



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 12th May 2025 at 6.15pm at the school

Participants:

Governors:

Uel Barclay
Sophie Brunt
Paula Frew
Andy George
Rushabh Haria
Peter King
Nico Marais
Chris Milsom (Online)
Eils Osgood (Co-chair)- chaired this meeting
Helen Taylor
Gemma Townsend

Other Attendees:

Lucy Ashby (Associate Member)
Jo Brogden (Clerk)

Apologies for Absence:

Francis Neal (Co-chair)
David Petrie - absent with no apologies sent

Our vision is that children are nurtured to love learning, love one another and love God

" Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in various forms. (1 Peter 4:10)

1. PRAYER

The Rev'd Eils Osgood led the meeting in a prayer chosen to reflect the selected verse.

2. WELCOME AND APOLOGIES FOR ABSENCE

Eils Osgood chaired the meeting and welcomed everyone. Apologies were accepted from Francis Neal; David Petrie was absent with no apologies. The meeting was quorate.

3. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

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

4. MINUTES OF THE LAST MEETING (24th March 2025)

The minutes were approved, as an accurate record of the meeting, subject to one amendment under agenda item 3. *[Actioned by the clerk post-meeting.]*

5. REVIEW OF ACTIONS AND MATTERS ARISING

Actions carried over from previous meetings:

- Headteacher's Report – Headteacher to rewrite the Staff Code of Conduct carried over to next meeting. **ACTION**
- Any Other Business – Vice Chair to review the Governor Links Visit policy and report form in readiness for the start of the Autumn 2025 term. **ACTION**

All other actions from the previous meeting had been actioned. There were no matters arising.

6. OFSTED INSPECTION FEEDBACK

The Headteacher shared with Governors verbal feedback from the Inspection Team given to the Headteacher and members of SLT at the end of the Inspection. The draft written report has been received and following review by the Headteacher, Co-chairs and Vice-chair, a few tweaks have been suggested. The final Inspection report should be received either before or just after Half Term. A letter and video will be circulated to parents. Parental support was hugely positive, with 99% of parents recommending the school. The Headteacher highlighted some of the very positive quotes:

"Children in early years get off to a flying start."

"Staff pour their heart into the school to create a caring environment for our children, without compromising academic achievements."

On behalf of the Governors, the Chair expressed huge thanks and congratulations on all the hard work undertaken by the Headteacher, SLT and the whole school team.

The Headteacher confirmed that the Financial Audit was also completed over three days in the last week.

7. HEADTEACHER'S WRITTEN REPORT

The Headteacher's written report was circulated ahead of the meeting. He highlighted:

- Staff Movements: One member of teaching staff is moving away; one other will be on maternity leave for up to one year.
- 47 places have now been accepted in Reception. A new pack for parents and various welcoming activities are planned.
- The Headteacher has suggested convening a local school advisory group, with representation from HT. The group will meet regularly to consider where the gaps in school places are. The Headteacher will volunteer to join. The Headteacher will also be meeting with Rachael Phillips, HT's Diocesan advisor, to discuss what the Diocese can do to help.

Q. Do we have any data on new pupil catchment?

No, nothing definitive yet.

- A Subject Access request from one parent has meant a lot of extra work. However, the process has provided a learning curve in certain areas, eg. how the school stores medical records. David Coy, the school's DPO, has been heavily involved. Whilst such requests are relatively rare, once there is some

space, the team will consider if there are any lessons to be learnt and what might need to be done differently.

On behalf of the Governors, the Chair thanked the Headteacher for his hard work dealing with something that certainly isn't easy.

- The Headteacher confirmed that CPOMs categories will be updated to align with those used by OFSTED. **ACTION**
- It was agreed that the Chair should send a thank you note, on behalf of the Governing board, to the school SIP, who has been so helpful since joining, particularly with the OFSTED Inspection. **ACTION**
- School Outcomes targets have been adjusted slightly higher.
- The Headteacher will review the Behaviour Policy and update it before the end of term. **ACTION**
- The Marketing Proposal is due to be received on 20th May and will be presented at a meeting at 9.30am on 22nd May in school. Any governors who wish to attend are very welcome.

8. SAFEGUARDING

The Headteacher reported that main safeguarding events are generally picked up by the Headteacher, Deputy Headteacher and Assistant Headteacher. A major incident had occurred this afternoon. A notification from AfC regarding a family had resulted in a STRAT meeting, which involves the police and social services. It was agreed that a supervision team is required. LAL is also receiving training. It was also noted that when using CPOMS, entries must be factual and not interpretive. Behavioural issues are also being entered into CPOMS.

9. BUDGET

The latest budget summary had been circulated ahead of the meeting. The reduction in nursery place numbers and reduced funding coming from the Local Authority has led to a reduced surplus for 2025-26. However, it was pointed out that the school maintains £350K outside of this budget.

The key issue for the budget is pupil numbers. The school will have two teachers employed on fixed term contracts by the end of next year. Staffing requirements v. budget will continue to be reviewed; however, it was agreed that the right staffing structure needs to be in place and that there is currently money to finance this.

Q. How has the annual staff pay increase currently been accounted for?

An increase of 3% has been budgeted, 2.8% of which is Government funded. Unions are pushing for higher, but the Government will not finance this.

