



*'At Shawfield, We Shine'.*

**SHAWFIELD PRIMARY SCHOOL  
FULL GOVERNING BODY MEETING  
Tuesday 17<sup>th</sup> May 2022 at 6pm  
IN SCHOOL**

**MINUTES**

Invited:

**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
Penny Gray (PG)	COP

**In attendance:**

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

Governor's support and challenge highlighted. ACTIONS underlined Started 6pm

	<b>TOPIC</b>	<b>Papers</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> ETN arrived 6.20pm. All governors present	
<b>2</b>	<b>DECLARATION OF INTEREST</b> No governors declared an interest in any of the agenda items.	
<b>3</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> To confirm the minutes of the meeting 19 <sup>th</sup> April 2022 as an accurate record, to be signed by the Chair.  Governors agreed minutes were an accurate record of the meeting.	Minutes from meeting on 19 <sup>th</sup> April 2022
<b>4</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  1. Appoint a Safeguarding Governor <i>See AOB</i> 2. DGR to review suspension and exclusion data <i>DGR reviewed suspension and exclusion data an updated copy had been circulated to all governors.</i>	Actions highlighted in minutes from 19 <sup>th</sup> April 2022 Discharged  Discharged

	<p>3. Governors to contact SC or DG to book a monitoring visit <i>LA booked to visit school on 23/05/2022 to meet SENDCo SM to be released from office to do a monitoring visit PG to do a monitoring visit on 20/05/2022 after Finance meeting</i></p> <p>4. LA and SM to review attendance letters <i>LA and SM had had an initial meeting – review ongoing</i></p> <p>5. SC – Procedure to be put in place for children to receive feedback when they submit a 'Write it down' form. <i>Action shared with Pastoral team – will review procedures</i></p> <p>6. SC/DS to review fire assessment actions <i>Premise's assistant (DR) contacting companies to address Fire Assessment actions. Amend DR/SC to action</i></p> <p>7. SC to review data – Year 2 and 3 data. <i>Year 2 and 3 data has been updated and circulated to all governors</i></p> <p>8. Curriculum and Standards committee to draw up TOR <i>TOR written</i></p> <p>9. SC – do Complete Coaching accept Child Care Vouchers. <i>Complete Coaching advise they will be able to accept childcare vouchers from September 2022. SC advised governors the school will fund afterschool clubs for PP children. ML advised for free spaces it must be made clear to children/parents that attendance is important as although free for families, school is paying. Ideally SC would like the club numbers to be up to 20 by the end of term. Club is now open to Year 2 children as well.</i></p>	<p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p>
5	<p><b>CHAIR'S ACTION</b></p> <p>Chair to advise governors of <b>emergency</b> actions taken since the last governing body meeting and/or those decisions which have a significant impact on the development of the school.</p> <p>One chair's action since last meeting – one pupil had been permanently excluded.</p>	
6	<p><b>HEADTEACHERS REPORT (Appendix A)</b></p> <ul style="list-style-type: none"> <li>Questions to SC</li> </ul> <p>Headteachers report on Microsoft Teams for governors to read before meeting. SC highlighted the following:</p> <p><b>Contextual Information</b></p> <ul style="list-style-type: none"> <li>203 children on roll</li> <li>Year R full for September 2022 - long waiting list</li> <li>No Covid-19 cases currently in school</li> <li>Year 1 have 8 children will Chicken pox. School notified Public Health who supplied template letter and factsheet which were sent to all parents and staff. Public Health were happy with cleaning schedule in place.</li> </ul>	

## Attendance

- School's PA figure is currently at 14% (previously 8%). This figure is higher due to the impact of Covid, however still lower than other local primary and secondary schools (21/22%). Local secondary school has 260/1000 PA children. Shawfield has the right support in place. The LA questioned if school were going to initiate fining – fining is in Attendance Policy which the school follows – LA pleased school was following its policy as there are some primary schools who do not. ML – National press indicated that schools could start fining again as it had not started again yet. SC – That has come from the State Opening of Parliament and the White Paper that part of the parent pledge schools will have an attendance policy. Schools have had attendance policy for years – it is not a new policy. ML – Wales have stated they will start fining. SM asked how many fines the school had actioned. SC – None this year, 1 family last year. SM asked is it the school's decision to fine. SC – it is HT discretion. Schools submit the penalty paperwork, but it is Surrey County Council's decision to fine. School will not fine for Covid-19 absences it will be for unauthorised holidays.

