



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 30th January 2024 at 6pm**

MINUTES

Attended:

Governors

Mick Luck, (ML) Chair	COP
Tom Burford (TB)	DHT
Lou Aherne (LA)	PA
Graham Thomas (GT)	PA
Penny Gray (PG)	COP
Jack Pammer (JP)	COP
Sophie Manning (SM)	ST

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, DG, ETN and JK all with good reason</i>	
2	DECLARATION OF INTEREST (<i>statutory</i>) <i>No declaration of interest</i>	
3	MINUTES (<i>statutory</i>) The minutes of the previous meeting held on 7 th November 2023 were recorded as an accurate record. Signed by ML	Minutes from meeting 7th November 2023 already emailed to Governors & on Teams
4	MATTERS ARISING FROM THE MINUTES <ol style="list-style-type: none"> 1. JK to send trust information email to DG. DG to send to Governors. 2. SC - Safeguarding and Child Protection Policy. 3. DG - Pay Policy - Waiting for Surrey County Council to publish teacher pay scales. 4. DG to arrange a date with PG to visit schools re: Single Central Record. 5. DG Put Trusts on an agenda item for March's Meeting. 6. JK to add financial information to trust matrix. 7. SC to send SAfE Equality Diversity training link to governors 	Ongoing Discharged Ongoing Ongoing Discharged Ongoing Ongoing

5	<p>CHAIR'S ACTION (Statutory) 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 of some exclusions since the last FGB.</i></p> <p><i>ML went with SC to visit David Harris, CEO of EEEa, a primary only trust. ML and SC reported that the visit was a positive experience.</i></p>	
6	<p>HEADTEACHER REPORT</p> <p>TB advised that a meeting with Becky Greenhalagh, one of the OFSTED Inspectors that carried out the school's most recent OFSTED inspection had been arranged as SC feels that her views align with both his and the school's vision.</p> <p>There had been no change to the context information since last time. TB said there is large quantity of ethnic groups and the growing majority of new intake has been ethnic.</p> <p>There are currently two children attending Pirbright Nature Farm and we are above National Average for SEND. There have been two new starters at Surrey South West which is equal to 4.5 months in lost time.</p> <p>Mastering Numbers - TB stated that they may not see the benefit of this for two years or so.</p> <p>Brought in new Science syllabus during last term ('Kent Scheme').</p> <p>Restorative Approach - Introduced Check-in circle - Children are now used to it. Next steps - Check up and Check out - gives children the chance to off load during the week and at the end of the week they've done a good job.</p> <p>Staff Meeting - First 10 minutes focuses on checking in on the week regarding any particular worries.</p> <p>STIP has recommended looking at Brighton & Hove as they are a good example of restorative practice.</p> <p>SIMS (Data System) - Current system is linked to school finance. It has been agreed to keep SIMS for a further 3 years.</p> <p>Persistent absences are lower than average.</p> <p>No further questions from governors.</p>	
7	<p>Policies Charging and Remissions No amendments. Governors agreed to adopt.</p> <p>Lettings Policy No amendments. Governors agreed to adopt.</p> <p>SEND Policy No amendments. Governors agreed to adopt. Next review due Feb 2025.</p>	

	<p>Designated Teacher for Looked After and Previously Looked After Children. Review by January 2025.</p> <p>No further questions from governors</p>	
8	<p>FINANCE</p> <p>JK will now Chair the Finance Committee so will no longer be a member of the Curriculum & Standards Committee. Reviewed Period 9 - Finances on track although running in-year deficit, so using carry forward from previous years.</p> <p>Submitted draft budget - Negative budget, but have put to SCC that over budget due to the level of need we have. Currently still solvent and expect to be solvent next year.</p> <p>ACTION: DG to send Finance Report to all Governors.</p> <p>No questions.</p>	
9	<p>ACADEMIES/TRUSTS</p> <ul style="list-style-type: none"> • Visited Dave Harris who was very open and engaging. Focuses on education of children rather than business. Open with us and seemed interested in us joining. DH knows the school a little but SC has arranged for him to visit with the Executive Head. The trust's philosophy is that any school which is part of their trust must be reachable within 30 minutes. Looks to be financially solvent and GT said it was a good mix of schools. • South Farnham Trust - Keen on us joining and SC met with their CEO. He is very much a figurehead. Financial situation is good but has struggled to expand locally. Their 100% pass rate at Level 2 SATS is a very different catchment to ours. • The Governing Body agreed that they need to think about what's right for the local area. <p><u>ACTION: JK to add financial information to Trust matrix</u></p> <p>No further questions from Governors.</p>	
10	<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>	
11	<p>SELF EVALUATION</p> <p><u>ACTION: SC to send SAFE Equality Diversity training link to Governors</u></p>	
12	<p>AOB</p> <p>No AOB</p>	
13	<p>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</p> <p>19th March 2024 21st May 2024 9th July 2024</p>	

14	ACTIONS	
	<ol style="list-style-type: none"> 1. Review homework feedback to parents (for Curriculum and Standards Committee) 2. JK to send trust information email to DG. DG to send to governors. 3. SC – Safeguarding and Child Protection Policy Pay Policy – Waiting for Surrey County Council to publish teacher pay scales. 4. DG to arrange a date with PG to visit school re: Single Central Record 5. DG to send Finance Report to all Governors. 6. JK to add financial information to Trust matrix 7. SC to send SAfE Equality Diversity training link to governors 	<p>C&SC</p> <p>JK SC</p> <p>DG DG JK SC</p>

Meeting finished at 7.30pm

Signed (Chair of Governing Body)



Date 19/03/2024

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.