



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 7TH February 2023 at 6pm**

MINUTES

Present:

Governors

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Graham Thomas (GT)	PA
Lou Aherne (LA)	PA
Jodie Kemp (JK)	COP
Penny Gray (PG)	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 6.15pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE Apologies received with good reason from ETN	
2	DECLARATION OF INTEREST No governors declared an interest in any of the agenda items.	
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 29 th November 2022 were recorded as an accurate record and signed by ML	Minutes from meeting on 29 th November 2022
4	MATTERS ARISING FROM THE MINUTES 1. SC to share Sports Premium Statement at next FGB meeting. <i>Update from APE – waiting instructions from DfE, use old template in meantime. SC will update governors at next meeting. Deadline 31/07/2023 - ongoing</i> 2. SC/GT to produce matrix for safeguarding role. <i>Still to be actioned.</i>	Actions highlighted in minutes from 29 th November 2022 Ongoing Ongoing

	<p>3. GT to meet with HC to discuss curriculum side of E-Safety <i>GT met with HC to discuss E-safety in the curriculum and GT attended online safety webinar on 07/02/2023.</i></p> <p>4. Staff Pay Policy to be carry forward to next meeting <i>Actioned.</i></p> <p>5. Tom Burford to be invited to Curriculum and Standards meeting when maths on agenda. <i>Will be added when Maths on agenda – actioned.</i></p> <p>6. SC to write to John Tonks/SSA to thank them for their fundraising support. <i>To be actioned.</i></p> <p>7. Date for next Curriculum and Standards meeting to be arranged. <i>Actioned – committee met on 31st January 2023</i></p> <p>8. SC to email catchup plan to Finance and Staffing Committee. <i>ML – Finance and staffing Committee discussed this action point at pay review meeting. As not changing Pay Policy, catch-up plan does not need to be discussed with governors just Headteacher and member of staff.</i></p> <p>9. SC to share any interested Trusts with JK to look at their accounts. <i>See AOB</i></p>	<p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</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>No emergency actions since last governing body meeting.</p>	
6	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Self-Evaluation form (SEF) • School Improvement Plan (SIP) • Safeguarding • Staff CPD/Training • Attendance <p>SEF (appendix A), SIP (appendix B), Data Analysis (appendix C) and Headteachers Report (appendix D) on Microsoft Teams for governors to read before meeting.</p> <p>SC highlighted the following from the Data Analysis report. Year R cohort started low in language and literacy as per previous years but through daily interventions this is improving but still below average. Tapestry is being effectively used. All children have a consistent number of observations. Accurate judgements being made more this academic year. ML – pleased to hear tapestry is working well, queried if the whole class are being observed/reports. SC – Yes they are, though he wants parents and staff to know that classroom staff do not consistently need to have an iPad to hand. He wants interactions and communication with the children and there is a clear objective to the session. As a cohort they are not academically ready.</p> <p>Year 1 – The blue highlight is the spring phonics. As at today's date the accelerated progress in Year 1 is 82%. This is national average or better. This is a huge step from where they started at the beginning of the year. ML told</p>	

governors he had spoken to the Phonics lead who was very pleased with the results. The government are funding an English Hub (similar to the Maths hub) to work on phonics and early language which nationally is an area that schools need support. The hub is based from Whiteknights School, Reading. The hub has an outreach, accelerated programme. Shawfield can self-identify if it meets the criteria which is should due to the low phonics results for the last 2 years. The school can apply for the first step of support. Whiteknights will come in and do an assessment. If the school then meets their threshold for the next level (tier 2), the school can receive up to £6k match funded for training and/or resources. ML advised if the school goes for the funding, there must be finance available in the budget to match fund it. SC – there is £3.5k in budget to cover.

Year 2 – Has made accelerated progress from autumn last year.