ETN joined meeting at 6.20pm

## Safeguarding

- One family under assessment in Surrey and 2 children in Hampshire. School is having difficulties with not receiving minutes from professionals. It has been found there is a lot of pressure on social workers – too many cases per worker. PCL/HSLW proactive on chasing professionals.

## SMSC

- SMSC sections shows school is getting back to 'business' as usual. Highlight was the Muslim families who led an assembly with great confidence to share information about the importance of Ramadan.
- West Surrey Foundation (WSF) meeting held at Shawfield with teachers from St Pauls, Ash Grange, and Walsh Infant to share writing books and discuss challenges/impact of post-lockdown teaching. Feedback was good and staff felt it was more informal and everyone was on par. Sharepoint facility agreed for schools to upload 6 pieces of work from two children per year group who are considered to be working at the expected standard. This will create a shared portfolio to use when moderating and use for training.
- WSF Finance officers meeting termly. Shared procurement opportunities. SENDCo circle times starting again.
- ML – Feedback from the Choir taking part in the Young Voices concert was good. It is important the school takes part next year. PG – Parent section on Young Voices website has all resources for children to learn the songs if no choir teacher. SC – He will find a way to enable the choir to take part next year as it is an incredible experience for the children.

No more questions from governors.

See Part B for staffing

7	<p><b>SELF-EVALUATION FORM (SEF) (Appendix B)</b>  <b>SCHOOL IMPROVEMENT PLAN (SIP) (Appendix C)</b></p> <p>Documents on Microsoft Teams for governors to read before meeting.</p> <ul style="list-style-type: none"> <li>SEF and SIP– SC recapped for governors the SEF is the document external agencies will look at when visiting school. It is the document Isabel Ramsay (IR) reviews during her consultant visits and David Harris when he visits school next week. It headline's how the school is currently working – snapshot at that point. Normally would include Ofsted Data Dashboard from KS1 and 2 SATs (have not had this data for 2 years) working on schools' own data. The document also grades the school against the Ofsted Inspection Framework. <b>ML asked if the SEF data had changed since IR's last visit.</b> SC – Yes, contextual data has changed to reflect where the school is currently, and the judgements are now good rather than 'improvement required'. There is evidence through the SIP, observations, and monitoring that these areas are now good. IR will be visiting on the Wednesday after half term – if any governors would like to come and meet IR then they are welcome. The evaluation and priorities are written into the SIP. SC pointed out to governors some of the actions could be a multi-year target.</li> <li>The SIP was shared at the Curriculum and Standards meeting. <b>ML – These documents should be discussed at the Curriculum and Standards committee meetings and then a summary at the FGB meetings.</b> SC – At the Curriculum and Standards meeting the committee specifically looked at phonics – one area is around phonics interventions - the school has invested in a new phonics scheme, so it was useful to discuss with governors the reasons behind the new scheme, where the data currently sits, what the school is trying to achieve from the programme and have feedback from the committee members. SEND was briefly discussed at the committee meeting. Curriculum statements are written, staff know what they are teaching in each year group, now need to embellish it with visits, outside visitors, museum boxes, historical artifacts to allow children to achieve a hands-on curriculum. Staff are using subject reports to identify what resources are needed. <b>ML – Are staff understanding what they need to do.</b> SC – Yes – staff meetings to discuss David Harris's visit, reviewed subject plans and reports shared with PG and GT at a previous monitoring visit. Staff still need support which is ongoing however staff can see the value when actioned correctly. Subject leads need to ensure the resources are available for teachers to cover their lesson plans.</li> <li>SC advised governors there are a lot of yellow sections on SIP. Which highlights the school is working forward towards the priority. Green sections are starting to emerge this year.</li> <li>Part 4. Governance section. 2 committees now (Curriculum and Standards Committee and Finance and Staffing Committee) – FGB will be shorter. Can spend longer during the 2 committees.</li> <li>SC pointed out to governors; the government still want all schools to be academies (White Paper). Shawfield has previously had experience of starting the process of joining an academy but unfortunately the academy could not take any new schools, so governors decided not to</li> </ul>	
---	--	--

