



*'At Shawfield, We Shine.'*

**SHAWFIELD PRIMARY SCHOOL  
FULL GOVERNING BODY MEETING**

**Tuesday 12<sup>th</sup> July at 6pm  
IN SCHOOL**

**MINUTES**

Attended:

**Governors**

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Darren Speed (DS)	COP
Sophie Manning (SM)	ST
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 *support* and *challenge* highlighted. *ACTIONS* underlined

Meeting started at 6pm

	<b>TOPIC</b>	<b>Papers</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Acknowledgment of absences and apologies received by: <ul style="list-style-type: none"> <li>Graham Thomas – apologies accepted with good reason</li> <li>Jodie Kemp – apologies accepted with good reason</li> </ul>	
<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 17 <sup>th</sup> May 2022 as an accurate record, to be signed by the Chair.  Governors agreed minutes were an accurate record of the meeting. To be signed by ML	Minutes from meeting on 17 <sup>th</sup> May 2022
<b>4</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  <ol style="list-style-type: none"> <li>LA and SM to review attendance letters <i>ongoing – in progress</i></li> <li>SC – Procedure to be put in place for children to receive feedback when they submit a 'Write it down' form. <i>SC advised action had been shared with pastoral team. Pastoral team will</i></li> </ol>	Actions highlighted in minutes from 17 <sup>th</sup> May 2022 LA/SM Ongoing  Ongoing

	<p><i>review action and will have procedure in place for September.</i></p> <p><i>SC - Governors to be updated at next meeting.</i></p> <p>3. SC/DR to review fire assessment actions <i>SC – Asbestos companies being contacted to put up brackets in Boiler room to enable Island Fire to put up fire detector.</i></p> <p>4. DG to invite IT to next Curriculum and Standards meeting on Tuesday 12<sup>th</sup> July at 9am - <i>actioned</i></p> <p>5. SC to thank Year 6 teachers/pupils re: SATs on behalf of the Governing Body - <i>actioned</i></p> <p>6. DG to update Safeguarding and Child Protection Policy with Safeguarding Governor details - <i>actioned</i></p> <p>7. DG to contact Jodie Kemp - <i>actioned</i></p>	<p>Discharged</p> <p>Discharged</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>No Chair's actioned to report.</p>	
6	<p><b>HEADTEACHERS REPORT</b></p> <ul style="list-style-type: none"> <li>• Data</li> <li>• Safeguarding</li> <li>• Staff CPD/Training</li> <li>• Attendance</li> <li>• Isabel Ramsey's report</li> </ul> <p><b>HEADTEACHERS REPORT</b> (appendix A) and <b>SEF/SIP</b> combined in Point 6 SC highlighted the following from the HT's report and Data Analysis report.</p> <ul style="list-style-type: none"> <li>• SC advised more data will be available in September - governors will be updated at next meeting. Numbers on roll currently 204, need to keep to at least 200 pupils on roll for budget. <b>ML asked if Year R was full for September.</b> SC – Yes, due to 2 x LAC joining Year R in September the number on roll in the class will be 31. SC informed governors another member of staff might need to be recruited in Year R due to high level of needs. <b>ML stated the school should receive more funding due to LAC and going over PAN.</b></li> <li>• SC highlighted the following Data information (appendix B) – <b>EYFS GDL</b> is above national average at 68% (national 65%) and in line with Surrey County Council data. <b>Phonics Year 1</b> – 63% (national 75%). Although figure is lower than national average the children have made a vast improvement since Year R. This shows the RWI programme has been successful. <b>ML asked were there signs the children can catch up.</b> SC – Yes, all Years 2's are now of the RWI interventions. Data from EYFS is better than Year R so next year's results will improve. A skilled Phonics teacher will be teaching in Year 1 from September. <b>KS1 SATs</b> – Results below national average (15%). The cohort have had a challenging start to school life and results are expectedly polarised</li> </ul>	

