



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 29th November 2022 at 6pm**

MINUTES

Present

Governors

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Graham Thomas (GT) - virtual	PA
Lou Aherne (LA)	PA
Jodie Kemp (JK)	COP
Penny Gray (PG) - virtual	COP

In attendance:

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
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Governor **support** and **challenge** highlighted. *ACTIONS underlined*

Meeting opened at 6pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE (<i>statutory</i>) Apologies with good reason received from ETN. DS did not attend the meeting and no reason given.	
2	DECLARATION OF INTEREST 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>	
3	MINUTES OF THE PREVIOUS MEETING <i>The minutes of the previous meeting held on 4th October 2022 were recorded as an accurate record and signed by ML.</i>	Minutes from meeting on 4 th October 2022
4	MATTERS ARISING FROM THE MINUTES 1. DG to book NSPCC Safeguarding training for PG <i>Actioned</i> 2. SC to send updated matrix to governors <i>SC confirmed the matrix had been updated and would put Microsoft Teams for governors.</i>	Actions highlighted in minutes from 4 th October 2022 Discharged Discharged

	<p>3. DG to add two committee to school website. <i>Actioned</i></p> <p>4. SM to invite Charlotte Larkin (CL) to next Curriculum and Standards meeting – Phonics lead <i>Actioned – CL attended Curriculum and standards meeting.</i></p> <p>5. DG to add Finance and Staffing Committee Terms of Reference to website <i>Actioned.</i></p> <p>6. DG to add £9k to support staff budget <i>Actioned.</i></p> <p>7. SC to send Fischer Family Trust report to governors <i>SC confirmed he had emailed governors 22/11/22.</i></p> <p>8. SC to check figures on Pupil Premium strategy statement and share with governors at next meeting. <i>Actioned.</i></p> <p>9. DG to change date on page 3 to 2022 on Staff Behaviour Policy <i>Actioned.</i></p> <p>10. SC to share Sports Premium Statement at next FGB meeting. <i>SC advised Sports Premium template is not yet available. The statement needs to be on the school's website by the end of December. To be carried over to next meeting.</i></p> <p>11. SC/GT to produce matrix for safeguarding role. <i>Not yet actioned. SC and GT to arrange a date to action safeguarding matrix.</i></p> <p>12. GT to meet with HC to discuss curriculum side of E-Safety <i>Not yet actioned. It was discussed when GT and SC met but GT will contact HC in next couple of weeks.</i></p> <p>13. Staff Pay Policy to be carry forward to next meeting <i>Carry forward to next meeting.</i></p>	<p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
5	<p>CHAIR'S ACTION</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>	
6	<p>SELF-EVALUATION FORM (SEF) / SCHOOL IMPROVEMENT PLAN (SIP)</p> <p>SEF (appendix A) uploaded onto Microsoft Teams for governors to look at before meeting.</p> <p>SC reminded governors the SEF document is written by SLT to explain where the school currently is and it follows the Ofsted handbook. Each area is rated outstanding, good or requires improvement. Ofsted use the SEF as a tool when they visit. When SAfE visited the consultant liked the format of the SEF, information was clear and available. This information will be requested by Ofsted when they telephone. The document gives Ofsted the journey the school has been on since the last inspection.</p>	

SC highlighted the school has a high level of boys on roll compared to other schools which has an impact on the school, the curriculum and teaching. Shawfield also has a high number of SEND children. Relatively high number of disadvantaged children. The number has been stable for the last 4/5 years however nationally the number has risen so we are now national average. Historically Shawfield would have been above average. One reason is the IDACCI score for Ash has been rebranded. In the past it was classed as a vulnerable area but has now been rebranded as middle-class Surrey.

SC pointed out to governors on entry to Year R 55% of children are below average and often with a language and communication need. Over the 7 years they are at Shawfield, SLT want the children to make accelerated progress and leave at national average or better. SM asked if 55% was high. SC advised it was high but not for this area – language need has been highlighted nationally, lack of reading/dialogue at home has a big impact on children when they start school. JK asked if Covid had had an impact. SC – No, figure has always been high. Last year's cohort were ready to learn even though they had missed 2 years of nursery due to Covid. Every cohort are different, so it is important that EYFS Staff are committed to early intervention, which they are. Education Think Tank have identified NELI (Nuffield Early Language Intervention) as an intervention (Year R and 1 staff have been trained). Shows progress through Year R. 12% of children needed the support and they were all EAL, so in Year 1 there are 5 children who need closer monitoring. The school has a high number than average of GRT children.

There is a section on Covid but SC informed governors that speaking to 3 Headteachers who have had recent inspections, Covid was not mentioned even though it still has an impact on schools.

