



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 4th October 2022 at 6pm**

MINUTES

Present:

Governors

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

In attendance:

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
Tom Burford (TB)	Deputy Headteacher/Observer

The meeting opened at 6pm

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

		Action
1	APOLOGIES FOR ABSENCE (<i>statutory</i>) All governors apart from GT and LA in attendance at 6pm GT joined meeting at 6.10pm (virtual) LA joined meeting at 6.15pm	
2	DECLARATION OF INTEREST (<i>statutory</i>) a) Governors to complete the Register of Interest form <i>Register of interest forms received from ETN, PG, SC, ML, DS, LASM and GT to follow</i> b) Governors to declare any interest in specific agenda items at this meeting. <i>No governors made a declaration of interest in specific agenda items at this meeting.</i>	Register of interest form
3	APPOINTMENTS FOR THE EDUCATIONAL YEAR 2022 – 23 (<i>statutory</i>) <u>Clerk to chair this first item until the Chair appointment is confirmed</u> <u>Statutory Appointments</u> a) Chair <i>DG advised governors; ML had sent email confirmation that he would like to nominate himself as Chair – no further nominations were received.</i> <i>All governors agreed for ML to be Chair of the governing body.</i>	

	<p>b) Vice-chair <i>DG explained vice-chairs had only recently been appointed. The chair of the Finance and Staffing Committee and the chair of the Curriculum and Standards Committee would be joint vice-chairs. The chairs of these committees are currently SM and ETN</i></p> <p>c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher <i>All governors agreed the Chair of the Governing Body should have this role – ML. All governors agreed.</i></p> <p><u>Highly Recommended</u> Governors should appoint a governor who can step in/lead the Governing Board should the Chair and/or Vice-Chair become unavailable. <i>Governors agreed as there are 2 x Vice chairs this was not applicable this year.</i></p> <p>Nominated governors with responsibility for: d) Child Protection/Safeguarding <i>All governors agreed for GT to continue as Safeguarding and Child Protection Governor.</i></p> <p><i>PG expressed her interest in Safeguarding if GT needed any assistance. NSPCC Safeguarding training to be arranged for PG</i></p> <p><u>ACTION: DG to book NSPCC Safeguarding training for PG</u></p> <p>e) Special Education Needs and Disability (SEND) <i>All governors agreed for LA to continue as SEND governor.</i></p> <p>f) Looked after Children (LAC) <i>All governors agreed for GT to continue as LAC governor</i></p>	<p>DG</p>
<p>4</p>	<p>CONSTITUTION OF THE GOVERNING BODY (statutory) Clerk to bring to governors' attention:</p> <p>a) Name and category of governors whose term of office is due to expire:</p> <ul style="list-style-type: none"> Before the next meeting: none - Darren Speed 30/11/22 (COP) <i>DS advised governors he can be contacted on a consultancy basis for the next year with regards to buildings/premises.</i> The end of the academic year: - Mick Luck – 31/08/2023 (COP) <p>b) Name and category of governors appointed/elected since the last meeting: <i>ML welcomed Jodie Kemp (JK) to her first meeting and all governors introduced themselves.</i></p> <p>b) Governor vacancy: 2 x Co-op and 1 x LA</p>	

