



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL FULL GOVERNING BODY MEETING
Tuesday 5th October 2021 at 6.30pm
BLENDED MEETING
MINUTES**

Present:

Mick Luck (ML)	Chair COP
Stephen Corcoran (SC)	STH
Tom Hilyard (TH)	ST
Darren Speed (DS)	LA
Steve Manning (SM)	PA
Lou Aherne (LA) - Virtual	PA
Esther Thiong'o-Njenga (ETN) Virtual	COP
Attieh Fard (AF) Virtual	COP
Penny Gray (PG)	COP

In attendance:

Debbie Green (DG) Clerk to the Governing Body/Finance Officer

The meeting opened at 6.30pm

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

		Action
1	<p>APOLOGIES FOR ABSENCE All Governors were present LA/ETN/AF – Attend via Microsoft Teams ML/SC/TH/DS/SM/PG/DG – Face to Face</p>	
2	<p>DECLARATION OF INTEREST (<i>statutory</i>) a) Governors to complete the Register of Interest form <i>SC/ML/DS received – SM/TH forms to be carried over from last year until 30/11/2021 (new governors completed forms recently)</i> b) Governors to declare any interest in specific agenda items at this meeting. <i>No governors made a declaration of interest in specific agenda items at this meeting.</i></p>	
3	<p>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2021 – 22 <u>Clerk to chair this first item until the Chair appointment is confirmed</u> <u>Statutory Appointments</u> a) Chair – <i>DG advised that ML had sent email confirmation that he would like to nominate himself to remain in chair – no further nominations were received.</i> <i>All Governors agreed for ML to continue at Chair.</i> b) Vice-chair <i>No nominations were received for vice-chair. ML advised a vice chair would need to be appointed at next FGB meeting and asked for LA/ETN/AT/PG to consider the role.</i></p>	

	<p><i>ETN to Chair Finance committee</i></p> <p>c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher. <i>AF will be governor responsible. All governors agreed.</i></p> <p><u>Highly Recommended</u></p> <p>d)Governors should appoint a governor who can step in/lead the Governing Body should the Chair and/or vice-Chair become unavailable. <i>DS agreed to step in if Chair/Vice-chair become unavailable. All Governors agreed for DS to take on this role.</i></p> <p>Nominated governors with responsibility for:</p> <p>e) Child Protection/Safeguarding <i>AF to continue to be Child Protection/Safeguarding governor.</i></p> <p>f) Special Education Needs and Disability (SEND) <i>LA to continue to be SEND governor.</i></p> <p>g) Looked after Children (LAC) <i>AF to continue to be LAC governor.</i></p>	
<p>4</p>	<p>CONSTITUTION OF THE GOVERNING BODY (<i>statutory</i>)</p> <p>Clerk to bring to governors' attention:</p> <p>a) Name and category of governors whose term of office is due to expire:</p> <ul style="list-style-type: none"> • Before the next meeting: <i>none</i> • The end of the academic year: <ul style="list-style-type: none"> - Steve Manning – 14/11/21 (PA) <i>DG advised Parent Governor Nomination form to be sent to parents on 08/10/21 to be returned by noon 21/10/2021</i> - Darren Speed – 30/11/21 (LA) <i>DS agreed to stand for one more year to support new governing body. Paperwork for LA Governor Nomination Panel to be finalised. All Governors agreed for DS to be re-appointed as LA governor subject to panel approval.</i> - Tom Hilyard – 30/11/21 (ST) <i>Nominations requested from staff to be Staff Governor. One received from Sophie Manning. Sophie to be Staff Governor WEF 1st December 2021. TH to attend meetings as an observer.</i> • The end of the academic year: <ul style="list-style-type: none"> - Mick Luck – 31/08/2022 <p>b) Name and category of governors appointed/elected since the last meeting: <i>Penny Gray.</i> <i>ML welcomed Penny to governor meeting. PG has children at Shawfield. She has been appointed as a Co-opted governor rather than a parent governor due to other</i></p>	