	<p>(some children did not engage with home learning during lockdown). Six children on SEND register and have individual plans. The results will highlight the school to Surrey County Council due to low data. However, children come into school very low but through their school life at Shawfield they make accelerated progress.</p> <p><b>KS2 SATs</b> – Reading, Writing and Maths results of 71%, higher than national average 59% (Surrey 61%). National average for Reading, GPS and above average for Maths. Huge achievement for Shawfield.</p> <ul style="list-style-type: none"> <li>Curriculum maps now in place. They will be shared at 'meet the teacher' in September and will be a working document for the teachers in terms of monitoring etc. The School Improvement Plan from September will be around this.</li> <li>Pupil Asset can now collect Teacher Assessments for all subjects. SLT will have assessments termly. <b>ML asked if this will be more work for the teachers.</b> SC – yes, but it is information that should be collected already, and the new unit overviews will assist teachers. <b>ML asked who will oversee this</b> – SC confirmed it would be him. SC informed governors that SEND data is difficult to assess on Pupil Asset. There is a provision mapping tool but at £800 the SLT made the decision it was not cost effective as it would not provide the information needed. The system uses a GAS scale, but school could create an Excel spreadsheet instead. In the SIP from September, a focus group will be set up to look at how SEND interventions can be assessed. Governors suggested LA as SEND governor could assist.</li> <li>SC thanked governors for establishing two committees and visiting school. <b>ML pointed out if had been a difficult year for SC and passed on his thanks on behalf of the governors to SC and to Year 6 for their great work.</b></li> <li><b>Attendance</b> – School's PA figure is 13% (27 children). Although higher than previously this figure has been impacted by Covid and still falls below other local primary and secondary schools. SCC's inclusion officer has no concerns with this figure. New attendance letter will be worded stronger. Fifty percent of PA families are from the GRT community. The school is working with families to support attendance.</li> <li><b>Safeguarding</b> – The school has good communication with its link social worker and found their involvement very useful. The social worker only works with Surrey families. <b>ML asked if the new system worked well for the school.</b> SC – Yes for the school but not for the social workers. They have a workload of two people. <b>SM asked if Surrey and Hampshire worked together.</b> SC – Hampshire more difficult to work with as there is not a professional the school can go directly to. Pastoral Care Lead is particularly good at chasing County Councils and supporting families. SC informed governors over the last academic year 1703 unique incidents had been added to CPOMS relating to 178 children. <b>ML confirmed it was a good system.</b></li> <li>SC advised governors a new cleaning company had been appointed since May half term. The company is through Strictly Education 4s who oversee the schools cleaning and caretaking. Previous company did not meet the school's cleaning standards. With the new company cleaning costs will increase by £2k but this includes cost-of-living increase. The new company have invested time into how the school want each area</li> </ul>	
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	<p>cleaned and seem committed to providing a good service. Cleaning of school has improved since the change of contract.</p> <ul style="list-style-type: none"> <li>Works have been scheduled for summer holiday including painting the yellow boundary gates green.</li> </ul> <p>October half term the carpets in Years 6 and 4 will be changed. The company have agreed to honour previous quote. Governors had a discussion whether new flooring should be carpet or carpet squares. It was agreed roll carpet would be best as carpet tiles will never match if needed changing.</p> <ul style="list-style-type: none"> <li><b>SMSC</b> – SC pleased to inform governors ‘normal’ Shawfield life was returning to Shawfield – Sports days/parents’ evenings/award assemblies/Year 6 residential visit and Years 5 and 6 Summer Production. ML commented the performance was excellent and the children were very well behaved.</li> <li><b>Isabel Ramsey Visit</b> – SC informed governors the morning went well with a learning walk. School is ready for an Ofsted visit, effective T &amp; L and Phonics observed was very effective. However, in the afternoon, the observation of Year 1 reading group who were working at the expected level showed children struggled with text of a book they had not seen before. SC reassured governors’ new phonics system was good practice and Rose Carr (RWI consultant) booked to visit in September.</li> </ul> <p>No further questions from governors.</p>	
<b>7</b>	<b>SELF-EVALUATION FORM (SEF) / SCHOOL IMPROVEMENT PLAN (SIP)</b>	
<b>8</b>	<p><b>CURRICULUM &amp; STANDARDS COMMITTEE</b> Overview of last committee meeting (12<sup>th</sup> July 2022)</p> <p>SM (Chair of committee) gave governors an overview of the last meeting. Committee members found it was a productive meeting. Imogen Taylor (Maths Lead) was invited to meeting and gave governors an update of Maths over the whole school. IT informed governors how Maths is taught, making it very visible from Year R to 6. IT advised interventions should be classroom based and not out of class as the teacher is best placed to teach. IT produced school data to share with governors. IT was highly informative. From questions from governors, IT advised due to Covid-19/lockdown there were areas within KS1 that required attention. ML asked if governors could help. SM – No, plan in place seems to be going well. IT has visited classrooms and is pleased with how it has been delivered. White Rose Maths resources was the right decision. SC – IT was asked deep dive questions which Ofsted would ask. IT asked children for their feedback which was positive, and they said they enjoyed their lessons.</p> <p><b>ACTION: SM to invite Charlotte Larkin – Phonics lead to next meeting.</b></p>	<b>SM</b>
<b>9</b>	<p><b>FINANCE &amp; STAFFING COMMITTEE</b> Overview of last committee meeting on 20<sup>th</sup> May 2022</p> <p>ETN (Chair of committee) gave governors an overview of the Finance and Staffing Committee. Interviews had taken place for new teachers and Deputy Head for September. New Year 3 teacher was an ECT. ML - New Year 4 teacher is experienced and interviewed well. SC informed governors, the school still</p>	

