



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Virtual Meeting due to COVID-19
Tuesday 9th March 2021 at 6pm
MINUTES**

Present:

Mick Luck (ML)	Acting Chair COP
Stephen Corcoran (SC)	STH
Tom Hilyard (TH)	ST
Darren Speed (DS)	LA
Steve Manning (SM)	PA
Ian Robinson (IR)	PA

In attendance:

Debbie Green (DG)	Clerk to the Governing Body and Finance officer
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The meeting started at 6pm

Governor *support* and *challenge* highlighted. *ACTIONS* underlined

		Action
1	APOLOGIES FOR ABSENCE All Governors present.	
2	DECLARATION OF INTEREST (<i>statutory</i>) Governors to declare any interest in specific agenda items at this meeting. <i>No governors declared any interest in specific agenda items.</i>	
3	ELECTION OF CHAIR OF THE GOVERNING BODY <ul style="list-style-type: none"> DG informed governors one nomination for Chair had been received from Mick Luck. DG asked the remaining governors if there were any further nominations – None. DG asked governors if they would like ML to leave the meeting to discuss his nomination – Governors felt this was not necessary. DS asked ML how long he would stay on the governing body. ML informed the governing body he would stay for at least another year. All governors elected ML to be Chair of the Governing Body and extend his term for a further 1 year. <u>ACTION: DG – Inform Cognus of new Chair of the governing body and extend ML's term until 31/08/2022</u>	DG

	<p>ELECTION OF VICE CHAIR OF THE GOVERNING BODY</p> <ul style="list-style-type: none"> DG advised governors that the Vice Chair position was now vacant. Out of the 6 remaining governors only 2 are eligible to be Vice chair. DS and SM both advised due to busy work schedules and their terms finishing this year, they were unable to commit to the role of Vice Chair. Vice chair position is currently vacant. <p><u>ACTION: Vice Chair position to be filled</u></p> <p>NOMINATE GOVERNOR WITH RESPONSIBILITY FOR:</p> <ul style="list-style-type: none"> Liaison with the LA in the event of allegation (Child Protection) again Headteacher> ML agreed to be governor responsible. Special Education Needs and Disability (SEND) ML agreed to be governor responsible 	FGB
4	<p>MINUTES OF THE PREVIOUS MEETINGS</p> <p>ML asked for the following actions to be added to the minutes.</p> <ul style="list-style-type: none"> Governors to put their name against Monitoring subjects Staff to be advised there are 2 Mental Health trained personnel <p>The minutes of the previous meeting held on 26th January 2021 were recorded as an accurate record once amended.</p> <p>ML to sign minutes once amended.</p>	ML
5	<p>MATTERS ARISING FROM THE MINUTES</p> <p>To discuss and minute matters arising which are not covered by the agenda and ensure all actions completed.</p> <ol style="list-style-type: none"> TH/SC to present government toolkit for analysing and reviewing of Home Learning to Governing Body. <i>SC advised toolkit was in the document files on Microsoft Teams which governors had viewed prior to the meeting. (Appendix A)</i> SC to arrange with DS a time for premises support. <i>SC arranged with DS to do a site visit to discuss KS1 toilet refurbishment. DS/SC compared KS1 toilet area against Orcas Washrooms plan. DS pointed out discrepancies with the plans which SC reported back to Orca. Revised plans had since been received and copy emailed to DS.</i> SC/KD – Letter of appreciation to staff. <i>SC advised letter had been started with KD before his resignation and finished with ML's assistance. Letter was signed by SC and the Governing Body. SC advised letter had been well received by staff.</i> School Uniform – Parent's feedback See Self Evaluation section Governors to put their name against Monitoring Subject Mental Health Trained staff – All staff member to be advised <i>SC advised all staff members had been advised the school has 2 Mental Health trained personnel.</i> 	<p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p>
6	<p>CHAIR'S ACTION</p> <p>ML advised governors of the following:</p> <ul style="list-style-type: none"> SC's mid-term review is tomorrow (Wednesday 10th March) with SM attending - virtual meeting. 4 nominations had been received for the one Parent Vacancy (wef 31st March). Parents had been sent ballot papers the previous day (8th March). IR asked how many parent governors can there be as the candidates had skills that would be beneficial to the governing body, could the Governing Body recruit one parent 	

