



MINUTES OF THE FULL GOVERNING BODY MEETING

Monday, 6th October 2025 at 6.15pm at the school

Participants:

Governors:

Uel Barclay
Mark Collett
Paula Frew
Andy George
Peter King
Nico Marais
Francis Neal (Co-chair)
Eils Osgood (Co-chair) chaired this meeting
David Petrie
Drew Powell
Gemma Townsend

Other Attendees:

David Brogden (LA Governor Elect)
Jo Brogden (Clerk)

Apologies for Absence:

Lucy Ashby (Associate Member)

Absent with no apologies:

Helen Taylor

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

" In their hearts humans plan their course, but the Lord establishes their steps." (Proverbs 16:9)

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, current co-chair, welcomed everyone, especially Drew Powell, (new Parent Governor), Mark Collett, (new Staff Governor) and Dave Brogden (LA Governor elect). Apologies were received and accepted from Lucy Ashby. Helen Taylor was absent due to an emergency at her school. The meeting was quorate.

3. ELECTION OF FGB CHAIR/S and VICE-CHAIR

The clerk led the meeting for this agenda item.

Francis Neal and Eils Osgood were re-elected Co-chairs unanimously.

Helen Taylor was re-elected Vice-chair unanimously.

No other candidates were nominated for either the role of Chair or Vice-chair.

Eils Osgood, Co-Chair, chaired the remainder of the meeting.

4. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

The Clerk (Jo Brogden) declared a business interest in relation to agenda item 9.a, the ratification of the appointment of David Brogden as LA Governor, as David is her husband.

5. MINUTES OF THE LAST MEETING (7th July 2025)

The minutes were approved as an accurate record of the meeting.

6. REVIEW OF ACTIONS AND MATTERS ARISING

Actions carried over from previous meetings:

- Governor Link Visits Policy and Report Form were discussed under agenda item 12.c.
- Marketing plan implementation to be discussed by the PP&C Committee. (Next meeting 21st October 25.)
- The Latin Visual is still being worked on.
- Quotes for a video storage facility carried over to be discussed at the next PP&C Committee meeting.
- The Network Rail safety talk to pupils will be taking place in January.

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

7. BUDGET REVIEW

The Budget Review was discussed at the end of the meeting and minuted separately under 'Confidential Notes'.
Mark Collett left the meeting ahead of the Budget review.

8. HEADTEACHER'S REPORT

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

- a. Pupil Numbers
 - Final Reception class numbers at the start of term are 41. There are a lot of Reception pupils on the SEN pathway who are settling in slowly.
 - Further up the school one child started today and another family of three are due to join.
 - The government-imposed change to Nursery hours timings has had a big impact financially.
- b. Marketing
 - Marketing and pupil numbers remain a key focus. Local nurseries have been contacted and visits made and arranged.
 - The Marketing Consultant has requested an increase in fees effective from the renewal of her 12-month contract due in April 2026. It was agreed that this would be discussed under Agenda item 7, Budget.
- c. The School Development Plan is focusing on the main priorities:
 - Oracy
 - OFSTED tasks - areas for improvement are being actioned
 - SIAMS prep - current plans are in hand and will be discussed further with Rachel Phillips from the Diocese.
 - Staff and pupil wellbeing.
 - Improvements in equality - consideration is being given to whether more work needs to be done with pupils on equality and misogyny.

Detailed issues from the SDP will be discussed with the relevant sub-committees. Governors agreed that the format and layout of the SDP is much more user-friendly and works better.

One Governor observed that the SDP refers in many places to the Headteacher and Deputy Headteacher maintaining responsibility. The Headteacher confirmed that other staff are partnering with the Deputy Head teacher and other subject leads will step in, particularly as the Deputy Head will soon be going on maternity leave.

Q. Is there a 5-year strategic plan?

Francis Neal explained that the original 5-year strategy (2020 – 2025) has been somewhat in abeyance since Alison's departure, Emily's interim Executive headship, and the search for a permanent Headteacher.

Governors approved the SDP and agreed that a 5-year strategic plan should be developed, overseen by the Resources Committee and any other Governors who wished to be involved.

d. Staff Update

- The school is also now working towards the Attached Aware Gold Award.
- Instructional coaching is now up and running.

e. 2024-25 Outcomes Report

The Outcomes Report was circulated ahead of the meeting. The Headteacher believes these are a good set of outcomes. He highlighted that:

- PPG pupils are not progressing as well as they should be.
- Persistent absence in November is due to one family, where EWO are involved, and one pupil who hasn't started school yet.

Q. Why are Y5 pupils showing a higher SEN percentage?

This could be because their needs have not been identified until later in their school career.

9. CHAIR'S VERBAL REPORT

a. Board Membership

- LA Governor Appointment

David Brogden and Jo Brogden stepped out of the meeting for this agenda item only.

Based on the skills required and recommendations of the board at Holy Trinity Church of England Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominated David Brogden to the position of LA governor. The term of office is for four years ending on 5th October 2029.

The board formally ratified David Brogden to the position of LA governor.

- Foundation Governor Vacancy

The Chair confirmed that Dave Petrie, Foundation Governor, and chair of the Resources Committee for the past seven years, was stepping down with immediate effect.

Dave said that the school had been through a lot over the last few years, but now that the co-chairs were firmly established, Andy is in place as Headteacher and an OFSTED report, which is a credit to the school, has been achieved, now feels the right time to step down.

On behalf of the governors, the Chair thanked Dave hugely for his contribution.