	<p><i>strengths she can bring to the Governing Body.</i></p> <p>c) Governor vacancy: 3 x Co-opted <i>ML- 2 positions should be filled over next 3 to 4 months. Sensible to keep 1 vacancy open. SC - FGB currently have adverts with Inspiring Governance and Governors for Schools or if anyone knows of someone who would be interested in being a governor.</i></p>	
5	<p>EMERGENCY PROCEDURES (statutory) Governors to ensure emergency contact information for the school is provided to Surrey County Council (Schools Support Service) <i>DG confirmed emergency contact information had been provided to SCC.</i></p>	
6	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Contact information for Governors <i>DG advised contact details were correct and reminded governors the list can be viewed in Microsoft Teams file section.</i></p> <p>DfE Statutory Guidance August 2017 The constitution of governing bodies of maintained schools Governors to confirm that, in the interests of transparency, a governing body must publish on its website:</p> <ul style="list-style-type: none"> a) the structure and remit of the governing body and any committees b) relevant business and pecuniary interests (as recorded in the Register of Interests) c) information for each governor who has held office over the past twelve months d) attendance at governing body and committee meetings over the last academic year. <p><i>ML advised the governing body must be strategic and not hands on. Curriculum is very important and to be reviewed by FGB and not a subcommittee. The Finance Committee will review Finance, Staffing, Pay and Headteacher Performance Management and will be chaired by ETN.</i></p> <p><i>Finance committee – DG, SC, ETN (chair), PG, (+ one more governor) ML to attend next meeting.</i></p> <p><u>ACTION: DG to arrange Finance Committee Meeting</u></p> <p><i>Governors agreed to this structure for this academic year.</i></p> <p>National Governors' Database (Get Information about Schools) GIAS All school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change.</p> <p><i>DG confirmed details were correct.</i></p>	
7	<p>PROCEDURAL MATTERS</p> <ul style="list-style-type: none"> a) Code of Conduct – statutory guidance states that a Code of Conduct should be maintained and communicated to all prospective governors. 	

	<p><i>Copy of Code of Conduct on Microsoft Teams</i></p> <p>b) Open or Closed Meetings – governors to agree whether meetings will be open or closed. <i>Governors agreed to open meetings. Part B closed.</i></p> <p>c) Alternative Participation/Voting Arrangements – governors to agree their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. <i>Governors agreed.</i></p> <p>Protocol for alternative participation – governing body to agree if governors/associate members will be able to participate and vote (governors only) at full governing body meetings (and committee meetings) including but not limited to, by telephone, Skype and video conference. <i>Governors Agreed</i></p> <p>d) Professional Negligence Statement - governors to consider recording the professional negligence statement: Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Best practice would be to record this on each set of minutes. <i>Governors agreed and statement to be added to minutes.</i></p> <p>e) Confidentiality Statement - governors must agree to respect the confidence of those items of business which the governing body decides are confidential. Governors may wish to record the following statement on their minutes and other governing body papers: Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them. <i>Governors agreed.</i></p> <p>Governors discussed whether meetings should be face to face/virtual or blended. Governors agreed that attending school for monitoring visits, observations etc was crucial, however majority of governors agreed that online FGB meetings were effective. If a governor could not attend a FGB meeting in person for a good reason, then they attend virtually. If attending virtually camera must be on to record attendance. Governors agreed to 50% face-to-face and 50% virtually. Observers would be able to attend virtually or in person.</p>	
8	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the previous meeting held on 22nd June 2021 were recorded as an accurate record and signed by ML.</p>	

