



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 26th September 2023 at 6pm**

MINUTES

Attended:

Governors

Mick Luck, (ML) Chair	COP
Lou Aherne (LA)	PA
Penny Gray (PG)	COP
Sophie Manning (SM)	ST
Tom Burford (TB) Deputy HT	DHT

In attendance:

Debbie Green (DG)	Clerk to the Governing Body
Angela Dixon (AG) HSLW/PCL	Observer
Debora Griffith (DGR) SENDCo	Observer

The aim of the Governor meetings is to:

- To ensure clarity of vision, ethos and strategic direction
- To hold the Head teacher to account for the educational performance of the school and its students.
- To oversee the financial performance of the school and make sure money is well spent.

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

Meeting opened at 6pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE (<i>statutory</i>) <i>Apologies received from SC, ETN, JK, GT all with good reason</i>	
2	DECLARATION OF INTEREST (<i>statutory</i>) a) Governors to complete the Register of Interest form, <i>Register of interest forms received from LA, PG, ML, GT. SC, JK, SM 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 2023 – 24 (<i>statutory</i>) Clerk to chair this first item until the Chair appointment is confirmed. <u>Statutory Appointments</u> a) Chair <i>No nominations for Chair of the Governing Body received. ML agreed to continue to be Chair for 1 year. All governors present agreed for ML to be Chair of the Governing Body for another year.</i>	

	<p>b) Vice-chair <i>The two Chairs of the Finance and Staffing Committee and Curriculum Standards Committee are both Vice Chairs.</i></p> <p><i>Governors discussed whether it would be beneficial to the school to change the membership of the committees around. SM advised there were too many parents on the curriculum and standards committee, need a good balance. It was suggested ML should transfer to CSM and JK transfer to FSC due to her finance knowledge. Committees can have a discussion at their next meetings.</i></p> <p>c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher. <i>All governors agreed Chair of the Governing Body should have this responsibility – 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:</p> <p>d) Child Protection/Safeguarding <i>All governors agreed for GT to continue as Safeguarding and Child Protection Governor. PG has also received Safeguarding Governor training.</i></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 FT to continue as LAC Governor.</i></p>	
4	<p>CONSITUTION OF THE GOVERNING BODY (statutory)</p> <p>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 • The end of the academic year: - Mick Luck – 31/08/2024 (COP) <p>b) Name and category of governors appointed/elected since the last meeting: None</p> <p>c) Governor vacancy: 3 x Co-op and 1 x LA <i>ML advised governors DG had recently written to fourteen local employers to help with governor recruitment.</i></p> <p><i>DGR suggested advertising via Hart Voluntary Bureau. DGR will give contact details to DG.</i></p> <p><i>ML also advised governors SAfE are keen for an LA governor to be appointed and contact the clerk on a regular basis for an update on recruitment or transfer an existing governor to a LA position. LA do not offer any help with recruitment.</i></p>	

5	<p>EMERGENCY PROCEDURES (statutory)</p> <p>Governors to ensure emergency contact information for the school is provided to Surrey County Council (Schools Support Service)</p> <p><i>Actioned by DG</i></p>	
6	<p>GOVERNORS' DETAILS: contact information and publication of data</p> <p>Contact information for Governors</p> <p>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.</p> <p><i>Governor contact details are on Microsoft Teams file section. DG asked governors to check their details and to let her know if there are any amendments.</i></p> <p>DfE Statutory Guidance August 2017</p> <p>The constitution of governing bodies of maintained schools</p> <p>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>All the above is published on the school website.</i></p> <p>National Governors' Database (Get Information about Schools) GIAS</p> <p>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.</p> <p><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, file 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. Dates of FGB meetings to be shown on newsletter.</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, Skype 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 the 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 one, are approved they are made available to any member of the public who requests sight of them.</p> <p><i>ML reminded governors to keep information discussed at meetings confidential. All governors agreed.</i></p>	
8	<p>MINUTES (statutory) The minutes of the previous meeting held on 2nd May 2023 were recorded as an accurate record. ML to sign.</p>	Minutes from meeting 2 nd May 2023 already emailed to Governors & on Teams
9	<p>MATTERS ARISING FROM THE MINUTES 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"> 1. SC to write to John Tonks/SSA to thank them for their fundraising support. <i>Still outstanding. DG will write to SSA and to be signed by SC.</i> 2. Invite a couple of governors to school for children to do short presentation on school activities. <i>Actioned – ML and ETN visited school on 9th June 2023. They had a presentation from Years 5 and Year 6 on recent school events/visits. To be repeated in the spring term. DG to diarise.</i> 3. Review homework feedback to parents (for Curriculum and Standards Committee) <i>SM – still ongoing. The CSC are waiting for the Ofsted report to be published.</i> 	<p>Actions highlighted in minutes. 2nd May 2023 Ongoing</p> <p>Discharged</p> <p>Ongoing</p>

