



**ST MATTHEW'S CE PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING**

held in school on

Monday 6 October 2025 at 5.00pm

Governor	Initials	Governor category and role	Term of office ends	Apologies
Yinka Alalade	YA	Parent Governor	31 August 2025	Resigned
Nicola Cottier	NC	Foundation Governor – appointed by Deanery Synod. SEND	10 March 2028	
Fr Philip Chester	PC	Chair	Ex-officio	
Sarah Green	SG / HT	Headteacher	Ex-officio	
Mark Greenhorn	MG	Foundation Governor – appointed by Diocesan Board of Education	31 May 2027	
Burcu Kiray	BK	Staff Governor	9 March 2029	
James Leighton	JL	Foundation Governor – appointed by Deanery Synod	8 January 2027	
Aslam Marchant	AM	Local authority governor	5 October 2029	
Susan Lowson	SL	Foundation Governor – appointed by Parochial Church Council. Safeguarding link governor.	1 March 2027	
Ehsan Razavizadeh	ER	Parent Governor	27 Feb 2026	
Vacancies		Foundation Governor – appointed by Diocesan Board of Education		
		Foundation Governor – appointed by PCC		

In attendance:

Robert Hawker	RH	Clerk to the Board of Governors
Helen Selinas	HS	Head of Inclusion and Wellbeing

The meeting commenced at 17.04.

No	Business	Action
1.	Welcome and opening prayer and any apologies for absence	
1.1	The chair welcomed all present to the meeting which was opened with a prayer.	
1.2	<u>Local authority governor</u> The new local authority governor, Aslam Marchant, was welcomed and all governors introduced themselves. The appointment of AM as the new local authority governor was approved by the Board. The local authority has communicated to the chair that they wish to appoint a second local authority governor to the board.	
1.3	<u>Parent governor</u> YA has resigned her role as parent governor with immediate effect. The chair wished to thank YA for her very valuable contributions to the board during her period of tenure.	SG

	Action: the headteacher to hold a parent governor election.																					
2.	Declaration of interests																					
2.1	There were no declarations of interest.																					
3.	Election of the chair and vice-chair																					
3.1	<p><u>Chair</u></p> <p>The clerk, acting as chair, sought nominations for the post of chair.</p> <p>NC proposed that FrP should continue as chair because of his knowledge and dedication to the school and his lead role in fundraising. EH seconded this proposal.</p> <p>FrP said that the school is at a critical stage and not to have a member of clergy on the governing body would be a huge change.</p> <p>NC also proposed that once FrP leaves the parish that he is appointed to the board as an associate for his skills.</p> <p>Action: SL was asked to contact the archdeacon to inform them of this unusual proposal so that they are aware of the exceptional circumstances.</p> <p>[MG and JL joined the meeting at 17.21]</p> <p>Motion to approve the reappointment of FrP as chair of the governing body.</p> <p>The motion was approved unanimously</p>	SL																				
3.2	<p><u>Vice-chair</u></p> <p>The clerk, acting as chair, sought nominations for the post of vice-chair</p> <p>EH was proposed by SL and this was seconded by MG.</p> <p>Motion to approve the appointment of EH as vice-chair of the governing body.</p> <p>The motion was approved unanimously.</p>																					
4.	Minutes of the meetings held on 7 July and 2 September 2025																					
4.1	The minutes of the previous meetings, held on 7 July 2025 and 2 September 2025, were confirmed as accurate records and approved.																					
4.2	<p><u>Matters arising</u></p> <p>There were no matters arising from the minutes.</p>																					
4.3	<p><u>Review the actions as detailed below:</u></p> <table border="1"> <thead> <tr> <th>No</th> <th>Minute</th> <th>Actions: FGB 7 July 2025</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5.5.1</td> <td> <p><u>Governors to consider any vacancies:</u> the chair to follow through with YA on her possible term of office extension. And also the Deanery Synod, PCC and local authority vacancies.</p> <p>Update (2025-10-06): the local authority vacancy is now completed.</p> <p>As above (item 1.3) – the parent governor election to be organised by the headteacher.</p> <p>The chair recommended that David Richards is appointed as the PCC vacancy.</p> </td> <td>HT FrP</td> <td>Next meeting</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>No</th> <th>Minute</th> <th>Actions: FGB 10 March 2025</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7.7</td> <td><u>Board diversity:</u> governors were asked to complete their diversity information on Governor Hub by going</td> <td></td> <td></td> </tr> </tbody> </table>	No	Minute	Actions: FGB 7 July 2025	Who	When	1	5.5.1	<p><u>Governors to consider any vacancies:</u> the chair to follow through with YA on her possible term of office extension. And also the Deanery Synod, PCC and local authority vacancies.</p> <p>Update (2025-10-06): the local authority vacancy is now completed.</p> <p>As above (item 1.3) – the parent governor election to be organised by the headteacher.</p> <p>The chair recommended that David Richards is appointed as the PCC vacancy.</p>	HT FrP	Next meeting	No	Minute	Actions: FGB 10 March 2025	Who	When	1	7.7	<u>Board diversity:</u> governors were asked to complete their diversity information on Governor Hub by going			
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1	7.7	<u>Board diversity:</u> governors were asked to complete their diversity information on Governor Hub by going																				

