



**'At Shawfield, We Shine'**

# **SHAWFIELD PRIMARY SCHOOL FULL GOVERNING BODY MEETING**

**Tuesday 14<sup>th</sup> December at 6pm**

**VIRTUAL MEETING DUE TO COVID-19**

## **MINUTES**

### **Present:**

Mick Luck (ML)	Chair COP
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Darren Speed (DS)	LA
Graham Thomas (GT)	PA
Lou Aherne (LA)	PA
Penny Gray (PG)	COP

### **In attendance:**

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
Tom Hilyard (TH)	Deputy Headteacher

*The meeting opened at 6.10pm*

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

		<b>Action</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies received with good reasons from AF and ETN DS previously advised Clerk due to a prior meeting he would need to leave at 7.20pm	
<b>2</b>	<b>DECLARATION OF INTEREST (<i>statutory</i>)</b> <i>No governors made a declaration of interest in specific agenda items at this meeting.</i>	
<b>3</b>	<b>WELCOME NEW GOVERNORS</b> <i>ML welcomed Sophie Manning (staff governor) and Graham Thomas (parent governor) to their first meeting. Also welcomed Tom Hilyard to the meeting following his change from staff governor to observer.</i>	
<b>4</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the previous meeting held on 5 <sup>th</sup> October 2021 were recorded as an accurate record and would be signed by ML.	ML to sign
<b>6</b>	<b>MATTERS ARISING FROM THE MINUTES</b> To discuss and minute matters arising which are not covered by this agenda and ensure all actions completed.	Actions highlighted in minutes from 5 <sup>th</sup> October 2021

	<p>1. DG to arrange Finance Committee Meeting - <i>actioned</i></p> <p>2. Continue with after school club leader recruitment  <i>SC/DG – advert still live on Eteach and school website however no applications yet. SC reminded governors that other local schools are also recruiting but are offering higher pay. Regular supply staff running club for approximately 1 year – will continue with supply staff for now as costs are covered.</i></p> <p><b><u>Action: DG move ASC recruitment to Finance Committee and discharged from FGB.</u></b></p> <p>3. SC to update governors re: Catering  <i>SC recommends to governors to renew contract with Edwards and Ward for another year. School working with Edwards and Ward's new cook, which is going well, and situation has improved since governor's last update. SC had looked at other caterers, but costs were significantly higher. Continuing with E&amp;W means that they cover any kitchen staff absences, this means school can concentrate on teaching and learning. ML asked governors who are parents for any feedback regarding school lunches – GT and LA's children have school lunches couple of days a week. No feedback from their children. PG – daughter enjoys the lunches daily. SM – her younger son has become more adventurous with food. A balanced menu. All governors agreed to renew contract for another year.</i></p> <p><b><u>ACTION: SC to negotiate new contract with Edwards and Ward</u></b></p> <p>4. SC/TH to investigate whether teacher CPD for PE can be reinstated  <i>SC - has been investigated and advised governors teacher CPD for PE cannot be reinstated at present.</i></p> <p>5. AF to send supervision support service proposal to Counsellor Muir  <i>AF not at meeting – carry forward to next FGB meeting</i></p> <p>6. AF to review Safeguarding and Child Protection Policy  <i>AF has reviewed Safeguarding and Child Protection Policy and policy has been circulated to governors. SC to speak to AF regarding any further amendments</i></p> <p><b><u>ACTION: SC to speak to AF regarding any further Safeguarding and CP amendments.</u></b></p> <p>7. DG date to be arranged for virtual Governor Safeguarding training.  <i>Arranged for 18<sup>th</sup> January 2021 at 6pm.</i></p> <p>8. SC to contact local schools to find out their procedures regarding Covid leave of absence. -  <i>Actioned at Finance Meeting on 12<sup>th</sup> November 2021.</i></p> <p>9. Governors to give feedback to DG re: Covid paragraph in Leave of Absence Policy  <i>Leave of Absence policy updated at Finance Committee meeting on 12<sup>th</sup> November 2021.</i></p>	<p>Discharged</p> <p>Discharged</p> <p>DG</p> <p>Discharged</p> <p>SC</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>SC</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p>
7	<p><b>CHAIR'S ACTION</b></p> <p>ML advised governors of the following.</p> <ul style="list-style-type: none"> <li>• ML and SC have been meeting once a week for 1-hour catchup sessions over the last month.</li> <li>• 1 x Exclusion panel. ML has previous knowledge of the exclusion so cannot be involved in the panel.</li> </ul>	