	<p>4. DG to send Safer Recruitment training link to GT <i>Actioned.</i></p> <p>5. JK to provide governors with trust summary for next meeting <i>Ongoing – Trust/Academy to be an agenda item at the next meeting.</i></p> <p>6. SC to upload onto teams list of questions for trusts from meeting on 7th February. <i>Ongoing – to be part of agenda item at next meeting.</i></p> <p>7. Approach large local corporate companies with governor recruitment letter <i>ML & DG highlighted local employers and fourteen letters were sent in September 2023. No response yet.</i></p> <p>8. Leadership team to look at alternatives to Bee Good programme <i>INSET day (26th September 2023) – teachers looked at alternatives.</i></p>	<p>Discharge</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p>
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><i>ML advised no emergency actions since last meeting. He was kept informed by SC of any suspensions.</i></p>	
11	<p>FINANCE</p> <ul style="list-style-type: none"> • FMR Month 5 (if available) - DG advised FMR for Month 5 was not yet available due to continued delays by Surrey County Council/Unit 4 to get Finance TABS to schools. Month 4 FMR (appendix A) had been uploaded onto Microsoft Teams for governors to view before the meeting. <p>DG advised due to increase in high SEND needs the support staff budget would need to be recalculated to establish if there were funds available for extra support staff.</p> <p>DGR was asked to give an update on TA/SNA recruitment – 1 TA has been appointed and a second candidate was interviewed but was not successful. Job adverts live for another TA and SNA. DGR will re-write advert to attract more applications. Once an application is received, it was agreed that the school needs to interview within a week. DGR informed governors, another EHCP was confirmed today and there are more still in draft form.</p> <p>Governors asked AD for recruitment ideas. AD suggested putting advert on school newsletter. SLT do have concerns regarding parent staff. ML pointed out the school have had several parents who had been employed as staff. Had there been any bad experience? AD – mainly positive. Governors agreed they would support adverts in the school newsletter.</p> <p><u>ACTION: Job vacancies to be advertised on the school newsletter</u></p> <ul style="list-style-type: none"> • School Fund Audit DG advised governors the School Fund Bank Account was with the auditor and would inform governors when it had been audited and returned to school. 	

12	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staffing • Staff CPD/Training • Attendance • Ofsted Report • Building update <p>Head Teachers report (Appendix B) had been uploaded onto Microsoft Teams for governors to read before the meeting.</p> <p>TB highlighted the following.</p> <ul style="list-style-type: none"> • Level number of EHCP and draft EHCP's was above national average. • Schools' attendance figure is good, below national average. SEND figure is high due to an EHCP family moving out of the area and waiting for a new school place – family being supported by SENDCo and consulting with new county council. • Persistence Absence (PA) is due to one pupil. Family is being supported by HSLW/PCL and Inclusion Officer. Due to high level of absence further involvement by SCC could be required. Another family are also being supported by HSLW/PLC and Inclusion Officer. <p>ML – Number on roll is currently 199. TB advised five possible new families in the pipeline.</p> <p>Governors asked if clubs will be restarting in the autumn term. TB – Yes, also a new club – musical theatre.</p> <p>LA – was concerned there is only one club for KS1. TB advised a dance club had approached school to run a club, which would include KS1. Parents will be updated.</p> <p>Governors discussed ideas for other clubs, games club/Lego. There could be a parent who would like to run a club.</p>	
13	<p>POLICIES REVIEW</p> <ul style="list-style-type: none"> • Safeguarding and Child Protection Policy (being updated) – AD advised the policy is currently being updated. ML said if SLT needed any help from governors to let him know - ongoing. • Staff Grievance Policy No amendments – policy adopted by governors. • Staff Behaviour Policy No amendments – policy adopted by governors. • Staff Pay Policy (waiting for SCC to release pay grades) - ongoing. • Behaviour Policy AD advised the policy is currently being updated. • Educational Visits Policy Governors agreed to residential visits and adopted policy. • Health and Safety No amendments – policy adopted by governors. 	<p>Ongoing</p> <p>Adopted</p> <p>Adopted</p> <p>Ongoing</p> <p>Ongoing</p> <p>Adopted</p> <p>Adopted</p>