		<p>to their profile and then completing the diversity section.</p> <p>Update (2025-07-07): there was a discussion about the diversity information and whether the board should publish this on the website. It was agreed to publish this information on the website.</p> <p>Action: the headteacher to arrange for this to be published.</p> <p>Update (2025-10-06): completed and action closed.</p>		
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No	Minute	Actions: FGB 25 January 2025	Who	When
1	5.1	<p><u>Gift aid:</u> SG to look into how donations can be gift aided.</p> <p>Update (2025-03-10): carried forward.</p> <p>Update (2025-07-07): the school is now very close to completing the application for gift aid. It will take at least 30 days to register the school after the application is submitted.</p> <p>Update (2025-10-06): AM has provided the board with information on the gift aid process and circulated this to the board.</p> <p>Action closed.</p>		
2	6.6	<p><u>Governor vacancies:</u> the chair will discuss with Fr John about the two vacancies: Diocesan Board of Education and PCC vacancies.</p> <p>Update (2025-03-10): FrP to chase Fr John: carried forward.</p> <p>Update (2025-07-07): carried forward.</p> <p>Update (2025-10-06): as above, this action closed.</p>		

5.	Governance arrangements			
5.1	<u>Governors' contact details to be amended as needed</u> Noted.			
5.2	<u>Governors to report any relevant training attended and update their records on GH</u> Noted.			
5.3	<p><u>Review link governor roles and link governors to make their termly visit arrangements with the headteacher</u></p> <p>NC is the SEND link governor. SL is the safeguarding link governor.</p> <p>Action: the headteacher to consider which additional link governor roles are needed. Action: RH to ascertain whether any link governor roles are statutory.</p>			SG RH
5.4	<u>To receive any governor reports</u> None tabled.			
5.5	<u>Governors to update their confirmations on Governor Hub which are:</u>			

