



## MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 2<sup>nd</sup> October 2023 at 6.15pm  
at the school

### Participants:

#### Governors:

Uel Barclay  
Alison Bateman  
Richard Bennett  
Sophie Brunt  
Chris Milsom (Pt)  
Francis Neal  
David Petrie  
Helen Taylor  
Eils Osgood  
Mike Townsin  
Dan Wells (Acting Chair)

#### Other Attendees:

Lucy Ashby (Deputy Head Teacher)  
Rosemary Hafeez (AfC Visitor)  
Pascale Nicholls (PTA Treasurer)  
Fiona Whiteside (Assistant Head)  
  
Jo Brogden (Clerk)

**Apologies for Absence:** Sara Bromfield and Rushabh Haria

**“May the righteous be glad and rejoice before God; may they be happy and joyful.” (Psalm 68:3)**

### 1. PRAYER

The Revd Dan Wells led the meeting in a prayer chosen to reflect the selected verse from Psalm 68:3.

### 2. WELCOME AND APOLOGIES FOR ABSENCE

The Acting Chair opened the meeting and welcomed everyone to the first FGB meeting of the new academic year and in particular Rosemary Hafeez, (SIP from AfC); Sophie Brunt (new staff governor) and Jo Brogden (new clerk). Apologies were received from Sara Bromfield and Rushabh Haria. The meeting was quorate.

*C Milsom joined the meeting at c. 18.30*

### 3. UPDATE FROM PARENT/TEACHER ASSOCIATION (PTA) (Pascale Nicholls)

The Acting Chair introduced Pascale Nicholls, (PTA Treasurer) who passed on apologies from Maria Luzzi-Stumpo, outgoing PTA chair, who was unable to attend. Pascale then updated the meeting on the PTA's fundraising outcome for the last year.

#### PTA Funds raised in 2022-23

A total of £27,900 net of expenses was raised, a little more than in 2021-22.

The most significant contributors (subject to final checking) were:

- Christmas Fair and Trees: £7.8k v £7.6 in PY
- Silent Auction: £3.5k v £2.4k in PY
- Sponsored Bounce: £6.2k v £5.1k in PY
- Summer Fair: £6k v £4.7k

In terms of rate of return, as in prior years, the sponsored bounce and silent auction deliver substantial fundraising returns as no investment is required. The fairs require spending to ensure these are as successful as possible both in terms of community events and generating cash. Costs are c. 45% of total income raised.

Based upon discussions with the school, money raised in 2022/2023 will predominantly go towards IPADS, funding the forest school teacher, decking for KS1 and contributing to a new ULEZ compliant mini bus.

Q. Have we found a mini-bus? No not yet, they are quite hard to find.

Q. As a governor who is also a parent, I congratulate you on a good year and thank the PTA for all the hard work that you have done. What is required for this year? Following the PTA AGM that took place on Friday 22<sup>nd</sup> September, we now have a new and very keen PTA chair in place and 2-3 further potential volunteers. New parents also attended the AGM so things are looking very positive with a lot of interest being shown.

The Headteacher then thanked Pascale for coming and presenting to the meeting and asked her to pass on grateful thanks to the rest of the PTA team who had done a really good job in difficult circumstances.

#### 4. ELECTION OF FGB CHAIR AND VICE-CHAIR

*The Clerk led the meeting for this item:*

The Clerk informed the meeting that Mike Townsin had volunteered and been proposed as Chair for this academic year; Dan Wells had offered to remain as Vice-Chair. The Clerk asked if anyone else wished to be nominated, but there were no other nominations. The Clerk then asked if there was any opposition to Mike Townsin being elected Chair. One governor raised concerns regarding Mike not being a practising Christian and asked therefore if by electing him Chair the Christian ethos of the school would be protected. The same governor raised concerns about potentially ill-judged comments made by Mike at a recent school committee meeting and asked Mike if he thought he was right for the role and why he was interested.

