



*'At Shawfield, We Shine'.*

**SHAWFIELD PRIMARY SCHOOL  
FULL GOVERNING BODY MEETING  
Tuesday 19<sup>th</sup> April 2022 at 6pm**

**MINUTES**

Present:

**Governors**

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Darren Speed (DS) (Virtual)	COP
Sophie Manning (SM)	ST
Graham Thomas (GT)	PA
Lou Aherne (LA)	PA
Esther Thiong'o-Njenga (ETN) (Virtual)	COP
Penny Gray (PG)	COP

**In attendance:**

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
Debora Griffith (DGR)	SENDCo/ Interim Assistant Headteacher (Observer)

Governor's support and challenge highlighted. ACTIONS underlined.

Meeting started at 6.10pm

	TOPIC	Papers
1	<b>APOLOGIES FOR ABSENCE</b> All governors present. ML informed governors; Attieh Fard had resigned with immediate effect from the Governing Body due to heavy workload at her place of work. She passes on her best wishes to the school and the governing body. The governing body now has four governor vacancies. ML and SC will investigate recruitment. SC advised due to Attieh leaving the governing body, another governor would need to be appointed as Safeguarding Governor. <u><b>ACTION: Appoint a Safeguarding Governor</b></u>	
2	<b>DECLARATION OF INTEREST</b> No governors declared an interest in any of the agenda items.	

3	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm the minutes of the meeting 8<sup>th</sup> February 2022 as an accurate record, to be signed by the Chair.</p> <p>Governors agreed minutes were an accurate record of the meeting.</p>	<p>Minutes from meeting on 8<sup>th</sup> February 2022</p>
4	<p><b>MATTERS ARISING FROM THE MINUTES</b></p> <ol style="list-style-type: none"> <li>Curriculum and Standards committee to draw up TOR before 15<sup>th</sup> March. SC - first meeting was cancelled due to high Covid-19 numbers in school. New date of Monday 16<sup>th</sup> May at 8.45am arranged.</li> <li>ML to contact SC re: Year 2 visit ML confirmed he had a positive visit to Year 2</li> <li>SC to upload Curriculum and Overview onto Microsoft Teams for governors to read. SC confirmed information was on Teams and on the school website.</li> <li>SC – do Complete Coaching accept Child Care Vouchers Information still to be obtained. SC advised that Complete Coaching were starting afterschool Multisport and Football clubs on a Wednesday and Friday starting 20<sup>th</sup> April 2022. SM asked why the company will only do clubs for children in Years 3 to 6. SC – the company prefer to start clubs at these years groups and then build it up. The company are quite visual in the community e.g., Jack and Jill Nursery sport provider, offers apprenticeships to college leavers, academies, offering sport clubs at Frimley Lodge Park at weekends/holiday camps and other local schools. Currently we have asked them to do afterschool clubs only as we do not require PPA cover, however in September the school's requirements might change. SLT are discussing future PPA requirements (possibility of using Complete Coaching for 1 day or 2 days with teachers working alongside coaches to develop their PE skills and confidence). ML asked SC if PPA cover is to be organised before September. SC – Need to meet with DG to discuss budget and need to speak to a couple of support staff who can cover classes. Once all the information is together then a decision can be made.</li> <li>SC to share Huw Lloyd's report with governors at next meeting. Huw's Behaviour visit report was on Microsoft Teams for governors to read before meeting (appendix A). ML pointed out the report read well, had a lot of green areas, a little amber and a small amount of red. SC – What was positive was the consultant could see the journey already started and the quality of the practice already embedded. SC highlighted to governors the following from the behaviour report; SLT meet and greet children on the playground, which is followed through into the classroom. Huw pointed out in other schools he does see SLT greeting children on playground but not teachers/TA's meeting and greeting which is part of the welcome to the start of the day. School Ambassadors were very articulate about their school and the staff. Respecting other differences. The Nest is an important space for children to manage their feelings and a safe space to go. School values were clear to pupils. A lot of opportunities to recognise positive work/behaviour. Good restorative</li> </ol>	<p>Actions highlighted in minutes from 8<sup>th</sup> February 2022</p> <p>Ongoing - SC/GT/LA/SM</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing / SC</p> <p>Discharged</p>