8	<p><b>HEADTEACHERS REPORT</b> (Appendix A)</p> <p>Headteachers Report on Microsoft Teams for governors to read before the meeting.</p> <p>SC explained to new governors the format of the report.</p> <p>SC highlighted that the Covid paragraph written on the 25<sup>th</sup> November had changed significantly in the last 48 hours due to a noticeable increase in Covid-19 cases. School has 20 cases of either positive LFT or PCR tests. Families are also choosing to keep children at home. 25% of pupils absent as of today's date. SC contacted DfE the previous day for further guidance on school control measures, they advised to continue to wash hands and keep windows open. SLT have reviewed contingency plan. Recreated class bubbles (Year 1 &amp; 2 one bubble as less cases in these year groups), zones on playground, no assemblies and having to cancel parent events. Teachers recording Christmas performances which have been cancelled. Priority to keep everyone safe.</p> <p>ML – Frustrating to have high Covid-19 cases at the end of the term, especially as school was returning to normal. SMSC section highlighted a lot of achievements this term. Governors asked SC to thank staff to getting back to some normality.</p> <p><b><u>ACTION: SC to thank staff for their continued support and bringing back normality to school.</u></b></p> <p>Numbers on roll – ML pleased to see NOR up to 200 (increase by 3). ML queried if the school's disadvantaged number was high for the Southeast. SC – the school's number is similar to other schools in the area. Ash Grange has a higher number. ML – queried possible permanent exclusion. SC – Could not give any further information so not to compromise the exclusion panel.</p> <p>ML asked if the couple of students on reduced timescale were given work to do at home. SC – No as the reason for reduced timescale is due to the children's low stamina, however, cannot give any further information on one child due to the Exclusion Panel. There is a SEND level of need and the school works with the SEND policy to exhaust all areas to provide the correct support for a child. The school is currently working through all the interventions to provide the correct level of support. School is also working with Hampshire SEND team for a child to ensure they receive the right level of support. Hampshire are also looking into alternative provision. PG asked if the reason the school cannot provide for the child is to do with funding. SC – No, child has an EHCP and there is a level of funding received. Surrey CC work out SEND need on number of hours the child would receive. Hampshire CC work on bands. Hampshire have given this child a group B banding which is £5k, child requires 1:1 support which has been provided since September. However, this is not sufficient support for the child and there are other factors to consider. ML - It is a Level of need not finance.</p> <p>ML – Well done on work on the curriculum - when will governors see results/gains. SC advised governors he will answer this question when he talks about SEF/SIP.</p> <p>ML pointed out attendance figures looked good. SC – Shawfield attendance significantly higher than national average. Governors asked for HSLW to be thanked.</p> <p><b><u>ACTION: SC – HSLW to be thanked on good attendance figures</u></b></p>	<p>SC</p> <p>SC</p>
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ML asked if the Governing Body could help regarding the high level of cause of concern figure. SC – No. Been most challenging term to work in school. SLT knew the pandemic would be difficult and trying to run a normal school when life is not normal, it will take time.

Staffing please see Part B

No further questions from Governors on Headteacher's Report.

#### **ISABEL RAMSAY – September and November 2021 reports (Appendix B)**

Reports uploaded onto Microsoft Teams for Governors to read before the meeting.

SC explained to new governors, Isabel is the school's School Improvement Partner and gave an overview of her educational career.

