



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 22nd June 2021 at 6pm
VIRTUAL MEETING DUE TO COVID-19**

MINUTES

Present

Governors

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Darren Speed (DS)	LA
Steve Manning (SM)	PA
Lou Aherne (LA)	PA
Esther Thiong'o-Njenga (ETN)	COP
Attieh Fard (AF)	COP

In attendance:

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

Governor **SUPPORT** and **CHALLENGE** highlighted. ACTIONS underlined

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE Apologies received from TH with good reason. Apologies received from AF with good reason however AF was able to join meeting at 6.20pm.	
2	DECLARATION OF INTEREST Governors to declare any interest in specific agenda items as this meeting. <i>No governors declared any interest in specific agenda items.</i>	
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 4 th May 2021 was recorded as an accurate record. ML to sign minutes.	Minutes from meeting on 4 th May 2021

	MATTERS ARISING FROM THE MINUTES	Actions
4	<p>To discuss and minute matters arising which are not covered by this agenda and ensure all actions completed.</p> <ol style="list-style-type: none"> SC to ensure actions on SEND review are allocated to staff and time frame. <i>SC advised a separate SEND action plan was now in place to go with SIP and is across 2 academic years. Priorities taken from SEND review have been allocated to staff leads with timescales. When SEND governor visits action plan can be reviewed.</i> Governors to email DG of training/webinars they have undertaken. <i>DG advised ML and LA had notified her of training undertaken and governors know to email clerk with training details.</i> EY's teacher to amend point 3.1, line 2 <i>DG confirmed EY's teacher had amended point 3.1, line 2 of the Early Years policy and it has been published on the website.</i> DG to update Supporting Children's Medical Needs and 1st aid in schools <i>DG confirmed Supporting Children's Medical Needs and 1st Aid in schools had been updated and on school's website.</i> Governors to advise DG or ML which statutory areas they would like to be involved with <i>ML - AF, LA and ETN have advised which statutory areas they are interested in. See Section 10 AOB.</i> DG to put list of statutory areas onto Teams <i>DG advised list was on Microsoft teams.</i> SC to resend Monitoring Document for Governors to sign up <i>SC advised Monitoring document would be discussed later in meeting.</i> Governors to feedback at next FGB meeting their views on Anna Freud document <i>See Section 10 AOB</i> AF to send draft document to DG who would share with governors. <i>DG – Draft Catch-up plan received from AF and distributed to governors.</i> Governors to give feedback at next meeting regarding AF's Catch-up Plan (Appendix A) <i>ML asked governors for feedback. ML thought the school had already put support in these areas. SC felt it was useful to see the sense of community and people working together was important, the school had covered these areas in terms of Microsoft teams and teachers being approachable to have these conversations, staff doing homework clubs at lunchtime, food for thought for longer term. SC appreciated AF sharing the plan with governors. It will be interesting to see once AF has data from other schools on how they are using it. ML asked if governors had any more feedback – no.</i> SC to provide percentages to AF re: Domestic Violence <i>SC had not replied directly to AF but would email her the data. School has 3 families impacted by domestic violence within the school's case load. One is a current family, but unfortunately Domestic violence does not come on its own in terms of an area of need. Within Surrey, Domestic Violence is one of the big 3 areas of need, the other two are substance abuse and neglect. These areas do overlap. SC will inform AF.</i> 	<p>highlighted in minutes from 4th May 2021</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p>