It was agreed that the Resources Committee could approve and recommend the proposed budget at its next meeting and that this could be ratified by the FGB by e-mail afterwards.

10. FEEDBACK FROM COMMITTEE MEETINGS

The Teaching and Learning Committee meeting minutes (30.04.25) were noted and the Committee chair confirmed that strategy moving on from the OFSTED Inspection once finalised was discussed.

The Headteacher confirmed he had received a rather negative reply from Richmond Council regarding physical signposting to the school, to which he would be responding.

The school PR campaign is working well, with the external Marketing Manager promoting the school on social media where possible.

Worst case scenario pupil numbers are also being considered.

11. CHAIR'S VERBAL REPORT

a) **Link Governor Visits**

Equality and Diversity, Latin, Phonics and SEN Reports were noted.

Q. How do Governors feel about Latin on the curriculum?

Governors discussed the pros and cons of having Latin v French/Spanish on the curriculum. It was generally seen as positive, particularly for ESL pupils as it provides a neutral ground and underpins other subjects too. Having said that, take up of languages at secondary school is dropping off with science and technology proving more popular.

It was agreed that the provision of Latin should continue to be reviewed; however, it would be worth communicating more widely to parents, why the school teaches Latin and how it underpins other core subjects and languages. A visual to demonstrate this would be very useful on the website. **ACTION**

The Vice-chair then raised the question of equality and use of social media, including the push in schools for no smartphones. A letter had been sent out last year to all Year 5 parents regarding the harmful effect of Smartphones on young people. Governors discussed alternatives to children having smartphones in school and whether there should be an outright ban. Generally, most governors present were in favour of a ban. However, it was also commented on that in many secondary schools homework is set on Apps and that practicalities need to be considered. It was therefore agreed that this should be further discussed at the next PP&C meeting and that a question regarding this could also be added to this year's annual Parent Survey. Headteacher to **ACTION**

The Phonics Link Governor asked if there will be a Phonics lead when the current lead leaves. It was confirmed that there would be a new Phonics lead.

The History, Geography and EYFS link visits to be rearranged. **ACTION**

b) **Bishop's Certificate**

Remaining sessions have been filled; however there have been some no shows. To ensure that the Bishop's Certificate is awarded there mustn't be any more. If any Governor is unable to attend an allotted session, please give EO sufficient notice to find a replacement.

c) **Succession Planning**

Currently we have one Co-chair and the Vice-chair also chairing sub-committees. The Chair therefore appealed to governors to help share the load and consider offering to chair a sub-committee or think about Chairing the governing board in the future. Specific skill sets also need to be used. If anyone is interested in future chairing roles, please contact either of the current Co-chairs.

12. ANY OTHER BUSINESS

- **Staff/Governor Drinks**

Governors were reminded that there will be staff/governor drinks at school from 3.30pm on Monday 30th June. Please try and attend.

- **School Summer Fair**

The Summer Fair is on Saturday 5th July and a good opportunity for governors with no children at the school to get a real feel for the whole school community.

- **Governor Membership**

On behalf of the Board, the Chair extended special thanks to Rushabh Haria who has completed his four year term as a governor. He will be missed.

Councillor Nancy Baldwin was suggested as a possible contact who might be able to recommend someone to be a LA Governor replacement. EO to contact. **ACTION**
 Clerk to forward a copy of the Role of a Governor to the Headteacher. **ACTION**
 Headteacher to draft relevant governor recruitment advertisements (including for LinkedIn). **ACTION**
 Governors are encouraged to use their LinkedIn accounts to publicise the role. **ACTION**

- **HT in the Park – 6th June**
 PTA social evening from 5.30pm onwards. All welcome.

13. DATE OF NEXT MEETING: Monday, 7th July at 6.15pm at the school.

14. 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 Co-chairs, and compared to previous responses.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.
 The meeting closed at 19.53 hrs
 Attendance was 85%*

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

Agenda Item 5.	<u>Review of Actions and Matters Arising</u> <ul style="list-style-type: none"> • Headteacher's Report – Headteacher to rewrite the Staff Code of Conduct - carried over from last meeting. • Any Other Business Vice-chair to review the Governor Links Visit policy and report form in readiness for the start of the Autumn 2025 term.
Agenda Item 7.	<u>Headteacher's Written Report</u> <ul style="list-style-type: none"> • Headteacher to arrange for CPOMs categories to be updated to align with those used by OFSTED. • Chair to send a thank you note, on behalf of the Governing board, to the school SIP. • Headteacher will review the Behaviour Policy and update it before the end of term.
Agenda Item 11.	<u>Chair's Verbal Report</u> <ul style="list-style-type: none"> • Deputy Head to research visual for Latin teaching. • Smartphones to be discussed at next PP&C Meeting. (Clerk to add to agenda.) • Question re Smartphones to be added to this year's Parent Survey. (Headteacher to action.) • Governor Link Visits (History, Geography, EYFS) to be rearranged. (G Townsend to action.)

Agenda Item 12.	<u>Any Other Business</u> <ul style="list-style-type: none"> ● Clerk to forward a copy of the Role of a Governor to the Headteacher. ● Headteacher to draft relevant governor recruitment advertisements (including for LinkedIn). ● Chair (EO) to contact Councillor Nancy Baldwin regarding recommendations for LA Governor replacement.