



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 8th February 2022 at 6pm
IN SCHOOL**

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)	COP
Attieh Fard (AF)	COP

In attendance:

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

Governor's support and challenge highlighted. ACTIONS underlined.

Meeting started at 6.10pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE Apologies received with good reason from PG ETN – arrived 6.20pm DS had already informed clerk that he would leave meeting at 7.15pm due to another commitment.	
2	DECLARATION OF INTEREST No governors declared an interest in any of the agenda items.	
3	MINUTES OF THE PREVIOUS MEETING To confirm the minutes of the meeting 14 th December 2021 as an accurate record, to be signed by the Chair. Amendments to be made by SC – minutes from 14 th December to be signed off at next meeting on 29 th March 2022	Minutes from meeting on 14 th December 2021

4	<p>MATTERS ARISING FROM THE MINUTES</p> <ol style="list-style-type: none"> 1. DG - move ASC recruitment to Finance Committee and discharged from FGB 2. SC to negotiate new contract with Edwards and Ward. <i>DG contacted Paul Mulnerney, Edwards and Ward who will arrange a new contract.</i> 3. SC to speak to AF regarding any further Safeguarding and CP amendments. <i>SC advised still to be actioned.</i> <i>(ETN – joined the meeting)</i> 4. SC to thank staff for their continued support and bringing back normality to school. <i>SC confirmed he had actioned.</i> 5. SC – HSLW to be thanked on good attendance figures <i>SC confirmed he had actioned</i> 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. <i>LA/GT/PG had contacted DG and had already been into school for monitoring visits. Remaining governors to contact to arrange visits.</i> 7. SM to review Early Career Teacher Policy <i>SM confirmed she had review ECT Policy & can be adopted by FGB.</i> 8. AF to review SCR on next school visit <i>Not yet actioned due to other governor commitments for AF. Will review on next visit to school.</i> 9. DG to send an old Terms of Reference to Curriculum and Standards Committee for them to update. <i>DG confirmed she had emailed an old TOR; however, they were not fit for purpose. ML suggests the committee look at The Key for a template.</i> 10. Curriculum and Standards Committee to touch base and elect a Chair. <i>SC advised date of meeting and a chair had not yet been actioned. The committee (LA/GT/SM/SC) arranged for the 1st meeting to be on Tuesday 15th March at 9.15am. SM to take the minutes. TOR to be written before meeting.</i> <u>ACTION – CS committee to draw up TOR before 15th March.</u> 11. ML invited to visit Year 2 with TH <i>Not actioned due to ML being unwell at the time.</i> 12. SC Year 2 general report on progress for next FGB meeting <i>ML to contact SC for an update. ML praised Year 2 classroom on its learning environment when he walked through the classroom earlier.</i> <u>ACTION: ML to contact SC re: Year 2 visit</u> 	<p>Actions highlighted in minutes from 14th December 2021</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharge</p>
5	<p>CHAIR'S ACTION</p> <p>ML confirmed no chair's actions since last meeting.</p>	

HEADTEACHERS REPORT

- Safeguarding
- Staff CPD/Training
- Attendance
- Autumn term data

Headteachers report (appendix A) on Microsoft Teams for governors to read before the meeting.

SC highlighted the following.

Contextual Information

Numbers on roll still 200 which is beneficial for the school in terms of the budget. Need to be mindful the school have a number of Year 6's on Free school meals, this will have an impact when they leave on Pupil Premium funding.

Specialist support in place for 2 children at Pirbright Nurture Farm. One child at a PRU due to be reintegrated on 14th March. Meeting scheduled after half term with PRU to discuss support and whether school can meet the needs of the child.

Emergency Annual Review arranged by SENDCo in March for child in Year R.

Covid

When report was written, Covid-19 numbers were low. Still have cases in school and seeing a big impact this week on staffing which increases supply costs.

School Improvement update**Sports Clubs**

In January CM Sports advised they could no longer provide coaches and Afterschool Clubs. SC has been in contact with other providers (SCL – used by Holly Lodge, Premier Education – Walsh and Complete Coaching – used by Jack and Jill Nursery). Complete coaching is the only company who will provide afterschool clubs only, the other companies want to provide PPA cover as well.

