

The Royal Borough of Kingston Upon Thames



**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
held at Grand Avenue School on  
Monday 7th July 2025 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)	JP Salter	<b>Fran Sagar</b>
	Angie Edwards	Nicky Bannerman		
	Archika Kumar	<b>Richard Newman</b>		

Associate Members: Matt McHale, Gareth John, Edgar D'Mello, **Jihan Saeed, Sophie Clift, Karina Strong**, Natalia Podolskaia

Clerk/Minutes: Lucy Richards

Bold = absent

ITEM	MEETING STARTED AT: 7.30pm	ACTIONS
104	<b>APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED</b>	
	Fran Sagar Sophie Clift Jihan Saeed Richard Newman Karina Strong	
105	<b>OBSERVERS</b>	
	None	
106	<b>DECLARATIONS OF BUSINESS INTEREST</b>	
	No declarations of interest were made.	

Signed/initialled by Chair of FGB

22.9.25

107	<b>MINUTES OF THE LAST MEETING HELD 12th MAY 2025</b>	
	These were agreed to be a true and accurate record of the meetings held.	
108	<b>MATTERS ARISING</b>	
	<p>School council - last meeting is Monday 14th July.</p> <p>JG updated on the Wellbeing session with staff. This was a positive meeting and staff were well represented across the school, including SMSA's and office staff. It was felt that some members of staff working with children with high needs felt that they need some additional breaks but did not always feel confident in asking to have this break. The school consider how they structure the time for adults working with children with higher needs. Whilst continuity is important for the child it is important for the adults working with the children to have a break.</p> <p>MLT roles require a 4 day a week role and our flexible working policy is clear in the reasons for this. It was noted that this role requires being in post at least 4 days per week to ensure that the role can be carried out effectively. In addition, it is important that added pressures are not put on that person to perform these duties outside of their working week and that no pressure is added to those who are in school.</p> <p>Vacancies update:</p> <p>SMSA vacancy - this has now been filled.</p> <p>Early Years position in Nursery had been offered but the person offered the role has since declined. It is hard to find a person with the necessary qualifications for this role. At the moment it may be that a supply member of staff will be required to fill this role.</p> <p>September 2025 admissions:</p> <p>Reception - 84 children have accepted for 2025 admission (7 children have deferred entry)</p> <p>Nursery - 42 children (44 cap)</p> <p><b>Governor question: Will there likely be an intake in January?</b>  <b>Response: Yes, it is likely that the Nursery will be full then. There will be funding provided.</b></p> <p><b>Governor question: Are the school receiving any additional funding for the changes to the Nursery hours?</b>  <b>Response: Approximately 30 children have taken up the early start at 8.30am. This is paid for by parents.</b></p> <p>Safeguarding training - JG confirmed with Emma Clarke from AfC that this should be undertaken every two years. The school also run a training session every year for new joiners which can be attended by governors. Going forwards every term governors will receive a SG update with changes and useful training links. JG advised that if AfC find that the school's SG is not effective the school will fail that SG audit.</p> <p>The work on the fencing will be commencing on 14th July (there is a one week delay as the fence posts have been delayed).</p> <p>Update on new associate members who have joined, all will be joining FGB and R&amp;F.</p>	<p>Has SMSA role been filled?</p> <p>Share Financial Audit</p>
109	<b>GOVERNOR HEALTHCHECK</b>	

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	See separate document for updates.	
110	<b>GOVERNOR MATTERS</b>	
	<p>a) Associate member updates - the Chair formally welcomed Natalia Podolskaia, Jihan Santamaria and Edgar D'Mello as Associate Members.</p> <p>b) Governor visits/year groups - Angie visited the Rose Theatre and praised the choirs and their performances. JG visited Year 5 and discussed SG with the children.</p> <p>c) Governor training - EIF training was attended by a number of governors. However, the framework will be changing. It has been advised that there will be no Ofsted visits in September or October. Some local schools/colleges have been visited by Ofsted to trial new framework.</p> <p>GJ attended training on NGA learning hub on Arts Curriculum. GJ felt this was an excellent course/very interesting to attend and recommended this to others. It was noted that very little money has been added into the Arts in recent years.</p> <p>d) eNews/Termly newsletter - highlights were discussed.</p> <p>Action plan for Sustainability - Katie is looking into this with Hannah and looking at the carbon footprint of the school. Consideration of the oversight of manufacturing, consider third party obligations. Consideration of lots of different areas around the school.</p> <p>PE funding will be received in two tranches.</p> <p>e) Skills audit - most have been completed, a few are outstanding.</p> <p>f) Risk register - this has been shared. Governors asked to review and grade. Impact of risk (L/M/H) and then likelihood (high to low).</p> <p>g) Meeting dates 2025-26</p> <p>h) Vision Meeting – 22nd September 2025. This meeting commences at 4pm with all staff where they share their vision for the upcoming academic year. The FGB commences at 5pm for governors for this FGB meeting only.</p>	<p>Add visits and training into Governor Hub into new visits tab.</p> <p>Check how to sign Governors up for NGA newsletter.</p> <p>Clerk to add a folder to the hub for completed risk review.</p> <p>Governors to complete within 2 weeks and upload</p> <p>Clerk to follow up on outstanding risk reviews.</p>
111	<b>HEADTEACHERS DASHBOARD</b>	
	<p>The SDP has been updated with staff and then has been reviewed by SLT. Most areas have been covered off this term.</p> <p>Rights Respecting - is a big area and there is a lot of work to be completed for this. (Green items achieved, yellow in progress/plan in place).</p> <p><b>Governor question: How is the Rights Respecting work assessed?</b>  <b>Response: The school has to provide evidence of work completed and there is an online review where the assessors will speak with children and staff.</b></p> <p>The child friendly version of the behaviour policy is to be finalised and once completed will be shared on the school website.</p>	