<p>9</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <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"> 1. SC to share draft Vision and Aims with Governors 2. Governors to give feedback to SC re: Vision and Aims <i>No feedback received yet. Governors to respond by Friday 8th October.</i> 3. SC to report back to governors with isolation and Covid attendance figures 4. DG to contact Class Cover re: After School Club recruitment <i>DG advised Classcover haven't been able to recruit anyone yet. Advert still live. School had directly approached the Classcover supply who regularly runs the club however he wants the flexibility of supply. SC advised governors 3 other local schools also have ASC vacancies, but they are paying a significant higher pay grade as they are advertising for managers. Shawfield pay grade is PS3, other schools are advertising for PS7, however these roles would be for wraparound care and undertaking all the administration/liaising with parents. SC- He has marketed the vacancies as a Leader and not an assistant and updated the school's recruitment page to reflect the current school motto. SC advised governors that Afterschool club income from parents is covering the cost of supply however permanent members of staff are required.</i> <u>ACTION: Continue with After school club leader recruitment</u> 5. SC to amend Teacher Appraisal Policy 6. SC to liaise with DS re: Health and Safety before end of term 7. SC to contact LA and SM re: catering review <i>SC visited Ash Grange alone as LA & SM unavailable. SC would advise governors of update during AOB (Meeting overran so not discussed in AOB – carry forward to next meeting)</i> <u>ACTION: SC to update governors re: Catering</u> 8. DG to update governor lead roles 9. LA to visit school for EYFS and SEND monitoring visit <i>LA advised EYFS monitoring visit had been actioned in July 2021. SEND visit scheduled for the following week.</i> 10. ML to contact Penny Gray re: new governor 11. SC Finance meeting to be arranged with SC/DG/ML/ETN <i>DG confirmed Finance committee met on 29th June 2021</i> 	<p>Discharged Ongoing</p> <p>Discharged Discharged</p> <p>Discharged Ongoing</p> <p>Discharged</p> <p>Discharged Discharged</p> <p>Discharged Discharged</p>
<p>10</p>	<p>CHAIR'S ACTION</p> <p>ML advised governors no emergency actions had taken place since last FGB meeting. ML advised SC's annual Performance Management had been actioned.</p>	
<p>11</p>	<p>FINANCE</p> <p>Month 5 – August 2021 Financial Monitoring report (Appendix A)</p> <p>DG highlighted current carry forward figure is £88k, final invoice of £10k for Year 2 toilet refurbishment still to be paid. Bulk of funding from LA has been received,</p>	

	<p>approximately £10k still to be paid (Sports Premium). Expenditure in majority of costs centres are on track, supply slightly high due to staff sickness etc. SC/DG to discuss increase in Supply budget. ML informed governors staffing costs had been increased from original budget. DG – from Finance Committee meeting it was agreed money earmarked for Year 1 toilet refurbishment would be used to fund an additional member of staff. Refurbishment would be carried over to next year. Additional staffing costs had already been updated on FMR.</p> <p>No questions from governors on FMR.</p> <p>SCHOOL FUND AUDIT</p> <p>DG advised school fund was currently being audited. ML asked how much is in the school fund account. DG – approximately £4k. The balance was approximately £9k at the beginning of last year however to assist with home learning so that no child went without a device the school purchased laptops to loan to families. Books for the library were also purchased from school fund.</p> <p>Finance Committee</p> <p>DG confirmed Finance committee met in June 2021.</p>	
12	<p>HEADTEACHERS REPORT</p> <p>Data analysis (appendix B) and Headteachers report (Appendix C) on Microsoft teams for Governors to read before the meeting. SC asked governors for any questions relating to these two documents.</p> <p>ML - On the Data Analysis report for year 1 a cohort of 5 non-SEND Pupil Premium children it shows a low improvement for these children and asked why. SC – there are more variables than the data suggests. The younger children had a more difficult experience post pandemic because of the challenges around remote learning - attendance and engaging with remote learning. This has an impact on the data. Cohort are being monitored to ensure they do make progress. Similar cohort need in Year 3 particularly Maths. Priorities have been identified which will be in the School Improvement Plan. ML just wanted clarification as the data for Non-SEND PP children stood out compared to the rest of the cohort.</p> <p>SC highlighted to governors that he was concerned that funding would be low next year due to small cohort in current Year R. Thought Numbers on Roll would be 190 but numbers on roll as of today is 199, which will be reported on the school census this week. Budget projections for next year will be based on 199 NOR which is encouraging, also need to get 30 children into Year R for next academic year. School tours have been scheduled for prospective parents to visit in small groups. Majority of dates are already full or close to full. Huge amount of interest. SM asked if the impressive video from last year was still on the website and central on the website. SC – it is in the prospective carers page. There are factors that stop parents choosing to look at Shawfield but need to get parents into school to see the good work going on.</p> <p>SC – data from Guildford Planning state in next 2 years there will be a deficit in birth rates. Should be full next two years. ML and SC attended Primary Projections conference and were advised the forecast for 2024/25 was approximately 20 surplus spaces which would have an impact on future funding. SC does not know how</p>	