5	<p>EMERGENCY PROCEDURES (statutory) Governors to ensure emergency contact information for the school is provided to Surrey County Council (Schools Support Service) <i>DG confirmed emergency contact information had been provided to SCC</i></p>	
6	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Contact information for Governors Governors to verify their contact details and confirm their understanding that information will be circulated amongst all governors (if agreed), the school and Strictly Education 4S Governance Consultancy. <i>DG advised she had asked governors to check their contact details on the list on Microsoft Teams file section. Governors confirmed there were no amendments.</i></p> <p>DfE Statutory Guidance August 2017 The constitution of governing bodies of maintained schools Governors to confirm that, in the interests of transparency, a governing body must publish on its website:</p> <ul style="list-style-type: none"> a) the structure and remit of the governing body and any committees b) relevant business and pecuniary interests (as recorded in the Register of Interests) c) information for each governor who has held office over the past twelve months d) attendance at governing body and committee meetings over the last academic year. <p><i>Governors requested details of the two committee to be added to school website</i></p> <p><u>ACTION: DG to add two committee to school website.</u></p> <p>National Governors' Database (Get Information about Schools) GIAS All school governing bodies are under a duty to provide the information required on GIAS. This must be kept up to date as those involved in governance change. <i>DG confirmed details on GIAS were correct.</i></p>	
7	<p>PROCEDURAL MATTERS</p> <ul style="list-style-type: none"> a) Code of Conduct – statutory guidance states that a Code of Conduct should be maintained and communicated to all prospective governors. <i>Code of conduct already completed by governors and copy for reference purposes can be viewed on Microsoft teams, files section.</i> b) Open or Closed Meetings – governors to agree whether meetings will be open or closed. <i>Governors agreed to open meetings. Part B closed.</i> c) Alternative Participation/Voting Arrangements – governors to agree their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. <i>Governors agreed to alternative participation/voting arrangements.</i> 	

	<p>Protocol for alternative participation – governing body to agree if governors/associate members will be able to participate and vote (governors only) at full governing body meetings (and committee meetings) including but not limited to, by telephone, teams, zoom and video conference. <i>All governors agreed.</i></p> <p>d) Professional Negligence Statement – governors to consider recording the professional negligence statement: Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Best practice would be to record this on each set of minutes. <i>All governors agreed and statement is on minutes.</i></p> <p>e) Confidentiality Statement – governors must agree to respect the confidence of those items of business which the governing body decides are confidential. Governors may wish to record the following statement on their minutes and other governing body papers: Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them. <i>ML reminded all governors particularly governors who have children at school to keep information discussed at meetings confidential. All governors agreed.</i></p>	
8	<p>MINUTES (statutory)</p> <p>The minutes of the previous meeting held on 12th July 2022 were recorded as an accurate record and signed by ML.</p>	Minutes from meeting 12 th July 2022 already emailed to Governors & on Teams
9	<p>MATTERS ARISING FROM THE MINUTES</p> <p>To discuss and minute matters arising which are not covered by this agenda and ensure all actions complete.</p> <ol style="list-style-type: none"> LA and SM to review attendance letters <i>SM and LA advised they had updated attendance letter and shared with Angela Dixon HSLW/PCL and SC. SC confirmed the amendments and will adopt updated letter. During Inclusion Officers visit last week they advised School's attendance policy is one of the best they had seen.</i> SC – Procedure to be put in place for children to receive feedback when they submit a 'Write it down' form. <i>SC advised Angela Dixon HSLW/PCL would give feedback to children.</i> SM to invite Charlotte Larkin (CL) to next Curriculum and Standards meeting – Phonics lead <i>SM advised date for next Curriculum and Standards committee meeting still</i> 	<p>Actions highlighted in minutes 12/07/2022</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p>