Please see Part B

No further questions from Governors on Isabel Ramsay's reports

#### **SELF-EVALUATION FORM (SEF) / SCHOOL IMPROVEMENT PLAN (SIP)**

9 SEF (Appendix C) and SIP (Appendix D)

SC explained to governors the information from Headteachers report, Isabel Ramsay's external validation visits, Ofsted Dashboard, KS1 & 2 test results and through subject and SLT inhouse monitoring goes into the SEF document. This mirrors the Ofsted framework in terms of the language used in the statements but closely reflects Shawfield. Lots of the statements have been built up over a period and not just over one academic year. The SEF is the document used during Ofsted visits. The documents show the schools strengths and areas that need improvement.

When document was last presented to governors, judgement was made on how the SLT think the school is based on Ofsted descriptions and grading. SC explained to governors this time the SLT have downgraded some areas to 'Requires Improvement' since the last meeting, and it was important for governors to be aware of this. The reason being Shawfield has lost a full year of work of the strategic plan because of the pandemic and the school is not at a position that SC wants to be in, in terms of development. SC advised governors 3 years ago when he became Head of School, he started from scratch, wanting to revisit Curriculum, Teaching and Learning and put strategies in place to move forward and the school has achieved this, the areas in the strength's boxes are still happening and are examples of very good practices. However, there are areas for improvement to be consistently good in all areas of the curriculum. SC doesn't want to alarm governors but wants to make them aware and make actions clear. At next Ofsted inspection he doesn't want Shawfield to be an IR school but a good school, however actions need to be very clear and how to achieve them.

Before the meeting SC had signposted governors to local Surrey school's **Ofsted reports (Appendix E)** to look at. The schools are not necessary represented entirely to Shawfield but reasons they were downgraded is that the Ofsted

framework is often rewritten every few years, so when they last had an Ofsted, they were working on a different framework. However, within those there are areas like foundation subjects, planning, teaching, delivery of assessment was not clear in terms of skills progression across the curriculum and that mirrors how the SLT feel where Shawfield is in some of these subjects. Need to make sure the SLT communicate with middle leaders who know their subject carefully and that is embedded into the teaching assessment and learning of the children. For a smaller school this is harder, all staff over the last 12 months have been occupied with delivering remote teaching, leading bubbles, safeguarding, meals on wheels etc which was vital to the school's response to the pandemic. There were no spare staff working on curriculum. SC hoped Ofsted would have statements in their framework post pandemic that made allowances for this, but this has not been the case.

However, English has improved significantly, working on a new Phonics programme, quality of writing is improving across the school, better KS2 outcomes and working at and above national.

The way the school teaches foundation subjects is not consistent, Shawfield are not going to get a good grading as the moment. SC advised governors to look at SEF and then come back to him at a later date if there were any questions.

Interventions for actions are thread into the **School Improvement Plan**. There are 4 priorities, and the actions are below each section. 4 areas have largely been delivered over the last 3 years.

Priority 1 – Quality of Teaching and Learning - to ensure children have improved outcomes in Reading, Writing and Maths

Priority 2 – Active Curriculum. Old curriculum was from Cornwall and children didn't know anything about their local area, new curriculum is now local based.

Ofsted will ask the school to rank their good subjects and weaker subjects. SLT did this exercise with Isabel Ramsay in November and SC is confident in some subjects to say the children have these skills progression (good quality history for example). School know that their skills are very clear from Year R to 6 in terms of what SLT want the children to be learning at each of those stages and how they link together, and you can see this coming through the children's dialogue, through their exercise books, however there are other subjects which the SLT know is not as consistent or as strong across the school and this area needs to be improved.

Priority 3 – Middle Leadership. All teachers have a subject leadership. Subject leadership needs to be very robust, and teachers need to know exactly what good teaching looks like. Is there a plan? Is it being taught effectively? Can children tell you what they are learning and why? SLT need to ensure this is happening in every subject.