SC advised governors, teachers are to carry on with their CPD in the PE units and to continue with their class's PE lessons, which they are doing with enthusiasm. ML pointed out the teachers will see a different side to the children during their PE lessons – SC, yes and it is a good role model for the children seeing their teachers active and healthy.

SC is arranging for Complete Coaching to provide taster days between now and Easter. This will give SC the opportunity to monitor the quality of the provision. Then launch afterschool clubs after Easter. They also offer wraparound care – The school is still trying to recruit Afterschool School Club leaders so there is that option as well. The school would receive a fee from the company to run the Afterschool Club at school, they would do all the administration work. SC is reluctant to change the school's Afterschool club provision at the current time.

SM asked if the company will provide the same type of afterschool sports clubs.

SC – Yes, and still offer a free space for a FSM child. SC wants to ensure the company offer good quality coaching, with consistent coaches. He is flexible on the days the clubs would be run and the price is competitive at £5 per session (CM sports were £4.50). SC advised governors that it is important that the school can offer afterschool clubs to parents.

GT asked if Complete Coaching accepted Child Care vouchers – SC would have to ask.

ACTION: SC – do Complete Coaching accept Child Care Vouchers

SC

SC confirmed that Angie Cottey continues to provide PE coaching once a week.

Subject Unit overviews

SC advised governors Curriculum Unit overviews had been completed. PG and GT had visited school to review them, and the units had been shared at the recent Parent Forum. Feedback received was they were user friendly and would be a good idea to share with parents at the beginning of an academic year.

CPD is currently around quality of subject leadership. Building teacher expertise in measuring the impact in their own subjects. Takes time to deliver the evidence needed. ML stated if the evidence is being collected and it is moving forward that is all the governors can ask for now.

SC – first task was reviewing curriculum overviews as a subject leader. So, teachers have been cross referencing these documents and creating action plans for the next 12 months. Also looking at creating a good quality booklet, what is a good quality learning walk? and SLT deciding what they as a senior leader are looking for. At the last FGB meeting SC advised governors the evidence gathering wasn't happening, he can now inform governors that it is now occurring. He is being given weekly timetables. ML asked if SC had shared the document with Governors yet. He had seen it and was impressed. SC – not fully yet, it is 100 pages and need to find the best way to share with governors. It's taken 6 or 7 sessions to produce each unit, in the last week all the units have been loaded into one document. Document will be used as a monitoring tool; subject leaders can refer to it as well as parents and Ofsted.

ACTION: SC to upload Curriculum Overview onto Microsoft Teams for governors to read

SC

SC also highlighted to governors, MFL Spanish is now being taught in Years 3,4, and 5 instead of French (still French in Yr 6). Curriculum will always evolve. SLT need to embed the curriculum and not keep changing. SC thanked TH for all his hard work to produce the document together with the hard work from the teachers. SC informed governors that Isabel Ramsey was impressed with the document and would share with her school.

Phonics

SC highlighted Year 2 Statutory Phonics return at the end of Autumn term was 68%. LA's Phonics consultant have been in contact as although not published

the national average is 79.5%. 3 children were a few marks below the expected level, if they had achieved the national score, the school's percentage would have been 80%. All children who did not meet the expected standard score are receiving daily interventions on the RWI fast track phonics programme.

ML asked if the interventions were working? DGR confirmed the interventions were working. The teaching of phonics is good. SC - the children have SEND needs and wasn't due to poor practice.

CPI Visit

SC advised Huw Lloyd from CPI undertook a behaviour audit of the school following a whole school INSET training in 2020 based on the school's Restorative Behaviour Policy. SLT requested a review from CPI to establish how behaviour looked in school and review the RI judgement on the SEF. SLT are waiting for Huw's report which is expected any day; however, he was very complementary of the school and confirmed behaviour is good. (See HT's report for further information).

ML – Governors will be interested in seeing the report.

ACTION: SC to share Huw Lloyd's report with governors at next meeting

SC

SC – First choices for Year R in September is 39, which is good news for the school and for budget purposes. Staff had worked hard on open mornings/afternoons. ML – LA had predicted a low birth rate this year. SC – Yes or are other schools low in numbers. ML – or LA have produced incorrect information and all the new houses in the area have increased numbers.