Year 3 and 4 data is a currently a concern. Year 3 has an ECT teacher – teacher is having release time and receiving support to ensure the children are being given the correct provision at the correct time to make progress. The data will improve. The Year 3 teacher is being very conservative in the Writing judgement but that is from being new.

Year 4 – The data headlines do not show the impact of having an extra teacher in the class. 6 children have been identified who are working below Year 4 and even below Year 3 but have made good progress. There is a lot of hard work going on, but this is not reflected in the data.

ML – This can be discussed at the next curriculum and standards committee meeting.

Long term strategy is the ECT in Year 3 Currently has 10% release time, next year it will be 5%. Therefore the PPA teacher will have more time for interventions when the current year 3 are in Year 4 and will continue with the Year 4 children when they are in Year 5. In the interim SC informed governors', that members of the SLT will be doing booster sessions.

Year 5 – data is good.

Year 6 – Data is what the school is looking for the end of KS2. 82% reading, 50% greater depth, 79% writing, 25% greater depth, 79% Maths, 31% greater depth.

SC advised governors the spring data will be available 2 weeks before Easter.

ML – Year 3 data dropped from summer 2022 to December 2022. SC – The maths papers have moved from individual papers to up to 3 papers which has been a shock to children as to what is being expected. The data is being monitored.

ML Year 4 – The data for math has dropped from Summer 2022 to December 2022, is it because more children are showing as greater than expected. SC – The data does not explain what is happening in class. ML – asked what SLT are doing to explain the data. SC – continue with quality teaching with White Rose strategy and children have the correct resources.

ML Year 5 – good progress. SC - good teaching taking place and class has the same teacher as last year which has benefited the children.

JK – At the curriculum and standards meeting the committee talked about music and RE. SM – Louise Morrissy (Music Lead) was invited to the committee meeting, governors have asked her to focus on the modern music curriculum. Governors felt it was more accessible to the children particular KS2. LA asked

SC – What did teachers think of teaching modern music when presented by Louise Morrissy at the staff meeting. SC – interesting staff meeting. The curriculum provides better quality materials and planning documents. Music Curriculum is already good across school. JK asked what CPD was available to teachers as Ofsted would ask. SC – staff meetings, Key Stage meetings and twilight CPD's. SC informed governors he had purchased new glockenspiels as the current ones were old and not fit for purpose. Also need to speak to children about respecting resources. Looking at recorders as well. LA – can subject lead time be used to tidy resources. SC – He would rather subject leads use this time to speak to teachers and children.

No further questions from governors on data.

Headteacher report – SC informed governors the sections in purple were the areas that had been updated. Attendance is above national average. Persistent absence is high for Shawfield, but Inclusion Officer is happy with actions by school.

Large volume of safeguarding checks from Surrey and Hampshire which has increased SLT and Home School Link Worker/Pastoral Care leads (HSLW/PCL) workload. HSLW/PCL is working with the families concerned.

SMSC – shows the activities/visits the children have taken part in this year.

ML suggested children give feedback to governors regarding visits etc. SC – yes definitely. ML – Finance and Staffing committee received enthusiastic feedback from a child who went to the Young Voices concert at the O2. It is that enthusiasm that makes all the visits and events worthwhile.

Action: Invite a couple of governors to school for children to do short presentation on school activities.

LA asked SC how the Year 6 residential visit to Hindleap Warren went, was it better than previous activity centre Avon Tyrrell and was it cold. SC – He felt Hindleap Warren invested more time with the children. It was cold and there were challenges but the weather did not put the children off. SM – The same time has been booked next year and she advised governors the school received better customer service from HLW then AT. The cost is a lot higher in June at an extra £180 per pupil.

ML – The most important this to remember is that the children get the most out of the experience and it is affordable for parents and school budget. SC – advised governors with Avon Tyrrell the school has to take an extra member of staff to do the cooking and shopping while HLW is fully catered.

Governors discussed affordability of residential for parents and maybe having to buy extra clothing due to going on the residential in January. Ideas generated where asking for clothing donations from other parents or SSA jumble sale.