	<p>(i) declarations of interest (ii) NGA code of conduct 2025 (iii) Keeping Children Safe in Education 2025.</p> <p>Action: governors need to complete their confirmations on Governor Hub re KCSIE part I and the code of conduct.</p>	ALL
5.6	<p><u>Review the Instrument of Government</u> Noted and no changes are required.</p>	
5.7	<p><u>Review the governing body's terms of reference / workplan 2025-26</u></p>	
5.8	<p><u>SDP review and sign off</u> Action: RH to distribute.</p>	RH
5.9	<p><u>Review the Standing Orders (paper)</u> Action: RH to distribute.</p>	RH
5.10	<p><u>Review the Scheme of delegation (finance)</u> Action: RH to distribute.</p>	RH
5.11	<p><u>Committees: HTPM and Pay committee: to confirm membership and dates</u> It was agreed that FrP, SL and NC would attend the HTPM plus the usual external advisor. Membership of the Pay committee was agreed as: EH, MG and JL. SG to arrange the date for the pay committee.</p>	
5.12	<p><u>To review the governors' allowances policy</u> Action: RH to distribute.</p>	RH
6.	Chair's update	
6.1	<p>The chair reported that school rolls are down across all of Westminster and this situation is creating big problems for all the affected schools, this situation is not being properly addressed by either local government or central government.</p> <p>The school is trying to raise funds to help pay off the deficit and conversations are ongoing with Westminster Abbey. The school also needs to look at additional channels for capital funding and community funding.</p> <p>The parish church has promised to donate £20K to the school.</p> <p>A governor said that a parishioner has suggested the school applies for funds from the Archbishop of Canterbury's Charitable Foundation and they have even offered to complete the application form.</p> <p>Action: SL will report back on this.</p> <p>The school has had conversations with the Diocesan board about establishing partnerships with other primary schools as they are encouraging all one-form entry schools to do so: St Barnabas', St Peters and Burdett Coutts are the most promising partners.</p> <p>Q: A governor asked, is there anyone the school can write to, to raise the issue of declining rolls in London? And could the school also collaborate with other school boards to raise the issue?</p> <p>A: This is something that the board can consider.</p> <p>Action: NC to discuss this with Fr John Hicks.</p> <p>Action: FrP to invite Penny Roberts to the next governing body meeting.</p>	<p>SL</p> <p>NC</p> <p>FrP</p>

7.	Headteacher's report	
7.1	<p>The headteacher has tabled her report.</p> <p>Early years is a merged class again, and years 1 and 2, and years 3 and 4 are also merged classes. Some children in year 4 are also in year 5 which has proved to be very positive.</p> <p>Q: A governor asked, was the phonics screening pass mark 34?</p> <p>A: It was 32.</p> <p>The year 6 teacher assessment was moderated by the local authority and this went very well.</p> <p>The SATS results were just under the combined for national due to a child leaving mid-year.</p> <p>The PTA has funded the new schemes of work and the mixed age groups.</p> <p>The Westminster platform is an academic enrichment programme and five children have been nominated to participate.</p> <p>Children go to a wide range of schools in year 7.</p> <p>Q: A governor asked, are there many pupils out of borough on roll?</p> <p>A: Yes.</p> <p>Charities supported were Macmillan coffee morning and the school has raised almost £500.</p> <p>The school is a host school for City Harvest Festival and parents are donating food. Harvest Festival is this Wednesday at 9.15am and all governors are welcome to attend.</p> <p>Q: A governor asked, what does "average K" mean on page 6?</p> <p>A: This is a category of need for a SEND child.</p> <p>The school has 12 children with EHCPs; the school has declined some SEND applications due to their complex needs.</p> <p>AM asked to attend any meeting the school arranges with Julie Ely.</p> <p>The school has a partnership with St Paul's choir and year 5 will be performing the Messiah at St Georges' Hannover Square.</p> <p>A governor suggested that the headteacher costs the development plan.</p> <p>Q: A governor asked, has the school appointed John Saunders to oversee the school's finances?</p> <p>A: Yes, this has been completed and he is appointed as the financial consultant.</p> <p>A governor passed on her thanks for the record of the visit from Tim Wright as this made impressive reading; the governor congratulated the school on what is being done and how it is in the heart of the children. The author also said that the school acts as a beacon for other schools to follow.</p> <p>There were no other questions and the headteacher was thanked for her report.</p>	
8.	Safeguarding and wellbeing update	
8.1	<p>The head of inclusion and wellbeing reported to the board.</p> <p>The SCR is up-to-date and SL is due to check the SCR this term.</p> <p>Behaviour and attendance has been challenging this term.</p> <p>One child in year 1 is on a child protection plan; other children have support with the family navigator and child protection.</p>	