Priority 4 – Embedding of school values. Values agreed by all stakeholders before pandemic and to now embed. Governors and SLT to ensure decisions are robust. SC – there are sections that SLT are already working on e.g.: Early Years Foundation new 2021 framework – does the school's curriculum match the new framework. On paper the school is covering everything however need to ensure it is happening in



the classroom. New planning format since April 2021, seen good practice and need to collect evidence, which is ongoing. Ofsted will want to see the evidence to show the school is consistently good all of the time. Children deserve consistently good teaching in every subject across the curriculum. SC advised governors the biggest challenge coming back from the pandemic was the curriculum. SLT have introduced new curriculum unit overviews to draw the objectives together. The documents will be ready at the end of the term and will be shared with Governors in the new year and will be put on website for parents etc to view. In association with this is the work around middle leaders. Have introduced new reporting format for middle leaders, during Isabel Ramsay's visit she reviewed these documents with staff. This will be reviewed in spring and summer by middle leaders to ensure what is on paper, matches in the classroom. ML asked if middle leaders had been asked to produce an action plan to progress their subject by the end of December. SC – SLT are working with middle leaders to produce an action plan. The priority for Middle leaders currently is working on the unit overview documents. The school need to get these documents right first, this will mean monitoring etc will come through far quicker. ML asked when middle leaders will be able to share with governors. SC – In the new year. SC – in the SIP there are scheduled 6 teaching and learning meetings around collecting this information. Previously SLT have ensured teachers have been following curriculum plans, however subject leaders have now taken on more responsibility. They know the unit overviews/scheme and will be working with teachers to ensure it is delivered. It will take time to embed but have the right model to make it happen.

ML – When will the SEF be updated. SC – SEF will be updated for next FGB meeting. TH added that once curriculum overview is in place, there should be a clear progress of skills. Teachers have been asked to tick off skills and objectives once they have been taught which means the monitoring for the subject lead becomes easier. They will be able to see high quality evidence through books or via pupils dialogue – it is a work in progress, once the curriculum overview is in place everything else should follow.

ML asked how governors can help. SC - The governors already have a Finance Committee and asked for a Curriculum and Standards Committee to be set up. Different priorities would be divided up. SC shared governor **monitoring timetable (appendix F)**. Timetable shows which governors are on the Finance Committee and asked governors who do not have a commitment to a particular area of governance to join the Curriculum and Standards committee.

Over the course of each term governors to visit school twice a year to review a particular area e.g., AF who is safeguarding governor, she could visit to review Single Central Record in Spring and Summer at the same time reviewing safeguarding records/resources/talking to DSL team etc. These visits will create evidence to validate that the systems SLT have in place are robust and it is having a 3<sup>rd</sup> person looking at it in a different perspective.

SC highlighted to Governors on the monitoring timetable the 4 priority groups. Within each of the priorities (outcome/curriculum priority) there will be the opportunity for governor to come in and do a visit on RWI/phonics etc (Look at procedures/look at data/speak to SC/English lead/learning walk) Evidence for file and can look at SIP and state this is happening/in progress.



ML – how many visits does the school want Governors to make a year to look at subject areas rather than key lead areas e.g., Safeguarding? SC – Subject leadership report would be more beneficial at the beginning of the year (January/February) and then another visit in the summer term, therefore 2 visits a year. ML – one term down, so how many visits for the 2 terms left. SC there are 10 areas for monitoring visits (Priority 3 do a report and an action plan together would be 1 visit in Spring term and then a follow up visit in the summer term). Curriculum Overviews can be reviewed on paper (can state paper overviews are clear, progress of skills) Can then visit school in summer term and look at a strong subject and a weaker one and review how it looks in practice, in the classroom.

ML – How many individual governor visits would you need to show governor's evidence. SC – 12 governor visits. SC/ML A governor visit either once a week or every other week.