	<p>12. DG to send Exclusion training link to LA and ETN. <i>DG confirmed training link had been sent.</i></p>	Discharged
5	<p>CHAIR'S ACTION</p> <p>Chair to advise governors of emergency actions taken since the last governing body meeting and/or those decisions which have a significant impact on the development of the school.</p> <p><i>ML advised governors there was no emergency actions since last governing body. ML attended David Harris visit on 8th June 2021 – See Section 6 for further details.</i></p>	
6	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Self-Evaluation Form (SEF)/School Improvement Plan (SIP) • Safeguarding • Staff CPD/Training • Attendance • David Harris visit report <p>AF joined the meeting at 6.20pm</p> <p>David Harris Visit – 8th June 2021 (Appendix B)</p> <p>SC informed governors that the school had a visit from David Harris (DH) who is CEO of EEEA Trust in Camberley, HMI Ofsted Inspector and National Leader of Education. He works under the remit for our visit for SAFE. SAFE is the local authority's School Improvement partner to ensure Surrey schools are either good or outstanding and if they are not then to put the right support in place. DH's remit was based on the schools SVFS (self- evaluation) which was completed and sent to SCC in November 2020. SC advised governors that during his role as HT he had not received any visits from SCC, so appreciated the visit.</p> <p>DH was presented with the schools SEF (Appendix C) and SIP (Appendix D) which he felt was well positioned. The advice he gave was around costing staff time around the document. It is currently costed around curriculum and resources spent. Staff costings within the plan are fixed to what the school does, so staff costs have not been written into individual boxes for individual action. DH suggested putting a financial figure of staff costs into the action plan. This is an action the SLT need to investigate moving forward.</p> <p>DH was very thorough during his visit and felt like an Ofsted inspection. DH looked at school's website, asked questions about policies, drew information from Pupil Premium, and Sports Premium funding. DH asked very challenging questions to SC, TH and ML for an hour and half, which they found useful. Found areas to work on and advise on what to do. DH felt the school's Vision and Aims on the website was very generic and did not feel as personal compared to the rest of the website. This is an area the SLT are already working on. SC advised he has draft Vision and Aims which he will share with Governors and uploaded onto teams. He also wants input from staff before he brings it to governors.</p>	

<p><u>ACTION: SC to upload draft Vision and Aims onto Microsoft teams</u></p> <p><u>ACTION: Governors to give feedback to SC re: Vision and Aims</u></p> <p>DH really focused on the Curriculum. Asked questions around why the curriculum was delivered the way it is currently delivered. DH picked one subject i.e.: Science – questioned why it was taught this way, what does it look like, why the school have made these decisions. SC informed DH the reasons behind the teaching method, and DH explained there needs to be written evidence of this. DH has provided SC with templates to use, which can be used quickly and efficiently. This will strengthen the middle leaders and leadership and management of these subjects. This has already been launched with middle leaders and advised them this is their toolkit for developing their subject, this is the framework and document that needs to be used over the next academic year. Staff have been timetabled in to visit SLT over the next 4 or 5 weeks to go over the first part of the document to discuss what does the school's curriculum look like, why the SLT decided to teach the curriculum subject in this way, what outcomes does the school want from teaching and learners. It will strengthen both the leadership of management side in terms of middle leadership and the quality of the subject. Will enable the teachers to think about the subject not just as a class teacher but as a leader as well.</p> <p>DH did a very positive walk around the school on the morning, he witnessed lots of good practice and talked to children. Children were engaged in their learning and on task. School was clean and tidy, classrooms organised. SC advised governors DH reviewed SIP and did not raise any concerns.</p> <p>ML informed governors the visit was demanding, and DH asked lots of challenging questions. The visit was useful and was good training for an actual Ofsted Inspection. One concern DH had was the SLT are inexperienced with regards an Ofsted Inspection so was working hard with SC/TH/ML to ensure the SLT was able to put the best side of the school forward, which is a good learning point. ML did SC agree. SC – yes, although he cannot allow the pandemic to undermine where the school is with its journey, but the time taken up to provide good quality remote learning has delayed where the school would want to be. Action points on SIP were about delivering middle leader structure, about developing the way they were working, but have not got to where he would like at this point due to the pandemic. The developing of middle leaders is in the plan and DH has signposted ways of actioning it and personalise it the Shawfield way and will reflect the work, school have put in the curriculum, SC is confident school can deliver what DH wants from his visit.</p> <p>ML informed the other governors that he thought it was a very good visit and positive comments from DH at end of his report.</p> <p>SC advised governors if they have any questions from the updated SEF or SIP then to contact him.</p>	<p>SC</p> <p>FGB</p>
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Headteacher Report (Appendix E)

SC advised numbers on roll have increased slightly – a lot of movement in and out of school. Government had not implemented Stage 3 of Covid-19 Roadmap. Some colleagues have taken steps to change restrictions in their schools, to merge bubbles i.e., two bubbles in the hall for assembly etc. SC felt he had an obligation to families to keep to the guidance and keep everyone safe. This will also ensure the school's data sent to Government is accurate and following guidelines. SC explained SLT had 3 plans depending on Government guidance.

