



MINUTES OF THE FULL GOVERNING BODY MEETING
Monday, 2nd February 2026 at 6.15pm at the school

Participants:

Governors:

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

Other Attendees:

Sophie Brunt (Acting Deputy Head)
Jo Brogden (Clerk)

Apologies for Absence:

(Lucy Ashby is on maternity leave)

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

" 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

Eils Osgood led the meeting in a prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

Eils Osgood chaired this meeting and welcomed everyone. The meeting was quorate.

3. DECLARATIONS OF BUSINESS INTERESTS IN AGENDA ITEMS

There were no declarations made in terms of agenda items.

4. MINUTES OF THE LAST MEETING (8th December 2025)

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

5. REVIEW OF ACTIONS AND MATTERS ARISING

5.1 F Neal reported that the charity that had promoted debating in schools no longer existed. However, Latymer School can offer for Y6, starting in October. The Vice-chair suggested that Ibstock School might be able to help, but HT might not be close enough.

- 5.2 Appropriate staffing for nursery numbers was carried forward to the next Resources Committee meeting.
- 5.3 It was confirmed that Google Forms and the data capture process for visiting families was working properly.
- 5.4 P Frew will try and arrange Phonics training later this term.
- All other action items had been completed. There were no matters arising.

6. SIAMS UPDATE

The Faith Group is meeting once a month and is working through the SIAMS framework. Rachel Phillips from the Diocese visited recently and was very positive about progress. The Faith Group has identified where more work is needed including working on vision and values branding, how the school understands, articulates and evidences spiritual flourishing, and how this weaves through all we do as a school community.

Gemma Townsend joined the meeting at 18.28pm.

A checklist has been prepared for the SIAMS Inspection, which is expected to take place for 1-2 days from September. The recent Faith Group meeting minutes were noted, and it was agreed that the IDSR (Inspection Data Summary Report) should be discussed at the next Teaching and Learning Committee meeting. **ACTION**

7. HEADTEACHER'S WRITTEN REPORT

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

a. Admissions

To date there have been 20 first choice applications for Reception in 2026, 22 second choice and 33 third choice. Other primary schools in the area are looking at reducing their total number of classes and working with the Borough to make temporary reductions in their PAN. No school is over-subscribed. There is the possibility that if some of these classes are removed in other schools, HT could benefit.

The Headteacher has attended two Borough meetings, one for Headteachers, where it was confirmed that they may have to consider combining some schools. The Headteacher has already spoken to Richmond Borough about offering partnership work. A further consideration is joining a Diocesan MAT. The Headteacher has spoken to Pia Longman, of the Diocesan Education Board, who has offered to come in and meet governors to explain, with no obligation, how this might work. It was suggested that this might be useful as it would provide more independence from AfC and in light of AfC contract pricing increases, HT would get pricing contracts via the Diocese. It was also confirmed that funds would not be pooled, school boards would still run budgets locally. At this stage the school is seeking to understand all options.

Q. Could staff members be sent to other schools in the MAT?

The Diocese tends to work collaboratively, and this would only occur if mutually agreed.

Q. Does this mean schools could be merged?

No, HT can't make a federation with a non-Church school. However, soft federations/partnerships can be arranged whereby two governing Boards remain, but there is only one Headteacher. However, this would still need to go through a consultation process.

b. Restructure

The restructuring consultation has been concluded. The outcome is that the 2 temporary class teacher contracts will cease, and another option has been provided, meaning that there will not be a need to have compulsory redundancies in this restructuring. Full details have been provided to the Resources Committee, with a confidential note to protect anonymity at this time. Should any other governor like to see the confidential note, please contact the clerk.

Staff have been advised and the main question has been whether this can happen again. Naturally it is hoped not, but there are no guarantees at this stage. General feedback from staff has been relief that there will be no compulsory redundancies, but there is some concern that the same process might occur next year. Those whose temporary contracts will not be renewed are naturally disappointed.

AfC has offered a School Resource Management Advisory (SRMA) audit, which offers a free advisory financial check, with no obligation to implement anything suggested. It was agreed that it would be a good idea to have the audit and take the advice.