	<p>approaches and assertive language observed. SC pointed out that Assertive Language will be built into the summer term CPD for some of the classes and Huw's feedback on the day was very specific where it needs to be. ML pointed out the report highlighted that staff used similar language in school. SC advised governors that staff use 'thank you' or 'please' before a pupil/class have done a task. This gives children an option to make a choice to whether they are going to follow instructions. By saying thank you first it is showing that you are expecting them to follow an instruction. e.g. Thank you for walking down the corridor. ML asked SC to clarify – are staff saying 'thank you' before something has happened. SC – Yes – good behaviour strategy. ML - how does the SLT intend to implement assertive language. SC – CPD through staff meetings and support for TA's. The visit has proved to SC that the school's Behaviour Policy is correct and is clear what is expected by staff and children and there is evidence that these practices are happening daily and not just when SC is around. Children and adults were not informed the visit was scheduled. There are also areas to action.</p> <p>6. Finance and Staffing Committee to review staff with fixed term contracts To be discussed at next meeting.</p>	Ongoing
5	<p><b>CHAIR'S ACTION</b></p> <p>ML informed governors of a permanent exclusion. A Governor Permanent Exclusion Hearing had been arranged for 26<sup>th</sup> April 2022.</p>	
6	<p><b>HEADTEACHER REPORT</b></p> <p><b>SEND REPORT (Appendix B)</b></p> <p>DGR handed governors SEND report highlighting the following:</p> <ul style="list-style-type: none"> <li>• <b>Identification</b> – shows changes of need, Moderate Learning Difficulties (MLD) has increased which is down to better identifying a need. Speech Language Communication Need (SLCN) is normally the highest need. ML asked if cohorts had changed. DGR – no, better at identifying needs. SC informed governors due to Covid-19 cohorts are more vulnerable whether it is due to environmental issues or underlying conditions. Which is why data for KS1 is higher. Second bar chart shows gender. In line with national figures. Governors could see from the chart boys have more special needs. DGR informed governors in the past Shawfield girls had more special needs but now in line nationally. Pie Chart – shows the broad area of need. Majority of children are under Communication and Interactions, then Cognition and Learning which is in line with national figures. Nationally primary schools have 2.1% of pupils with an EHCP, Shawfield has 4% and nationally 12.6% of primary schools have pupils on School Support, Shawfield has 17.3%.</li> <li>• <b>High Quality Teaching and Intervention</b> Governors could see from the report the interventions used for high-quality teaching and interventions. Also new interventions in place 'Zones of Regulation' which has been introduced across the school. 'Shine Maths' is going well, very structured and tailored to the child, TAs are confident using this intervention.</li> <li>• <b>Strengths and Areas for Development</b> – Pastoral Care is excellent, communication and liaison are a strength at Shawfield. ML asked how this was evidenced. DGR – talking to other schools, feedback from</li> </ul>	

