



**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
held at Grand Avenue School on  
**Monday 12th May at 7.30pm**

LA-1	CO OPTED 8		PARENT -2	STAFF 2
Alexis Orlovac	Jenny Gresson (Chair)	Connor Adams	Farah Ahmad	Shona Pitcher Headteacher (Ex Officio)
	Shamama Tul Amber (VC)	Nicky Bannerman	JP Salter	Fran Sagar
	Angie Edwards	Richard Newman		
	Archika Kumar			

Associate Members: Matt McHale, Gareth John, Sophie Clift

Clerk/Minutes: **Lucy Richards**

Bold = absent

ITEM	MEETING STARTED AT: 7.30pm	ACTIONS
087	<b>APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED</b>	
	Fran Sagar Farah Ahmad Nicky Bannerman Shamama Tul Amber Lucy Richards Connor Adams Archika Kumar	
088	<b>OBSERVERS</b>	
	None	
089	<b>DECLARATIONS OF BUSINESS INTEREST</b>	
	No declarations of interest were made.	

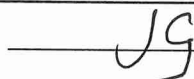
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090	MINUTES OF THE LAST MEETING HELD	
	These were agreed to be a true and accurate record of the meetings held on 3rd March 2025 and 17th March 2025	
091	MATTERS ARISING	
	<p>Governor matters: JP visited Matt to discuss the history and will set up a visit with the team.</p> <p>Governors were asked to make appointments to visit their coordinators/link year groups.</p> <p>PREVENT training - all Governors should undertake this training every two years. This is online training. All Governors should undertake Course 1 - Awareness training and SG governors need to complete both Course 1 and Course 2 training (Referrals Course).</p> <p><b>Governor question: Is there an annual review of the Prevent Duty risk assessment? Response: There will be a review, this is the first year that this has been in place. Governors are to monitor the action plan for the SG audit.</b></p> <p>JG and AO visited school to review progress and ask questions following on from training attended on SG. JG recommended this training to all governors.</p> <p>All governors should read KCSIE and there is an annual summary of KCSIE available from the Key.</p> <p>RSHE Governor should ask SG questions when coming in for a visit. Safeguarding should be added to all committee meetings, not just FGB.</p> <p>HT report to Governors should include a SG report, not just a verbal report. JG explained what the report should contain.</p> <p>Minutes must show engagement from Governors. Every visiting Governor should ask SG questions whilst they are in school, this includes children and staff. It was noted that children are very good at answering SG questions whilst they are in school.</p> <p>Training log - SG will be kept separately and should also include Safer Recruitment training and H&amp;S training. Cyber Security - training should be undertaken by all Governors. The H &amp; S Governor should look at site safety during their visit.</p> <p>Ofsted - how it is monitored, SG policies, checking procedures, training record, how safe children feel in school and how do we know. How does the school include British Values? It was noted that this is on the school website (add to agenda for C&amp;C on 9th June).</p> <p>Plans for 90th Birthday celebrations - in progress. The VE workshop was excellent and the children enjoyed these celebrations.</p> <p>Ofsted notes - ensure circulated to FGB. SP has collated a google document which has all documents which may be required when Ofsted visit.</p> <p>Feedback from School Council visit.</p> <p><b>Governor question: Have there been any changes to the finances. There are two</b></p>	<p>Clerk to share Jenny's write up and slides from PREVENT training.</p> <p>Clerk to add Prevent training to induction document for all Governors.</p> <p>Share summary of KCSIE from the Key.</p> <p>Update Governor visit to include SG questions which should be asked during visit.</p> <p>Add British Values to the C &amp; C agenda for June 2025.</p> <p>GJ has written up for training and will share it for the next FGB (July 2025).</p> <p>Advise Governors of date for 90th birthday celebrations</p> <p>Add site security to the risk register.</p> <p>Ofsted minutes to circulate</p> <p>Documents for governors for Ofsted.</p> <p>Send School Council dates</p>