Mike replied that he was primarily interested in education having spent 10 years as a Governor (including five as Chair) at the Old Vicarage School whose ethos was also Christian. This hadn't prevented him, as a non-churchgoer, from representing the school, which has very close links with St Mary Magdalene's Church and where he has attended a number of religious ceremonies. He added that his grandson also attends a C of E school, which he supports. He also commented that in his early discussions with Michèle [*outgoing-chair*] he had made it clear that he was not a practising Christian and that it had not previously been raised as a problem. Regarding potentially ill-judged comments at a recent committee meeting, Mike said that he couldn't recall making any.

At this point the Clerk asked Mike and Dan to leave the room so that the remaining governors present could freely discuss the points raised. After some discussion, the Clerk then also suggested that the meeting be informed of agenda item 5. Staff Update as this could influence voting in the Chair and Vice-Chair elections. This was agreed. With respect to the staff update the Headteacher advised the meeting that she had resigned her post and would be leaving Holy Trinity at the end of the spring term 2024. Having informed the meeting of the Headteacher's resignation, a full discussion then ensued after which the clerk asked governors to vote. Mike Townsin was duly elected Chair by a majority of 6 votes for and 2 against, with one abstention. Dan Wells was re-elected Vice – Chair with no opposition.

*Following the election Mike Townsin and Dan Wells rejoined the meeting. Mike Townsin took over as Chair for the remaining agenda items:*

#### 5. STAFF UPDATE

See meeting minute no. 4. above re resignation of Headteacher. On behalf of the board, the Chair thanked Alison for her hard work and dedication to the school over the last five years and added that she would be sorely missed. He asked when the school community would be informed. The Headteacher advised that the whole school community would be informed the following day. The Vice-Chair will also write to advise parents tomorrow, 3<sup>rd</sup> October. **ACTION**

Rosemary Hafeez (SIP) will support the school with new headteacher recruitment and provided guidance notes for the Governing body including a recruitment schedule. The initial suggested schedule would include advertising the role externally over the Xmas holidays with interviews in mid-late January.

Clerk to add recruitment guidelines to GovernorHub. **ACTION**

Q. Is there any merit in advertising the role earlier? Rosemary advised that in her long experience potential candidates already in post are busy and tired at the end of December and equally busy again at the beginning of January. Xmas holidays would be the best time to reach suitable candidates and get optimum responses.

Q. Can we consider talking sooner on an informal basis to potential candidates known to us? It was generally agreed to be a good idea to try and speak informally if possible to known contacts, but the formal protocol must be followed. This should be further discussed by the recruitment panel.

Rosemary then asked for volunteers for a governor recruitment panel, suggesting 5 members, with a spare. She advised that the panel should represent the whole school community and ideally consist of members who had been trained in safer recruitment. The following governors volunteered to join the panel:

Francis Neal  
Rev'd Eils Osgood  
David Petrie  
Helen Taylor  
Mike Townsin  
Rev'd Dan Wells

Rosemary will arrange an initial online meeting, provisionally next Tuesday, 10<sup>th</sup> October to kick things off. Clerk to provide Rosemary with panel volunteer e-mail addresses **ACTION**

Deanery and Diocesan support will also be sought where appropriate.

Q. What does headteacher recruitment look like at present? Rosemary advised that 5 interim heads were appointed last year and a lot of new heads the year before. Kingston seemed to have less turnover. First round interviews have been quite successful. She felt that a school like HT, with two form entry should be quite an attractive prospect.

## **6. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS**

There were no business interests declared in relation to items on the agenda.

## **7. MINUTES OF THE LAST MEETING (10<sup>th</sup> July 2023)**

The minutes were approved (subject to one typographical error being amended.) The Clerk would mark them as "signed" on Governorhub.

## **8. REVIEW OF ACTIONS AND MATTERS ARISING**

Item 12. Chaplain's Report

No report was available for this meeting as the previous Chaplain had left and the new Chaplain had just started. A report from the new Chaplain will be available later in the year. **ACTION** carried over.

Item 14. FGB Membership/ Foundation Governor vacancy – PCC

The Vice-Chair advised that [*Michèle's*] Foundation Governor vacancy is a Parish Church Council appointment, but that didn't mean that candidates had to come from Holy Trinity Parish. However, Christ's school is also looking for governors, so the pool will be spread. It was noted that Sara Bromfield's Foundation Governor role will also be vacant in December 2023 and that replacements for both are needed. It was suggested that Sara could also advertise both roles at East Sheen Church. **ACTION** carried over.