	<p>these projections have been calculated and whether the vast amount of housing being built in the Ash area has been considered. ML pointed out data shared was Guildford Borough data. SC – WSF Headteachers had requested a meeting with Place Planning team to discuss Ash area.</p> <p>ML – it all comes down to sustainability and the FGB need to ensure the finances are sustainable going forward and consider what impact will there be in 3 years’ time with the potential lower birth rate on the school.</p> <p>SM asked how Subject Reporting had been received by staff. SC – mixed reactions as there is more workload. Staff more confident that there is framework and script to work against as a subject leader. Leadership time has been built in to release staff each week. Previously the CPD and staff meetings worked around the curriculum/teaching and learning had been more as a class teacher and less focus as a subject leader. Usually, 1 session per term around subject leadership. This will increase the time staff will be focusing as a subject leader. ML – This is a proven concept and has worked well in other schools. SC – leadership in terms of accountability is a development on the school Improvement plan.</p> <p>ML noted attendance figures are good.</p> <p>No further questions.</p>	
<p>13</p>	<p>PUPIL PREMIUM</p> <p>Pupil Premium Statement (Appendix D) available on Microsoft teams for governors to read before meeting.</p> <p>SC informed new governors the government give schools funding for disadvantaged children (Pupil Premium PP), service children and Looked After Children (LAC). Schools must show how this funding is used and the impact it has on this cohort to raise their attainment or increase their progress.</p> <p>SC pointed out there is a large difference nationally between children who are PP and who are not and the idea is to narrow the gap. National data is 11% difference at the end of year 6. Shawfield data is wider than national at 20/30% difference across reading, writing and maths. SLT have been asked to look at non-SEND PP children to see if there is a special educational need. The report is in 3 areas – Teaching and Learning, Interventions by Teaching Assistants and teachers, Pastoral Support (HSLW/PSL and ELSA members of staff). Shawfield has a national average of PP children. Other local schools are higher.</p> <p>No questions from governors.</p> <p>Sports Premium (appendix E) available on Microsoft Teams for governors to read before the meeting.</p> <p>SC informed governor the pandemic had an impact on the way school wanted to use Sports Premium funding. Sports Coaches led bubbles weekly during the pandemic for physical activity and SLT felt the criteria of the Sports premium funding was met. All funding was spent. This year’s funding has been set to provide good quality physically activity for the children. Swimming lessons planned for the spring term. Peer coaching is in the plan but has not yet been actioned. ML – That was an action that SLT wanted to achieve. SC – children are receiving good</p>	

