



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 5th February 2024 at 6.15pm
at the school

Participants:

Governors:

Uel Barclay
Alison Bateman
Richard Bennett
Sophie Brunt
Paula Frew
Rushabh Haria (Pt)
Chris Milsom (Pt)
Francis Neal (Co-chair)
Eils Osgood (Co-chair) – Chaired this meeting
Helen Taylor

Other Attendees:

Lucy Ashby (Deputy Head Teacher)
Fiona Whiteside (Assistant Head)
Paul Hambling (Geography Subject Lead)

Jo Brogden (Clerk)

Apologies: Helen Jenner, David Petrie

Consent for Absence: Dan Wells

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight." (Proverbs 3:5-6)

1. PRAYER

The Revd. Eils Osgood led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Eils Osgood (Co-chair) chaired the meeting and welcomed everyone attending. Apologies were received from Helen Jenner and David Petrie. Dan Wells has consent for absence as he is on sabbatical. The meeting was quorate.

3. GEOGRAPHY PRESENTATION

The Chair welcomed Paul Hambling who presented an update to the Board on how HT's Geography curriculum has been developed and updated. *[Copy of presentation saved in FGB meeting files on GovernorHub.]*

Rushabh Haria joined the meeting at 18.26

Q. When evaluating and reflecting, have you picked up anything that has fed back into the curriculum?

Yes, it was clear that the children enjoyed learning about scientists in Antarctica, so more will be included next year, including videos of the scientists' day to day lives, thus adding more contextualisation.

Q. Is the thinking map a revision tool?

It is a method of referring back and consolidating learning. It is used in every lesson and aids long term learning. Spot quizzes are also used.

Chris Milsom joined the meeting at 6.30pm.

The Chair thanked Paul on behalf of the Board for his presentation. *Paul then left the meeting.*

4. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

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

5. MINUTES FROM PREVIOUS MEETINGS (04.12.23)

The minutes from the last meeting were approved.

6. REVIEW OF ACTIONS AND MATTERS ARISING

Actions from the previous meeting had either been completed or are due in the summer term.

7. HEADTEACHER'S WRITTEN REPORT

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

- School numbers are down. We currently have 21 first choice applications (38 last year). As it is highly unlikely that we will need more than one reception class next academic year, the decision to cap our intake in reception class at 30 has been taken following discussion with the local authority. For comparison, the Vineyard (three form entry) has 64 applications; East Sheen (also three form entry) has 38 applications and Kew Riverside eight applications. (Marshgate and Sheen Mount's numbers are OK.) This year has seen the lowest applications across the borough due to the fall in birth rate; however, it is likely there will be an increase next year. This naturally has financial implications for the school.

Q. What is the Local Authority strategy?

There is none at present due to the overriding principle of providing parental choice.

- Staffing – Fiona Whiteside has accepted a Deputy Head role at another school, but has very thoughtfully delayed her start to September.
- Hayley Merrett, who is currently on maternity leave, will be visiting staff with her new baby after half term.
- The Inset Day (8th January), which included two sessions of Emotions Coaching from our EP, was very well received.
- End of year targets have recently been updated and will be reviewed over the academic year. Whilst KS2 writing outcomes are up, combined predictions are lower. A number of interventions are taking place.

Q. What are the targets based on?

What has been seen thus far in the year. Year 6 has some challenges.

- Rosemary Hafeez (SIP) has recently visited the school to do a curriculum review. A report has been received (*See meeting paper 12.b(ii).*) Rosemary has also revisited the school this week to review progress.

7.a SCHOOL DEVELOPMENT PLAN

Quality of education and leadership and management are the main focus. (See Curriculum update.) Rosemary has spent a lot of time with Claire Jobbins to concentrate on writing outcomes and closing the gaps.