	<p>find another academy, however governors need to think about what options are available and what the schools long term plan is in 5 – 10 years' time. SC and ML are visiting a school to see how they operate. There are a lot of Trusts available now. ML – Pressure will increase from the government for school to join a trust. SC - However it is important not to rush into a decision and do the due diligence at the right stage. Guildford Diocese now have 5 trusts. ML pointed out to governors some trusts do not have financial stability and large holes in pension schemes. SC – Need a shared vision and he would welcome governors to attend presentations/look at accounts with him.</p> <ul style="list-style-type: none"> <li>SC – Due to CM Sports no longer providing PPA cover for 2 days for PE, teachers have been taking PE lessons. SC asked teachers for their feedback for September, they wanted to continue teaching PE which has enabled spare funding back into teaching cost centre. Worked into the budget is a 3-day PPA teacher role which will enable teachers to do their planning etc and skilled member of staff to teach any subject not just PE. Due to DHT and PPA role there will be an overlap of spare hours, which will be used to target current year 3's. Split into dual teaching in 2 groups - 3 sessions each week in small groups. There is a 3/4-year gap between a third of the class and the rest of the cohort. SC has brought this to governors' attention at FGB meeting as was not discussed at recent Curriculum and Standards meeting.</li> </ul> <p>No further questions on SEF and SIP.</p>	
8	<p><b>CURRICULUM &amp; STANDARDS COMMITTEE</b> Short report from first meeting</p> <ul style="list-style-type: none"> <li>ML informed governors the feedback from SC was the first Curriculum and Standards committee meeting was positive with good questions. The committee members felt it went well. SC thanked committee for their time.</li> <li>The next meeting will cover Maths. Imogen Taylor (IT), as maths lead will be invited to next meeting.</li> </ul> <p><b><u>ACTION: DG to invite IT to next Curriculum and Standards meeting on Tuesday 12<sup>th</sup> July at 9am.</u></b></p> <ul style="list-style-type: none"> <li>Sophie Manning will be Chair of the committee. SM and ETN will be joint vice chair of the Full Governing Body. SC – It has been written into the CS committee meeting minutes, any staffing issues SLT will go the ETN and not SM. ML – Chairs of the committees can step down in 6 months if the role is not working.</li> <li>GT asked any decision on spending would it have to be agreed at FGB meeting. ML – No, contact Finance and Staffing committee. SC – if the funds are in the budget, then agreement is not required, it is only if spending would take the cost centre over budget.</li> <li>SM – agreed she felt it was a productive meeting.</li> </ul>	DG