8.2	<p>Attendance is a focus as there are some persistent absences.</p> <p>Q: A governor asked, what are your major issues with attendance?</p> <p>A: There are four or five families who are persistent non-attenders. The headteacher and the head of inclusion and wellbeing even go to their homes to bring the children into school. Action plans have been put in place for these families.</p> <p>Q: A governor asked, do you ensure that you are safe when you visit a family's home?</p> <p>A: Yes, the staff never go alone. The school also phones ahead to warn the family.</p> <p><u>GDPR</u></p> <p>There has been GDPR training for the DPO.</p>	
9.	Finance, Premises and Staffing update	
9.1	<p>The headteacher reported to the board.</p> <p><u>Finance</u></p> <p>John Sanders will be provided with access to all of the school's financial information and will report the full financial picture at the next meeting.</p>	
9.2	<p><u>Premises</u></p> <p>Mace have been helping with the renovation of the school.</p> <p>Action: governors were asked to write to Beth to thank her for their help: NC to write the letter for the chair.</p>	NC
10.	Fundraising update	
10.1	As above.	
11.	Policies to review/approve:	
11.1	<p><u>Safeguarding Policy 2025-26</u></p> <p>Action: carried forward: SG to forward the updated policy to RH for consideration at the next meeting.</p>	SG
12.	<p>Dates of 2025-26 meetings which are held at 5.00pm in school</p> <ol style="list-style-type: none"> 1. Tuesday 18 November 2025 2. Tuesday 20 January 2026 3. Tuesday 24 March 2026 4. Tuesday 19 May 2026 5. Tuesday 7 July 2026 <p>Noted.</p>	
13.	Any other business	
13.1	<p><u>Benchmarking of the school and sustainability</u></p> <p>MG reported to the board that this analysis shows the extent of the deficit and where the school might be looking for improvement; this also helps the school consider what the structure of the school would look like with a lower roll with around 80 to 100 children and how the school could achieve a sustainable model.</p> <p>Q: A governor asked, what can the school predict for sustainability?</p> <p>A: The headteacher has completed work on what pupil numbers will be as this has an impact on both staffing and the premises.</p> <p>A key question is how will the school reduce the deficit.</p> <p>A governor said that benchmarking will show the indicative costs and many will not change as they are fixed costs such as for utilities etc; total local authority funding is</p>	

	<p>totally dependent on roll numbers. The question is, what can the school control and what cannot be controlled?</p> <p>The roll trend is downwards over time and the prediction is what this will be over the next five years and how to make this sustainable.</p> <p>The demand for office space in London is increasing which may have a positive impact on the school roll over time as hybrid working is also now being discouraged by many companies including central government departments that are located in the neighbourhood.</p> <p>Q: A governor asked, how can the school promote itself to the local working community?</p> <p>A: A flyer would be helpful to communicate this to the various company HR departments in the immediate vicinity regarding what is available in the local area.</p>	
13.2	<p><u>John Blake</u></p> <p>JL offered to reach out to John Blake, who is the Westminster School's commercial officer for external events for hiring out premises.</p>	
13.3	<p><u>IT upgrade</u></p> <p>BK informed the board that Microsoft is ending Windows 10 support and this will put the school in a vulnerable position. Atlas is the school's IT support company and they have informed the school about this issue. As a result, the school has looked at replacing some computers. A quote was tabled with both new and refurbished computer options.</p> <p>Q: A governor asked, are the computers compatible for the Windows 11 upgrade?</p> <p>A: This has been checked and they are not compatible any longer.</p> <p>Q: A governor asked, how old are the computers?</p> <p>A: It is not about the age but about the model.</p> <p>It was stressed that unfortunately at the current time, the school has no money.</p> <p>Q: A governor asked, can the refurbished computer life cycles be checked?</p> <p>A: This is around five years.</p> <p>The chair proposed that David Richards carries out a review.</p> <p>Any delay could make the school vulnerable to viruses or hacks. Upgrading will provide security updates and protection as keeping the current system will mean the PCs become increasingly vulnerable to cyber-attacks, etc.</p> <p>A governor said that the school does not have much time to review this and decide which strategy to adopt.</p> <p>Action: BC will review the current computers that can't receive the update and inform the board. JL will also consult their IT colleague to seek their advice. FrP will contact David Richards.</p> <p>Windows 10 support ends on 14 October.</p>	BC, JL, FrP
13.4	<p><u>Anti-social behaviour</u></p> <p>A governor said that there has been some anti-social behaviour around the school which is a serious safeguarding issue.</p> <p>Q: A governor asked, what else can be done about this?</p> <p>A: The church convened a meeting of the local community and local MP around ten days ago and as a result, funding has been secured for extra policing. The chair said there is now a shift in attitude and that the matter is very serious. There will also be new security staff who will patrol the area.</p>	

