



St Matthew's
Westminster

ST MATTHEW'S CE PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING

held at the School on

Wednesday 18th March 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	
David Richards	DR			26 Nov 2029	
Ehsan Razavizadeh	ER	Applying for FG role			Apologies
James Leighton	JL	Foundation Governor		8 Jan 2027	Absent
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	Open Ended	
Susan Lowson	SL	Foundation Governor – appointed by the Parochial Church Council		1 March 2027	
Talgat Takiyev	TT	Associate Member		Open Ended	Absent
Xherilda Martinaj Kukeli	XMJ	Parent Governor		18 Dec 2029	
Yvonne Barnett	YB	Interim Executive Headteacher	Ex-Officio		
Zoe Barton	ZB	Associate Member		Open Ended	Apologies

Observers:

Carolyn MacLeish	CM	Clerk to the Board of Governors
Sarah Green	SG	Head of School
Delyth Smith	DS	Interim School Business and Operations Manager (lterms 1-4 only)

Vacancies:	Foundation Governor – appointed by Diocesan Board of Education Foundation Governor – Ex-Officio
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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 Yvonne Barnett to her first Governing Board meeting as Interim Executive Headteacher. The following apologies were reported: ER and ZB. The following absences were noted TT and JL.	
2.	Declaration of interests None reported in addition to those recorded on Governor Hub.	
3.	Approval of the Minutes of the meeting held on 20th January 2026 and of 2nd March 2026 RESOLVED: that the non-confidential minutes of the meeting held on 20th January 2026 and of the EGB 2nd March 2026 be approved unanimously.	
4.	Deficit Reduction Plan and Draft Budget 2026-2027 and Three-Year Draft Budget Plan Discussion was recorded under the confidential agenda and SG and BK left the meeting. RESOLVED: that the Board of Governors unanimously approved that the following be submitted to the Local Authority for approval as recommended by the F&GP Committee: a) Draft Deficit Reduction Plan b) Draft Budget for 2026-2027 c) Three Year Budget Plan	
5.	Review and approval of SFVS	

	RESOLVED: that the Board of Governors unanimously approved the SFVS for submission to the Local Authority	
6.	Executive Headteacher Verbal Update Report YB noted that SG had delivered a written Headteacher's report last term. YB advised that she would provide a synopsis of what she had been working on since the EGB including the partnership work with Burdett Coutts and highlighted the following points in discussion with governors: SEND • The School continued to operate with significantly high SEND need, effectively comparable to a specialist base. • YB, alongside the SENDCo (in post prior to the EHT's arrival), SIP and the Local Authority, had completed a detailed review of SEND provision and funding. • SEND funding had been unpicked to ensure statutory entitlements were accurate, with issues identified around delayed or missing payments for pupils funded outside Westminster. • A full mapping exercise of all pupils' needs and statutory allocations had been completed, with assurance given that by the end of April pupils will have received correct entitlements. • Six EHCP pupils have provision worth £15,000 each. • The decision taken last year not to purchase SALT services for pupils without EHCPs was noted; specialist assessments (EP, PT, SALT) for non-EHCP pupils had been reinstated, however, into next year's budget. • Thresholds for future EHCP applications were discussed, aligned with SEND Green Paper expectations over the next 18 months. • A schedule of SEND reviews has been created to clear a backlog, with Year 6 prioritised and all reviews planned to be completed by the summer. • Staffing and timetable changes were being reviewed to ensure support matches pupils' plans. • Continued strong support from the Local Authority was noted. Danielle's move to the LA would help continuity as she would retain Burdett Coutts and St Matthews as schools within her remit. Safeguarding • A full safeguarding review was being carried out, to include DBS checks, SCR analysis, access arrangements and site security. • Fob access had been reinstated, with further security works planned for Easter, the May half term and the Summer holidays.	

- Protocols regarding access to the School site for non-school-based staff, volunteers and PTA members had been clarified.
- YB would take on the DSL role.
- Parents remaining on site post drop off and as part of their PTA activities had been identified as an issue for the running of the School and safeguarding. Clear expectations would be communicated to parents following the Easter break in a phased approach.
- The PTA has been supported with storage space as part of a wider prioritisation of safeguarding and operational needs.

Teaching & Learning

- Timetabling adjustments had been implemented to enable more effective deployment of staff and improved support for teaching and learning.
- Subject leadership had been streamlined, with subject leaders regularly visiting lessons, gathering pupil voice, triangulating evidence and reporting back to senior leaders and governors.
- The process had increased clarity, consistency and staff buy-in, while providing recognition for teachers' work.
- Senior leaders had reviewed action plans and identified CPD needs.
- Standardised NfP assessments will take place in Summer 1, followed by targeted interventions.
- The assessment cycle and associated documentation were under review.

XHJ left the meeting at 18:08

Governors thanked YB for the update and raised the following points and questions:

Q) The School's data for Nursery and Reception for September were low, was this issue affecting other schools in the local area? Would the School pick up more pupils if families did not get their first choice?

A) Admissions data noted by governors, in particular the low numbers in Reception and Nursery, reflected a broader local trend with no primary schools having offered 30 places. It was highly likely that all pupils would eventually receive their first-choice place.

Q) Was the School being considered for the two-year-old provision and could this support the School's numbers?

A) The two-year-old provision had been discussed with the Local Authority; expressions of interest had not been taken forward due to limited demand.

Q) Were the School's Health and Safety audit issues being addressed and were the SLAs required within the budget plans.