Q. In terms of pupil numbers, we are seeing attrition. What can the governing body do?

The Resources Committee Vice-chair addressed this question. In terms of budget, if the class year numbers are below 40, the school is losing money; if in the 40s, breaking even, and if in the 50s making money. Demographic and socio-economic factors are important eg if young families are moving out of the area.

There is no need to be unduly worried as the school has enough reserves from the Kingfisher Fund and PTA fundraising to provide a two-year cushion. There may also be a response nationally from the Government. The Reception class one form entry will need to be reviewed after one year.

In terms of action, Board members should follow the Resources Committee with more interest. Chloe Newman is being retained for a further 12 months and, building on the foundation work she has already done, she will be tasked with and measured on rejuvenating the Kingfisher Fund and working on initiatives to pull through pupils from Nursery to Reception. She is also researching what other schools do in terms of fundraising. Governors should be as proactive as possible in promoting the school to their contacts. The cost base will need to be looked at longer term.

FN will circulate to Governors an interesting BBC News article regarding falling demand for school places in London. **ACTION** [Actioned 5 February.]

Governors then discussed local variations, eg, Kingston has gained school population; SW London as a whole has lost 2.5%; Central London has lost 12.5%, with schools merging or closing. Islington, which has an affluent population, is merging or closing a number of its schools.

Q. Are HT leaving numbers anything to worry about?

Generally this is no different to normal; however, there has never been such a dip in numbers coming in. Demographics play their part.

Q. As it is the second year that the nursery has had pupils attending all day, does this have an impact?

There are fewer overall children in the nursery as many stay all day, but pupils who attend all day also provide an additional income stream.

The Resources Committee Vice-chair asked Governors to forward any marketing ideas to him and he will forward to Chloe.

At the end of the Headteacher's report, the Chair congratulated Fiona on her new role and thanked her for staying at HT to the end of the year.

8. CURRICULUM PRESENTATION

The Deputy Headteacher provided a curriculum update. [Curriculum papers (Agenda Item 8) are saved in FGB meeting files on GovernorHub.]

In summary,

- The Deputy Head has led CPD on thinking maps, aspirational expectations and fostering increased independence - speak less, expect more, hinge questions, planning not inventing. Link to QFT project
- Staff CPD held for drawing, use of sketchbooks. Visit made to Deer Park school
- After half term, DT staff CPD to be held
- DT working walls, use of electrical systems in DT, adaptations
- Curriculum offer on website reviewed - format and detail. DT, History and Computing complete; Geography and PE in progress
- Themes/golden threads developed through curriculum areas of History, Geography and DT
- History artefact and resources boxes have been created
- Ensuring all curriculum year group planning webs are up to date and correct on website
- Subject leader book looks and planning dips conducted ensuring consistency, big picture, recap, links to prior learning. (SL confidence in consistency of teaching and learning across their subject)
- Currently editing curriculum statements with SLs to ensure they refer to values of love, aspiration and community
- Begun to incorporate values L,A,C into planning and children's work
- Reviewed Latin curriculum and altered balance so that there is greater etymology and links to our community languages. Balanced this alongside maintaining some history and stories of the Romans (in Britain). Fiona's contact at Meadlands School will share the outreach work she has done on an etymology-based scheme.
- The Deputy Head has met all subject leaders to reflect on curriculum review and set action points

FN (Co-chair) requested that a column to include 'Action by date' should be added to the Deputy Head's Curriculum Action Plan document. **ACTION**

FN also requested that work done on the curriculum be publicised. **ACTION**

Q. Do SLs self-assess?

Yes.

There was some discussion around the SL self-evaluation summary and assessing as green or orange. The staff governor noted that SLs have a range of training, experience and expectations of themselves and their subjects. Across the board 'green' self-assessments are challenged and the RAG is referred externally to Rosemary Hafeez (SIP). It was noted that individual action plans show areas to work on and improve.

The Headteacher remarked that very helpful feedback had been received from Rosemary's December 2023 SIP Review – see *Meeting paper 12.b(ii)*.