Plan A – Current restrictions, current school response

Plan B – Current restrictions – working with the framework but prioritising key events/details i.e.: MFL teacher proving lessons across the school

Plan C – All restrictions lifted and return to normal working

Attendance

During DH's visit he wanted to know the attendance percentage of GRT children. SC thought it would be useful to governors to see a breakdown of attendance on the HT report. GRT percentage is quite high at 93% which although is 2% below recommended rate, it is still a good figure. SC pointed out the attendance figure for Pupil Premium children was low at 91%, the school works hard providing quality teaching, interventions, and pastoral support but if the children are not in school regularly, they are not accessing this, so the school needs to work with families to address this. Since last FGB meeting the Inclusion officer has written to 5 families regarding attendance. There is currently 1 child who has met with the Inclusion officer for an early intervention programme, who will monitor their attendance over the next 4 weeks. If attendance does not improve, from September the family will become part of the Inclusion officers case load.

DS asked as the attendance data does not relate to isolation and covid – is that figure available. SC – yes, the figure is available and will present it back to governors.

DS was concerned about lost learning and had that been addressed.

SC – Yes, after 1st lockdown there was a monitoring list, and 54 children identified had a significant drop in their standardised scores. These were the children targeted for catchup funding. Assessment from September and December showed progress in the right direction from the interventions the school had put in place. During 2nd lockdown, from assessments, the children went backwards but not as much as 1st lockdown there was a dip particularly maths in year 2, 3 and 4. Interventions have been arranged around this. Last week was Assessment week, so will have up-to-date data shortly.

ACTION: SC to report back to governors with Isolation and Covid attendance figures.

SM asked if data regarding absence concerns were the same children or more a dispersed rise in attendance levels? SC advised at least 50% were the same children. School is working with families to establish reasons behind continued absence and some families have other issues in the background which will impact attendance. However, education is important for their children, and the

SC

<p>school need to get that message across. Equally using the Inclusion officer at the right time to support school and families. Data internally and research nationally, 95% attendance is the key figure, there is about 20% difference in our current attainment if you have an attendance of 95% or more, so children need to attend school. Does not matter on background, ethnicity, SEND or PP, if you are at school at least 95% the pupil has a better chance of achieving that secure attainment. The school will work with all its families to achieve this.</p> <p>DS asked if any pupils were isolating. SC – No pupils, currently 1 member of staff and a couple of children waiting for PCR results. No confirmed Covid-19 cases.</p> <p>SC pointed out, one issue the school has are parents are using Lateral Flow Tests on children if they have Covid-19 symptoms and wanting to send their child into school if the result is negative. The guidance is that the LFT are asymptomatic tests and children need to be getting a PCR test if they have symptoms. School has been reminding parents of the guidance and supporting families with the correct procedures. ML pointed out the PCR tests results are a lot quicker now.</p> <p>SC informed governors that majority of staff have had their 1st vaccination and at least 50% of staff have had their 2nd. DS queried why some staff had not had their 1st vaccination. SC – Age related – waiting for their invitation. Staff have been advised if the appointment falls during the working day, then to go ahead and attend. If staff member has any side effects, then take the time to recover at home. Having the vaccination is important and governors agreed.</p> <p>Afterschool Club</p> <p>SM – After School Club recruitment – is it difficult to recruit and how can governors help? SC advised governors ASC is on the family job pay grade, whether there is any flexibility on increasing that pay. Although the pay is quite comparable. The hours can be difficult to fill as they are not sociable. The school is currently advertising for an After School Club Assistant, but SC feels the job title needs rebranding, the word assistant could be putting people off applying. The supply costs on most days are more than daily income received, ok in short term but not long term. One of the schools selling points is on site wrap around care. ML asked how many Pupil Premium children use Breakfast and Afterschool Club. SC will have report back with this figure. ML – some schools use their Pupil Premium funding to help support their extended day cover, so an idea to consider. SC informed governors Class Cover help recruit with a finder's fee of approximately 15%. Currently the school have regular supply ASC staff who have a good relationship with the children. SC has not approached them yet to see if they would be interested in the position. ML thought using Class Cover would be worthwhile and if they have the right candidate and have had a chance to observe them with the children. ML asked governors for their feedback. SM agreed with using Class Cover to help recruit. AF also supports the suggestion, as she has heard from other professionals how valuable a club can be for children and their sense of being part of the community. Governors agreed to using Class Cover for ASC recruitment.</p> <p>ACTION: DG to contact Class Cover : After School Club recruitment</p>	<p>DG</p>
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	No further questions from Governors	
7	<p>POLICIES</p> <p>Teaching and learning and Curriculum policies still being updated following David Harris's visit</p> <p>Teacher Appraisal (Appendix F) ML advised that he was not expecting governors to read the policies in detail as most are Surrey County Council model policies. ML pointed out one small amendment. Paragraph 5 point 6 – 'Amend according to another policy' needs amending.</p> <p><u>ACTION: SC to amend Teacher Appraisal Policy.</u></p> <p>No further questions. Governors approve Teacher Appraisal Policy after amendment.</p> <p>Disciplinary & Capability (Appendix G) SC confirmed the Disciplinary and Capability policy is a standard policy from Strictly Education 4S. ML pointed out to governors the policy was used last year and worked well.</p> <p>No questions from Governors – Governors approved Disciplinary and Capability Policy.</p> <p>Educational Visits Policy (Appendix H) ML pointed out paragraph 2 point 1 stating that the governing body must approve residential visits. ML cannot remember the FGB approving the residential visits for this year. SC – When the school had an Executive Headteacher EV policy was not part of the Governors remit. When SC became HT, it has since been added to the Governors Matrix on Cognus/Surrey's recommendation. The reason it is on the agenda for this meeting is for governors to approve residential visits for next academic year, decide whether residential still add value to the children's learning and do the FGB still agree to use the residential venues.</p> <p>SC gave an overview of the 3 residentials undertaken each year.</p> <ul style="list-style-type: none"> • Year 4 – 2 Nights at Hooke Court, Dorset focusing on History. Short time away from home and is very hands on. Archology, cooking, storytelling and weaving around Vikings and Saxons. • Year 5 – 5 nights at a working farm called Stone Farm, Dorset visiting Dartmoor walk (compass/map skills), Eden Project (rainforest /Mayans) Kent Cavern (settlements) and Stone Henge on the return journey. • Year 6 – Avon Tyrrell, New Forest focusing on team building, thrill seeking i.e.: zip wire, climbing. Personal challenges as well as team building in preparation for Secondary school. <p>No questions from governors and the FGB approved the residential visits for next academic year.</p>	SC