	It was noted that nowadays the quickest way to alert the police appears to be via X (Twitter). Action: the headteacher to inform the parents that the school is activity working with the local police, councillors and MP to improve the area and to help make it safer.	SG
Confidential business		
14.	Confidential minutes of the meetings held on 7 July 2025 and 2 September 2025	
14.1	The minutes of the previous confidential meetings, held on 7 July 2025 and 2 September 2025, were confirmed as accurate records and approved.	
15.	Any other confidential business	
15.1	There was no other confidential business.	

The meeting closed at 18.58

No	Minute	Actions: FGB 6 October 2025	Who	When
1	3.1	<u>Chair:</u> SL was asked to contact the archdeacon to inform them that FrP has been reappointed as chair of the governing body.	SL	ASAP
2	5.3	<u>Review link governor roles and link governors to make their termly visit arrangements with the headteacher:</u> the headteacher to consider which additional link governor roles are needed. RH to ascertain whether any link governor roles are statutory.	SG, RH	Next meeting
3	6.1	<u>Fundraising:</u> SL to keep the board updated on the offer of a parishioner to make an application on behalf of the school to the Archbishop of Canterbury's Charitable Foundation.	SL	Next meeting
4	6.1	<u>Partnerships:</u> NC to discuss establishing school partnerships with Fr John Hicks.	NC	Next meeting
5	6.1	<u>Fundraising / Partnerships:</u> FrP to invite Penny Roberts to the next governing body meeting.	FrP	Next meeting
6	9.2	<u>Premises:</u> governors were asked to write to Beth at Mace to thank her for their help: NC to write the letter for the chair.	NC	ASAP
7	11.1	<u>Safeguarding Policy 2025-26:</u> carried forward: SG to forward the updated policy to RH for tabling at the next meeting.	SG, RH	Next meeting
8	13.3	<u>IT upgrade:</u> BC will review the current computers that can't receive the latest Windows update and inform the board. JL will also consult their IT colleague to seek their advice. FrP will contact David Richards.	BC, JL, FrP	ASAP
9	13.4	<u>Anti-social behaviour in the local area:</u> the headteacher to inform the parents that the school is activity working with the local police, councillors and MP to improve the area and to help make it safer.	SG	ASAP

No	Minute	Actions: FGB 7 July 2025	Who	When
1	5.5.1	<u>Governors to consider any vacancies:</u> the chair to follow through with YA on her possible term of office extension. And also, the Deanery Synod, PCC and local authority vacancy. Update (2025-10-06): the local authority vacancy completed. As above (item 1.3) – the parent governor election to be organised by the headteacher.	HT FrP	Next meeting

		The chair recommended that David Richards is appointed as the PCC vacancy.		
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Signed: _____ **Date:** _____
Chair of the Board of Governors