	<p>specialist teachers about the caring ethos in school and how much staff do for families compared to other schools. Hampshire's feedback is how much effort and time DGR does compared to other SENDCo's, Provision Maps, good turnout at parents' evenings, and Surrey Healthy School Award. DGR explained to governors she would like to set up a SEND parent forum for SEND children. Give's an opportunity for DGR to explain new guidance etc and for SEND parents to ask questions – SC can use the Parent Forum format but invite SEND parents as well. Can look further at this idea in the summer term. <b>ML – might be beneficial to other families to see how big the SEND family is – All governors supported the idea.</b></p> <p>DGR pointed out to governors one of the strengths was the language rich environment, which was introduced pre-Covid however will need to be re-visited. Early identification of Special and Additional Needs in Years R and 1 are a strength. Clear system of identification and provision mapping.</p> <p>DGR pointed out the key areas for development was high expectations for all pupils with SEND. <b>ML asked if action plan in place.</b> Yes, staff meetings, CPD and meeting with TA's every 2 weeks. Looking at the correct deployment of TA's (learning walks with SC), ensuring interventions are being actioned and speaking to the children. <b>ML asked how often is DGR checking</b> DGR would prefer weekly however currently every 2 to 3 weeks. <b>ML – Is there anything the governing body can do to help close the gap.</b> SC – protecting SC and DGR's time this term to do learning walks/observations. DGR - Third key area for development is recording and reporting of progress made by SEND children. This is an area which is to capture the small steps of progress. Some of the children their needs are complex so not going to meet age related targets however they have made progress e.g. a child who could use the toilet, now they can. To evidence that children are making steps of progress by individual charts etc. Looking at ways to track progress. <b>ETN asked how do parents of these children respond to what the school is doing, involving parents more?</b> DGR confirmed school has good feedback from SEND parents (no written evidence). DGR is available at parents' evening and talk about progress. DGR is very accessible, and parents do contact her. Individual provision maps are shared every term. Parents are advised of targets and progress shared. If parents, ask DGR does suggest ideas to do at home also sends home videos to help with reading or resources etc. DGR suggests it would be a good idea to keep evidence. <b>ETN – Any homework parents can do with their children?</b> DGR suggests activities to do at home and some parents do ask. <b>ML – asked how the school can encourage parents to help their child.</b> DGR – With the SEND parent forum or coffee morning the school can share resources with SEND parents, although as SEND needs are quite specific the resources are not for all children.</p> <ul style="list-style-type: none"> <li>• <b>Attendance, Exclusions and Outcomes</b> – DGR advised governors attendance was lower due to Covid-19 and permanent exclusion. DGR will check suspension figures as there is a query with the data. <b><u>ACTION: DGR to review suspension/exclusion data and report back to governors</u></b></li> </ul>	DGR
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Teacher Assessments, last national data available is 2018/19 – Governors agreed that as last data was 2018/19 and not all schools follow the same guidelines for which children they put on the register it is difficult to compare. DGR confirmed the school will put a child on the SEND register according to the code of practice if the child is provided with work which is additional or different to their peers.

ML asked DGR for her overview of SEND. DGR – Certain areas going extremely well – doing well in certain needs especially Social and Mental Health. DGR advised she wants to visit classrooms more regularly, observe interventions to check they are the right type of intervention, and they are being delivered correctly. ML - Can governors help. DGR – as mentioned before having the time to observe etc. SC – not to compromise the panel but the SLT have rightly afforded time to support children in school during challenging circumstances and this has taken time away from other areas in school.

No more questions from Governors.

### **HEADTEACHERS REPORT (Appendix C)**

Headteacher report on Microsoft Teams for governors to read before meeting. SC highlighted the following points.

#### **Contextual Information**

- Number on roll now 203 as new pupil started today.
- Higher level of boys to girls
- One child has returned from Wey Valley College
- Child in Year R has received an increase in their EHCP hours. The child will remain at Shawfield until suitable specialist provision can be provided.
- SC officially thanked Tom Hilyard for his dedication to Shawfield and wished him well in his new role as Headteacher at St Paul's Infant School.
- New DHT has been recruited. Tom Burford will start in September 2022. Strong field of applications. Three candidates selected for interview. One candidate withdrew their application so two candidates interviewed. SCR thanked ML, PG and ETN for their support with shortlisting and recruitment.

#### **Covid-19**

- Due to high levels of staff absence and lack of agency staffing, Year R and 4, had to close in March 2022 and remote learning was offered to both classes via Microsoft Teams. SC received positive feedback from parents regarding online learning, although new guidance received is to withdraw remote learning.

#### **School Improvement Update**

- School received today details of the children due to start in Year R in September 2022 – Class is full. Parents will be advised this evening.
- Curriculum Statements are on the school website.
- Continuing CPD for Middle Leaders to make accurate judgements about the Quality of Education. Ofsted will speak to Middle leaders not SC.