	<p>governor and one Co-opted. ML advised there are 2 parent governors but need to be mindful of not being too parent heavy. ML -wait until the ballot result. SC/ML advised through the Inspiring Governance website; 5 possible candidates had been identified in the local area for the Coop vacancies. SC advised 1 candidate had expressed an interest, she has a background in Human Resources and Legal. SC had now received her email address so would make initial contact. Once contact had been made, SC would arrange a face-to-face meeting together with ML.</p> <p><u>ACTION: SC to make initial contact with possible Co-opted candidate and arrange meeting with ML</u></p> <ul style="list-style-type: none"> ML advised governors the school caterer's Edward and Ward had been awarded an additional 1-year contract. SLT has had concerns regarding the quality of service the school receives from E&W, however, there has not been time to look at alternative providers. SC - After a 3-month review, the SLT and governors will need to decide whether to look at alternative suppliers or do catering in house with support from Strictly Education 4s Catering Buy Back <p><u>ACTION 3 Months – Put Catering review on FGB agenda</u></p> <p>See Part B</p>	<p>SC</p> <p>DG/SC/ML</p>
7	<p>SEF (Appendix B)</p> <p>Governors confirmed they had read SEF report. ML was concerned that some areas of the SEF needed more substance and needed to be reviewed. The report required clear relationship between strengths/weaknesses and actions. ML felt the grading did not always correspond with written statements.</p> <p>SC explained the report further - the highlighted areas link to the Ofsted framework. He does not want staff to go through an Ofsted trial run. SC explained the SLT want to be prepared for Ofsted, does not want staff to be collecting documents and evidence at the last minute. Over the next 12 months SLT will be collecting evidence for Ofsted. SLT know what evidence to gather and will be prepared.</p> <p>ML suggested that SC prepares a SEF presentation for the next meeting showing clear relationship between strengths/weaknesses and actions.</p> <p>ML asked TH if he was happy with the SEF – TH yes</p> <p>No further questions</p> <p><u>ACTION: SC - SEF presentation to Governors</u></p> <p>ISABEL RAMSAY – NOTE OF VISIT 10/02/2021</p> <p>See Part B</p>	<p>SC</p>

HEADTEACHERS REPORT (Appendix C)

ML thanked SC for a well laid out report and it being available in the 'File' section of Microsoft teams a week before meeting which meant governors had a chance to read it. Also appreciated the low number of acronyms.

All governors confirmed they had read the report.

SM suggested it would have been useful to know how many children had returned to school and numbers who had not returned. SC confirmed 6 children had not returned – 5 from the same family. The absence would be authorised should the children engage in online learning, and the family were being supported by both school and Inclusion Officer. One child not in school due to mum's health and was working with the Pastoral Care Lead. SC advised governors it was great having the children return, it is more beneficial teaching face to face. SC pointed out children and staff will be anxious and tired. The next step will be assessing the children. Teachers have Assessment data from September to December 2020, SLT will know by Easter the necessary interventions and the impact of the most recent lockdown. The school has well skilled staff to deliver Quality First Teaching and where necessary appropriate interventions.

ML asked how behaviour had been in school. SC – they have returned well and have returned to the necessary routines.

IR asked why safeguarding figure was higher in February compared to previous months. SC informed governors that part of the figure was backlog from previous month, however Pastoral Care Lead was working with a lot more families. There has been a higher number of agency meetings, plus daily reporting to Surrey County Council. SC also advised children who were vulnerable and had a social worker were not attending site because parents did not want them to attend. 35% of HSLW time has been spent attending multiagency meetings and in addition, writing up reports and liaising with staff and families. ML asked if the HSLW was coping with the workload. Yes, but safeguarding was taking up a lot of her time and that it was important to understand that this took priority and that there is appropriate supervision in place to support.