	A) Health and safety audit processes were ongoing, and the SLA commitments were built into the budget. YB stated that Delyth Smith's contribution had been invaluable and the School was on the right track addressing the financial and site issues identified.	
7.	Delegations of functions and Committee/Group Reports (15 mins) 5:55pm a) Finance & General Purposes - Committee Terms of Reference have been amended since the last Board meeting and are recommended for approval (as attached). Approved - Minutes of the meeting of 10th February 2026 were circulated for information - Governors asked whether the School had received a donation from Westminster School for the School Journey trip and the School confirmed that it had b) Curriculum & Ethos Committee RJS highlighted the following points of discussion from the meeting held on 12th February 2026: - Members reviewed the School's data and reports on progress, safeguarding, behaviour and attendance and it looked positive overall - The committee received a report on the School's Spiritual Development Policy, and it would be circulated for approval. The policy would include all that the School did to promote Christian Distinctiveness. - The committee looked at attendance, which was below the national average. - YB advised that this would be an area of focus for her moving forward and the School was working with the pastoral support manager and the LA Attendance officer Governors noted the following: - School Improvement Board update since the last meeting N/A – delayed for YB 28th April - Strategic Partnership Group update since the last meeting N/A - - AS, YB and CM to meet to finalise the governors' work plan for the summer term. 29th April 2026	School's Spiritual Development Policy to come to the Board for approval.
8.	Staffing No matters reported under non-confidential.	
9.	Policies/Important Documents None reported or circulated.	
10.	Safeguarding Reported under YB's verbal update.	
11.	Board A) Governor Appointments or Ends of Office since the Last Meeting: Ehsan Razavizadeh, Parent Governor – End of Office 26th February	

ER was in the process of applying for the vacant LDBS Foundation Governor role. The School would run the Parent Governor Election in September to ensure the parent elected would be in post for the year.

Governors were asked to approve ER as an Associate Member while his application was in process. Approved.

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 and one Ex-Officio (new Parish Priest in September)

D) Governor Non-Attendance:

There were absences reported but to date no governors had reached an absence rate of more than six months.

E) Visits To The School: None reported

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.

Governors were asked to contact the School to arrange checks if outstanding.

G) Governor Training: Opportunity to identify forthcoming training opportunities and to receive reports on courses recently attended by governors.

All governors were reminded that safeguarding training was obligatory and was free through the LA but charged for through the LDBS. Any paid training should be requested through YB and AS.

The following training was noted:

- AS attended a Diocesan meeting on 12th March post the “Education Abundance” event which focused on how to address the issues facing its schools at the present time;
- The session reminded those present on the Church of England’s shared vision on education through sustainable schools and community;

	• The development of a coherent strategy using ISOS numbers and looking at which schools were viable • The meeting was for Chairs of governors and clergy, the headteachers were not present; • The LDBS had agreed to take the lead on the project and to find funds to facilitate support and operational costs; however, it did not want to take a top-down approach and dictate which schools remained open. • Governors noted the following; the School was already working with the LDBS and had entered into a partnership agreement and recognised that the School's position along with other schools was difficult. • Governors were looking for guidance from the LDBS on the future strategy for its schools. 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.													
12.	Matters Arising from the Minutes (5 mins) 5:35pm <table><tr><th>Action from Previous Meetings</th><th>Person</th></tr><tr><td>The school to look at adding a donation button on the school's home page.</td><td>BK – Completed</td></tr><tr><td>SL to look at adding a donation button on the church's website.</td><td>SL Website was down and would be revisited when working.</td></tr><tr><td>Confirmation that additional text provided by AS for inclusion in the Behaviour Policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco had been added by school.</td><td>SG – Completed</td></tr><tr><td>Confirmation that additional text provided by AS about personal property and about damage and lost property, FoI and GDPR and charging for reproducing documents had been added by school to the Charging Policy.</td><td>SG Completed</td></tr><tr><td>Confirmation that the school had included information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy</td><td>SG - Completed</td></tr></table>	Action from Previous Meetings	Person	The school to look at adding a donation button on the school's home page.	BK – Completed	SL to look at adding a donation button on the church's website.	SL Website was down and would be revisited when working.	Confirmation that additional text provided by AS for inclusion in the Behaviour Policy concerning vapes, nicotine and gums so that they are included within the definition of tobacco had been added by school.	SG – Completed	Confirmation that additional text provided by AS about personal property and about damage and lost property, FoI and GDPR and charging for reproducing documents had been added by school to the Charging Policy.	SG Completed	Confirmation that the school had included information regarding storage of medicines in the Supporting Pupils with Medical Conditions Policy	SG - Completed	
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	The Windows update issue to be referred to the F&GP Committee in good time before the 12-month extension expires. Agenda for the second F&GP committee	CM – F&GP - Completed	
	Action from 20/01/26 Meeting	Person	
	Workplan to be created	CM, AS and YB Scheduled	
	Visit report dates to be circulated	YB	
	Prepare business case paper for two-year-old provision	Deleted	
	Fire Drill result and asbestos plan to be confirmed	SG – Completed	
	Stakeholder survey schedule to be agreed	To be inc on workplan	
	Rag rate SEF and SDP	YB – summer	
	Sports Premium Strategy Report to be reviewed in F&GP	CM - completed	
	Admissions Arrangements to be reviewed in C&E	Completed	
	SCR check	SL – SCR with YB	
	Partnership Group to bring back ToRs to GB for approval.	AS - Autumn	
	Cost of LDBS training sessions to be confirmed	SG £215 -	
13.	Date of next meeting and Items All meetings to be held at the School Summer 1 - F&GP 28th April 8am - GB Monday 18th May at 5pm 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.		
14.	AOB		

	DR asked whether the Chair had received any update on the incorrect advice the School had received regarding the re-employment of a member of staff who had been made redundant. AS advised that the LDBS had stated they had believed their advice had been correct at the time based on the invitation provided. Governors noted that donations would go into the Governors' Fund and would potentially be available for gift aid if the charity status could be attained.	
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Signed: _____ Date: _____