ML - recommends 4 governors visits for next half. ML asked SC to priority which subject areas he wants Governors to look at and visit to be arranged to meet with subject lead and review their plans/curriculum documents etc. SC - Another good area to look at is the subject leader reports which Isabel Ramsay has looked at but good for governors to review as well. These will be amended in the spring term as a few actions were highlighted. ML – Actions in IR's November report were around subject leads. SC – Yes, IR met with subject leads and did a question exercise like an Ofsted visit. New Ofsted framework will involve more interaction than in the past with middle leaders during the visit rather than SLT. Teachers have CPD to support them in their role as middle leaders.

ML asked TH if he wanted to add any further comments regarding governors coming into school. TH – Validation of good practice within school and would welcome as much time as governors can give to visiting school. Staff are pleased with the work put in so far and want to show governors. SC told governors not to be daunted about coming into school. There is a governor monitoring report form which is short, and he can offer support with completing it.

All governors agreed they would be able to support SLT with monitoring visits this half term.

ML advised visits are to be focused, meet with SC or his nominated member staff first and then go ahead with visit around school.

**ACTION: By 17<sup>th</sup> December governors to advise DG possible days to commit up to Easter and if there is a particular subject of interest.**

SC advised Governors not to be too alarmed over the SIP as some areas had been downgraded to 'requires improvement', the SLT have clear actions and know what needs achieving over the next two terms. School has a strong leadership team but just need the time to do it. ML asked if Isabel had produced the SIP would she have marked it 'requires improvement'. SC thought she would not, the snapshot she has seen has shown good evidence. She has stated a lot of the actions the SLT have written into the SIP are as a school that are good and are trying to address things within that good level parameter. SC agrees with IR as she has a depth of experience, however SLT have taken a good look at what the school is doing everyday but looked closely at other schools Ofsted reports and can recognise Shawfield in them, but SC does not want the school to be in that position.

FGB



	<p>ML asked SC if he thinks Shawfield is currently a tier 3 school. SC if Ofsted visited tomorrow then yes. ML would school get more funding? SC – no. Currently there are 38 schools accessing challenging and support in terms of level of intervention in Surrey. That is not what the school needs now.</p> <p>SC – One of the schools aims through SAE membership is to have a teaching and learning review, the school had one last summer when David Harris visited. SLT felt this was a very constructive visit and would like to invite him/or someone similar back into school at the end of the spring term to review the SIP and plans and look at the progress made. Another visit from Isabel is also scheduled in Spring term. SC has already forwarded SEF/SIP to her so is aware that SC has submitted a RI judgement. During her next visit there can be a dialogue as to what the school needs to do to be consistently good and during Isabel’s visit for her to collect evidence of consistently good teaching on the areas she is seeing and if it not happening actions to address it and then showing evidence of actions being achieved.</p> <p>SC – There is a very clear plan and how to achieve it. Get it right on paper and then it will be easier for middle leaders to put it into practice.</p> <p>No further questions from governors</p>	
10	<p><b>POLICIES</b> Policies on Microsoft Teams for Governors to read before meeting.</p> <p><b>Staff Disciplinary Capability Procedures</b> (Appendix G) Model policy – works well. All governors agreed to adopt.</p> <p><b>Induction of Early Career Teacher (ECT)</b> (Appendix H) New policy – SC explained NQT policy had been rewritten to meet Early Career Teachers framework. No questions from governors regarding policy. ML asked SM to review policy and advise DG once actioned. If no amendments required governors agree for policy to be adopted. <b><u>ACTION: SM to review Early Career Teacher Policy</u></b></p> <p><b>Single Central Record</b> AF to review Single Central Record on next visit to school <b><u>ACTION: AF to review SCR on next school visit</u></b></p>	<p>SM</p> <p>AF</p>
11	<p><b>FINANCE</b></p> <ul style="list-style-type: none"><li>• <b>Financial Monitoring Report (FMR)</b> – Month 7 October 2021 (appendix I) FMR on Microsoft Teams for governors to read before meeting. DG highlighted to governor’s current carry forward figure is £71K. Supply cost centre has been increased to £38500 due to school requirements.</li><li>• <b>Draft Budget Plan 2022-23 Financial Year</b> (Appendix J) Draft budget has been submitted to SCC at the end of November 2021 with an in-year deficit of £59,849. ML advised governors Surrey County Council may query in-year deficit amount.</li></ul>	