	<p><i>to be arranged. Members of the committee were changing. GT to stepdown as now Safeguarding Governor and JK to join committee. Next date to be arranged at the end of this FGB meeting.</i></p> <p><i>PG informed governors Year 1's talk to parents at the recent Phonics evening by CL was particularly good.</i></p> <p>4. SC/DG – Divide governor matrix between two committees and FGB. <i>SC advised he had drawn up a new matrix which he will share with governors.</i></p> <p><u>ACTION: SC to send updated matrix to governors</u></p> <p>Two Committees – membership Finance and Staffing – ML/SC/ETN/PG Curriculum and Standards – SC/SM/LA/JK Safeguarding Governor - GT</p>	Discharge
10	<p>CHAIR'S ACTION (Statutory)</p> <p>Chair to advise governors of emergency 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>ML advised no emergency actions since last meeting.</p>	
11	<p>FINANCE</p> <ul style="list-style-type: none"> • Overview from Finance and Staffing meeting 23rd September 2022 • School Fund Audit • TOR – out on website <p>Month 5 FMR (appendix A) on Microsoft Teams for governors to view before meeting.</p> <p>ETN advised governors the Finance and Staffing meeting met on 23rd September 2022 and review budget and Month 5 FMR (see minutes from meeting on Teams).</p> <p>DG advised governors the School Fund was currently being audited.</p> <p>DG advised Finance and Staffing Terms of Reference was on Microsoft Teams for governor's reference and to be added to the website.</p> <p><u>ACTION: DG to add Finance and Staffing Committee Terms of Reference to website</u></p> <p>SC informed governors the school's ELSA had resigned. Although the school had tried to work with them to help them stay due to their skill set, the member of staff had not realised their studying outside of work was more than they thought.</p> <p>There is funding in the budget for an ELSA for 15 hours a week. Due to challenges within school, there is not a TA in Year 6 on a Monday and Friday. SC explained to governors the school was considering advertising internally for a current Teaching Assistant to take on the ELSA role for 3 days and the remaining 2 days to work in Year 6 on a Monday and Friday. The school would also need to recruit a new Teaching Assistant. Another £9k was required for staffing. ML explained to</p>	DG

	<p>governors the school has more children with needs than anticipated at the beginning of the academic year. More adults required in school to support the children with their needs.</p> <p>ML asked how much ELSA training was. SC - £570 and would write into the contract that the member of staff would need to pay this amount back pro-rata if they resigned early. Training is scheduled for the spring term.</p> <p>All governors agreed to extra funding to the staffing budget.</p> <p><u>ACTION: DG to add £9k to support staff budget</u></p> <p>No further questions.</p>	DG
12	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staffing • Staff CPD/Training • Attendance <p>Headteachers report (appendix B) on Microsoft Teams for governors to read before meeting.</p> <p>SC highlighted the following areas.</p> <ul style="list-style-type: none"> • School census was due on 6th October. 202 children on roll. The budget for this academic year is 200 children. • The black font is from the previous HT report. Coloured font is latest information. • Although not on the report, SC informed governors he now has data from the Fischer Family Trust. SC will send report to governors. Currently government have not produced any national comparison data and due to the pandemic league tables will also not be available. This means members of public cannot compare local/national schools' data. The school purchases a tool to upload Shawfield's data and can then compare against other schools. KS2's data is above national and KS1 is below national. ML pointed out interventions that were put in early have helped. SC explained to governors it has shown the initiatives used were right and have worked. <p><u>ACTION: SC to send Fischer Family Trust report to governors</u></p> <ul style="list-style-type: none"> • The GRT attendance has been impacted by one child. The school is working with the Inclusion Service if their attendance does not improve. • Seen an increase in Safeguarding checks due to increased cost of living. Pastoral Care Lead working with Surrey County Council and Hampshire County Council to support families, however this causes an increase in paperwork. • Two racist incidents from children in Years 1 and 3. Children spoken to and whole class activities to educate on difference and respect. • Pastoral Care Lead, Angela Dixon has introduced 'write it down' to Year 3 this week. • Premises – 5-year fixed wiring compliance inspection had been actioned over the summer holidays. Currently have an unsatisfactory electrical 	SC

