vas Polydorou</b> Foundation Governor	✓	✓	A	✓	✓	<b>80%</b>
<b>Tania Sesay</b> Staff Governor		✓	✓	✓	✓	<b>100%</b>
<b>Larissa Sutton – Co-Chair</b> Parent Governor	✓	✓	✓	✓	✓	<b>100%</b>
<b>Lynn Tandler</b> Foundation Governor (St Anne's)		A	A	A	A	<b>0%</b>
<b>Karen Verge – Deputy Headteacher</b> Associate Governor	✓	✓	✓	✓	✓	<b>100%</b>
<b>Key: ✓ = Attended the meeting. A = Apologies for absence sent and accepted. NA = No apologies for absence sent.</b>						