SC updated governors the school led National Tutoring had started, being delivered to children in Years 3, 5 and 6. The children earmarked for the funding is reported through the School Census.

No further questions from Governors.

Data Analysis – January 2022 (appendix B)

SC highlighted to governors the data is not at a point where he hoped the school would be. The information is pulled through from different areas to explain the data e.g. PIPs Year R data is from November, normally data is from September. Data is later than usual as the school was going to use GL assessment tracker instead of PIPs, but this was discontinued due to new national baseline entry scores. The national baseline gives EY's teacher a set of statements of what children can and cannot do. Does not give the school a standardised score (DFE have not yet published score). Once known the school can measure a child's journey from Year R to Year 6. SLT still feel that the PIPs baseline gives an indication to where children are with their learning.

ML pointed out the Year R children were already settled when the assessments were done. SC advised they know the cohort has below average listening and language skills, which is an area staff are working on, however the class are making progress. ML pointed out that is beneficial that the class has a lower

cohort. SC – Yes, staff can focus more time on these areas and the structured phonics sessions enable the language skills to be developed. Children who have been identified for further language support are also taking part in an government funded NELI programme which was used last year.

ML – Does the class have sufficient staff in that area. SC – ideally would like 1 extra member of staff but resources are not in budget. ML – would that be 4 members of staff in Year R – SC, yes. One member of staff left at end of January so currently recruiting for a new TA. Advert is currently only until end of July 2022. Have not yet received any suitable applications due to short contract. Due to other staff being on fixed term contracts seeking guidance from HR as to whether fixed term contract can be advertised to July 2023.

Governors had a discussion around support staff being offered fixed term contracts and not permanent contracts. SC explained this helped with staffing budget and the needs of school. Once a member of staff on a Fixed Term contract had been employed for 2 years, they had the same rights as a member of staff on a permanent contract. Governors suggested amending contracts to suit school needs, however it was pointed out the school uses Surrey County Council contracts which cannot be adapted. SM suggested advertising for support staff and Afterschool club leader together. ML pointed out redundancy is paid by Surrey County Council and not school

ACTION: Finance and Staffing Committee to review staff with Fixed Term contracts

Year 1 reading data is lower than expected. During Pupil Progress meetings with teacher, data was reviewed, looked at standardised assessments and benchmarking levels, which is the children's reading ranges and the types of books the children are being asked to read in that challenge and from the data you can see the accelerated progress the children are making. Although the children are not at the level they should be if there had been no pandemic, they have made accelerated progress due to the phonics programme and teaching. SLT are confident that there will be further progress in the spring data.

ML asked if SC thinks the acceleration will continue. SC – Yes due to the teaching method.

Year 1 maths which has a history of being the weaker of the 3 core subjects is showing as making good progress. There are 2 groups which are being monitored, 1st group which are close to catching up re: pandemic and 2nd group (6/7 children) which are still behind. Both groups are receiving support.

ML asked if the children were SEND. SC – all children are on the SEND register, SC – data is broken down into Pupil Premium SEND (most vulnerable), Non-Pupil Premium SEND and Non-PP & SEND. ML – The school need to support all children and have evidence to support this.

Year's 4, 5 and 6 data improve and has had less impact from the pandemic.

ML asked if SC thinks it is because the children are already established in education. SC – Yes, Year 4 and above have the ability to access home learning.