9	<b>POLICIES</b> <ul style="list-style-type: none"> <li><b>EYFS (Appendix D)</b> Louise Morrissy, EYFS lead had updated policy in line with EYFS framework. All governors agreed to adopt policy.</li> <li><b>Supporting Children's Medical Needs/1<sup>st</sup> Aid in school (Appendix E)</b> DG confirmed policy had been updated with current staff. All governors agreed to adopt policy.</li> </ul>	
10	<b>GOVERNORS MANAGEMENT ISSUES</b> <ul style="list-style-type: none"> <li>Governor training and development</li> <li>Impact of Governor training</li> <li>LA had attended a webinar on Green Paper around SEND. Will discuss with SENDCo during her visit to school on 23/05/2022. LA will update FGB later date if necessary.</li> <li>ML/DG – If any governors attend any training/webinars, please advise FGB and clerk.</li> </ul>	
11	<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>Governor panel for Permanent Exclusion</li> <li>ML visited school on 13/05/2022 to invigilate SATs process. SC advised governors the children gave their all and full attendance achieved. Year 6 teachers worked hard with the children. PG informed governors she witnessed Year 6 children coming into school during SATs week and they looked good and confident. SC – the breakfast they offered Year 6's was successful. Governors expressed their thanks to Year 6 children/staff for preparing for SATs. <b><u>ACTION: - SC to thank Year 6 teachers/pupils re: SATs on behalf of the Governing Body.</u></b></li> <li>Finance and staffing Committee signed off Budget for financial year 2022/23</li> </ul>	SC
12	<b>AOB</b> <ul style="list-style-type: none"> <li><b>Finalise appointment of Vice-Chair. Joint Chair of Finance &amp; Staffing Committee and Chair of Curriculum &amp; Standards Committee</b> <i>Sophie Manning and Esther Thiong'O-Njenga to be Vice-chair of the Governing Body</i></li> <li><b>Appoint Safeguarding governing</b> <i>Graham Thomas to be Safeguarding Governor</i> <b><u>ACTION: DG to update Safeguarding and Child Protection Policy</u></b></li> <li><b>Avon Tyrrell – help from governors – even if for one day.</b> - SC advised governors he will go to Avon Tyrrell (20<sup>th</sup> to 24<sup>th</sup> June) as it is essential all 31 children in Year 6 go on the residential visit. The only reason a child would not go is due to safety reasons. There would a clear risk assessment stating why it would be unsafe. - DS – Advised he can help on Thursday 23<sup>rd</sup> June. - ML – Advised he can help on Wednesday 22<sup>nd</sup> and Thursday 23<sup>rd</sup> June.</li> </ul>	DG

	<p>- ETN advised if SC needs an adult to cover for an hour etc that is a possibility. SC will look at timetables and let ETN know.</p> <ul style="list-style-type: none"> <li>• <b>New Governor</b> ML/SC advised Jodie Kemp visited school on Tuesday 17<sup>th</sup> April. Jodie is an accountant and had uploaded her CV onto Governors for Schools. She Lives in Farnham and has one child at primary school and another child in secondary. Jodie has skills that would be useful if the school goes down the academy route. All governors agreed that Jodie could be invited to join the governing body. <b><u>ACTION: DG to contact Jodie Kemp</u></b></li> <li>• Next meeting for Curriculum and Standards Committee meeting arranged for 12<sup>th</sup> July at 9am.</li> </ul>	
<b>13</b>	<b>NEXT MEETING</b> 12 <sup>th</sup> July 2022 – 6pm	
<b>14</b>	<p><b>SUMMARY OF ACTIONS</b></p> <ol style="list-style-type: none"> <li>1. LA and SM to review attendance letters</li> <li>2. SC – Procedure to be put in place for children to receive feedback when they submit a 'Write it down' form.</li> <li>3. SC/DR to review fire assessment actions</li> <li>4. DG to invite IT to next Curriculum and Standards meeting on Tuesday 12<sup>th</sup> July at 9am.</li> <li>5. SC to thank Year 6 teachers/pupils re: SATs on behalf of the Governing Body.</li> <li>6. DG to update Safeguarding and Child Protection Policy</li> <li>7. DG to contact Jodie Kemp</li> </ol>	<p>LA/SM SC</p> <p>SC/DR DG</p> <p>SC</p> <p>DG DG</p>

**Meeting finished at 7.15pm**

Signed (Chair of Governing Body)



Date 12<sup>th</sup> July 2022

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