	<p>certificate. Only 25% of the electrics are tested. There was an urgent action which the report said needed immediate investigation (black bitumen coming from the main fuse spur). An emergency electrician visited school to investigate, said electricity for the whole road would need to be turned off if repair is required. However, electrician said as it was not hot to the touch it was fine and has written a report to state this. Remedial work from the inspection is to be undertaken. Urgent repairs to be carried out first. Report given to electrician to do quotes. School requires a satisfactory certificate as soon as possible.</p> <ul style="list-style-type: none"> • Small section of perimeter fence has been raised to aid pupil safety and site security. • SMSC – 30 children and families welcomed to Year R and showing prospective parents around. • School marked the sad passing of her Majesty the Queen by creating floral tributes which were displayed on the school gates. SC thanked new ECT for suggesting this idea and to the team for producing the display around quickly. • SC informed governors Michael Gove MP was visiting Year 6 in the next couple of weeks. Usually, Year 6 would have visited The Houses of Parliament by now but due to the passing of The Queen their visit had been cancelled. SC will also discuss school budget with Mr Gove. ML suggested as Year 6 had not visited Parliament they could do a debating exercise in class. • Phonics workshop for Years R to 2 attended by 22 families. Morning and evening E-Safety workshop attended by 13/14 families in total. PG informed governors the trainer was highly informative. TB advised there was a lot of support guides on the trainers website and school has links which will be shared with parents/carers. Disappointing parent involvement was low. SM asked if there had been any follow up work with the children after the workshops, to check they had digested the information etc. TB – nothing particular but E-safety is part of the ICT curriculum. GT was unable to attend the E-Safety workshops but will speak to SC/TB in his role as safeguarding governor. SC suggested he and TG to meet to put together a matrix for the safeguarding role. ML asked who was lead on E-safety. SC – Heidi Clayden is computing lead. ML suggested GT and HC met. SC – yes, on the curriculum side, for filtering and safety measures that would be with the SLT. <p><u>ACTION: SC/GT to produce matrix for safeguarding role.</u></p> <p><u>ACTION: GT to meet with HC to discuss curriculum side of E-Safety</u></p> <p>See Part B</p> <p>No further questions from governors</p>	<p>SC/GT GT</p>
13	<p>PUPIL PREMIUM</p> <p>Pupil Premium (PP) strategy statement (appendix C) on Microsoft Teams for governors to read before the meeting.</p>	

ML – was impressed with reports. Asked SC to double check figures as report shows spending is less than the amount of PP funding received which is incorrect.

SC

ACTION: SC to check figures on PP strategy statement and share with governors at next meeting.

SC informed governors the statement had a new 3-year format. Commitment areas are still the same. Pupil Premium is the funding schools receive for children considered disadvantaged. (Asylum, LAC, Universal credit, military families). Evidence column needs to reflect researched informed practice and will make a positive impact. All children need to receive high quality teaching in classrooms. Some children need additional support to enable this to happen, school has employed a PPA teacher to work with year 3 and 4 children to offer this support. Invested in ELSA and Home School Link Worker/Pastoral Support Lead to work with all children not just PP children.

ML asked if the figure of £44,130 under wider strategies (page 8) could be broken down. SC – no, as it would show individual salaries.

Where children have a SEN or disability their attainment is lower. Children who have not recognised SEND the data is stronger. Last page on report is the data presented last year and what is published on the school's website. The new table is from the school's snapshot data to where Pupil Premium is currently. SC informed governors compared to national figures the data for Early Years, Phonics and KS1 SATS the school's results look extremely poor. However, the school is not the case, the children are making accelerated progress but not in line with the national standard at that given point. When the children leave their primary phase, they have better attainment than the national average.

SM asked if this was due to Covid 19. SC – cannot use Covid 19 as an excuse. All children in school need to make progress. The SLT know that over half of the GRT children are eligible for PP and are on the SEND register, also summer born children do perform less and can also have SEND needs. High number of GRT children are summer born and SEND. The SLT know there is a huge amount of vulnerability for these children. During appraisals and pupil progress meetings these children are closely tracked and make progress. During governor visits, you need to ask how the funding is helping the PP and SEND children. Every SEND child has an individual provisional map as well as children on a monitoring and track list for invention. PP children have precision teaching out of class or fast track phonics or one of the schools recognised support programmes. The cost of the staff members delivering these interventions is shown on the PP statement.

NELI speech and communication intervention for Year R – satisfactory progress last year from 50% to 88% by the end of the year. High EAL in class last year's Year R.

NELI training and resources is free but staff in Year R and 1 must be released to access the training. £400 for the assessment software.

SC informed governors, he was unable to share Sports Premium Statement as the new template has not been released.