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	<p><b>children who are leaving so the matrix funding</b></p> <p>Two ECT's have been recruited for September.</p> <p><b>Governor question: Has the national insurance figures come through for the school yet?</b>  <b>Response: The SBM is still waiting for the final figures for the school. The support staff element has been funded. The indicative amount is slightly more than had been expected but this is not as yet confirmed.</b></p> <p><b>Has the school managed to redeploy the member of staff from the Sunshine room?</b>  <b>Response: There will be some part time hours available for this member of staff. This is under discussion.</b></p> <p>The caretaker has yet to confirm if he will be leaving at the end of this school year. If the school continues to use the caretaker's current house as a caretaker's house then the school is able to retain this as a caretaker's property.</p>	around.
<b>092</b>	<b>GOVERNOR HEALTHCHECK</b>	
	<p>Update document to reflect:</p> <p>Gareth - question 6 JP - question 9</p> <p>Final meeting of the year the board will evaluate the Healthcheck to update the agreements of the board and then can highlight any gaps.</p>	<p>Angie/Alexis/Shamama/JP/Richard/Matt to send write up to Clerk.</p> <p>Add Healthcheck evaluation to the last meeting of the year</p>
<b>093</b>	<b>GOVERNOR MATTERS</b>	
	<p>a) Governor visits/year groups - previously covered in minutes arising.</p> <p>b) Governor training - previously covered.</p> <p>c) eNews/Termly newsletter - please review the update and check any training dates. It was noted that there has been a national rise in parental complaints linked to SG.</p> <p>22/4 - all attendance data for Kingstons and Richmond.</p> <p>2nd May Termly email - full of information for Governors. Has information on SG, mentioned site security in particular. EY Framework has changed but it was noted that this is already in place per the school safer recruitment.</p> <p>8/5 - AfC included a draft letter regarding smartphones which has been shared with local schools. AO commented that a lot of schools are advocating to not have smart phones until the age of 14.</p> <p>d) Parent/Governor coffee meeting date - Clerk to identify dates for coffee morning and send to JG. The last coffee morning raised several points for consideration.</p> <p>e) Skills audit - thanks to those who completed the skills audit.</p>	Clerk to identify dates and share with FGB.

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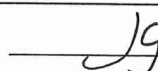
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	f) Risk register - this will be covered during the last FGB of the academic year.	
094	<b>HEADTEACHERS DASHBOARD</b>	
	<p>This has been updated for this term.</p> <p>SDP is the first section. The 3rd document listed SDP &amp; SEF - this has the full review of the SDP as of last term which is reviewed at SLT and MLT every term.</p> <p>Art &amp; DT threshold and concepts have been developed. The phonics project is continuing - Wandle, Read Write Inc and AfC project. There has been continued progress here.</p> <p>All maths programs have been reviewed and considered how to promote use across the school.</p> <p>Fostering a sense of community. This is looking at how the school develops a sense of community.</p> <p>Eco plan - there is a government focus on this and Earth Day will be celebrated shortly.</p> <p>Zones of Regulations are continued to be looked out to support children in the classroom.</p> <p>Voluntary fund - there are contributions coming in. A third governor was asked to join the VF.</p> <p>IT - the new server is now in place and the backup for the server is also in place. This is working well. Wifi points in the Annex and top corridor and various specific points in the school are being renewed as there are some blind spots. Windows 10 - the licence has been extended for the short term. The new iPads have been purchased and are in use.</p> <p>Staffing - Currently the school do not have any ECT's, although this will change in September as two have been recruited as maternity cover. These are very positive appointments, both are known to the school.</p> <p>There is currently one SMSA vacancy.</p> <p>Absence data - the data is looking strong.</p> <p><b>Governor question: Has there been a change in how many children take holidays?</b></p> <p><b>Response: There has not been much fluctuation.</b></p> <p>There followed a discussion regarding fining of families and it was noted that some schools in Kingston do put in place fines for families who take children out of school during term time.</p> <p>Parent survey - this was very positive in terms of behaviour.</p> <p><b>Governor question: The suspensions, were these different children and has behaviour improved since the suspensions?</b></p> <p><b>Response: There has been increased support for the child who was suspended last year.</b></p>	<p>Identify date for Wellbeing meeting with staff (12-1.30pm)</p> <p>Exit interviews - schedule in July.</p> <p>Updates to VF board.</p> <p>Sustainability Governor - confirm who this is.</p>

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There is one CP plan and one CIN plan.

**Governor question: Are there any looked after children?**

**Response: There are 4, PLAC children (previously looked after children).**

School numbers: there are 658 children on roll. Reception, Year 1 and Year 5 have spaces, the rest of the school is full.

SDP - this is rag rated, items are green are completed, yellow are in progress. A suggestion for Governors coming in, please look at the use of oracy when visiting class/year group. In addition to this Governors were asked to look at enjoying learning and exceeding expectations (include this into the governor visit sheet) and also to look at/discuss with Rights Respecting Awards.

The HT would like to ensure the governors are seeing things that are being discussed at Governor meetings are in place in the classroom e.g.; the worry box.

Sustainability Governor - confirm who is the Sustainability Governor.