Signed/initialled by Chair of FGB

*JG*

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	<p>Filtering &amp; Monitoring update : All children have their own log-ins now in line with new F&amp;M rules. .</p> <p>Attendance levels are positive and Matt has been working with the schools EWO.</p> <p><b>Governor question: Do the school have an effective EWO?</b></p> <p><b>Response: The school have a new EWO who is very responsive and supportive.</b></p> <p>3 year strategic plan - this is in progress and will be shared/reviewed with governors. Governors are happy to adopt the strategic plan for September.</p>	
112	<b>VISION FOR REMAINDER OF ACADEMIC YEAR</b>	
	Covered in Headteacher review above.	
113	<b>FEEDBACK FROM COMMITTEES</b>	
	<p>a) C&amp;C - 9th June 2025</p> <p>b) R&amp;F – 16th June 2025</p>	Minutes to be shared once reviewed
114	<b>VOLUNTARY FUND UPDATE</b>	
	<p>The last letter has encouraged parents to contribute to the fund.</p> <p>JP will be third trustee</p>	Clerk to update Trustee information
115	<b>POLICY REVIEW</b>	
	<p>1. Flexible working on</p> <p>SP/GJ - met to discuss use of PPA time. SP had developed two models for how PPA time. These are two different models, with one model using the existing policy - 2 x 3 day teacher per year group, this provides an extra day in the year group and the suggested alternative model bringing in a specialist teacher to support an area of the curriculum this would be teaching 1 hour per class.</p> <p>Model 1 is the current school plan. Model 2 is a different model to support specialist teaching. There was a discussion around how this would be organised and which subject this would be. This is a logistical issue for SLT who and there are logistical issues which must be considered.</p> <p>The school's flexible working policy states that the school will offer a minimum contract of 2.5 days per week for part time staff. The current flexible working policy is not due for review at present and it was noted that this is in line with the current advice from the Government and also the Key.</p> <p>JG stated that the governing body are responsible to challenge the strategic running of the school and that the review of flexible working is the day to day</p>	

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FGB Minutes

7th July 2025



22.9.25

Page 4

	<p>running on the school, which is the responsibility of SLT and is not the remit of the governing body to influence.</p> <p>The cost of the two models do not differ in the longer term. However, it was noted that it is not necessarily the financial cost which would have an impact in the school. Should any changes be made to the flexible working policy and the set up of staffing structure and PPA time there would be initial costs as there are already contracts in place.</p> <p>It is difficult to know what the staffing will look like as members of staff are returning from maternity leave and they may request different contracts. The working hours will depend on what is available at the time and all staff on maternity leave have been made aware of these restrictions. It was noted that there are some staff working within school who have specialist interests e.g. Spanish and gymnastics and they enjoy teaching these subjects.</p> <p><b>Governor question: Are there implications for team planning - are there year group planning meetings?</b></p> <p><b>Response: No, there are not team planning meetings due to the structure of the PPA time.</b></p> <p>This is a logistical issue for SLT who may have had to cover classes. There are additional considerations that must be thought of.</p> <p>JG noted that we must trust SP in her role as Headteacher to make decisions which are best for the school.</p>	
116	<p><b>SAFEGUARDING</b></p> <p>The full audit report has been shared, alongside the action plan. The audit was very positive overall. One point which was made was that the site was very open and a full discussion was had around the reasons why. However, the school had already been working on renewing the fencing around the school and have liaised with the company used previously. It was noted that site security is a national concern.</p> <p>There is also the AfC SG audit which has to be completed annually. SP answers the questions (there are a number of these questions), the responses then produce the report which the school makes into an action plan.</p> <p>Online 360 SG plan has to be completed, this is almost finished.</p> <p><b>Governor questions: Can you drill down into the SG report as to who had said they didn't feel safe?</b></p> <p><b>Response: When looking at the results it can be hard to break this down, as some were not able to say why they did not feel safe.</b></p> <p><b>Governor question: Are there areas for children to congregate/meet at lunchtime?</b></p> <p><b>Response: There are lots of areas outside for the children to enjoy their lunch breaks/break time.</b></p>	

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FGB Minutes

7th July 2025

JG

22.7.25

Page 5

117	<b>ANY AGENDA ITEMS FOR NEXT FGB</b>	
	Data Risk Review	
118	<b>AOB</b>	
	Exit interviews - Edgar/JP/Jenny/Natalia agreed they would come in to hold these meetings. SP to confirm who would like an exit interview.  Thank you to GASPA for a successful Summer Fair. JG to write to team to thank them.	Confirm date/time for exit interview.
119	<b>SCHOOL COUNCIL</b>	
	The last meeting of the year will be Monday, 14th July 2025 at 12.15pm	
120	<b>MINUTES OF THIS MEETING CONFIDENTIALITY</b>	
	None	
121	<b>CLOSE OF MEETING: 9.30PM</b> <b>DATE OF NEXT MEETING: 22nd SEPTEMBER 2025</b>	

MEETING DATE	ACTION	OWNER
07/07/2025	Share financial audit with FGB	LR/HG
07/07/2025	Add visits into visits section on GH	LR
07/07/2025	NGA newsletter sign up for new members	LR
07/07/2025	Risk review folder in GH	LR
07/07/2025	Skills audit - chase any not returned	LR
07/07/2025	Update VF trustee information	LR
07/07/2025	Confirm date and time for exit interviews	LR

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FGB Minutes

7th July 2025



22.9.25

Page 6