



'At Shawfield, We Shine.'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 2nd May 2023 at 6pm**

MINUTES

Attended

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

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

Meeting opened at 6pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE Apologies received from DG with good reason. ETN was able to attend via Microsoft Teams but due to DG's absence the link was unavailable. This meeting was recorded due to DG's absence.	
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 7 th February 2023 were recorded as an accurate record. ML to sign minutes with DG.	Minutes from meeting on 7 th February 2023
4	MATTERS ARISING FROM THE MINUTES 1. SC to share Sports Premium Statement at next FGB meeting. <i>Sports Premium statement (appendix A) uploaded onto Microsoft Teams for governors to view before the meeting - actioned.</i> 2. SC/GT to produce matrix for safeguarding role. <i>To be actioned on 12th May 2023 – meeting scheduled.</i>	Actions highlighted in minutes from 7 th February 2023 Discharged Discharged Ongoing

	<p>3. SC to write to John Tonks/SSA to thank them for their fundraising support. <i>Ongoing.</i></p> <p>4. Invite a couple of governors to school for children to do short presentation on school activities. <i>Ongoing – DG to arrange a date before the end of term</i></p> <p>5. Review homework feedback to parents (for Curriculum and Standards Committee) <i>To be added to Curriculum and Standards Committee agenda.</i></p> <p>6. One more governor to be Safer Recruitment trained in the next 6 months. <i>GT advised governors he would volunteer to do Safer Recruitment training</i> <u>New Action: DG to send Safer Recruitment training link to GT</u></p> <p>7. Add joining a Trust on next agenda. Actioned – See section 9</p>	<p>Ongoing</p> <p>Ongoing</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> <ul style="list-style-type: none"> • SC informed governors he had kept ML up to date with short term exclusions. • ML informed governors he had been kept up to date with hall repairs and supported SC in any decision making. 	
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>Headteacher report (appendix B) uploaded onto Microsoft teams for governors to read before meeting.</p> <p>SC highlighted the following areas;</p> <p>Contextual Information</p> <ul style="list-style-type: none"> • Pupil Premium children have increased by 5% since last meeting. Leadership team have identified the children and what vulnerable category they came under eg: GRT/SEND/LAC – some children do come under more than one category which makes them more vulnerable. These children are closely monitored during pupil progress meetings. ML asked if the number had increased due to Leadership team exploring the data more. SC – It is additional children whose families are now eligible to receive the correct benefit for PP. School does not receive any additional funding for that academic year, due to Pupil Premium being calculated from the Spring census. <p>SIP update</p>	

	<ul style="list-style-type: none"> • School is working with WhiteKnights English Hub. £3k match funding resources and training is positive. School will need to buy resources first and then reimbursed by WhiteKnights. • Also applied for Sustaining Maths Mastery programme. Looking at releasing Tom Burford for 2-year training (15 days release) programme which at the end he will be qualified maths specialist working from Shawfield. He will also be able to offer specialist support to other schools. • Restorative Practice has been launched to teachers and support staff (talked about the launch at the Curriculum and Standards meeting). • Bee Good points – Green and gold cards. Asked teachers to look at what has happened in last 3 weeks since this was launched e.g. How are the children getting on now, what increase have they seen, are there any children who they have not seen a big enough increase and the teachers need to focus on them. More training to come. ML asked if the response from teachers been positive. SC staff still have a lot of questions which is positive. Staff are interested as behaviour is such a big topic in schools. Due to ICT technician leaving in September the Bee Good programme needs to work without his input or school will need to look at an alternative programme. Other assessment packages the school uses also offer behaviour management systems. ML – Suggested getting quotes from other providers as there would be funds available in the budget. <p><u>ACTION: Leadership team to look at alternatives to Bee Good programme</u></p> <ul style="list-style-type: none"> • Phonics data looking positive for Year 1. Phonics screening due which will put school back to national average. A lot of work being actioned to sustain the attainment by the children in Year R and 1. ML – positive development for the member of staff leading Phonics. SC – Yes, school used the development data from Read Write Inc and English Hub to collaborate with member of staff which has developed their skills as a middle leader. • ML pointed out attendance figure had improved. SC – yes though school had an outbreak of chickenpox/flu before Easter which effected attendance. School is above national average and SCC inclusion officer is complimentary to attendance procedures in place at Shawfield. Nothing in our attendance is a concern for SCC. ML pointed out the number of GRT children whose attendance is a cause for concern does affect the attendance. SC – Pastoral Care Lead and SCC Inclusion Officer are working with 3 GRT families to support their attendance at school. <p>Safeguarding</p> <ul style="list-style-type: none"> • Number of cases are still the same but now not at assessment level. They have been placed into Early Help, Children in Need meetings etc. Ongoing monitoring by PCL but workload is still high. School is working with Surrey, Hampshire, and Berkshire children services. • Outbreak of Covid amongst staff the previous week. 6 staff off and 2 off this week. Staff were stretched across the school to ensure no classes were closed. Teachers did not get their release time which will be owed to them in the future. ML pointed out he was in school last Friday and felt it was going smoothly with the actions put in place. 	
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Please see Part B