The Variation of Number for September 2026 has been approved, and the school will have a PAN of 30 going forward from September 2026.

Year 2 Update

Numbers across the two Year 2 classes will drop to 30 as of 1/2/26.

The two classes will become one class, with Nayyer Ahmed as the teacher. Ben Thomson will then be used to fulfil our PPA, cover and Y6 requirements, which will be needed once two other staff go on their teaching practices. The Headteacher will inform parents this week.

The main effect of the current and future staffing structure is the difficulty in releasing senior staff for school improvement activities.

c. School Development Plan

There have been no significant updates since Christmas. The SDP remains a work in progress.

d. Complaints

A parental complaint about a member of staff was received last week, which initially the parent wished to make formal. However, after careful listening and discussion with the Headteacher, the parent agreed to make an informal complaint. A follow up letter was sent to the parent.

8. SAFEGUARDING

There are currently 4 major child protection cases ongoing, two of which went to an Initial Child Protection Meeting - this is the highest level of concern.

The Headteacher explained the different procedural levels, which are Child Protection, (highest level), Child in Need and FamilyHelp/Support (lowest level).

If families don't give permission for the school to be involved, there is nothing the school can do about it at CIN or Family Help level – Child Protection is compulsory.

In dealing with the social workers involved since joining HT, the Headteacher has some serious concerns about the efficacy of the administration. In one example, he was mistakenly omitted from being invited to a Child Protection meeting.

Notwithstanding that safeguarding is the number one priority in schools, the Headteacher wished to impress on governors how much school involvement there is in safeguarding, how much time it takes up and the impact this has on not being able to allocate time for school improvements.

Q. What has caused that change?

Economic downturn, limited money in education and social care. There is a perception that too many people in social care do the job temporarily. The school is the first port of call and the voice of the children.

Q. How is a safeguarding case created?

Monitoring is everyone's responsibility, and any member of staff can add to the online monitoring system. The safeguarding leads all have an overview of that system and if there are sufficient signposts this can trigger a review and ultimately a case. Some children may also join a school with an existing plan that has to be monitored.

The Headteacher reported an online incident that was picked up through the filtering system. A child who had left the school had hacked a current pupil's online school account and sent an abusive e-mail to a teacher. Unfortunately, the current pupil had shared their password with the other child. Fortunately, the filtering system worked, and the abusive e-mail never reached the teacher. Due to the expertise of our IT Manager, he was able to trace where the hack had come from, and the school was able to contact the parents of the ex-pupil, who admitted he was responsible for the e-mail sent from the current pupil's account.

This example prompted governors to ask how often children are asked to change their school passwords.

It was agreed that Mark Collett would chat with HT's IT Manager to discuss the possibility of changing pupil passwords more frequently. **ACTION**

It was further agreed that this should be followed up in the next Teaching and Learning Committee meeting. **ACTION**

On behalf of the governors, the Chair asked for grateful thanks to be passed on to the Headteacher, Mark Collett and the IT Manager for their handling of this situation.

Q. Why is attendance at 94% in January?

Due to parents taking Christmas holidays out of school, illness and one family still bringing the percentage down.

Q. Are Richmond schools fining parents?

Yes, secondary schools are. But many families can't afford to pay.

9. BUDGET

The Resources Committee Chair confirmed that the current budget deficit is £20K more positive since the last meeting. The deficit should now be c. £250K by the end of the year [*previously £277K deficit reported*]. The school holds c. £600K in cash

assets. The school can currently survive for two further years if no changes are made. However, budgetary reductions are being made in terms of staff restructuring and reductions in PAN. Early budget modelling will be provided at the next FGB meeting. It is estimated that there will be a further deficit of £205K after the first year. It was agreed that the school would benefit financially from some in-year admissions.

The Resources Committee Chair also reported that the Business Manager had done a great piece of work on the financial feasibility of offering wraparound care for parents. However, the research made it clear that this would not prove cost-effective at present. It may be feasible in two to three years' time.

