



Full Governing Body Meeting Minutes

To be held at Marshgate Primary School
on **Wednesday 25 March 2026, 6.30-7:45pm**

Circulated to:

Governor Category	Name	Additional Information	End of Term
Head Teacher	Laura Brooks (LB)	Interim Head Teacher	Ex-officio
Co-opted	Ryan Buckingham (RB)	Chair of Governors	31/08/2026
	John-Paul Gentry (JG)		29/09/2028
	Adam Hammond (AH)		09/01/2028
	Lucinda Holmes (LH)	Vice-Chair of Governors	12/06/2027
	Herschel Pant (HP)		05/01/2029
	Alex Willoughby (AW)		28/11/2027
Local Authority	Jonathan Hurn (JH)		12/06/2027
Staff	Ben Harrison (BH)		16/10/2029
Parent	Nicole Dodsworth (ND)		31/08/2026
	Rebecca Mathews (RM)		31/08/2026
Associate Members:	Andrea Fryer (AF)		23.01.2027
	Sam Jeffrey (SJ)		31.08.2029
Others	Ros Satar	Clerk to Governors	

Item	Discussion
1a	Welcome & Declarations of Interest and Apologies for absence <i>Apologies from Lucinda Holmes and Herchel Pant, Ben Harrison and Sam Jeffrey</i> <i>No Declarations of Interest</i>
2a	Minutes of previous Meeting for accuracy Governors AGREED that the minutes were a TRUE and ACCURATE record of the discussion ACTION: Chair to digitally sign the agreed minutes on Governor Hub
2b	Matters arising from the minutes of Previous Meeting Actions from the previous meeting were all completed or covered under other agenda items except for the following: ACTION: C/o: all governors to complete Governor Effectiveness Survey Discuss and agree committee membership and link governor roles

	Discussion: Presume that all the committees are now locked in for the rest of this academic year. Resourcing is one governor down In terms of Link governors – RB will bring the list at the next FGB. ACTION: RB to supply list at next FGB Confirm Resources Committee meeting dates to account for SFVS and AfC Budget deadlines SFVS was signed off today and budget is going to be shared this evening
3	Governance
3a	Chair's update to Governors <i>Action: to receive verbal update from Chair of Governors</i> Latest update: DB is still unwell and unable to work.
3b	Full Governing Body Numbers Recent interest from a potential co-opted governor who approached school directly – RB to have initial chat Have advertised and RB will talk to anyone who is interested as they come along and might ask if other governors are able to talk to prospective governors as well, so please indicate if they are available if that comes up.
4	School Development
4a	Interim Headteacher's Spring Term Report <i>Action: to review Report</i> Discussion: School context – few more joiners than at the beginning of term and will always gain pupils as the year goes on. Will always gain pupils – added in year groups to see Broke the report down in to year groups to show the fluctuations Pupil Numbers – know about falling rolls situation and going to one form as an informal cap in September. AfC shared some stark figures and guidance around the falling rolls situation - all schools across Kingston and Richmond will be RAG rated CONF: With a view to next year from September – some schools may be closed RAG Criteria: Demand for places, what surplus places are in the school, direction of travel of the number on roll, financial position, capacity for future demand, and projected future demand. Precarious position – capping the informal cap is a really protective factor and has put us in a position where we can balance – really short timeline. Q: Concentrated area for schools? Broken down by cluster of schools and can see how many places in cluster v how many applications. Not the worst hit as a cluster – there are clusters in a worse position

Up to date data LB can share.

Q: What was the reason for the fall in applications?

Lower birth rate. No projection of an uptick any time soon, so this is going to carry on for a few more years.

Q: From a local authority's point of view doesn't it make sense to protect PFI schools?

That is the hope.

Q: Is there talk of schools going in a trust-like model?

Informal element across Marshgate and Russell

Local authority interest in schools finding economies of scale

Utilise more to show as proactive

If schools are in a close locality can share caretakers, some specialist staff, CPD.

As a school, not in a particularly dangerous position.

Have managed to balance the budget and that is a protected factor for us

Onus is on us to make sure we are in the positive for what they are looking at.

Q: Impact on staff going down to one reception class?

Because we have supply staff, will not have to do any restructure

Also used the different teachers working different year group as part of their development

Q: If schools shut, what happens to their staff?

Unknown at this time – a lot of new territory here.

SDP

Research grants that may be available for the library refurbishment – but still a red item

Discussion: Would Richmond Parish Lands do the refurbishment as a one-off – they don't tend to do one-offs anymore;

Probably pending a time-line of when we would need it.

Library still has desktop computers in it, used by youngest children in the school.

Do want to remove them but would need a fleet of Chromebook.

Would also have to ask PFI to make good by taking back desks, making good the electrics, carpeting and then it is a blank canvas to enlarge the library on the way we want.

First stage probably the removal of the current setup and then engage PSA help for Chromebook trolleys and the costs themselves.

Then what you want to do with that particular space and a possible grant.

Can be done relatively cheaply – organisations we can go to to fill the books.

