ST MATTHEW'S CE PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD MEETING
held at the School on
Wednesday 18th May 2026 at **5.00pm**

Governor	Initials	Governor category and role	Roles	Term of office ends	Apologies
Amanda Sayers	AS	Additional Local Authority Appointed Governor	Board Chairman	Open-ended ToO	
Aslam Merchant	AM	Local Authority Governor		1 Oct 2029	
Burcu Kiray	BK	Staff Governor		9 March 2029	Apologies
David Richards	DR			26 Nov 2029	Apologies
James Leighton	JL	Foundation Governor		8 Jan 2027	
Mark Greenhorn	MG	Foundation Governor – appointed by Diocesan Board of Education	GB Co -Vice-Chair	31 May 2027	
Mike Harrington	MH	Additional Local Authority Appointed Governor	Chair of F&GP	Open-ended ToO	
Nicola Cottier	NC	Foundation Governor		10 March 2028	
Raine Jarrett Smith	RJS	Associate Member	Chair of C&E	19th July 2026	Apologies
Susan Lowson	SL	Foundation Governor – appointed by the Parochial Church Council		1 March 2027	
Talgat Takiyev	TT	Associate Member		19th July 2026	Absent
Xherilda Martinaj Kukeli	XMJ	Parent Governor		18 Dec 2029	Present online
Yvonne Barnett	YB	Interim Executive Headteacher	Ex-Officio		Present online
Zoe Barton	ZB	Associate Member		19th July 2026	

Observers:

Carolyn MacLeish	CM	Clerk to the Board of Governors
Sarah Green	SG	Head of School

Vacancies:	Foundation Governor – appointed by Diocesan Board of Education Foundation Governor – Ex-Officio

No	Business	Action
1.	**Welcome and apologies for absence** AS led the meeting in a prayer **Heavenly Father, thank you for the opportunity to come together to consider how to achieve what is best for our school. When so much conflict highlights the divisions in the world, let us celebrate our school community and the sense of belonging that it and a faith in Christ gives to all.** **Lord, in your Mercy hear our prayer!** **Amen** AS welcomed all and advised that YB and XHJ would be joining online, having sought permission of the Chairman. YB had twisted her foot and so was unable to come in to school, and XHJ was away. The following apologies were reported: • DR and BK and AS asked that the apologies were approved. • RJS and ZB had sent apologies, and governors noted that they attended the C&E committee. • Governors noted that TT was absent. **RESOLVED: that the Board of Governors accepted the apologies from DR and BK.**	
2.	**Declaration of interests** None reported in addition to those recorded on Governor Hub.	
3.	**Approval of the Minutes of the meeting held on 18th March 2026** AS highlighted the following points relating to the queries raised by DR regarding the minutes: i. CM had responded to DR regarding his query on meeting dates and the C&E committee; ii. There were three statutory headteacher reports per year with one per term. iii. Queries regarding SEND funding were included in the F&GP minutes. iv. Safeguarding queries would be raised under the confidential agenda. v. Parent Governor elections would be held in September to ensure that the elected governor would be a parent for the full year. vi. ER’s foundation governor application was progressing.	

	MG arrived at 17:09 vii. YB would report on staff views regarding the changes to the timetable; viii. The ISOS report that had been delivered to schools had recommended losing 10 forms of entry in the local authority. ix. NC asked whether the School had contacted the local councillors to find out whether they had determined whether regeneration projects would produce more children for the schools; x. AS advised that she had attended the meeting, and the LA did not believe the regeneration would secure sufficient numbers of pupils to change the number of forms of entry that needed to be lost within the LA; xi. AS addressed the communications with parents and noted there had been no newsletters since March. xii. SG stated there was a weekly one and she would ensure that they were sent to governors and uploaded to the website. xiii. SL provided an update on the new vicar for the parish advising that the appointment would likely take a minimum of six months, but that the School was not part of the appointment process. xiv. SL advised that a new Director of Music had been appointed who was interested in supporting schools. xv. AS advised that the financial questions were reported to the F&GP and were included in the minutes, decisions would be presented to parents in terms of appropriate communication. **RESOLVED: that the non-confidential minutes of the meeting held on 18th March 2026 be approved unanimously subject to the points and amendments made in discussion.**	
4.	**Deficit Reduction Plan and Draft Budget 2026-2027 and Three-Year Draft Budget Plan Update** **Discussion was recorded under the confidential agenda.**	
5.	Executive Headteacher Verbal Update YB provided the following verbal update and answered governors' questions. Governors were advised that the full written update would be provided in the July meeting. **Burdett Coutts Partnership** i. YB reported that since the previous meeting there were relatively few things of significance to report but the partnership work between Burdett Coutts and St Matthew's had started; ii. It was reported that the partnership was continuing to provide additional leadership capacity and support across key areas of the school. In line with previously agreed arrangements, this included oversight of areas such as safeguarding, finance, and wider strategic leadership, enabling greater focus within St Matthew's on teaching, learning, and curriculum priorities. iii. The partnership was working effectively in the short term, supporting school stability and leadership capacity. **Site and H&S** i. A Health and Safety inspection had been undertaken by YB and the Site Manager (from Burdett Coutts). YB thanked JL for his previous report and	