9. SAFEGUARDING (Standing Agenda Item)

FN completed the annual Safeguarding audit in the summer; however, a subsequent request for evidence was received in the Autumn term which requires completion. **ACTION**

A whole school evacuation was recently completed within eight minutes. Some bottle necks were noted, including the need for a megaphone to allow the Headteacher to address the whole school.

An update regarding the restricted use of school gates to ensure security has recently been reissued.

10. FEEDBACK FROM COMMITTEE MEETINGS

The minutes of the Faith Group (09.01.24) and Resources Committee (25.01.24) meetings were noted.

Q. What is the Easter Experience?

Insight, a Christian Schools Work Trust, has been working with local schools in Kingston for over 30 years and in Richmond for 7-8 years. Hosted at Holy Trinity Church, 5-6 members of their staff will provide an interactive dramatisation of the Easter Story for Year 5s.

Q. Do you need any more help with Prayer Space?

Governors can provide a good resource as all have been DBS checked.

11. BUDGET

With reference to Agenda item 7.a above regarding pupil numbers and finances, the Resources Committee Vice-chair advised that some budget modelling and scenario planning would be done ahead of the next Resources Committee meeting.

12. CHAIR'S VERBAL REPORT

a) Headteacher Recruitment

Following the recent round of Headteacher recruitment advertising, two applications were received, but neither were invited for interview. Five potential applicants visited the school. Those who visited the school, but didn't apply, were followed up and all had valid reasons for not applying. Feedback from the school tours was very good. Of the two candidates who did apply, one is on hold and we are looking to interview this person in the next round.

On advice from AfC and the Diocese, it was planned to advertise again after Easter; however, following feedback from staff it is suggested that we advertise to enable interviews to be held in the penultimate week before Easter. The schedule should be signed off in the next couple of days.

It was noted that other local schools are advertising for Headteachers with a September start date. Hopefully a bigger pool of candidates will be looking.

Q. What is the plan for cover over the Summer term?

Rosemary and Rachel are looking at a list of potential candidates to provide interim part-time cover and Lucy will also take on some additional responsibilities – thank you to Lucy.

b) Ofsted Preparation

David Petrie, the Governor covering Ofsted, provided a handout for the meeting and list of questions Ofsted might ask Governors. (See papers 12.b(iii) and 12.b(iv) in the FGB Meeting - Spring 1 folder on GovernorHub.)

Q. How can the Governors help the Headteacher with Ofsted preparation?

Read meeting papers 12.b(iii) and 12.b(iv) and understand the kinds of questions you might be asked. (The Ofsted questions for Governors document will be discussed at the next meeting.) **ACTION**

Understand your Link Governor role

Be prepared

Q. Do we know when we might expect an Ofsted inspection?

General thoughts are summer '25, but a random 10% are taking place earlier.

The Headteacher to provide the Governors with a list of schools rated as 'Outstanding' and whether they have been inspected yet along with the outcome of the inspections. **ACTION**

The Governors discussed the need for messaging to be communicated to parents and staff well ahead of an Ofsted inspection and its potential outcomes. It was agreed that the Co-chairs will work on a Communications Plan accordingly. **ACTION**

c) Staff/Governor Social

Drinks for Governors and Alison will be held after the next FGB as a 'thank you' to Alison. (Helen Taylor apologised, but will be unable to attend as she is on a school trip.)

Staff/Governor drinks will be held in the summer term. Date to be agreed via email. **ACTION**

d) Link Governor Vacancies

Governors agreed to take on Link Governor roles as follows:

Early Years - Sophie Brunt

Art/DT - Paula Frew

English – Eils Osgood

Data Protection – Francis Neal

The Co-chairs to ask Helen Jenner if she would like to take on Geography and Forest School **ACTION**

e) Committee Membership Review

It was agreed that:

Eils Osgood to leave PP&C and join T&L

Paula Frew to join T&L

Sara Bromfield to be removed from the current listing

Uel Barclay to be noted as Resources Committee Vice-chair, not Co-chair

The Co-chairs to ask Helen Jenner to join PP&C **ACTION**

f) Kingfisher Fund

Chloe will draft a letter to those who have contributed in the past to thank them and then relaunch the Fund.