The current staff list and training was shared.

2025 admissions:

Reception - 97 applications

90 offers have been made and there have been a few families who have declined the place. The second round of offers will be sent out this week. It is looking positive that Reception will be full in September and there are still potential families who are coming in to visit and tour the school. The welcome packs are being sent out this week and there is an open morning on Saturday 7th June.

***Nursery/Reception admissions:***

44 places are available in the Nursery, this is the cap which has been agreed with no loss in funding.

The breakdown is as follows: 33 (30 hour children) 3 PM children, 8 AM children.

These places have been offered and accepted.

**Governor question: Are the school expecting a change to the figures in January?**


**Response: Yes, it is likely as applications are ongoing and there are likely to be some siblings joining the school then.**

There followed a discussion around deferrals of childrens places where children are summer born and not quite ready for entry in Reception.

Nursery funding - guidance was published in April due to a legal case where a family, successfully, took a Nursery to court citing that the paid lunch time club impacted on the access to the 30 hour provision. There are now tight restrictions on what can be done and some changes to the Nursery hours will be made. There will be no Nursery lunch club from September, this is to be replaced with a constant provision in the Nursery. Children are funded for 6 hours in Nursery but children are in Nursery for 7 hours.

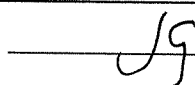
Therefore, the school is suggesting the core hours remain the same, 8.30am-3.20pm with a lunch break, however, this lunch break will no longer be paid for. The start time for 30 hour children will be 9.30am. If the parents of the 30 hour children would like to

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 7.7.25

	<p>pay for the early start at 8.30am, this can be added as an extra. This has not impacted the Nursery staffing. Children will have a 30 minute lunch break (30 hour children only). The AM and PM only children will not have a lunch break. It is likely that there will be a reduction in funding received as it is expected that some 30 hour children will not require the early start. This has to be in place by January 2026, however the school have decided to implement this from September 2025 to make the new Nursery year run smoothly.</p> <p><b>Governor question: Are TAs who are FT and take maternity leave able to return from their leave on a part time contract? Is it easier to accommodate TAs as opposed to teachers?</b>  <b>Response: It is the same to accommodate these requests as for teachers.</b></p>	
095	<b>PARENT SURVEY FEEDBACK</b>	
	<p>Parent Survey - there were five key points which came out of the survey. It was felt that this was a very positive response from parents.</p> <p>Lowest - high expectations of my child 71% and I know how well my child is doing (84%).</p> <p>There followed a discussion on how the questions were framed? It was agreed that this was an open question. It was noted that some of the comments centred around inclusion and supporting SEN children with some feeling there was not enough support for more able learners.</p> <p>The school will look at the communications which are sent out and ensure that these are showcasing the work that is taking place in school.</p> <p><b>Governor question: Do you discuss with leavers why they are leaving?</b>  <b>Response: Yes, we would discuss with the parents to understand their reasons for leaving. Children do not generally leave the school because they are unhappy in school and the reasons are generally moving outside of the borough/overseas or do a specialist provision.</b></p> <p>Areas to improve:  The numbers of comments in this area has reduced since the last survey in May 2024. When looking at some of the comments from the last survey it can be seen that several changes have been put in place.</p> <p><b>Governor question: Has the new after school club manager settled in well?</b>  <b>Response: Yes, she is doing very well and making some changes and positive improvements to the club (including breakfast club).</b></p> <p>There were comments regarding the toilet facilities that are used by after school club toilets. The toilets are now closed from 2.45-3.15pm to allow for cleaning to ensure they are ready for the after school club to use freshly cleaned toilets. It is useful to receive feedback to enable the school to make some slight changes which are quick to make.</p>	
096	<b>SIP – SPRING 2025</b>	

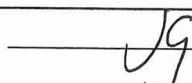
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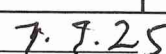