Q. Can we go to the Diocese? As the Deanery is smaller, it would be usual to start there.

All other actions completed.

## **9. HEAD TEACHER'S WRITTEN REPORT**

The Headteacher's written report had been provided ahead of the meeting. At the meeting the Headteacher verbally highlighted:

PUPIL NUMBERS

Are not good and this will impact the budget. This will continue to have to be monitored.

Q. How far down are the numbers? 45 pupils were due to join Reception Class this year, but only 37 arrived.

## SCHOOL RESULTS 2022-23

School results data is currently provisional and will be firmed up in December. We are very proud of the provisional outcomes.

## NEW STAFF

There has been a very positive start to the new term seen through the development plan. The Curriculum is in place.

## PTA

Phil Lewis has been appointed PTA Chair and has a good team around him. All looks very positive.

Q. Is Kingfisher Club Resourcing now sorted? Yes, interviews are continuing and negotiations are ongoing with one candidate.

## 10. SCHOOL DEVELOPMENT PLAN 2023-24

The focus remains on Curriculum and Subject Leader Development to ensure that our Quality of Education and Leadership and Management can be evaluated as at least good.

## 11. CHAIR'S VERBAL REPORT

- a) The FGB Year Plan for 2023-24 was approved. Clerk to accept agreed online updates to the revised document.  
**ACTION**  
The FGB Year Plan provides a general guide to items that need covering at each FGB meeting.
- b) The FGB Terms of Reference were approved. Clerk to add school branding to the document. **ACTION**
- c) The Code of Conduct was approved with no changes. Clerk to update on GovernorHub **ACTION**
- d) The Presentations and Visits Schedule for 2023-24 was noted. Any suggestions for additional presentations or visits should be passed on to The Chair or Headteacher.
- e) There are no recommended changes to the Instrument of Government. The new Staff Governor is confirmed as Sophie Brunt. See Foundation Governor vacancy under Minute 8, Item 14.
- f) Committee Membership review:  
Francis Neal (Chair of PP&L Committee) appealed for more members.  
Anyone interested in being added to a committee should speak with the Chair.
- g) Link Governor responsibilities – there are a number of gaps, the most important of which it was agreed needed to be filled are English and Pupil Premium. The Vice-Chair suggested if there are no volunteers from existing governors, these link positions could be filled by the two new governors required once appointed. It was agreed that the minimum number of governor link visits was twice a year; however, this should be once a term for core subjects.
- h) Annual Governors' Declarations via GovernorHub. Following approval of the Code of Conduct at this meeting (and updated document subsequently added to GovernorHub) Clerk to send a reminder to Governors to complete their declarations. **ACTION**
- i) Annual FGB Self-evaluation: It was confirmed that 8 responses had been received and that no additional returns would be requested. The main finding from this year was that more communications were required on governor training.  
Q. Is the survey only used for self-evaluation? Yes.  
Q. Have things been followed up and actioned as a result of the self-evaluation survey? Yes, for example, the number of school committees was reduced following previous self-evaluation results.
- j) Kingfisher Donations Update: Potential income will be reported and made clearer at the next Resources Committee meeting. Reduced pupil numbers won't help with the income. The decision was taken not to promote any further in 2022-23 due to the cost of living crisis, but this may need to be reviewed in light of reduced pupil numbers and PTA net income.

## 12. GOVERNOR TRAINING

- a) Annual skills audit – forms were circulated to governors to capture any changes in their skillset in January 2023. New Governors should add relevant skills. Existing Governors should review and update. **ACTION**
- b) Training opportunities - The AfC and Diocese Training Booklets have been lodged on GovernorHub for 2023-24 and the CPD Course list was emailed to all on 05.07.23. The Clerk will shortly update this year's list of training opportunities matched to FGB governor roles. And all welcomed the clerk reminding them of courses that they should or are recommended to attend. **ACTION**

### 13. POLICY REVIEWS

The Safeguarding and Child Protection Policy was approved. However, it was noted that if Safeguarding Governors stepped down, there would be a gap. All governors should read the safeguarding policy.

The Complaints Policy was approved.

The Managing Serial, Vexatious and Unreasonable Complaints policy was approved.