The statements that fit into the other boxes relate to the framework for what Ofsted inspectors are looking for. So SLT use a statement from the framework that best fits for the school and then evidence is collected around the statement.

Each section has a priority for improvement. Each statement feeds into the School Improvement Plan, so these are the areas school needs to work on. ML will Ofsted look for these links. SC – No, as there isn't a particular template to follow. SLT just need to provide the information when needed.

GT queried a statement under the Leadership in Management section, paragraph 2 about 'incidents decreasing overtime' but on the Headteacher report it states 'write it down' and 'incidents of concern' are on the increase. SC – clarified that over time incidents had decreased, however currently there were a number of incidents that were a concern, but SC would look at statement again as SEF statement doesn't give a timescale.

No further questions on SEF from governors.

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SIP (appendix B) uploaded onto Microsoft teams for governors to read before the meeting.

SC reminded governors the SIP is a working document. It is RAG rated. Not everything on the document is achieved, so working towards. SC informed governors, the Local Authority suggested showing costs in every box, however SC hasn't shown this as it is not always practical. ML – What SCC are saying each section needs to be costed so it stops being a 'wish list'. SLT should only complete sections if the funding is available.

EYFS – SC, As already discussed children starting school have the weakest starting points, want the children to meet age related expectations as quickly as possible. ML asked how long it takes for the children to reach their expected level. SC – last year it was met within a year and hopes to achieve the same results this year. ML – Year R are coming in with low expectations, at what time will they reach their expected age-related level. SC – Not sure, hope to achieve the same results as last year but each cohort are different. At termly Pupil Progress meetings can track the children's progress. ML – When children leave Year 6 would they have reached their age-related level. SC – Yes, when the children leave, they would have reached their age related expectation. JK – Confirmed with SC that at each review there is continued progress.

Pupil Progress meetings – SC informed governors at the PP meetings data needs to improve at each meeting. There is a high level of need in year 3 and 4 due to Covid. ML asked is the expectation is that the children will have caught up by Year 6. SC – yes to age related progress. Every child is monitored to check at each stage and make progress.

SC advised Phonics is on the SIP. The school introduced Read Write Inc year and half ago. Year 1 cohort was at 63% - national average was 75%. Normally the national average is mid 80's. There is work to do in early reading. During a visit the RWI consultant was pleased with how it was being taught in school. SM said that Charlotte Larking (Phonic Lead) was very passionate and knowledgeable when she was invited to the Curriculum and Standards meeting. The only action from governors to CL was there not enough feedback to parents on how they can help at home. SC confirmed this had been actioned as he had seen a draft action plan. Children are being assessed now in preparation for the spring term.

SC informed governors the school has been introduced to 'Small Steps Assessment Tracker' this tracks individual sounds the children know. Children that are not making the expected progress have support in place by SENDCo and class teachers.

During the RWI Consultant visit she suggested the children should take home the same book as being read in class (which was different advice from the previous consultant). Black and white copies of the class books have been purchased. These will be sent home in addition to Book Bag Books to build children's familiarity with the class texts. SM suggested feedback to parents is really important so that parents could understand why they have the same book. The children read in school 3 times and then take the same book home.