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	<p>The phonics review has also been included here.</p> <p>Training - there followed a discussion around how to ensure staff all have access to the same training, especially where there are part time staff.</p> <p>Flexible working - meant to balance with what is good for the staff and to ensure staff retention with what is good for the children and impact.</p> <p>The school used to hold staff meetings on Tuesdays but generally this did not capture the job shares who did not work on Tuesday's. Therefore, Wednesday was the best day to ensure that as many were coming to staff meetings. There have been some changes with some staff working 3 days each and therefore there is a crossover during the week.</p> <p><b>Governor question: Are there budget implications for this crossover of staff?</b>  <b>Response: The 6th day is used for PPA cover.</b></p> <p><b>Governor question: Could this extra funding be used for bringing specialist teachers into the school.</b>  <b>Response:</b> It is unlikely that any school would be able to afford to employ a specialist teacher to come into the school for short lesson blocks to teach these specialist areas.</p> <p>There followed a discussion observing that other schools employ specialist teachers. The HT responded that this would be an additional cost together with PPA. In other schools it split PPA time for teachers, when specialist sessions were taking place which impacts the teachers PPA time and means it is harder to focus on planning when this time is not joined up.</p> <p>Governor question: Is it not better to upskill current staff members?  <b>Response:</b> It is a personal view that teachers want to teach some subjects. For example Sophie teaches gymnastics as she has experience of this and a teacher who is fluent in Spanish who teaches Spanish in Year 6. It is unlikely that the school will be in a position to be able to afford a specialist teacher in the current climate. The three members of staff on maternity will all return on full time contracts as there are no part time roles available. At the moment KMS comes in and teaches music in some year groups which comes at a cost every term.</p> <p>The school also pays for sports coaches which are funded by the PE budget. There may be some years/teachers who don't require a PPA cover.</p> <p>The school cannot change the contracts of part time contracts of current staff, only when new contracts are put in place. A model of 3 day staff works well to support the children.</p> <p>Financial audit from December 2024, it was requested that this is shared with all Governors. There were a couple of small items that had to be followed up on which included invoices over the Easter period and IT inventory.</p>	<p>Circulate the Financial Audit to all governors.</p>
097	<b>POLICY REVIEW : ADMISSIONS POLICY</b>	
	<p>The policy is the same as in previous years, there have been no change to the policy.</p>	<p>Clerk to circulate</p>

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	<p><b>Governor question: Does the Nursery have a different admissions policy?</b></p> <p><b>Response: Yes, it is a different policy.</b></p>	the Admissions and Nursery admissions policy.
098	<b>SAFEGUARDING</b>	
	<p>The Safeguarding audit has not yet been received. (The last audit which took place in 2019).</p> <p>Overall, SG was deemed effective at the school. (the grading is either effective or ineffective). It was noted that the feedback section of the day was very positive. Site security was one point that was raised, it was explained to the auditor that the site needs to be open in the morning for deliveries and children and parents to be able to access.</p> <p>The proposal for the new fencing was shared with the governors together with an explanation of the proposed improvements. SP has requested some changes to the initial quote and therefore a new quote will be received to be shared with governors for approval. There will also be a buzzer required for Nursery due to the changes in hours. It was noted that the recommendation from the auditor was that the fencing/site security needs to be improved.</p> <p>Site security was already a factor being considered by the school and so there was a plan already in place and meetings had already taken place with the fencing providers.</p> <p><b>Governor comment: The emphasis nationally is keeping people out of the school, not keeping children in the school.</b></p> <p><b>Governor question: Was the proposal for the new fencing included in the proposed budget?</b></p> <p><b>Response: No, but there is money which can be used as this is a measure before.</b></p> <p>The HT advised that the school does not need to request three quotes for this work as they have recently used the company for the Year 1 fencing and been through a tender process.</p> <p>It was proposed that the quote be accepted at this meeting as the board was quorate. It was agreed unanimously that the quote be accepted, pending any changes.</p> <p>The full Safeguarding report will be reviewed at the next FGB (if available).</p> <p>Harassment and victimisation RA has been generated and shared with staff and senf</p> <p>Prevent risk asses is on the website. There followed a discussion around how often this training should be reviewed, is this every two years? This point will be confirmed.</p>	Training every two years - clarify this point.
099	<b>ANY AGENDA ITEMS FOR NEXT FGB</b>	
	<ul style="list-style-type: none"> <li>• Safeguarding Audit</li> <li>• Risk Register</li> <li>• Data (if available)</li> </ul>	

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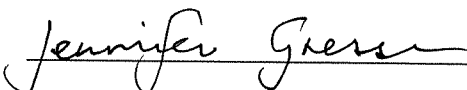


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100	<b>AOB</b>	
	Jenny and Shona have met with two candidates who were interested in joining the governing body. Both will join the R&F committee. . SC will be joining the Governing Body during Fran Sagar's absence.	
101	<b>SCHOOL COUNCIL</b>	
	Safeguarding will be discussed at the School Council.	
102	<b>MINUTES OF THIS MEETING CONFIDENTIALITY</b>	
	None.	
103	<b>CLOSE OF MEETING: 9.32PM</b> <b>DATE OF NEXT MEETING: 7th JULY 2025</b>	

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 7-7.25