Q. Do we lack any particular skills? It was agreed that HR and marketing knowledge and experience would be useful.

### 14. ANY OTHER BUSINESS

There was no other business tabled.

### 15. DATE OF NEXT MEETING: Monday, 4<sup>th</sup> December 2023 at 6.15pm at the school.

### 16. EVALUATION OF THIS FGB MEETING

Governors were asked to complete an evaluation form about the effectiveness of the meeting. Results will be collated, shared with the Chair, and compared to previous responses.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.  
The meeting closed at 20.25hrs  
Attendance was 84.16%*

Signed .....

Date.....

### SUMMARY OF ACTIONS

<b>Agenda Item 5.</b>	<p><u>Staff Update:</u> The Vice Chair will write to parents on 3<sup>rd</sup> October to advise re Headteacher resignation. <i>[Note from clerk: Vice-Chair actioned on 3<sup>rd</sup> October]</i></p> <p>Clerk to add AfC recruitment guidelines to GovernorHub. <i>[Note from clerk: Actioned 4<sup>th</sup> October]</i></p> <p>Rosemary Hafeez will arrange an online meeting with Headteacher recruitment panel volunteers w/c 09 October 2023.</p>
<b>Agenda Item 8.</b>	<p><u>Item 12. Chaplain’s Report</u> Chaplain’s Report to be provided at a future date.</p> <p><u>Item 14. Foundation Governor Vacancies</u> Replacements still sought. It was suggested that Sara Bromfield also advertise both vacancies at East Sheen Church.</p>
<b>Agenda Item 11.</b>	<p><u>Chair’s Verbal Report</u></p> <p>a). Clerk to accept agreed online updates to revised FGB Year Plan. <i>[Note from clerk: Actioned 4<sup>th</sup> October.]</i></p> <p>b). Clerk to add school branding to FGB ToRs document. <i>[Note from clerk: Actioned 4<sup>th</sup> October.]</i></p> <p>c). Clerk to update Code of Conduct on GovernorHub. <i>[Note from clerk: Actioned 4<sup>th</sup> October.]</i></p> <p>h). Once Code of Conduct updated on GovernorHub, Clerk to send reminder to Governors to update their declarations. <i>[Note from clerk: Actioned 4<sup>th</sup> October.]</i></p>
<b>Agenda Item 12.</b>	<p><u>Governor Training</u></p> <p>a). Skills Audit (Governors): Following previous circulation of skills audit in January 2023, Governors should review and update. Clerk will recirculate latest skills audit summary.</p> <p><u>b). Training Opportunities</u> Clerk to update the list of courses available this year that are relevant to specific governor roles and circulate to all.</p>

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## APPENDIX 1

### EVALUATION OF GOVERNORS' DISCUSSIONS IN SUPPORT OF SDP PRIORITIES AND THE SCHOOL'S CHRISTIAN VISION

SDP OBJECTIVE	Agenda Item	Discussion Topic	Impact On School Improvement	Linked Aspect of Vision
<p><u>Leadership and Management:</u></p> <p>“To continue to develop the knowledge skills and expertise of leaders, including governors, to ensure effective leadership at all levels.</p>	<p>11.</p> <p>12.</p>	<p><u>Chair’s Verbal Report</u> In seeking to fill the two foundation governor vacancies it was agreed that there is a gap in terms of HR and Marketing skills on the Governing Board and candidates with these skills would be useful.</p> <p><u>Governor Training - annual skills audit</u> New and existing governors agreed to review and update their skill sets on the Governor skills summary.</p> <p><u>Governor Training – Training Opportunities</u> The clerk will shortly update this year’s list of training opportunities matched to FGB governor roles.</p>	<p>Broadening and deepening the range of governor skills and training available to help meet the SDP objective</p>	<p><b>Loving Learning</b></p>
<p>4. Behaviour and attitudes</p> <p>To take pride in our community where all are respected and the highest standards of behaviour are a common feature from all within our community</p>	<p>3.</p>	<p><u>Update from PTA</u></p>	<p>Parents working well together as part of the school community and for the good of the children helps us achieve our objective of taking pride in our community and links with our vision to love one another.</p>	<p>Love one another</p>