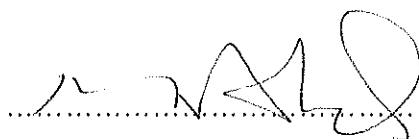
SC

	<u>ACTION: SC to share Sports Premium Statement at next FGB meeting</u>	
14	<p>POLICIES REVIEW</p> <ul style="list-style-type: none"> Safeguarding and Child Protection Policy (appendix D) GT informed governors he has been reading updated policy and cross referencing it with previous policy. All governors agreed to adopt policy. Staff Grievance Policy (appendix E) No amendments All Governors agreed to adopt policy Staff Behaviour Policy (appendix F) No amendments – change 2018 to 2022 on page 3 All governors agreed to adopt Policy <p><u>ACTION: DG to change date on page 3 to 2022 on Staff Behaviour Policy</u></p> <ul style="list-style-type: none"> Staff Pay Policy (appendix G) DG advised policy has been updated apart from the new teacher paygrades which are still to be released <u>ACTION: Staff Pay Policy to be carry forward to next meeting</u> Behaviour Policy (appendix H) New government document from Government July 2022. Exclusion is now suspension unless permanent exclusion. All Governors agreed to adopt policy. <p>Question from governors as to whether they needed updated Safeguarding training. Last governor Safeguarding training was delivered January 2022. ML advised he thought it is every 3 years. GT reviewed the guidance in KCSIE and there is no statutory requirement but suggests training is regularly updated. No refresher safeguarding training currently required.</p>	DG
15	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> Governor training and development Impact of Governor training <ul style="list-style-type: none"> JK advised she has the training list. ML advised it would be useful to sign up for new governor training. SC informed governors Walsh Infants and Junior schools have issued letters to parents regarding academisation with The Good Shepherd. St Pauls will do similar with Waverley Abbey Junior School. SC and ML attended a presentation by The Circle Trust. ML advised The Circle Trust is made up of 2 secondary schools and he was not captivated by their presentation. SC – The Circle Trust CEO was very enthusiastic but had no knowledge of primary settings. 	

	<p>The Government has advised all schools need to academise by 2030. SC does not want Shawfield to be the last school in the area to not be in a trust. Therefore, he strongly advises governors to sign up for any academy webinars.</p> <p>SM asked if the academy had to be local. ML – no can be local or nationwide. SC – Needs to be quite local so can share CPD etc. ML – Ideally Shawfield needs to join an academy in the next 5 years.</p>	
16	<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"> • Agreed additional staffing and funding. • Finance and Staff committee had met and reviewed budget • Attendance policy updated with new letters and agreed by governors • GT had undertaken Safeguarding Training. • Welcomed JK as new Governor 	
17	<p>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</p> <p>4th October 2022 29th November 2022 7th February 2023 18th April 2023 23rd May 2023 11th July 2023 – (JK sends her apologies for this date as she will be unable to attend meeting)</p>	
18	<p>AOB</p> <p>Curriculum and Standard Committee agreed date for next meeting.</p> <p>No other business.</p>	
19	<p>SUMMARY OF ACTIONS</p> <ol style="list-style-type: none"> 1. DG to book NSPCC Safeguarding training for PG 2. SC to send updated matrix to governors 3. DG to add two committee to school website. 4. SM to invite Charlotte Larkin (CL) to next Curriculum and Standards meeting – Phonics lead 5. DG to add Finance and Staffing Committee Terms of Reference to website 6. DG to add £9k to support staff budget 7. SC to send Fischer Family Trust report to governors 8. SC to check figures on PP strategy statement and share with governors at next meeting. 9. DG to change date on page 3 to 2022 on Staff Behaviour Policy 10. SC to share Sports Premium Statement at next FGB meeting 11. SC/GT to produce matrix for safeguarding role. 12. GT to meet with HC to discuss curriculum side of E-Safety 13. Staff Pay Policy to be carry forward to next meeting 	<p>DG SC DG SM DG DG SC SC DG SC SC/GT GT</p>

Meeting ended 7.45pm

Signed (Chair of Governing Body)



Dated

29/11/22

Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of governing body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.

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