Recently done a read-a-thon and managed to have some books come into the school

ACTION: Look at next steps when funding becomes available

Breakfast Club and after school provision was discussed in the Resourcing committee – also still a red item on SDP

Still focussing on upskilling support staff – a lot of work around CPD spend
Had a number of different advisors to tailor next package of CPD
SEND advisor in to do a learning walk and two follow-up training workshops, further learning walk and feedback to staff
SIP learning walks tailored to where improvements need to be made
Visiting secondary school behaviour lead fed in to some aspects with training support staff into restorative behaviour management, which then leads back into current policy.

Q: Are the behaviour incidents higher than normal?

Takes in so many different aspects.

Seeing number as a positive because what we want is for people to log them.

When you do click categories, you are often not just clicking one, often three or four so it does add up.

Inspection Data Summary Report

Wanted to share IDSR – not in the Ofsted window but it is an important document. We are in an exceptionally strong position in terms of how algorithms break down our data

Very strong outcomes

Very good attendance

Outcomes for our disadvantaged children generally match national outcomes

Areas of development – some work to be done making sure all Pupil premium children are matching outcomes of everybody else

In terms of outcomes – well above national for our higher ability children

ACTION: Copy on Governor Hub and we can use this to help selling the school

Q: Does data not factor in the criteria regarding potential school closures?

Reasons that outcomes would not be criteria relates to the earlier context.

Held pupil progress meetings at beginning of term – outcome – children on the cusp of meeting their targets have been put into Intervention groups

Different catch-up/pre-teaching groups for certain groups including Pupil Premium for some of the most disadvantaged

Trajectory for SATs group is really strong

Behaviour and Attitudes

Broken in to minor and major behaviour incidents

Any racial incidents reported to LA

Additional lunchtime provision has gone well, helped with managing upsets and incidents at lunchtime

Morning sessions getting children into school is working well, staff supporting, getting them into school quickly so that transition is nice and calm.

Q: Mobile phone issues in light of changing guidance?

Discussion: Been pretty lucky but going smartphone free from September but don't have a huge culture of smart-phone use.

Have a set policy that has worked over time

	Brick phones if they have to have one (certain age group, walking to and from school and getting on public transport) Biggest thing is if a child's friendship group all have them. If you want to tip the balance of a year group doing it in a particular way – if that is a very basic phone, it will be accepted. Monitoring and CPD <i>Action: Governors to confirm attendance during International Week (2-6 February)</i> RM was there and was a fantastic event – lovely day for the children RB Thanked RM and also all the staff on another successful international year. Hosted a visit from one of our secondary school colleagues Positive handling training booked Work closely with education inclusion service – going to run an additional training session in summer term Attendance data very strong – Ofsted wise – very good position to be in Personal development is such a strength of the school Children do get a wealth of possibilities, not just emotional support but having a range of experiences Leadership and Management – Member of teaching team leaving on Friday- strong long-term supply stepping in for summer term and good handover Staff Wellbeing – JP and LB have very open doors and staff do appreciate it and really helps to build that trust. Parent and carer session days have been really well attended and good feedback received. Appraisals – need to do a mid-term at the beginning of the summer term. Broken down our safeguarding categories. BUDGET Confidential Discussion – recorded in FGB Minutes – Confidential Appendix 1 This is a password protected file – please contact RB, LB or JPG for access Draft budget approved subject to queries – all except AF as an associate
5	Committee Spring Term Updates
5a	Resources Committee <i>Action: to receive Chair's Meeting Report</i> <i>Action: Confirm Resources Committee meeting dates to account for SFVS and AfC Budget deadlines - COMPLETE</i>
5b	One down in terms of governors – useful for one of the new governor to be on committee SFVS was sorted
5c	Long conversation of options for breakfast club and implications with PDI. 3 options on assumption that Bright Horizons continues with 26 place – aimed at youngest children

3 Options: School runs the club, Marshmallows takes it on or going out to tender – were all in agreement to avoid going out to tender.

JPG spoke to Wendy Forrester and Marshmallows would be keen so next action is to have a conversation with Bright Horizons (didn't want them to have that as that would expand their presence in the school)

Going to survey parents to understand how successful Bright Horizons has been

We can't undercut them so it would have to be worded very carefully

Discussion: Easiest way would be to get an agreement of which year groups because if it is just overflow and it's a different price, clearly people are going to choose the cheapest option.

Makes sense for them to take the younger children

Space not set up for older children

Q: May be covered later but what are the implications for Bright Horizons at the end of PFI?

Another argument: If we find out Bright Horizons are not meeting their contractual obligations, need to pressurise them into meeting

Next discussion is a conversation with Bright Horizons, and does the school want a governor there?

We want to put a survey in the field – they know we want to run something, up to the school to put forward what we want.

Families using Bright Horizons have to pay a non-refundable fee (£200) to register

ACTION: Next Survey in the field first step

Premises

ACTION: AH has the next KIT meeting in his diary to have a governor involved

In the last period of PFI – doing as little as possible so governors need to be more involved

Talked about setting up sub group to work with School, Borough and other schools

Now is the right time – from September (with new governors on board) need to start thinking about that hence the Bright Horizons question

Re: whether they are meeting their contractual obligations – feels governors need to start playing hard ball

Hence making sure Richmond don't have to do as much

Cerys Warboys (CW) should be part of that group – probably need to reach out to the other schools

ACTION: Maybe an exploratory meeting with CW and put a post-PFI group together – AH happy to take the lead on that

Q: Do we know who the other schools are?