	advised that they had been using it as their base line for works. Actions identified were being addressed systematically. ii. It was noted that the Conditions Survey was scheduled to take place in the first week following half term and it was agreed that JL would be informed of the date so that he could attend if possible. iii. A safeguarding inspection had been scheduled for 16 June. **Teaching and Learning** i. Governors were informed that the Year 6 SATs week had been successful. YB expressed thanks to the Year 6 staff for their hard work and commitment. ii. Pupils had demonstrated a focused and methodical approach throughout the week. Staff across the school had supported the pupils, including providing breakfast, which had been appreciated. **Staffing** i. YB reported on a recent staff meeting regarding the proposed closure of the nursery provision for the 2026–2027 academic year. This had been a challenging meeting, with staff understandably concerned. ii. YB had explained that due to extremely low numbers, including only one part-time application, it would not be viable to run a nursery class. It had also been made clear that a standalone Reception class would not be viable and that, if one were required because Reception places had been advertised, Reception pupils would need to be taught within a mixed-age class alongside Years 1 and 2. i. Staff had raised several questions, many of which could not yet be answered. YB emphasised that no decisions had been made regarding redundancy and that there had been no discussions on this matter. ii. YB also reiterated that the financial agreement for the next financial year remained in place, although further detail was not yet available. iii. A meeting had also taken place earlier with the Reception/Nursery teacher to explain the situation. It had been clarified that she was employed as a teacher at the School rather than specifically within Early Years so she was in the same position as any other member of staff. iv. YB acknowledged the difficulty of the situation and apologised for the lack of further information at that time to the EYFS teacher and to all staff. v. Staff had responded professionally despite the challenge, acknowledging the clarity provided and recognising the impact of falling pupil numbers. It was agreed that updates would continue to be shared as further information became available. vi. Governors discussed potential admissions, noting that there was uncertainty regarding the one Reception pupil and that the pupil's family and any new pupils would be advised that they would be placed within a mixed-age class. **Parental Communication and Engagement** i. YB reported that parents would be informed of the nursery situation via the School newsletter, ensuring that communication focused on factual reasons.	

Staff had been asked to maintain confidentiality until the communication had been issued.

ii. It was also reported that improvements to daily routines had been implemented, including children going directly to classrooms on arrival. Staff continued to be available at the end of the day to speak with parents and arrange appointments where necessary. Feedback from parents had been generally positive.

PTA

i. YB had met with PTA representatives, including the Chair and Secretary. It was noted that there were currently only three committee members, with two of the three due to leave this year.

ii. A discussion had taken place regarding the sustainability of the PTA and strategies to increase participation. It was proposed that the current committee would conclude its term following the summer fayre, with a relaunch planned for the new academic year.

Staff Organisation (PPA)

i. A concern had been raised regarding PPA arrangements, specifically the timing of PPA sessions being moved to the afternoon. A meeting had taken place with the NEU representative and further feedback was awaited.

ii. YB reported that some staff had expressed a preference regarding how PPA time was allocated. She confirmed her willingness to continue discussions with the union representative to reach a workable solution.

iii. It was reported that staff were directed to be on site from 8:40am to 4:00pm each day. An updated version of working arrangements would be shared with governors once finalised with the union.