	<p>Health & Safety (Appendix I)</p> <p>ML asked governors if they had any questions – no</p> <p>ML pointed out there was reference to the school's development plan and Health and Safety targets which the FGB need to set. ML - Health and Safety governor to work with school. SC asked if he could present it as a separate action plan. ML pointed out there is a clear reference to it in the Health and Safety Policy so it should be part of the School's Development Plan or change the Health and Safety policy.</p> <p>SC advised governors that DS is Health and Safety governor who visits termly - however visits need to be recorded. ML asked if DS could work with SC over the next few weeks re: Health and Safety. DS confirmed he could.</p> <p>Governors agreed to adopt Health and Safety Policy.</p> <p><u>ACTION: SC to liaise with DS re: Health and Safety before end of term.</u></p> <p>SC advised during 1st lockdown, auditing of legionella, displays, computer monitors, workplace assessments had started, which resulted in actions moving forward. Just needs collating.</p> <p>GDPR (Appendix J)</p> <p>SC and DG have booked GDPR training.</p> <p>No questions from governors. Governors agreed to adopt GDPR policy.</p>	SC/DS
8	<p>FINANCE</p> <ul style="list-style-type: none"> Financial Monitoring Report (FMR) – Month 2 May 2021 (Appendix K) <p>Governors had access to FMR Month 2 on Microsoft Teams. DG talked through points 1 to 8 on FMR (see Appendix)</p> <p>Point 6 – SENDCO additional days. ML asked for reason. SC – SENDCO delivering wellbeing lessons.</p> <p>DG advised governors the Final Budget for financial year 2021-22 has been approved by Surrey County Council. Letter of approval received 3rd June 2021 and copy on Teams for Governors to view. (Appendix L)</p> <p>No further questions from Governors.</p>	
9	<p>EDWARDS AND WARD</p> <p>Catering Review</p> <p>SC and ML have had a discussion and it was agreed a small working party to include 1 or 2 parent governors would be formed to do a catering review. This would enable a different view to the catering from SLT. LA asked if Edwards & Ward have changed their ingredients. SC – No – review of quality of service. The contract is up for renewal in March on a rolling one-year contract.</p>	