	<ul style="list-style-type: none"> • GDPR No amendments – policy adopted by governors. • Supporting children's Medical Needs & First Aid in School No amendments – policy adopted by governors. • Staff Appraisal Policy • No amendments – policy adopted by governors. <p>DGR advised governors SEND policy has been updated.</p>	
14	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>Governors had no management issues to discuss.</p>	
15	<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"> • Governors support during Ofsted. ML advised governors he had read the Ofsted report. Governors to monitor that areas of improvement are being actioned. • Approved the recruitment of a new Teaching Assistant. • Head Teachers Performance Management review with SIP Isabel Ramsay. 	
16	<p>AOB</p> <p>OFSTED</p> <p>ML on behalf of the governors congratulated SLT on the recent Ofsted visit and 'Good' rating supported by staff. Good effect from all staff.</p> <p>Governors had a discussion regarding rewarding staff for all their hard work and commitment especially through Ofsted.</p> <p>Governors agreed staff could have a day off in term time. Day off to be chosen by the member of staff and confirmed by SLT. Needs of the school had to be considered before the date could be agreed. Staff absence to be covered in-house at no cost to the school. Letter to staff to be sent from HT and Governors (not new members of staff this academic year).</p> <p><u>ACTION: Day off letter to be sent to staff</u></p> <p>ML – School needs to promote Ofsted rating. AD – Ofsted result will be part of the talk to prospective parents during the open mornings.</p> <p>SM advised governors on the local community Facebook page, when someone mentions schools, Shawfield always receives positive feedback.</p>	

	<p>See Part B</p> <p>ST PAUL'S INFANT SCHOOL – CONSULTATION</p> <p>St Paul's consultation to become a primary school and a 68-place nursery was sent to governors to read before the meeting.</p> <p>Governors had a discussion regarding the impact this would have on Shawfield.</p> <p>Via TB, SC was concerned the nursery would take places away from Jack and Jill Nursery and then parents would apply to go to St Paul's Primary School.</p> <p>Thoughts of governors were.</p> <ul style="list-style-type: none"> • St Paul's already had a 60-place private nursery on its site before it closed. • Waverley Abbey, Walsh Junior, and William Cobbett would be more affected. • If Ash Grange became a two form Primary School, this would have a larger impact on Shawfield. • Would be better for Shawfield to support St Paul's Infant School, so that Ash Grange does not expand. • Should Shawfield have a nursery. Though would have to reduce staff due to funding and the quality of the nursery could deteriorate. The consultation says the nursery would be teacher led, which is how it would be promoted. Jack and Jill Nursery is already teacher led. • Parents will still need to apply to go to St Paul's Primary School even if their child is at the nursery. • From experience, parents do not always send their child to a primary school if their child attended their nursery. <p>Governors agreed they would not respond to the consultation.</p> <p>Pay Committee Meeting</p> <p>Pay Committee must meet by 31st October 2023 – date set for Friday 20th October at 9am.</p>	
17	<p>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</p> <p>26th September 2023 7th November 2023 23rd January 2024 19th March 2024 21st May 2024 9th July 2024</p> <p><u>ACTION: List of dates for FGB meeting to be circulated to governors.</u></p>	
18	<p>ACTIONS</p> <ol style="list-style-type: none"> 1. SC to write to John Tonks/SSA to thank them for their fundraising support. <i>DG to write to SSA and to be signed by SC.</i> 2. Review homework feedback to parents (for Curriculum and Standards Committee) 	

	<ul style="list-style-type: none"> 3. JK to provide governors with trust summary for next meeting <i>Trust/Academy to be an agenda item at the next meeting.</i> 4. SC to upload onto teams list of questions for trusts from meeting on 7th February. 5. Job vacancies to be advertised on the school newsletter. 6. Day off letter to be sent to staff. 7. Outstanding policies 8. List of dated for FGB meeting to be circulated to Governors 	
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Meeting finished at 7.55pm

Signed (Chair of Governing Body)



Date 7th November 2023

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.