	<p>quality physical education which is important, and it enables the school to run safely within the current guidance.</p> <p><u>ACTION: SC/TH to investigate whether teacher CPD for PE can be reinstated</u></p>	
<p>14</p>	<p>POLICIES REVIEW</p> <p>All policies for review were on Microsoft Teams for governors to read before the meeting.</p> <p>SAFEGUARDING AND CHILD PROTECTION POLICY (Appendix F)</p> <p>AF informed governors she had set aside time to review Safeguarding and Child Protection Policy. She wanted to compare policy to government template. AF advised governors she had visited school for a Safeguarding/Child Protection overview and one concern she has highlighted is staff who deal directly with safeguarding children do not have any support for themselves. She has spoken to Counsellor Bernie Muir (Adults and Health Select Committee) about the lack of supervision available for SCC staff dealing with safeguarding cases and Counsellor Muir suggests a written proposal is sent to her which she will take to the committee. AF will work on a proposal. ML asked if school buys into a support service. SC – Yes, school staff have access to Employee Assistance but it is not a specific safeguarding counselling service. The 5 DSLs within school support each other but there is not a 3rd party support network available.</p> <p><u>ACTION: AF to review Safeguarding and Child Protection Policy</u></p> <p><u>ACTION: AF to send supervision support service proposal to Counsellor Muir</u></p> <p>STAFF GRIEVANCE POLICY (Appendix G)</p> <p>No changes – standard model policy. All governors agreed to adopt.</p> <p>WHISTLEBLOWING POLICY (Appendix H)</p> <p>No Changes – standard model policy – All governors agreed to adopt</p> <p>BEHAVIOUR AND DISCIPLINE POLICY (Appendix I)</p> <p>Written in last 3 years – no recent updates. governors agreed to adopt.</p> <p>STAFF PAY POLICY (Appendix J)</p> <p>Appendix 1 will need updating when pay grades are received – All governors agreed to adopt.</p> <p>STAFF BEHAVIOUR POLICY (Appendix k)</p> <p>The whole school worked on policy 2½ years ago. The policy is fit for purpose and working well, minor change in behaviour escalation chart. All governors agree to adopt.</p>	

15	<p>GOVERNOR MANAGEMENT ISSUES Governor training and Development. Impact on Training</p> <p>PG informed governors she had undertaken a range of training.</p> <ul style="list-style-type: none"> • Strategic Planning/role of governance • Personal development in a post-lockdown world • The role of members • Designing a structure • Introduction to Governance • Hot topics • Keeping children safe • SAFE – Supporting governors <p>PG particularly found The Key’s Induction to Governance training useful.</p> <p>PG asked SC about Safeguarding training. SC – Keeping Children safe in Education training to be arranged.</p> <p><u>ACTION: DG date to be arranged for virtual Governor Safeguarding training.</u></p>	
16	<p>SELF EVALUTATION</p> <ul style="list-style-type: none"> • Headteacher Performance Management • AF – Safeguarding and Child Protection Policy review • Finance Meeting – Enabled funding to be allocated for new member of staff • LA – EYFS Governor visit 	
17	<p>DATES FOR MEETINGS IN THIS ACADEMIC YEAR (statutory)</p> <ul style="list-style-type: none"> • 7th December 2021 • 8th February 2022 • 29th March 2022 • 7th June 2022 • 12th July 2022 	
18	<p>AOB</p> <ul style="list-style-type: none"> • LA – EYFS Governor visit report (Appendix L). ML thanked LA for a good report. It was a good model for other governors to follow. Concise, short, and learning and moving forward objectives. • Parent Election. DG – advised governors nomination forms would be ParentMailed to parents on 8th October 2021 to be returned by 21st October. <p>Staffing – see Part B</p>	

Meeting ended at 8.30pm

Signed (Chair of Governing Body)



Date 5th October 2021

Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.

SUMMARY OF ACTIONS	
---------------------------	--

1. DG to arrange Finance Committee Meeting
2. Continue with After school club leader recruitment

3. SC to update governors re: Catering
4. SC/TH to investigate whether teacher CPD for PE can be reinstated
5. AF to send supervision support service proposal to Counsellor Muir
6. AF to review Safeguarding and Child Protection Policy
7. DG date to be arranged for virtual Governor Safeguarding training.
8. SC to contact local schools to find out their procedures regarding Covid leave of absence.
9. Governors to give feedback to DG re: Covid paragraph in Leave of Absence Policy