SIP – ML asked if some areas needed to be removed as showing January 2022. SC explained the different colour codes (red/yellow/green) show what has been achieved over the last 5 years and the last colour is where that action is

SC/DG

	<p>currently. Need to keep the original dates to show progression. Once embedded it is then moved to SEF. ML asked if the area has been achieved should it be moved over to a second document and not left on the current SIP. An area the Curriculum and Standards committee could look at.</p> <p>SC – Does not matter what format the SIP is, when Ofsted visit they will focus on what the school has achieved and the quality of the curriculum. The SIP is a document showing what has been achieved in the last 5 years since SC has been HT and a snapshot of the school currently.</p> <p>Governors had a discussion over the colour coding of the SIP, was RED too harsh a colour to start with and keep on the SIP. SC- Red shows the starting point - SIP is only one document, evidence comes from children's books/staff/observations/progress meetings/governor visits and Isabel Ramsey's visits.</p> <p>SC informed governors the SENDCO went to a SEND advanced SENDCo circle of 40 SENDCo's and they were asked to take their SIP and SEF. Shawfield's SEF and SIP was commended as being very easy to follow.</p> <p>No further questions.</p>	
7	<p>POLICIES</p> <ul style="list-style-type: none"> Charging and Remissions (appendix E) <i>No changes – all governors agreed to adopt.</i> Lettings Policy (appendix F) <i>No changes – all governors agreed to adopt.</i> SEND Policy (appendix G) <i>No changes – all governors agreed to adopt.</i> Designated Teacher for Looked after and previously looked after children (appendix H) <i>No changes – all governors agreed to adopt.</i> 	
8	<p>FINANCE</p> <ul style="list-style-type: none"> Financial Monitoring Report (FMR) – Month 9 (appendix I) FMR Month 9 on Microsoft teams for governors to read before meeting. Current carry forward figure £97K. School Fund Audit DG advised governors School Fund Audit had been signed off. Finance & Staffing Committee Meeting 3rd February – overview £13K extra capital funding received from Government to spend on improving the energy of the school – change lights to LED. Quotes being obtained. 	
9	<p>CURRICULUM AND STANDARDS COMMITTEE</p> <ul style="list-style-type: none"> Meeting 31st January 2023 – overview <p>SM advised governors of an overview of the meeting. Discussed RE curriculum which is currently being reviewed by Surrey County Council. SC – SCC due to launch RE syllabus in September 2023. Shawfield will use the units to fit the school. Will look at each religion in blocks and ask Louise Morrissy to provide</p>	

	<p>CPD to staff. RE subject lead will also need to look at resources, need modern resources for today's world. The committee discussed diversity – Year 2 had visited St Peter's Church, investigate visits from other faiths. The committee also looked at Maths sheets. Homework sent home but with no explanation on how to do it. Need an explanation sheet for parents. PG also pointed out it would be beneficial to parents if they could be informed which spellings their child got wrong.</p> <p><u>ACTION: Review homework feedback to parents (for Curriculum and Standards Committee)</u></p>	C & S comm
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> Governor training and development Impact of Governor training JK – still looking for an Academy webinar. ML – Would be useful to look at any old webinars on SaFE. ML advised governors he is looking to recruit three more governors to compliment the skills the governing body already has. 4 Governors have been approached through Inspiring Governance. ML asked governors who had Safer Recruitment training – PG and ML and SC – Need one more governor to be trained. <p><u>ACTION: One more governor to be Safer Recruitment trained in the next 6 months</u></p> <ul style="list-style-type: none"> GT had attended an online Safety webinar. SM had attended a behaviour webinar. 	ML/SC/DG
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"> PG – Finance and Staffing committee meeting on 3rd February 2023/engaged with 2 x Year 4's who showed their work and 1 x Year 4 who spoke about his experience of going to the O2 London for the Young Voices concert in January. JK – Financially reviewed possible 2 academies/ attended Curriculum and Standards committee meeting on 31st January 2023 LA – Helped at Christmas lunch/Christmas church service in hall and helped in Year 3 on 13th December 2022/attended Curriculum and Standards committee meeting on 31st January 2023. ML – Helped out at Christmas lunch/Christmas church service in Hall on 13th December/Helped with Christmas fun day on 14th December/attended Finance and staffing Committee meeting on 3rd February/bi-weekly visits to school to support SLT. SM – Curriculum and Standards Committee meeting on 31st January 2023. SC – Thanked governors for their input and the quality of dialogue is good in the meetings. 	