<b>7</b>	<b>SELF-EVALUATION FORM (SEF)/SCHOOL IMPROVEMENT PLAN (SIP)</b> Updated SEF and SIP to be uploaded on Microsoft Teams.	
<b>8</b>	<b>POLICIES</b> <ul style="list-style-type: none"> <li>• <b>Complaints Procedure (Appendix E)</b> – Surrey Model Policy - Last reviewed January 2021, no further updates. Next review January 2023 – All governors agreed to adopt Policy.</li> <li>• <b>Relationships and Sex Education Policy (Appendix F)</b> – Written April 2021, no further updates. Next review April 2023 – All governors agreed to adopt policy.</li> <li>• <b>School Exclusion</b> – Included in the Behaviour Policy</li> </ul>	
<b>9</b>	<b>FINANCE</b> <b>Month 12 FMR (Appendix G).</b> Month 12 FMR on Microsoft Teams for governors to read before meeting. ETN highlighted the following points to governors regarding the difference in original budget and forecast of outturn. <ul style="list-style-type: none"> <li>• Slightly higher funding received to cost centre I03 to I18</li> <li>• Higher contributions for residential visits due to 2 x Stone Farm visits in one financial year.</li> <li>• Higher contributions to breakfast club due to increase in bookings.</li> <li>• No contribution from SSA this financial year</li> <li>• £10k contingency in Building Maintenance - £3k used</li> <li>• Learning resources - £35k budget £30K spent</li> <li>• Expenditure for residential visits over budget as 2 x Stone Farm visits in one financial year.</li> <li>• PE cost centre would have gone over budget if school were still using CM Sports</li> <li>• Balance to carry forward to next financial year is £139k</li> </ul> <b>Schools Financial Value Standard (SFVS)</b> DG advised governors SFVS had been submitted to LA on 16 <sup>th</sup> March 2022. <b>Final Budget</b> DG advised governors the final budget was near to completion. Once finished DG would email to ETN, PG and ML. ML agreed to visit school to sign original document. Final submission date for budget was 1 <sup>st</sup> May 2022.  No questions from governors.	
<b>10</b>	<b>GOVERNORS MANAGEMENT ISSUES</b> <ul style="list-style-type: none"> <li>• Governor training and development</li> <li>• Impact of Governor training</li> </ul>	
<b>11</b>	<b>SELF EVALUATION</b> 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?" <ul style="list-style-type: none"> <li>• New DHT appointed for September 2022. Governors thanked DGR for stepping up to Interim Assistant Headteacher for summer term.</li> <li>• SC reminded governors to book a monitoring visit even if it only for an hour. Meet and talk to subject leads. SC can help with the report</li> </ul>	<b>All Governors</b>



	<p>writing. – <b><u>See action under School Improvement update.</u></b></p> <p>Governors have committed to book a monitoring visit.</p>	
<b>12</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Finance and Staffing Committee meeting arranged for Friday 20<sup>th</sup> May at 9am</li> <li>• Curriculum and Standards Committee meeting arranged for Monday 16<sup>th</sup> May at 8.45am</li> <li>• Next FGB meeting date changed from 3<sup>rd</sup> May to 17<sup>th</sup> May at 6pm in school.</li> </ul>	
<b>13</b>	<p><b>NEXT MEETING</b> 17<sup>th</sup> May 2022</p> <p><b>Meetings for Academic Year</b> 12<sup>th</sup> July 2022 (Please note not 5<sup>th</sup> July as previously advised)</p>	
<b>14</b>	<p><b>SUMMARY OF ACTIONS</b></p> <ol style="list-style-type: none"> <li>1. Appoint a Safeguarding Governor</li> <li>2. DGR to review suspension and exclusion data</li> <li>3. Governors to contact SC or DG to book a monitoring visit</li> <li>4. AL and SM to review attendance letters</li> <li>5. SC – Procedure to be put in place for children to receive feedback when they submit a 'Write it down' form.</li> <li>6. SC/DS to review fire assessment actions</li> <li>7. SC to review data</li> <li>8. Curriculum and Standards committee to draw up TOR</li> <li>9. SC – do Complete Coaching accept Child Care Vouchers</li> </ol>	

**Meeting finished at 8.15pm**

Signed (Chair of Governing Body)



Date 17<sup>th</sup> May 2022

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