The Headteacher advised that it may be necessary to provide a deficit recovery plan. The SRMA audit will provide advice on this.

The Headteacher commented that the budget restrictions impact on staff effectiveness.

Q. What are the biggest effects on teaching and learning?

Staff's ability to work with higher needs children. Ability to help, train and develop other staff. Teaching and Learning is holding ok, but the school isn't in a position to improve.

Q. How can we make Kingfisher Club more profitable?

It is hard to staff. There are only two key days when full. Different pricing models have been looked at. However, it is currently profitable. Some parents would like to be able to book on an ad hoc basis on the day. We don't have that flexibility due to required staffing ratios.

Q. Is there anything the Church can do to support the school?

The school receives a lot of money from Richmond Parish Lands and the National Schools Fund.

10. CHAIR'S VERBAL REPORT

The Chair welcomed Katie Lee as the newest Foundation Governor.

Katie was invited by the Chair to introduce herself and Katie confirmed that she lives in Mortlake and worships at St Mary the Virgin, Mortlake. Katie currently works as Senior Adviser - China in HSBC's Group Public Affairs but is looking to wind down from full time working this year.

a. **Link Governor Visits/Responsibilities**

Katie Lee agreed to take on Humanities as Link Governor.

Helen Taylor confirmed she had completed a Science Link Governor visit but wishes to discuss at the Teaching and Learning Committee meeting before adding to papers at the next FGB meeting.

Gemma Townsend has conducted PPG and SEND visits, but the reports need completing.

Peter King has conducted a DT visit, but the report needs completing.

b. **Governor Skills Audit**

This was noted.

c. **Succession Planning**

The Chair confirmed that the following governors had agreed to volunteer as Committee vice-chairs:

Peter King – Resources

Paula Frew – Teaching and Learning

Gemma Townsend – Pupils, Parents and Community

Drew Powell – Faith Group.

It was confirmed that any other members of these committees are welcome to volunteer as vice-chair in this academic year and elections would take place at the next relevant committee meetings.

11. POLICIES FOR REVIEW

The Children Looked After and Children Previously Looked After Policy was approved.

Q. Do we have any Children Looked after?

There is a previously looked after child in Reception Class.

Q Do we still have Kick Support?

Yes

13. ANY OTHER BUSINESS

- a. New HR Provider Contract – For Information
The school was advised that the current HR contract would be renewed at 2.5 times the current contract price. The Business Manager obtained competitive quotes and the school has agreed to contract with Judiciam Education, who are much more cost-effective and come highly recommended.
- b. New Cleaning Contract – for information
The cleaning contract was up for renewal and the Business Manager obtained six quotes. Following an impressive presentation, the school has agreed to contract with Capital, a family run business on a three-year contract with a one-year break clause.
- c. Governors discussed how many HT processes are paper-based. It was agreed the governors support the introduction of more on-line processes and endorse the saving of paper and the planet. However, at the same time, the school must ensure that all relevant GDPR requirements are met.

14. DATE OF NEXT MEETING: Monday, 23rd March 2026 at 6.15pm at the school.

*Supporting meeting papers are electronically-filed on the GovernorHub web portal.
The meeting closed at 19.50 hrs
Attendance was 100%*

Signed Signed

Date..... Date.....

SUMMARY OF ACTIONS

Agenda Item 6.	<u>SIAMS Update</u> It was agreed that the IDSR (Inspection Data Summary Report) should be discussed at the next Teaching and Learning Committee meeting.
Agenda Item 8.	<u>Safeguarding Headteacher’s Written Report</u> Mark Collett will chat with HT’s IT Manager to discuss the possibility of changing pupil passwords more frequently. Pupil passwords be followed up in the next Teaching and Learning Committee meeting.
Agenda Item 9.	<u>Budget</u> Carried over from previous meeting: It was agreed that the strategy regarding a possible appeal for Kingfisher Fund donations and communicating where funds were spent should be discussed further. (Resources Committee)
Agenda Item 10.	<u>Chair’s Verbal report</u> Carried over Paula (Frew) to try and arrange Phonics training for TAs.