	<p>The review would consider the following.</p> <ol style="list-style-type: none"> 1. Stay with Edwards and Ward if they improve their quality of service. 2. Use another catering supplier. 3. Tupe the existing staff and provide in house Catering. Buyback catering compliance etc. 4. A local school has closed their kitchen and an outside provider cooks meals off site and brings them into school. <p>It is a big decision to make and need a variety of people's input to make the correct choice.</p> <p>LA and SM agreed to be on the review panel.</p> <p>SC informed governors that he has started the research by Edwards and Ward currently providing SC a daily sample of each of the 3 choices. The menu is on a 3-week circle, so he will have a meal for 3 weeks. Need to establish where the problem is – is it the equipment, staff, ingredients, training, or something else. Could be a combination of these areas.</p> <p>ML pointed out other schools no longer use Edwards and Ward, so would be worthwhile visiting local schools. SC explained Ash Manor and Ash Grange together with Shawfield, took out a contract with Edwards and Ward 3 years ago. Ash Manor came out of their contract after 1 year due to staffing issues on site. This year Ash Grange came out of their contract and are now using an outside caterer to provide a meal on wheels service. Both schools have advised they now have good quality food. SC personally would prefer meals to be cooked from scratch but need to establish what is best for Shawfield.</p> <p>ML – Decision needs to be made in September due to contractual obligations.</p> <p><u>ACTION: SC to contact LA and SM re: catering review</u></p>	SC/LA/SM
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <p>Governor training and development & Impact of Governor Training DS/LA/ETN/ML/SC/TH undertook Exclusion training. SC thanked these governors for investing their time for the training.</p> <p>Allocation of lead roles ML has had feedback from AL/AF/ETN and suggests the following allocation of lead roles. ETN – Finance, Pay Panel and HT Performance Review panel. From skills audit, ETN has a lot of attributes that will be beneficial in these areas. ETN will join ML and SM for next HT's Performance then take over from SM.</p> <p>LA – Early Years and SEND</p> <p>AF – Safeguarding and LAC</p> <p>If governors need any training on these lead roles to contact DG</p>	

	<p>All governors agreed to their lead roles.</p> <p><u>ACTION: DG to update governor lead roles.</u></p> <p>Governor monitoring ML - From David Harris's report it was highlighted that an EYFS & SEND monitoring visit in school should be actioned. It would be recommended a visit with SENDCO before the end of the academic year.</p> <p><u>ACTION: LA to visit school for EYFS and SEND monitoring visit.</u></p> <p>All governors are welcome for a monitoring visit before the end of the academic year. Whether it is reading, writing, maths or a lead governor to contact SC. ML – does not have to be a whole day – half day more useful. Strongly recommend looking at school policies that cover these areas. SC - Procedures in the policies should be seen working in school.</p> <p>New Governor ML asked Governors views on inviting another person to join the governing Body. There are currently 4 CO-OPT vacancies. ML like to invite parent, Penny Gray to join the team as a COOP governor. He has spoken to her, and she would be very happy to join, though ML has advised her it needs to be agreed by the governing body. She has a commitment to school for another 5 years. ML is aware she is a parent and the Governing Body need to be mindful of not being too parent heavy. No objections from Governors – FGB agreed for Penny Gray to be invited to join.</p> <p><u>ACTION – ML to contact Penny Gray</u></p>	<p>LA</p> <p>ML</p>
11	<p>SELF EVALUATION Governors to consider "What have we done at this meeting/since the last meeting that has improved the education for the children in our school?"</p> <p>SC, ML and TH – David Harris Visit</p> <p>DS – Visited school to review Year 2 toilet refurbishment. DS advised work is still not completed and not at snagging list stage. 40% of invoice still to be paid.</p> <p>Exclusion Training</p>	
12	<p>AOB</p>	