Staff Wellbeing and Consultation

i. Governors discussed the potential for a staff survey. It was agreed that the current time was not appropriate given the level of ongoing change and uncertainty. SG confirmed that she agreed with this view.

ii. Governors supported the use of targeted surveys to gather staff views on specific themes. It was noted that there had been a staff survey within the last 18 months and that ongoing dialogue with staff was taking place through meetings and briefings.

iii. YB reported that there had been significant engagement with staff and a continued focus on ensuring that both staff and pupils received their entitlements, including protected time for SEND support.

iv. Governors agreed that a targeted survey focusing on wellbeing could be beneficial. It was proposed that a draft questionnaire be developed with governor input.

v. Governors acknowledged their role in maintaining oversight of staff wellbeing and recognised the disruption currently being experienced. They agreed that a focused approach to gathering staff voice would be most appropriate at this time.

6.	**Delegation of Functions and Committee/Group Reports** **Finance & General Purposes – 28th April 2026** Governors noted the draft minutes, and the following points were highlighted: i. SL updated governors on the parish donation to the School and advised the reported £20,000 from the minutes could not be guaranteed and needs to be regarded as a risk in future forecasts; if necessary mitigation will be put in place to offset any shortfalls; ii. MH advised the predicted £26,000 rental income for the flat may need to be adjusted once a letting date has been agreed. If there should be a shortfall then mitigation will be actioned iii. The remaining financial items including updated financial budget reports were discussed under confidential. **Curriculum & Ethos Committee** – No meeting since the last GB meeting and the next meeting was scheduled for 16th June 2026 at 5pm. **School Improvement Board update since the last meeting** i. AS advised that there had been no notes taken for the meeting but there were no significant updates to report. ii. In attendance were Jackie Saddington for the LA and Angela Abrahams for the LDBS. iii. YB and AS attended for the School. iv. The meeting discussed LA and LDBS support and YB advised that no decisions had been taken regarding the future of the School. v. The School was not due an Ofsted inspection until Sept 2027 and had been advised that if the School was in the process of federating or amalgamating the inspection would be postponed. Work Plan and Dates for next year to be circulated – YB advised this would come to the next meeting	
7.	**Staffing** No matters reported under non-confidential.	
8.	**Policies/Important Documents** None reported or circulated.	
9.	**Safeguarding** YB reported that the Safeguarding Audit would take place on 16th June and that all other items would be reported under the confidential agenda	
10.	**Board** **A) Governor Appointments or Ends of Office since the Last Meeting:** Ehsan Razavizadeh – Applying to be a Foundation Governor	

	B) Governors Whose Offices are Due to End within the Next Three Months: None **C) Governor Vacancies** Two Foundation Governors – technically two vacancies One is LDBS (ER is applying) and one Ex-Officio (new Parish Priest in September) One Parent Governor – AS advised that the aim would be to have the new parent governor in post for the first meeting in the autumn term. YB and SG would arrange a meeting with interested parent governor candidates in advance of the process which AS would attend. **D) Governor Non-Attendance:** Talgat Takiyev – AS advised that she had received no response from him regarding his absences or to arrange a meeting on fundraising. Governors voted to remove him as an associate. **E) Visits To The School:** MH met with DS monthly to discuss the School's finances. **YB advised that she was working on a work plan and within it would be a link governor visit schedule.** Governors were advised that all visits had to be scheduled as there was a small staff team who could not manage unplanned meetings. YB added that she would also ensure that governors were invited to events. **F) DBS and S 128 Check Update: this is an opportunity to ensure that all governors are receiving necessary Disclosure and Barring Service checks or that checks are in train.** YB advised that she would update on DBS checks under the confidential agenda. **G) Governor Training: Opportunity to identify forthcoming training opportunities and to receive reports on courses recently attended by governors.** AS advised that all governors must attend safeguarding training by the end of the Autumn term. AS highlighted the free LA training. Dates would be published by the end of the summer term.	YB & SG to arrange a meeting for prospective new parent governors

	H) Diocesan/Local Authority Information: Governors were referred to any recent information or guidance from the LDBS/LA on school governance issues. Governors to note the respective newsletters.	
11.	**Matters Arising from the Minutes** Update from Interim Executive HT – PTA was provided under the EHT verbal update.	
12.	**Date of next meeting and Items** **All meetings to be held at the School** **Summer 2** • C&E Tuesday 16th June at 4.30pm • GB Monday 6th July at 5pm **Items for Next Meeting** Workplan Committee Reports Headteacher's termly report – Summer 2 Data Compliance Reporting - annual GDPR dashboard review Safeguarding Audit Uniform Policy SRMA Use of Reasonable Force Policy Spiritual Development Policy language Website Charity Governors Fund and the PTA need to be audited and decide on trustees.	
13.	**AOB** **None reported**	

Signed: ________________________________ **Date**: ________________________