ACADEMY REVIEW

Governors asked JK to review two academies, particularly their financial accounts. - EEEA academy trust and Bourne Education Trust, she gave the following feedback.

- Two very different structures. If their finances are acceptable, governors need to decide what the school wants from a Trust and how the Trust can help the school.
- EEEA is a local smaller Trust and consists of only primary schools. Smaller SLT – if CEO changed, what impact would it have on the Trust?
- Bourne is a Trust of 15/16 schools both primary and secondary and has been established longer though not particular local. Evidence shows they are more financially cash rich. More investments, lots of plans for growth. Have a larger Senior Leadership Team.
- Both Trusts have a pension deficit. Both have a reducing deficit, the reason being is how the valuation has been done. However, both have a massive improvement in their deficit between the last two years, but this is because of how the revaluation nationally has been actioned. It is not because of positive actions. Both have a documented plan on how it is going to be recovered. Bourne has stronger ideas around investment, improvement and progression.

JK – Both charge the same to be part of their Trust. SC – Trustees decide how much to charge each school. EEEA charge 3% for a good school and 6.5% for a RI school, but they could change the % fee. JK – if she were a trustee, she would look for some RI schools to generate more income to invest, less funding from Good schools.

Questions from governors

ML asked if either of the Trusts would be worth joining. JK – Both have potential, but out of the two, Bourne Education Trust is of more interest.

ML – Does the EEEA Trust indicate any future projects. JK – no evidence.

GT – EEEA has Cambridge Primary School. The school is expanding plus another primary school is being built in the area (which could join the EEEA trust) – would that have an impact on their finances. JK- does not show in their figures. SC – The DfE does not want local schools all in the same Trust, so that it gives parents more choice.

JK – The school needs to know what they want from a Trust e.g. staff opportunities, CPD, support, keep its uniqueness, decision making etc

PG asked does the school approach a Trust or would they approach the school. ML – 4 or 5 Trusts would pitch their Trust to governors. Governors would shortlist the Trusts down. SC – visit schools already in the Trust. SM asked governors would be allowed to speak to other school staff during visits – Yes.

	<p>GT suggested looking at the financial figures for the school that had been the longest with Bourne Education Trust and see what investment, progression the school has made.</p> <p>ML – look at staffing structure and would they use EXC head/ Head of school or headteacher model.</p> <p>ML suggested involving current staff with the Trust process due to their vast knowledge of the school as this was not actioned previously when Shawfield started the process of joining an academy. Governors had a discussion around talking to current staff – possibly asking for their feedback.</p> <p>SC will look at other Trusts.</p> <p><u>Action: Add joining a Trust on next agenda</u></p> <p>No further questions</p>	DG
13	<p>NEXT MEETING 18th April 2023</p> <p>Meetings for Academic Year 23rd May 2023 11th July 2023 (apologies from JK received)</p>	
14	<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. SC to write to John Tonks/SSA to thank them for their fundraising support. 4. Invite a couple of governors to school for children to do short presentation on school activities. 5. Review homework feedback to parents (for Curriculum and Standards Committee) 6. One more governor to be Safer Recruitment trained in the next 6 months. 7. Add joining a Trust on next agenda. 	

Meeting finished at 8pm

Signed (Chair of Governing Body)



Dated 2/5/23

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.

Finished at 8pm