It was confirmed that the co-chairs are in conversation with one person to fill the vacancy. However, if anyone has any other suitable contacts, please let Francis or Eils know. **ACTION**

b. FGB Year Plan

The FGB Year plan was approved.

c. Terms of Reference

The FGB terms of reference were approved subject to updating the review date. **ACTION**

d. Presentations and Visits Schedule 2025-26

The schedule was approved subject to deleting 'project' from 'Writing Project Update' (27 April presentation).

Governors were happy to move to a more flexible schedule for Link Visits to suit subject leads and link governors.

Once completed Link visit reports received by clerk, clerk to add completed visits to the schedule.

e. Instrument of Government

There were no suggested revisions to the Instrument of Government.

f. Committee Membership was discussed, and revisions agreed as follows:

- Dave Brogden to join Resources and Pupils, Parents and Community
- Mark Collett and Gemma Townsend to join Teaching and Learning
- Nico Marais to join Pupils, Parents and Community
- Drew Powell to join Faith Group

g. Link Governor responsibilities were discussed, and revisions agreed as follows:

- Art/DT to be combined – Peter King
- EYFS – Francis Neal
- Online Safety/Computing - Peter King
- RE – Drew Powell
- Humanities currently vacant – hopefully to be covered by new Foundation Governor when the post filled.

- h. If not already done, governors were reminded that they must complete their annual compliance declarations on GovernorHub. If anyone is unsure how to do this, please contact the clerk. **ACTION**
- i. Annual FGB Self-Evaluation
Francis Neal commented that the findings of the annual survey were very useful. The main areas of focus for improvement are:
 - the need for a 5-year strategy, which was discussed earlier in the meeting with action to be taken.
 - Keeping the school community/stakeholders informed.
 - Collaboration with outside networks including chairs' network, clerks' briefing, AFC/SDBE training.The Co-chairs will analyse how governors can communicate better with the community and outside networks going forward. **ACTION**
- j. Succession Planning
Whilst currently happy to remain as Co-chairs, Francis and Eils would like to handover sub-committee/group chair responsibilities at some point. They will speak with governors individually.

10. GOVERNOR TRAINING

- a. Annual Skills Audit
The Annual Governor skills audit usually takes place at the beginning of the school year; however, over this academic year, with the addition of a number of new governors, the skills audit has been updated on the appointment of every new Governor, so no further audit will be required until the end of this academic year.
- b. Training Opportunities
Governors were reminded that they are all required to undertake safeguarding training and renew every three years. Clerk to advise which governors require renewal of their Safeguarding training and update new and existing governors on all relevant governor training available to them. **ACTION**

11. 2026-27 SCHOOL TERM DATES FOR APPROVAL

The school term dates were approved.

12. POLICIES FOR REVIEW

- a. The Keeping Children Safe in Education Policy was approved.
- b. The Managing Serial, Vexatious and Unreasonable Complaints Policy was approved.

Q. Was it useful for the recent issue?

It wasn't needed in the end for this particular issue, but it was good to know it was there if needed.

- c. Governor Link Visits Policy and Report Form
The Vice-chair's updated documents were circulated ahead of the meeting. Governors agreed that the new policy and report form were a lot more user-friendly.
Amendments were suggested including:
 - Add question re support for bright/curious children to Focus Area 4
 - Add question re linking subjects/collaborative planning to Focus area 2.
 - Make it clear that the conversation should be relaxed and not an interrogation of the subject lead.
 - Consider sending out the form to the subject lead ahead of the visit. They can use as they wish, but no need to complete or send back ahead of the meeting.

It was agreed that the clerk should amend the report form with suggestions above and send to the Vice-chair for approval. Once final agreed by Vice-chair, circulate to governors for use. **ACTION**

It was further agreed that the SEND/PPG link governor should discuss with Louisa Allard any tweaks/ amendments to the report form for the SEND & PPG link visit reports. **ACTION**

- d. The Governors Code of Conduct was noted.

13. ANY OTHER BUSINESS

- Community Prayer Meeting – there is an opportunity to pray for the school community on 21st October between 8:00 - 8:30am in Woodpecker Class. All governors are welcome. There will be coffee and pastries too.
- The Headteacher's Performance Management meeting was held last week with FN/EO/HT and SIP.
- There is a suggestion that staff members and governors take part in Movember this Autumn.

14. DATE OF NEXT MEETING: Monday, 8th December 2025 at 6.15pm at the school.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.
The meeting closed at 20.50 hrs
Attendance was 92%*

Signed

Signed

Date.....

Date.....

SUMMARY OF ACTIONS

Agenda Item 9.	<u>Chair's Verbal Report</u> <ul style="list-style-type: none">a) Governors to advise Co-chairs if they have any suggested new Foundation Governor candidates.c) Clerk to update FGB terms of reference review date.h) Governors to complete their annual compliance declarations on GovernorHub.i) Following this year's Self -Evaluation survey the Co-chairs will analyse how governors can communicate better with the community and outside networks going forward.j) Co-chairs will speak with governors individually regarding succession planning.
Agenda Item 10.	<u>Governor Training</u> <p>Clerk to advise which governors require renewal of their Safeguarding training and update new and existing governors on all relevant governor training available to them.</p>
Agenda Item 12.	<u>12.c Governor Link Visit Report Form</u> <p>Clerk to update form, send to Helen Taylor for approval, and once approved circulate to governors for use.</p> <p>SEND/PPG link governor to speak with Louisa Allard re adaptation of report form for SEND/PPG.</p>