<p>Large number of Year 2's need further support in reading speeds, comprehension strategies. One idea is to try to introduce class guided reading with the group similar to Year 3. SC visited a school where he observed Year 2 class guided reading. Tried whole class guided reading with Year 1 and 2 after the pandemic but it did not work.</p> <p>Maths mastery – Deputy Headteacher, Tom Burford is reviewing Maths in school, currently use Numbots and Timetable Rockstars. Looking at Number Fluency. He has lead maths in other schools. TB to be invited to Curriculum and Standards Meeting when Maths is on the agenda.</p> <p><u>ACTION: Tom Burford to be invited to Curriculum and Standards meeting when maths on agenda.</u></p> <p>Behaviour – SC advised there is an action plan for behaviour, however, has not shared it with governors as it is a working document and has children's initials on it.</p> <p>Attendance is a concern, which is also highlighted in HT report. Group of vulnerable children who have a high level of persistence absence. Working to get these children into school. Meeting parents, offering free Breakfast Club, hard approach by writing to parents about their child's low attendance. Pastoral Care Lead working with the Inclusion Officer to identify families who might need external support. SM asked if the new attendance letter has had a better response from parents. SC advised he had made the decision for the autumn term to send parents whose children's attendance was between 90% and 95% an attendance certificate and not a letter. This shows parents how attendance is calculated. The new attendance letter will be sent next year. 32 letters sent to families for below 90% which is high but not as high as other local schools.</p> <p>Curriculum is also a priority. ML – Had read the SAFE consultant's report on curriculum. SC – SAFE did a learning walk and did not highlight any concerns.</p> <p>SEND 1 is about creating a progress measure for children on interventions. When SLT looked at national software (GAS) last year, you had to input plus 1, plus 2, plus 3 in terms of children's progress, extended progress and the idea was to measure all the Plus 1's from all the different types of interventions. But would be SLT deciding which interventions work and which ones don't so haven't moved forward on this yet. SENDCo looking at the research around it. ML – is it still worth looking at it? SC – Not sure yet. ML – will you get success out of it and see it through. If school stops using it, do it early rather than late. SC – with SEND, school relies on Provision Maps, Individual support, interventions, SENDCo and SLT monitoring, and he is conscious of the school's high level of SEND and how to monitor it. Ofsted will look at how school support these children. Also looking at the curriculum for SEND children. ML – will using GAS been useful. SC – will have to feedback to governors at a later date. At the moment, SC cannot find anything else to replace it with it.</p> <p>SC advised governors the core subjects of the curriculum is going well as getting better than expected expectations at the end of KS2. Some school's curriculum isn't rich enough in areas like geography. As governors are aware,</p>	<p>SM</p>
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	<p>school has rewritten all curriculum areas. MFL still to be published on website. SAfE consultant said the school's curriculum was very clear and hadn't seen as good in other schools. It will always be a work in progress. RE syllabus is Surrey agreed through faith groups and education working together. Should have been reviewed at the start of 2022 but due to Covid it's been delayed because could not meet. There is a big review planned, due to research by Ofsted on how RE should be taught in schools. Therefore, RE curriculum will need to be reviewed in the spring and summer terms and the school's RE curriculum will be launched next autumn.</p> <p>SC reminded governors all teachers have a subject lead and are supported by SLT. OFSTED will meet with the subject leads. Subject leads talking to children about each subject. Leadership time has been built in every Friday to enable this to happen since October 2022 half term.</p> <p>ML – Isabel Ramsay's talked about displays around the school in her report. SC – Yes, she was pleased – art and DT displays around the school. SC – would like more children's work displayed around school. Lots of displays in corridors etc. GT pointed out that classroom do not have a lot of walls, more glass. SM – asked how often the displays changed. SC – no fixed timetable – want teachers to decide. LA asked who is responsible for communal boards around school. SC – teachers responsible for nearest boards to their classrooms. Boards near the office are the responsibility of SLT.</p> <p>Governance – Governors to look at Finance and Curriculum. School visits and monitoring. Also, to look at becoming an academy by 2030.</p> <p>No further questions on SIP by governors.</p>	
7	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staff CPD/Training • Attendance • Isabel Ramsay report • SAfE visit report <p>Headteachers report (appendix C) on Microsoft teams for governors to read before the meeting.</p> <p>SC highlighted the following.</p> <ul style="list-style-type: none"> • 207 on roll but 5 after October 2022 census • 2 children visit Pirbright Farm each week to build on self-esteem etc. • 1 child currently attending Wey Valley College, this is a short-term placement until the middle of January to support returning to a mainstream classroom. • 2 children from same family on reduced timetable. 	