<p>Admissions</p> <p>LA asked if 25 children were still joining Year R in September. SC – number is now 23 (2 children had SEND and alternative provision had been arranged to meet their needs). This year is a low birth rate only 1 local school are full. SC - Walsh Infant school are 12 places down. St Pauls are 8 places down. Need to make clear to community what the school can offer and signpost what Shawfield can offer as a school. LA asked which school has got a full intake. SC - Ash Grange is full – bigger site and swimming pool. There is a lot of new houses being built in the local area so Shawfield's profile needs to be known. SC advised he did analysis of family's postcodes. Upper part of the school largely came from the centre of Ash, between Shawfield and Wyke. Newer cohorts are coming from Ash Wharf, Lakeside and Mytchett. Catchment is changing over time. There are 14 schools in a 5-mile radius, so it is very competitive. Holly Lodge and Wyke who both have good reputations for whatever reasons are each side of Shawfield. Need to let the community know that Shawfield has the reputation for nurturing and being a supportive school for our families. ML pointed out Covid has not helped as one of the schools big selling points is the feel around school during visits.</p> <p>SC – On Plan B and C, how does Shawfield do visits to school, can they be socially distanced, will they be after school with masks in small groups. How does the SLT make that effective? The SLT know once we have prospective parents through the door, the school sells itself.</p> <p>Residentials</p> <p>SC informed governors that he will be talking to staff early next academic year to agree who will be going on the three visits. Stone Farm had 4 teachers accompany the visit as there was not enough other staff members available to go on the trip. On this occasion it was the right decision to make but do not want to run visits in the future this way, ideally the visits need a mixture of teacher and support staff. Ideally adults working in those classes. ML pointed out Governors have attended residentials in the past so there is that possibility in the future. SC would appreciate that as it would give governors a chance to see a different side to the children.</p> <p>Staffing</p> <p>Finance committee date to be arranged to discuss staffing for September. Teachers are in place for next academic year; however, support staff can still resign due to their resignation timescale.</p> <p>SC to contact ML and ETN to arrange a finance meeting to discuss staffing.</p> <p><u>ACTION: SC Finance meeting to be arrange – face to face if possible</u></p> <p>Anna Freud Staff Survey</p> <p>ML asked governors if they had any comments. ML thought it looked good. SC advised from David Harris's visit he had found a second survey called Edurio costing £250 per year which is used by lots of academies and schools. It is one survey per year (recommended end of September), and it benchmarks against 15 -20K other schools. The company will also break it down further if one particular question is weak, they will compare it to other primary schools. The</p>	<p>SC/DG/ML/ ETN</p>
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	<p>company will create an action plan against staff results, to help with areas to focus on. ML pointed out Anna Freud survey suggests it is completed in the summer term to enable staff to reflect on the past year (when staff feeling tired) whilst the new survey is completed at the beginning of the academic year when staff are feeling good. Governing body need to decide whether they want to establish how staff are feeling at the end of an academic year or how they are feeling at the beginning. SC – the Anna Freud would give SLT data to work on. However, Edurio gives SLT the benefit of benchmarking, can compare against other schools and academies and data can be broken down to SLT/teachers/TA's etc so the information is not completely anonymous, but would not be able to know exactly which member of staff. SC is not suggesting it is done every time as it is expensive. Initial starting plan would be useful and to get a benchmark.</p> <p>SM feels it would be useful having data for the year ahead rather than the previous year, so he agrees. SM asked SC what his view was from a staff perspective? – SC – having talked to governors previously staff are very tired and Covid has had a huge impact. Does the school want to capture that, which we know about or come September with hopefully more guidance, we capture staff's aspirations moving forward. ML likes the benchmarking and being able to split the data into different staff categories. SC advised Edurio can personalise questions (open questions and text), also have a wordol at the end to ask staff one good thing that is working in school and 2 areas that need improvement. SLT can feedback to staff and governors and advise on the areas that they will work on.</p> <p>ML - £250 is a good price for staff health and wellbeing.</p> <p>FGB agreed to the Edurio staff survey. ML asked if survey was coming from governors or SLT. SC – from SLT but advise staff that governors are interested in their wellbeing and results will be shared with them.</p>	
13	<p>NEXT MEETING</p> <p>Next meeting will be on Tuesday 5th October at 6.30pm – governors to arrive at 6.15pm.</p> <p>Meeting will be at school unless advised differently.</p>	

Meeting finished 7.40pm

Dates for next Academic Year – TBC

- 5th October 2021
- 7th December 2021
- 8th February 2022
- 29th March 2022
- 24th May 2022
- 5th July 2022

14	SUMMARY OF ACTIONS	
	1. ACTION: SC to share draft Vision and Aims with Governors	SC
	2. ACTION: Governors to give feedback to SC re: Vision and Aims	FGB
	3. ACTION: SC to report back to governors with Isolation and Covid attendance figures	SC
	4. ACTION: DG to contact Class Cover re: After School Club recruitment	DG
	5. ACTION: SC to amend Teacher Appraisal Policy	SC
	6. ACTION: SC to liaise with DS re: Health and Safety before end of term.	SC/DS
	7. ACTION: SC to contact LA and SM re: catering review	SC/LA/SM
	8. ACTION: DG to update governor lead roles	DG
	9. ACTION: LA to visit school for EYFS and SEND monitoring visit	LA
	10. ACTION – ML to contact Penny Gray	ML
	11. ACTION: SC Finance meeting to be arrange with ML/ATN/DG – face to face if possible	SC

Signed :



Date: 5th October 2021