Six schools but have splintered over time – none of the original heads are involved now.

Q: Being a PFI school was once advantageous - At the point of transitioning out of PFI do we become more vulnerable?

Would really want to see the contract and understand the exit conditions
Suspect it would revert back to Richmond council

Curriculum and Progress Committee

- *Action: to receive Chair's Meeting Report - COMPLETE*

Had morning meetings and did a learning walk.

Moved the morning meetings so that a learning walk can be done after the curriculum presentation.

Most recent meeting – marking and feedback policy – now loaded on Governor Hub for the next meeting

Put it put to staff to trial until the end of Spring 2

Will look at it again to feed into other revisions.

Want to add the RSE policy (open invitation to that mtg to governors for 6 May) and to discuss the changes required of us from 26 September – may take longer

Learning walk after presentation from Sophie Fitzmaurice on History and Geography

Very strong presentation and changes for enquiry-based approach – get an enquiry question at the start of the lesson and they progress through answering that question at the end

Saw six class rooms – Reception, Y1, 3 and 4

Lots of positive praise and high-quality written feedback in the Y3 books in particular

London landmarks in Early Years – students could go round the room

Beowulf being acted out in Year 4

Questions raised about best mechanism to support students – to be followed up in Feedback and marking policy

May not be able to a walk around with RSE discussion planned.

Children, Families and Community Committee

- *Action: to receive Chair's Meeting Report – COMPLETE*

Main discussion was around student and staff voice.

Big discussions about PSA but getting volunteers and anyone to take over from Helen as the PSA Chair is very difficult.

No-one ready to takeover – always quite difficult to get group of people involved and got worse over the past five or six years.

Discussion: People forget that it is a voluntary role and so people can complain a lot. There is a lot of expectations and comment about what should be done and in certain classes always the same people who get involved and give up their time. Thinking that when the new parent govs come in get one of them involved with the PSA.

Q: Can we get a co-chair at each year group?

Wouldn't happen. Do have class representatives, and they change but you tend to get the same person.

	Q: Could you send an email explicit that things happen unless people come forward? Perhaps draw 'We Need You' leaflets or polls Events were allocated to people but there has been a steady decline. Q: What are the quick wins – smallest amount of time spent in order to deliver? Will be more difficult if there are less children at the school. Has been a shift in terms of income. Maybe also a shift in terms of both parents working, so reiterate what the PSA does and how much the school relies on it Some schools have done a 'Friends of..' when they have joined the school – but sometimes makes people think they have to make a voluntary contribution. There is a scenario linked to budgeting for picking the right thing we might ask families to make a voluntary contribution Russell school has an Amazon wish list and also a voluntary fund But still doesn't fix the problem of getting volunteers. Builds a culture of being involved with the school. Q: Incentives for being involved? Met with the PTA – Night out with SLT or making a social event to make them special. Summer event with Pimm's and nibbles for example ACTION: Email to highlight need for volunteers to PSA Reviewed Data Protection policy and JPG and ND had termly safeguarding meeting and have a draft job description for the Designated Safeguarding Lead (DSL)
6	AOB:
	Q: Is it possible to move the next FGB meeting ACTION: RB to canvas other dates
7	Dates of Governance Meetings
	Summer Term Meetings: Curriculum and Progress: 6 May 2026 Resources: 19 May 2026 Children, Families and Community 19 June 2026
8	The Chair of Governors THANKED governors for their attendance and the meeting closed at 7:45pm

Papers circulated with meeting Agenda	
Minutes of last Meeting Matters arising from last Meeting	IHT Spring Term Report to FGB
	Within Meeting: Draft Budget

Summary of Actions from Meeting held 7 January 2026

Item	Action	Responsible	Timescale
2a	Chair to digitally sign the agreed minutes on Governor Hub	Chair	ASAP
2b	C/o: all governors to complete Governor Effectiveness Survey	All	Next FGB Meeting
2b	RB to supply list of committee membership and link governor roles at next FGB	Chair	Next FGB Meeting
4a	School Development (Library Refurbishment) Look at next steps when funding becomes available	All	Next FGB Meeting
4a	Inspection Data Summary Report (IDSR) Copy to be put on Governor hub for use to help sell the school	LB	ASAP
5c	Resourcing Committee: Breakfast Club Survey in the field first step – understand from parents how successful Bright Horizons have been and for school to put forward what they want	SLT	ASAP
5c	Resourcing Committee: Premises Next KIT meeting to have governor present	AH	ASAP
5c	Resourcing Committee: Post PFI world Exploratory meeting with CW and put a post PFI group together	AH	ASAP
5c	Children, Families & Community Committee – Email to highlight need for volunteers to PSA	SLT/CFC	ASAP

6	Alternative dates for next FGB meeting	RB	ASAP
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