	<ul style="list-style-type: none"> <li>• <b>Pay and Finance Meeting</b> Pay and Finance Meeting had taken place on 12<sup>th</sup> November 2021. At the meeting Teacher pay recommendations were actioned.</li> <li>• <b>School Fund Audit Review</b> DG advised School Fund had been returned by school's auditor Mrs Shona Forse. She had no concerns and the accounts have been signed off. The accounts are available to view in school.</li> </ul> <p>No questions from governors.</p>	
12	<p><b>GOVERNOR MANAGEMENT ISSUES</b> <b>Governor training and Development. Impact on Training</b></p> <p>GT &amp; SM advised they had undertaken Governor Induction training. GT – waiting to hear if he was going to be given a specialist area at the FGB meeting before undertaking any further training. ML advised Curriculum and Assessment training was also useful. DG advised Strictly Education 4S Governor training for the spring term had been received which will be circulated to governors.</p> <p>PG had also undertaken various training since last meeting (Induction &amp; Risk Management).</p> <p>ML – Appoint governors for Curriculum and Standards Committee. LA/SM/GT agreed to be on committee together with SC. DG to take minutes. (ETN &amp; PG are on Finance Committee, AF is Safeguarding governor and DS is Health and Safety governor).</p> <p><b><u>ACTION: DG to send an old Terms of Reference to Curriculum and Standards Committee for them to update.</u></b></p> <p><b><u>ACTION: Curriculum and Standards Committee to touch base and elect a Chair</u></b></p>	<p>DG</p> <p>SC/LA/SM/GT</p>
13	<p><b>SELF EVALUTATION</b></p> <p>GT &amp; PG – Training/webinars PG, ML and ETN – Input into Pay and Finance Committee LA met with SENDCO which was useful to both parties. Agreed changes to SEF/SIP</p>	
14	<p><b>AOB</b></p> <p>ML thanked TH for his input – very useful</p> <p>No other AOB from governors</p>	
15	<p><b>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</b> <b>(statutory)</b> <b>NEXT MEETING</b> 8<sup>th</sup> February 2022 <b>Meetings for Academic Year</b> 8<sup>th</sup> February 2022 29<sup>th</sup> March 2022 3<sup>rd</sup> May 2022 5<sup>th</sup> July 2022</p>	

16	<b>SUMMARY OF ACTIONS</b> <ol style="list-style-type: none"> <li>1. DG - move ASC recruitment to Finance Committee and discharged from FGB.</li> <li>2. SC to negotiate new contract with Edwards and Ward</li> <li>3. SC to speak to AF regarding any further Safeguarding and CP amendments.</li> <li>4. SC to thank staff for their continued support and bringing back normality to school.</li> <li>5. SC – HSLW to be thanked on good attendance figures</li> <li>6. FGB - By 17th December governors to advise DG possible days to commit up to Easter and if there is a particular subject of interest.</li> <li>7. SM to review Early Career Teacher Policy</li> <li>8. AF to review SCR on next school visit</li> <li>9. DG to send an old Terms of Reference to Curriculum and Standards Committee for them to update.</li> <li>10. Curriculum and Standards Committee to touch base and elect a Chair</li> <li>11. ML invited to visit Year 2 with TH</li> <li>12. SC Year 2 general report on progress for next FGB meeting</li> </ol>	DG  SC SC SC  SC FGB  SM AF DG  CSC ML/SC SC
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Meeting ended at 7.40pm

Signed (Chair of Governing Body) .....

Date 8/2/22

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