ML questioned the increase in number of children on the SEND register. SC advised SLT had been working with the SENDCO looking at the school SEND policy and make sure this reflected the SEND Code of Practice. Senior Leaders want to ensure school's approach to 'additional to' and different from' is clear, particularly those children who access School Support. Referrals to the SENDCO are likely if standardised score fall below 90. By the time children have a standardised score of 85 they are over a year behind. 54 children are on the COVID monitoring list. The Senior Leadership are consciously tracking this group and are trying to ensure that there is not a culture where children are just added to the SEND register without a clear rationale why they have been added, and what work is taking place to support these children make accelerated progress. -SLT need to examine the high number and establish if they should be on the list and that the children are getting the support, they require to narrow the attainment gaps.

ML asked about the 'review of practice' – what did SC expect to achieve. SC – looking at it from a SENDCO point of view – does the school want 40 children out of class for interventions or will it be more beneficial for them to have classroom teaching. Senior Leaders are looking for further evidence from the SENDCO that that classroom practice reflects the needs of the SEND children. Governors asked for an update at the next

	<p>meeting. SC suggested it would be beneficial to governors if the SENDCO also attended.</p> <p>ACTION: SC to report outcome at the next meeting</p> <p>ML – 4 new children. SC advised governors 4 children had recently come on roll. 1 child had been home educated, 1 x local and 2 moved to the area. The children had been set up on Microsoft teams for remote learning and had met their teachers and peers virtually. SC recognised that it was important that although new families had been inducted virtually that they still felt welcomed as part of the school community, arriving face to face.</p> <p>SC informed governors that 8 children had not engaged with home learning. 1 teacher had printed out a whole pack of home learning to demonstrate to a child the amount of learning they had missed. SC advised governors there are some amazing displays around school showing lockdown work. Year 5 and 6 have done amazing work and shows the success of the current approach. Staff, children, and families invested a lot of time. Laptops were welcome and made a huge difference to online learning.</p> <p>ML advised he had found HT report useful. He asked governors if there was anything they would have wanted added to the report. SM thought it would have been useful to have a summary of how the first couple of days after lockdown had gone. SC gave an update. There could be an addendum closer to the meeting for recent topics of interest.</p>	SC
9	<p>FINANCE</p> <ul style="list-style-type: none"> FMR – Month 11 February 2021 (Appendix D)/BUDGET DG advised governors at Month 11 the carry forward figure was at an acceptable level. During March/April DG would carry out the end of year procedures. During this time DG and SC would work on the final budget which needed to be submitted by 1st May. SC informed governors that the pandemic expense for the school since July 2020 was approximately £13k. SC advised the Universal/FSM cost centre was lower than budgeted, this was due to the kitchen being closed during lockdowns. ML suggested committing a figure in the carry forward due to further catering costs next year. KS1 Toilet Refurbishment update Final plans had been received and proposal accepted. DG advised 30% deposit was due immediately. SC reported that the staff toilet had been included in the final figures and that this information was well received by school staff. Schools Financial Value Standard (Appendix E) DG advised governors that the SFVS was in the files section on teams to view. DG/SC and ML had met and completed this annual return. The majority of categories came out broadly in line with similar schools. The school came out high in energy. ML pointed out this was due to issues with the boilers. In teaching staff, the school came out lowest 20% of similar schools, this was due to 2 x NQT's. SFVS to be submitted to SCC and signed off by FGB. <p>No questions from governors</p> <p>See Part B</p>	