More data is required in terms of who has contributed over the last 18 months. It is intended that the approach in future is more direct and targeted and communications include what the money is contributing to, however basic.

g) Governor Training Requirements

Governor CPD is important for all. At the very least all Governors must complete Safeguarding training and refresh every three years. Relevant Link Governor courses are also very worthwhile. All Governors should check the AfC and Diocesan courses available.

12. POLICY REVIEWS

The On-line Safety Policy has been reviewed externally by David Coy (our Data Protection Officer) and A Turner at Christ’s School. It was approved subject to adding in the ‘Content, Contact and Conduct’ section which was included in the old policy. Francis Neal should also be removed as On-Line/E-safety Link Governor.

13. ANY OTHER BUSINESS

There was no other business tabled.

14. DATE OF NEXT MEETING: Monday, 25th March 2024 at 6.15pm at the school.

15. 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 20.16
Attendance was 77%*

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

<p>Agenda Item 7.a</p>	<p><u>SDP</u> FN will circulate to Governors an interesting BBC News article regarding falling demand for school places in London. [Actioned 5 February.]</p>
<p>Agenda Item 8.</p>	<p><u>CURRICULUM</u> Deputy Head to add a column to include ‘Action by date’ to the Curriculum Action Plan document. Deputy Head to advertise work done on the curriculum.</p>
<p>Agenda Item 9.</p>	<p><u>Safeguarding</u> FN to co-ordinate completion of Safeguarding evidence documentation.</p>
<p>Agenda Item 12.</p>	<p><u>Ofsted Preparation</u> All Governors to read ‘The Ofsted questions for Governors’ document ahead of the next FGB meeting. The Headteacher to provide the Governors with a list of schools previously rated as ‘Outstanding’ and whether they have been inspected yet along with the outcome of the inspections. The Co-chairs to draft an Ofsted Prep Communications Plan. <u>Staff/Governor Social</u> Date to be agreed by email.</p>

Link Governor Vacancies

The Co-chairs to ask Helen Jenner if she would like to take on Geography and Forest School

Committee Membership

The Co-chairs to ask Helen Jenner to join PP&C

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
<u>Leadership & Management</u> 1.1: "Subject leaders to accurately evaluate and communicate the intent, implementation and impact in their areas of responsibility..."	3.	<u>Geography Presentation</u> The Board received an update on how HT's Geography curriculum has been developed and updated.	Governors are appraised of the work involved and areas of weakness to focus on. They challenge the school to improve via questions.	Loving Learning
	8.	<u>Curriculum Presentation</u> Governors received an update on the school's curriculum and asked relevant questions including around SL self-assessment.		
	9.	<u>Safeguarding</u> Whole school evacuation update and requirement for safeguarding evidence.	Governors are assured that the school has an open and positive culture around safeguarding that puts pupils' interests first.	Love One Another
	11.	<u>Agreed Governor Link Roles</u>	Additional Subject Link Governors and therefore feedback to more subject leader/s could lead to improved practices and processes within additional areas at the school.	Loving Learning
Financial Probity	7.	<u>Headteacher's Written Report</u> Governors were appraised of the position regarding pupil numbers and the impact on income.	Governors can assess the mid - longer term financial probity of the school and put plans in place to mitigate against a fall in income.	Loving Learning
	11.	<u>Budget</u> Some budget modelling and scenario planning to be implemented.		

<p><u>Leadership and Management:</u> “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><u>Governor Training</u> Completing and/or refreshing training.</p>	<p>Broadening and deepening the range of governor skills and training available to help meet the SDP objective.</p>	<p>Loving Learning</p>
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