**Finance &
Staffing
Committee**

	<p>Children in Year R to 2 struggle with online/home learning which proved challenging for parents. It is no fault to the parents/teachers it is the age group of the children and is not as successful as face-to-face teaching is.</p> <p>SC advised governors Isabel Ramsay was visiting school the next day and these documents had already been shared with her. SC will share her validated report at the next FGB meeting.</p> <p>No further questions on Data from governors.</p> <p>Safeguarding (HT report)</p> <p>SC informed governors there had been sexualised comments in Year 4 which had been addressed with the children. The school has a trained member of staff to help support sexualised behaviours. There had also been WhatsApp issues with Year 6. During Huw Lloyd's visit he observed a circle time where this issue was discussed with the children. He witnessed good practice by the teaching staff.</p> <p>Staffing</p> <p>Please see Part B</p>	
7	<p>SELF-EVALUATION FORM (SEF) / SCHOOL IMPROVEMENT PLAN (SIP)</p> <p>SEF will be shared with Isabel Ramsay during her visit on 9th February and to receive her feedback. The SEF has not changed since shared at the last FGB meeting, however SC wanted to draw governors' attention that there is strong evidence that the 'Behaviour' section can be moved to 'good' from 'required improvement' due to evidence of general good behaviour around school, pupil survey and Huw Lloyds feedback.</p> <p>Early years teacher and her team have worked hard to review the EY's framework, to produce evidence, curriculum map, weekly plans and general observations in the classroom have been positive. ML informed governors during a walk around school 4 weeks ago he had observed a big difference in the use of the outdoor area as in previous visits the term before. Consistently must be maintained. From the evidence gathered and Governor monitoring visits the EYFS judgement can be reviewed to establish whether it can be changed from RI to Good.</p> <p>SIP (appendix C)</p> <p>The SIP was available on Microsoft teams for the governors to read before the meeting.</p> <p>SC advised governors the SIP RAG ratings had been updated since the last FGB meeting. SC explained the RAG ratings to governors so they could fully understand the document.</p> <p>No further questions from governors.</p>	
8	<p>POLICIES</p> <ul style="list-style-type: none"> Charging and Remissions (appendix D) <p>No changes to policy and was adopted by Governors.</p>	

	<ul style="list-style-type: none"> • Lettings Policy (appendix E) No changes to policy and was adopted by governors. • SEND Policy (appendix E) & information report (appendix F) DGR attended the meeting to answer questions from governors on SEND Policy and LAC policy. ML advised DGR that he thought the report for parents was well written. It was user friendly and straight forward to understand by the reader. DGR had used the policy document to answer the questions. <p>Governors confirmed they had read the policy/report but had no further questions.</p> <p>DGR explained it is statutory for the report to be on the school's website and is updated yearly. It is not a requirement to have a Special Needs Policy but if there is one it is to be updated every 3 years and also published onto the school's website.</p> <p>ML asked DGR if the school is following the policy – DGR, yes, no changes needed to procedures however Governor Lead name and staff names need updating which DGR will action. Governors agreed DGR can make amendments and change review date to 2025.</p> <ul style="list-style-type: none"> • Looked after and Previously Looked after Children (appendix G) Can be referred to PLAC & CLA or PLAC & LAC No questions from Governors – agreed to adopt 	
9	<p>FINANCE</p> <ul style="list-style-type: none"> • Financial Monitoring Report (FMR) – Month 10 (Appendix H). DG apologised to governors that they only had 1 day to view FMR on Teams before the meeting due to the TABs for Month 10 only being received from SCC on Friday 11th February. DG advised month 10, was a good indicator of each of the cost centres forecast of outturn. DG had looked closely at each cost centre and updates were made. See notes section for further information. Due to current high level of staffing absence the final outturn for the supply budget is currently unknown. Governors were emailed a breakdown of supply costs to date (appendix I). If there had not been a pandemic supply costs would have come in on budget at £15k. • ML advised if the carry figure is approximately £100k then the school has done well. Need a healthy carry forward figure to help with a difficult 3-year budget. <p>No further questions</p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>Governors attended online Safeguarding training on 18th January 2022 delivered by SC (ML/DS/GT/LA/ETN/AF/PG).</p> <p>ML asked if any governors had attended any webinars since last FGB meeting.</p>	

AF advised she had attended an online safety webinar and was asked to raise the following 3 questions.