10	<p>PARENT GOVERNOR VACANCY</p> <p>SC/ML informed governors 4 nominations had been received for the parent governor vacancy with effect from 31st March 2021. Ballot papers had been sent home to parents on 8th March with a return date of 12noon on 19th March 2021.</p> <p>STAFF GOVERNOR VACANCY</p> <p>See Part B</p>	
11	<p>GOVERNORS MANAGEMENT ISSUES</p> <p>No training by governors since last meeting. ML said the webinars are useful but can clash with personal commitments. SC reminded governors to look out for webinars forwarded by clerk particularly with a focus on the 'hot topics' as this would support the governing body with challenge and support.- ML asked how much is budgeted for training each year – DG £10K for whole school training. DS asked who provided training. SC – Better Governor/Strictly Education 4S and Cognus. ML suggested Sophie Manning started her training before November.</p> <p><u>ACTION: DG – Training for Sophie Manning</u></p> <p>DS asked IR if he was seeking re-election in the parent governor ballot. IR advised he was not.</p> <p>ML thanked IR on behalf of the Governing body for all his support and assistance over the last four years. His insight into Early Years has been very helpful.</p> <p>ML also took this opportunity to thank Keith Dixon who stepped down from the governing Body in February for all his hard work and commitment to Shawfield.</p> <p><u>ACTION: ML/DG – letter of appreciation to Keith Dixon</u></p>	<p>DG</p> <p>ML/DG</p>
12	<p>SELF EVALUATION</p> <ul style="list-style-type: none"> • DS – Premise's support for KS1 toilet refurbishment • IR asked SC for feedback on uniform survey. SC informed Governors he had not had a chance to look at results, the closing date for the survey is 12th March. IR asked when the change in uniform would start. SC – September 2021. Brenda's schoolwear's stock will soon run out – however there will be a 12-month transition period. SC advised governors that he is taking the uniform samples around the classrooms to ask the children their opinion as well, he wants to feedback from all stakeholders. IR – the decision cannot be rushed. ML – need to be mindful of family's income. SC – There is the possibility to help Pupil Premium families. SC did point out to governors that having to change the colour of school uniform during the pandemic is less than ideal but that learning from previous situations was key. It was important to understand the opinions of children and parents before moving forwards. This was also based on good practice outlined in Government Guidance. • ML – Heavy input into Edward and Ward Caterers, SFVS and change within the Full Governing Body. 	

13	<p>AOB</p> <ul style="list-style-type: none"> IR – As it would be his last meeting, he thanked the governors for their support and being part of the team. <p>See Part B</p> <ul style="list-style-type: none"> ML – SLT and staff have performed very well for a small school. Returning to school in September and then partially closed again in January – a very taxing time. ML to SC that moral must have been hard to keep up not just for staff but for SC/TH as well. SC advised governors that he has not seen staff so tired after a half term break. ML advised that staff had done a brilliant job. SC advised governors he is waiting for a template letter from the government to advise how parents can collect Lateral flow tests for themselves. 	
14	<p>Next Meeting</p> <p>Next Full Governing Body meeting arranged for Tuesday 4th May and Tuesday 22nd June.</p>	

	<p>SUMMARY OF ACTIONS</p> <ol style="list-style-type: none"> ACTION: DG – Inform Cognus of new Chair of the governing body and extend ML's term until 31/08/2022 ACTION: Vice Chair position to be filled ACTION: SC to make initial contact with possible Coop candidate and arrange meeting with ML ACTION 3 Months – Put Catering review on FGB agenda ACTION: SC - SEF presentation to Governors ACTION: SC to report outcome of 'SEND review of Practice' at the next meeting ACTION: DG to extend TH's term of office to 31st November 2021 ACTION: DG – Training for Sophie Manning Part B ACTION: ML/DG – letter of appreciation to Keith Dixon ACTION: ML to discuss with Isabel Ramsay her report dated 10th February – Part B ACTION: SC to seek further clarification from Isabel Ramsay re: governors to start looking more strategically at the direction of the school. Part B 	<p>DG</p> <p>FGB</p> <p>SC</p> <p>SC/DG/ML</p> <p>SC</p> <p>SC</p> <p>DG</p> <p>DG</p> <p>ML/DG</p> <p>SC</p>
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Meeting finished at 7.30pm

Signed.....

Date.....