	<p>needed to recruit a Special Educational Needs Assistant – advert out on Eteach. ML suggested interviewing immediately if a suitable application was received due to competition from other schools.</p> <p>SC informed governors Year 6's usual residential visit venue (Avon Tyrrell) which they visit in June are fully booked next year. School has investigated other residential sites and have found all venues either booked for next summer or too expensive. The school has secured a booking with Hind leap warren in January 2023– same cost as Avon Tyrrell and is catered. Governors discussed the time of year Year 6's residential should be, general thought was January was too early due to cost before and after Christmas and children would not focus for the rest of the year. Governors decided residential should be in June in future years.</p> <p>ML advised he had a contact he could give school for another venue and DS informed SC there is another venue in the New Forest. SC – would prefer to use either Avon Tyrrell or Hind leap Warren. SM advised governors for Year 6 it was either going to Hind leap Warren in January or no residential in 2023. SM would contact Avon Tyrrell to discuss booking for the next 5 years. Governing Body asked SM to look for summer residential in the future for Year 6.</p>	
10	<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>Teacher Appraisal (appendix C) <i>Governors agreed to adopt policy</i></li> <li>Disciplinary &amp; Capability (appendix D) <i>Governors agreed to adopt policy</i></li> <li>EVC – Agree residential (appendix E) <i>Governors agreed to adopt policy</i></li> <li>Health &amp; Safety (appendix F) <i>Governors agreed to adopt policy</i></li> <li>Curriculum Policy (appendix G) SC informed governors this is a new policy written by staff. Appendix to the intent statements. <i>Governors agreed to adopt policy.</i></li> <li>Teaching &amp; Learning Policy (appendix H) <i>Governors agreed to adopt policy</i></li> <li>GDPR (appendix I) Model policy. GDPR road map to be written by SC and DG. PG offered to assist if required.</li> </ul>	
11	<p><b>GOVERNORS MANAGEMENT ISSUES</b></p> <ul style="list-style-type: none"> <li>Governor training and development</li> <li>Impact of Governor training</li> <li>Graham Thomas had undertaken Safeguarding training with The Key</li> <li>SC would look at Governor Matrix and divide agenda items to the two committees and the FGB.</li> </ul> <p><b><u>ACTION: SC/DG– Divide governor matrix between two committees and FGB</u></b></p>	SC/DG

<b>12</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>• Effective committee meetings</li> <li>• Challenged middle leaders</li> <li>• DS visit to Year 6 residential</li> <li>• Year 6 residential discussion</li> <li>• Good financial management</li> <li>• GT training for safeguarding role.</li> <li>• Monitoring visits</li> </ul>	
<b>13</b>	<b>AOB</b> Monitoring reports – PG & LA (on Microsoft Teams) PG gave governors feedback from her monitoring visit. Visit to Year 4 showed class used up 10 minutes setting up for lesson. PG felt staff could have set up class before children arrived so the 10 minutes could have been better used. Displays were good as was the children's behaviour. Each class had their Maths TT Rockstars displayed. ML – displays had improved in school, before Covid displays were up for lengthy periods of time. He visits school every two weeks and confirmed school is looking good and it had been a good year.	
<b>14</b>	<b>NEXT MEETING</b> Date for next meeting.  Tuesday 4 <sup>th</sup> October 2022 at 6pm	
<b>15</b>	<b>SUMMARY OF ACTIONS</b> <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.  <i>SC advised action had been shared with pastoral team. Pastoral team will review action and will have procedure in place for September.</i>  <i>SC - Governors to be updated at next meeting.</i></li> <li>3. SM to invite Charlotte Larkin – Phonics lead to next meeting.</li> <li>4. SC/DG – Divide governor matrix between two committees and FGB</li> </ol>	<b>LA/SM</b> <b>SC</b>    <b>SM</b> <b>SC/DG</b>

Meeting finished at 7.25pm

Signed (Chair of Governing Body)



Date 4<sup>th</sup> October 2022

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