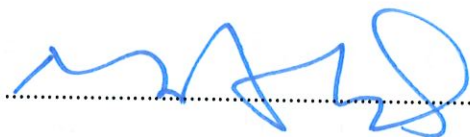
<p>School improvement.</p> <p>Years 2 and 6 have undertaken assessments for the SNAP maths project with Rising stars. This will support the identification of children with signs of dyscalculia. No data available yet.</p> <p>The new Library shelving has been installed. There were a few teething problems, but Library looks good. SC thanked John Tonks and SSA for their fundraising hard work on his HT report. ML – Suggests SC writes to JT/SSA to acknowledge SSA's hard work. SC will invite SSA to grand opening of refurbished library.</p> <p><u>ACTION: SC to write to John Tonks/SSA to thank them for their fundraising support.</u></p> <p>Attendance – School is part of an attendance pilot for the DfE. Attendance is impacted by a couple of children in each area. The school is above national for GRT children, but attendance is still low.</p> <p>Safeguarding – There has been 36 welfare checks since summer term. 12 are still ongoing. Another 5 children for Child Protection (CP). Never had 6 CP open cases before. These cases are taking priority to ensure the school's safeguarding responsibilities are met, which does mean other work is not being actioned. Ongoing bullying concern for a particular child, which is still being investigated. Write it down forms haven't been processed yet onto CPOMS due to high level of welfare cases but will put on as soon as possible. All KS2 classes have received additional anti-bullying workshops from HT and PCL. Children have been working on a new anti-bullying poster. The 'Write it Down' boxes were placed in the classrooms due to Covid but feedback from some children have said they don't like them in class. Another box and forms have been placed in the photocopier corridor.</p> <p>No further fixed term Suspensions since last meeting.</p> <p>Premises.</p> <ul style="list-style-type: none"> • Fire detector actioned in boiler room. • Waiting for quotes to cover the remedial work in the Fixed Wiring Inspection – work scheduled to be completed in February 2023 half term. • Capital money has been used to purchase a new interactive screen due to old board breaking. Projectors are now 5 and 6 years old and are in sealed units. It is cost effective to purchase a new board for £2500. 5 Year ICT plan to be used on boards and not laptops. Need to replace at least 4 boards next 12 – 18 months. <p>SMSC sections lists what school has taken part in so far, this academic year.</p> <p>No further questions from governors.</p>	<p>SC</p>
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8	<p>POLICIES</p> <ul style="list-style-type: none"> • Staff Discipline and Capability Procedure (appendix D) No change, policy adopted by governors. • Induction of Early Career Teacher (ECT) (appendix E) No change, policy adopted by governors. • Single Central Record Check (appendix F) SCR checked termly by HT in attendance with Finance Officer. Safeguarding Governor informed of check. SCR printed and locked in secure HT cupboard. Safeguarding Governor does not need to see SCR just needs to ensure it is checked termly. • Staff Pay Policy Still being updated, to be carried over to next meeting. 	
9	<p>FINANCE</p> <ul style="list-style-type: none"> • Financial Monitoring Report (FMR) – Month 7 (appendix G) Month 7 FMR (appendix D) on Microsoft Teams for governors to read before meeting. Governors on Finance Committee had been sent FMR previously for review. • Draft Budget Plan 2023-24 Financial Year (appendix H) ML – Draft budget to be sent to SCC on 30th November. The carry forward figure is currently £97K but due to staffing, high level of need (school has to fund first 13 hours of ECHP children), energy prices and 5 extra children not included in October Census the projected in year deficit for 2023-24 is £139K. SM asked if the high deficit figure was unique to Shawfield. ML – no, a lot of schools will be in the same position. From governing body point of view if there is no additional funding it will be a difficult 3 years. SC – however he does not want an impact on the children. ML – if there is a severe deficit, SCC would appoint another governing body as Governors have to balance the budget. SC – will be interested in SCC response. • Pay and Finance Meeting 21st October 2022 – Pay review for teachers actioned at the committee meeting on 21st October 2022. <p>No further questions from governors.</p>	
10	<p>CURRICULUM AND STANDARDS COMMITTEE</p> <ul style="list-style-type: none"> • Meeting 8th November 2022 Productive meeting – SC grateful to governors and staff for their input. <p><u>ACTION: Date for next Curriculum and Standards meeting to be arranged</u></p>	SM
11	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training • SM advised she had booked Governor Behaviour Management training for 6th December 2022 and then will book a meeting with SC. • JK advised she had been looking at any Academy training. Governors asked her to look at Academy accounts for any Trusts that were of interest. SC – Would start approaching Trusts. 	

	<p><u>ACTION: SC to share any interested Trusts with JK to look at their accounts.</u></p> <ul style="list-style-type: none"> • ML – Managing allegations against adults who work with children training booked for January 2023. • ML – Webinar booked for the following week re: Academies • PG – NSPCC safeguarding training completed • GT – Reading on forums re: Safeguarding. Discussions on The Key and website called The Who. 	SC/JK
12	<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"> • Curriculum and Standards Committee meeting • Draft budget and Pay committee meeting • LA visited EYFS and SEND visit (ML thanked LA for her governor monitoring visits reports) • SC asked governors if they had yet not booked a visit, contact school. • PG – undertaken safeguarding training to help support GT, Safeguarding Governor • Given dates to SC re: safeguarding. Bookings dates with TB and CL re: safeguarding. 	
13	<p>AOB</p> <p>No AOB from governors</p>	
14	<p>NEXT MEETING 7th February 2023</p> <p>Meetings for Academic Year 18th April 2023 23rd May 2023 11th July 2023 (apologies from JK received)</p>	
15	<p>SUMMARY OF ACTIONS</p> <ol style="list-style-type: none"> 1. SC to share Sports Premium Statement at next FGB meeting. 2. SC/GT to produce matrix for safeguarding role. 3. GT to meet with HC to discuss curriculum side of E-Safety 4. Staff Pay Policy to be carry forward to next meeting 5. Tom Burford to be invited to Curriculum and Standards meeting when maths on agenda. 6. SC to write to John Tonks/SSA to thank them for their fundraising support. 7. Date for next Curriculum and Standards meeting to be arranged. 8. SC to email catchup plan to Finance and Staffing Committee. 	<p>SC SC/GT GT DG SM</p> <p>SC</p> <p>SM SC</p>

Meeting finished at 7.50pm

Signed (Chair of Governing Body)



Dated

7/2/23

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.