	No further questions from governor.	
7	POLICIES <ul style="list-style-type: none"> School Complaints No change to policy – Governors agreed to adopt. Relationship and Sex Education Policy (review April 23) No change to policy – governors agreed to adopt. School Exclusion (part of behaviour policy which was reviewed Oct 2022) No change to policy – governors agreed to adopt 	
8	FINANCE <ul style="list-style-type: none"> Schools Financial Values Standards (SFVS) Submitted in March 2023 End of financial year update Finance and Staffing committee met on Friday 28th April chaired by PG. ML advised governors there is an In-year deficit of £2,303 with a carry forward figure of £137,456, this is an advantageous position for the school to be in. Reviewed month 13 and final budget for 2023/24. Next financial in-year deficit is £50,658. SC – Support and Teacher salaries has been worked out at 5% increase. Government have not yet announced teacher salary increase for September 2023 yet. Energy costs have increased by £9k for electricity. Gas is still on a fixed rate tariff. SC – budget cannot be trimmed any further without compromising teaching and learning. ML thanked DG for her work on the school budget with the support from SC. Final Budget – Finance and Committee meeting to meet on 28th April 2023 and approved the budget for 2023/24. Budget for 2023/24 submitted on 28th April 2023 <p>No questions from governors</p>	
9	TRUST <p>JK advised there are two more trusts to look at. Which are Swan and Teaching Alliance Multi academy trust. JK will make a matrix of the three she has already looked at and the two new ones. There will be a summary for governors to review.</p> <p>SC - Including the questions from the last meeting around training, small/big schools etc, the governors can create a set of questions to ask the CEO's. Then can invite Trusts to visit Shawfield. JK – Governors need to hear the Trusts pitch, what are they doing, what do they want etc. A great deal of this information is not documented, so governors need to ask these sorts of questions. ML asked JK if she is still happy to lead or does she need any assistance. JK – yes, will get the summary together. ML – Will ask four trusts to pitch their academy and then invite two to visit school.</p> <p><u>ACTION: JK to provide governors with trust summary for next meeting</u></p>	

	<p>Due to the postponement of the meeting on 18th April, the next meeting scheduled for 23rd May is too soon. ML suggests the next meeting should focus on Trusts and anything else governors want to spend quality time on.</p> <p>SC to upload onto Microsoft Teams the list of questions for Trusts from the meeting on 7th February. Governors can put any questions/comments onto teams.</p> <p>GT advised governors The Bourne Trust's in the Woking area, from personal knowledge, he is aware their buildings are quite old, so it will be interesting to see how much investment they have put into premises.</p> <p><u>ACTION: SC to upload onto teams list of questions for trusts from meeting on 7th February.</u></p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>GT – Governor awareness day – Information from the day was to be sent to participants but not yet received. GT has chased as there was some useful information e.g., cost of living/anxiety/impact of social ability due to cost of living/cost of living affecting everyone etc and the statistics are frightening which he will share with governors when received.</p> <p>JK asked how the recruitment of new governors was going. ML – It is not going well. DG approached three governors through Inspiring Governance but had no response. DG has another website to use. Really struggling to recruit. Need new governors who have no connection to the school to keep the balance right. ML has spoken to other local chairs, and they are having the same problem, it is not just a Shawfield problem.</p> <p>SC – School has been fortunate to recruit governor with HR and finance expertise. Now the governing body need a governor with premises and buildings experience.</p> <p>JK recommends the school decides what skill set they want and approach large local corporate companies. They will have staff who live locally and are looking for volunteer roles, looking to development their own CPD and are not aware of governor websites.</p> <p><u>ACTION: Approach large local corporate companies with governor recruitment letter</u></p>	
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"> Curriculum and Standards Committee Meeting met on 25th April. SM - Tom Burford was invited to the meeting and talked about Maths. The committee will also be looking into behaviour particularly positive behaviour which links to restorative practice. Finance and staffing committee meeting met on 28th April to approve the final budget. PG – Governor visit report re: 2 x year 4 presentation 	
12	AOB Next meeting on 23 rd May 2023 changed to 13 th June 2023	
13	NEXT MEETING 13 th June 2023 Meetings for Academic Year 11 th July 2023 (apologies from JK received)	
14	SUMMARY OF ACTIONS <ol style="list-style-type: none"> SC to write to John Tonks/SSA to thank them for their fundraising support. Invite a couple of governors to school for children to do short presentation on school activities. Review homework feedback to parents (for Curriculum and Standards Committee) DG to send Safer Recruitment training link to GT JK to provide governors with trust summary for next meeting SC to upload onto teams list of questions for trusts from meeting on 7th February. Approach large local corporate companies with governor recruitment letter Leadership team to look at alternatives to Bee Good programme 	SC DG CSC DG JK SC DG/ML SC

Meeting finished at 7.30pm.

Signed (Chair of Governing Body)



Dated 26th September 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.