



Minutes of the meeting of the Governing Body
Wednesday, 24 September at 6.30pm at school
Constitution, Membership and Attendance

LOCAL AUTHORITY – 1	PARENTS – 2	CO-OPTED – 9	STAFF - 2
Jonathan Hurn	Nicole Dodsworth	Ryan Buckingham (Chair)	Dermot Bracken
	Rebecca Mathews	Lucinda Holmes (Vice-Chair)	Vacancy (note staff election in place)
		John-Paul Gentry	
		Adam Hammond	
		Issy Monckton	
Bold = absent		Alex Willoughby	
		Charles Wolford	
		Hershel Pant	
		Vacancy	

Also attended:

Laura Brooks – Interim Headteacher and Associate Member

Sam Jeffrey - Associate Member

Helen Cox, Office Manager on Clerk duties

1.0	Apologies – Ryan Buckingham, Issy Monckton, Charles Wolford Welcome to Laura Brooks, the part time Interim Headteacher, introductions from those present. Lucinda explained the newly appointed Clerk, Rebecca Baker (appointed in June 2025) has stood down from the role. The school will re-advertise the role. Thank you to Helen for covering this meeting. Thank you to Sam Jeffrey for his role as Staff Governor for the last four years. All staff were given the opportunity to put themselves forward a staff governor. Appointment has been made and will be confirmed by the next meeting. SJ to move to the Associate Member category of Governor. The Governor Hub app has been discontinued and is only accessible via a computer. Thanks to Ryan who has worked extremely hard across the last school year and over the summer	Action
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	holidays. Acknowledged that the situation is difficult for governors, staff and pupils. Thanks to the senior leadership team. Yusra Ahmad is now living overseas and therefore her term as Co-opted Governor ended early. The vacancy needs to be filled.	
2.0	Declarations of interest – all governors to note on Governor Hub.	All
3.0	Minutes of the last meeting held on 15 July 2025 – minutes not available.	
4.0	Matters arising The July minutes were not available from RB for the meeting. Therefore, this part of the meeting could not progress. Discussion took place about a follow up action for HP regarding the finance audit. JPG explained there is an action plan which ran alongside the audit which he will add to Governor Hub. Whistle Blowing Policy – the school follows the Local Authority’s Whistle Blowing Code. To be circulated by HC for governors to review.	HP and JPG HC
5.0	Governance Matters The Governing Body Checklist was updated at the meeting (please note this is subject to confirmation at next FGB): Chair of Governors – Ryan Buckingham Vice-Chair of Governors – Lucinda Holmes and Alex Willoughby (TBC) Clerk to the School Governors – vacancy Safer Recruitment governors – Laura Brooks, John-Paul Gentry, Jonny Hurn and Nicole Dodsworth Management of Performance – Ryan Buckingham, Andrea Fryer and Adam Hammond <u>Named Governors</u> Staff Disciplinary – Andrea Fryer, Ryan Buckingham and Lucinda Holmes Pay Committee – Andrea Fryer, Ryan Buckingham or Lucinda Holmes and Adam Hammond. Exclusions Appeals – Rebecca Mathews and Jonny Hurn Safeguarding – John-Paul Gentry, Nicole Dodsworth, Jonny Hurn and Laura Brooks Premises, Health and Safety – Laura Brooks, Alex Willoughby and CFC Committee English / Mathematics – Curriculum and Progress Committee Children Looked After – Laura Brooks SEND – SENCo formal report June, Curriculum and Progress Committee and Rebecca Mathews RSHE – John-Paul Gentry CPD / Training Link – Hershel Pant Pupil Premium / PE funding – Laura Brooks and John-Paul Gentry Quality of Education – Laura Brooks and John-Paul Gentry Complaints Panel – Lucinda Holmes, Charles Wolford and Jonny Hurn Behaviours and Relationships – Nicole Dodsworth	

	Multi Lingual Learners – Rebecca Mathews Equalities Governors – Lucinda Holmes Committee membership – see Governing Body Checklist. Terms of reference for FGB – reviewed and approved. Discussion took place about Safer Recruitment training, and it was advised by HC that all governors attend relevant training.	
6.0	Part time Interim Headteacher’s written report Contextual data At the time of the meeting there were 387 pupils on roll. There is a bigger national picture regarding roll numbers, in addition the birth rate fell in 2020. Richmond is experiencing a falling roll crisis and planning is taking place by the Local Authority around solutions. The prediction is that it will continue to be an issue. Discussion took place regarding roll numbers, whether we are seeing more children from independent schools and whether there has been a recent exodus of children. Reception year group has 48 pupils at present. The FGB needs to offer re-assurance to families, it was noted our current school tours are full. <i>Question – are you worried about a momentum of families?</i> LB has prioritised attending the curriculum talks to show her presence and an opportunity for those attending to ask questions. <i>Question – how are the families / are they concerned?</i> LB has not had a huge number of families coming individually. Discussion took place about general concerns of parents about Headship situation. Quality of Education ● School Development Plan (SDP) was completed in July in line with Ofsted priorities. ● School Evaluation Form (SEF) has been slightly updated to recognise September intake of children. ● There is work to be done around aligning both documents with the new Ofsted framework. Special thanks to Josh Chamberlin, Interim Headteacher from March 2025 to August 2025, for his work on the SDP and SEF. LB has updated this in terms of our recent Ofsted inspection. Data - Headlines The school results were shared with the governors. Marshgate’s results are above in comparison to the Richmond and National results. These results will be available for parents and carers to see in the next newsletter. <i>Minuted item – thanks to all the staff at Marshgate who have worked hard to produce these results.</i> Behaviour and Attitudes Children and staff are familiar with be ready, be respectful and be safe. The timetable of adults to be present in the playground from 8.30am has been tweaked to ensure there is a staff presence from 8.30am. Attendance Whole school attendance is currently 97% which is above national average and at this time of year is exceptionally strong.	