1. Was there a designated place for children to go to talk about online safety? DGR – Yes, there is the Orchard Room and The Nest. The school has two trained ELSA's, DGR is a mental health and wellbeing lead. Many children are comfortable talking to their teacher or teaching assistant.
2. Does the school share online safety literature with parents? SC – E-Safety Policy on school website which mirror posters in the classrooms. In curriculum maps there are areas where online safety is addressed. In computing lessons children are told how to be safe online and how to use the systems safely. SM asked how often children are reminded about online safety. SC – On each curriculum unit for computing, children are reminded, also children are taught about fake websites and giving consent. National online safety information is given to parents regularly through the newsletter. The school have also run Online Safety workshops for parents (2019) which have not been well attended (6 parents) and the information is not getting to the parents who would benefit most. SC looking into booking a company to run another parent workshop.
3. How does the school educate 4 & 5-year-olds on online safety and how does the school make the children feel confident about talking about online dangers? SC – IT Curriculum is age related, educate the children to keep passwords safe, don't always think the person they are talking to online is a child. As a school we need to ensure our school system is safe, therefore there is a filtering system in place so IT technician can monitor searches and who is doing it. Staff need to be alert to online safety and be aware of new websites etc that are constantly appearing which might not be suitable for primary school children.
ML – Governors need to be aware online safety for Year R is in the curriculum and subject plans. Staff are knowledgeable and experienced.
DGR – School needs to find ways to engage with parents who would benefit most to ensure their children stay safe online. GT – suggested when sending information to parents, they must tick online to say they have read it and are constantly reminded until it has been actioned. Parents could tick without reading but that is better than no interaction.
SC – other schools have produced videos sharing information e.g., policies, which could be an area to investigate.
SC – Biggest problem now is children playing games that are appropriate for their age group, but inappropriate ad banners and other games are being linked to the original game. At SLT's weekly safeguarding meetings the team go through what the children are accessing and taking any action necessary.

SVFS training by ETN.

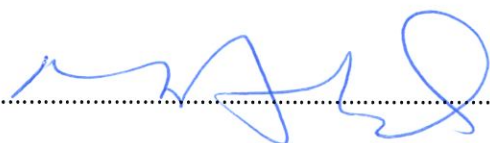
No further training from Governors

	GT advised although he has not attended any recent training, he has been reading up on the full National Curriculum, so he has a better understanding of the subject.	
11	<p>SELF EVALUATION</p> <p>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> <ul style="list-style-type: none"> Governors have viewed the data Governor visits from PG, LA and GT which SC found very useful and a document to validate what is happening in school. PG & GT report to follow. GT – learning walk – report to follow LA has produced monitoring reports for EYFS, Phonics and SEND. Her report is a good example of a governor monitoring visit. ML – advised governors if there is anything on the reports that would warrant a debate at the next FGB or committee meeting then let the clerk know to put it in under AOB. DGR – governor visits – staff feel supported when they see governors visit. 	
12	<p>AOB</p> <ul style="list-style-type: none"> Elect vice-chair ML advised governors that a Vice-Chair needs to be elected – it is a requirement by the LA. No governors volunteered therefore ML suggests that there is a joint Vice -Chair between the chair of the Finance and Staffing Committee and the chair of the Curriculum and Standards committee. ETN is the chair of the Finance and Staffing committee. ML is to be advised as soon as possible but by no later than 14th March of the name of the chair of the Curriculum and Standards Committee. The role of Vice-chair will correspond with Chairs of the committee and not the governor. <u>ACTION: Curriculum and Standards Committee to advise ML and DG of the chair of the committee as soon as possible but no later than 14th March.</u> AF asked SC if there was anything else the governors can do to support the school. DGR suggested governors visit school (be visual), let staff and children know who they are. An email from the governing body and not via SC to staff thanking them for their support. (ML pointed out that governors cannot get involved into the operational side of school so the email would have to be very broad). SC – continue with training courses especially Hot Topics. <p>No other AOB</p> <p>ML thanked DGR for attending. DGR left meeting at 7.55pm.</p>	Curriculum & Standards Committee
13	<p>NEXT MEETING</p> <p>29th March 2022</p> <p>Meetings for Academic Year</p> <p>3rd May 2022</p> <p>5th July 2022</p>	

14	SUMMARY OF ACTIONS <ol style="list-style-type: none"> 1. Curriculum and Standards committee to draw up TOR before 15th March. 2. ML to contact SC re: Year 2 visit 3. SC to upload Curriculum Overview onto Microsoft Teams for governors to read 4. SC – do Complete Coaching accept Child Care Vouchers 5. SC to share Huw Lloyd's report with governors at next meeting 6. Finance and Staffing Committee to review staff with Fixed Term contracts 7. Curriculum and Standards Committee to advise ML and DG of the chair of the committee as soon as possible but no later than 14th March. 	CS Committee ML/SC SC SC SC FS Committee CS Committee

Meeting finished at 8pm

Signed (Chair of Governing Body)



Date

19/4/22

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