LB and the Office Managers are currently analysing impact of independent school visits / exams. The Headteacher is liaising with neighbouring schools to ensure consistency in messaging around this. We have extended our opening for KS1 children with a “soft entry” for Year 1 and Year 2 coming in from 8.45am. This is working well for the parents, behaviours and attitudes for the children. This also works well for our vulnerable children who may have struggled to come in. <i>Question – do we have breakfast club?</i> JPG explained Bright Horizon provide pre-school which has limited capacity. There is there an After School Club for children from Year 2 onwards. We aim to offer more to parents. <i>Question – are there plans to provide an in-house breakfast club?</i> JPG explained that we are hopeful Bright Horizons can provide up to what they can with their capacity, and we take the extra numbers. This is determined by the PFI contract with the nursery. However, the breakfast club is open for all ages. Action: Resourcing Committee to prioritise this. Personal Development Note that we have boosted the safeguarding team. WF, our ELSA, is trained to Level 3 and she joins the weekly safeguarding meetings. Enriched our assemblies with a new certificate offer, we have introduced weekly certificates to go home as part of Golden Wall / Celebration Assembly systems. One learning based (for ‘excellence in learning’) and one PD based (‘Marshgate Ambassador’). Leadership and Management There is currently one Early Careers Teacher in her first year and three ECTs in their second year. Staff wellbeing measures Staff appraisals are coming up and directly linked to the SDP. Curriculum Staff get release time for subject leadership and there is the capacity. Leads in place for all Core and Foundation Subjects apart from 1. Safeguarding There are no children on a Child Protection Plan and no children with a Child in Need plan. There is professional involvement with one child. There are 56 children on the vulnerable children’s. <i>Question – is that a normal number of children given the size of the school?</i> LB explained this is a good reflection of the size of the school. Policies Safeguarding Policy – final amendments taking place. Special Leave Policy - to be introduced to ensure consistency and equality of leave given. Finances and resources We are closely monitoring the budget to ensure that we are aware of the impact of any increase/decrease to income and costs. Discussion took place regarding recruitment of teachers	Resourcing Committee
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	via agencies. Upcoming community events The PSA is busy organising events, please look at the website calendar for dates. All Governors are welcome to attend. <i>Question – regarding staff wellbeing. Is the situation having an impact on staff and how is this being factored in?</i> LB trying to make herself open to staff. Discussion regarding the governors’ involvement in person if there are future announcements. It was acknowledged by governors that it was good there was little staff movement at the end of the summer term.	
7.0	School Development Plan / Self Evaluation form <i>Question how aware of the SDP are staff? Is there a frequency that they get this?</i> This will be part of CPD and appraisal process. The first inset with staff shared key points of the SDP. Up and coming inset – full Level Two safeguarding on 3 November (after the half term break). Emma Smith, the new School Improvement Partner, is coming in for a whole school learning walk. Emma presents the right balance between challenge and support. Marshgate has signed up to SPARK Ed projects – looking at disciplinary knowledge in Humanities and looking at EYFS outside area. Staff are also signed up to leadership networks. Looking at the potential CPD opportunities with the SW London Maths Hub – a government recommended and funded organisation. <i>Question - how often do we review the parts in red – part of curriculum review?</i> Chairs of the Committees to use the SDP as agenda items.	
8.0	Safeguarding and Child Protection Policy The new policy has been completed and needs to be approved by Governors.	All
9.0	Governance Compliance - all governors to log on to Governor Hub to note Declarations of Interest Keeping Children Safe in Education Governors’ Code of Conduct	All
10.0	Governing Body Effectiveness Thank you to the governor who have done so already. All governors to do.	All
11.0	Governor Training – assessment and feedback from courses attended. All governors welcome to attend the Level 2 Safeguarding Inset – 3 November at 9.00am <i>Feedback from courses attended since April 2025</i> Pupil Attendance – Briefing for governors (attended by LH) Leading the way Equalities (attended by LH)	

	Safeguarding eLearning (attended by LH) AW and RM are booked on future courses (feedback at future meeting).	
12.0	Any other business Newsletter articles from governors discussed. Survey – results of the effectiveness as an agenda item for next FGB. The FGB needs to be aware of the appointment dates of governors and succession planning. Acceptable Use Policy – this will be circulated to governors for information. Open or closed meetings The Governors present agreed the meetings will be closed.	All All HC

The meeting ended at 8.45pm

Signed by the Vice-Chair _____ Date _____

Printed name Lucinda Holmes

Summary of Actions – 24 September 2025

	Details	Action
2.0	Declarations of interest – all governors to note on Governor Hub.	All
4.0	Discussion took place about a follow up action for HP regarding the finance audit. JPG explained there is an action plan which ran alongside the audit which he will add to Governor Hub. Whistle Blowing Policy – the school follows the Local Authority’s Whistle Blowing Code. To be circulated by HC for governors to review.	HP and JPG HC
6.0	In-house breakfast club – action for Resourcing Committee	Resourcing Committee
8.0	Safeguarding and Child Protection Policy – to be approved by Governors.	All
9.0	Governance Compliance - all governors to log on to Governor Hub to note Declarations of Interest Keeping Children Safe in Education Governors’ Code of Conduct	All
12.0	Survey – results of the effectiveness as an agenda item for next FGB. The FGB needs to be aware of the appointment dates of governors and succession planning. Acceptable Use Policy – HC will circulate this to governors for information.	All All All