



'At Shawfield, We Shine.'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 19th March 2024 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
Penny Gray (PG)	COP
Jack Pammer (JP)	COP
Hannah Bagnell (HB)	COP

In attendance:

Debbie Green (DG) Clerk to the Governing Body/Finance Officer

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

Meeting started at 6pm

	TOPIC	Papers
1	APOLOGIES FOR ABSENCE Apologies received from JK with good reason. ETN absent and reason for non-attendance not received.	
2	DECLARATION OF INTEREST No declaration of interest on the agenda.	
3	MINUTES OF THE PREVIOUS MEETING The minutes from 30 th January 2024 were recorded as an accurate record and signed by ML.	Minutes from meeting on 30 th January 2024
4	MATTERS ARISING FROM THE MINUTES 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. <i>DG – Not yet received.</i>	Actions highlighted in minutes from 30 th January 2024 Ongoing Ongoing

	<p>3. Safeguarding and Child Protection Policy – <i>SC - policy has been updated. Updated policy being shared with staff, will then present to governors.</i> Pay Policy – Waiting for Surrey County Council to publish teacher pay scales.</p> <p>4. DG to arrange a date with PG to visit school re: Single Central Record</p> <p>5. DG to send Finance Report to all Governors – <i>not discussed.</i></p> <p>6. JK to add financial information to Trust matrix.</p> <p>7. SC to send SAfE Equality Diversity training link to governors <i>Governors could not remember what this link was so has been discharged.</i></p>	<p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p>
5	<p>CHAIR'S ACTION</p> <ul style="list-style-type: none"> • ML advised governors SENDCO is leaving at the end of the spring term. • SC's mid-year performance review was taking place on 22nd March to be undertaken by Isabel Ramsay (SIP partner) ML, PG. ML would also ask JK. • SC had kept ML updated on any Fixed Term Suspensions. 	
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>SC informed governors he would not be presenting spring data as it is still being collected.</p> <p>SC gave an update on School Improvement Plan (SIP) (appendix A) and shared School Improvement Strategy (Appendix B). The SIP Strategy document shows the four main aims the school is working towards. Highlighted the second page - priorities not teaching related and would need action by Full Governing Body and school budget.</p> <p>Health and Safety inspection had been actioned in house. Also, a CPD overview.</p> <p>SC explained each section was RAG rated. Governors could see there was more yellow sections then red and some green. SC reminded governors that it was their responsibility to check areas had been actioned. School Improvement Partner, Isabel Ramsey was due to visit on Friday 22nd March and during visit she would review SIP. SC also reminded governors; Becky Greenhaigh was due to visit in April – one aspect of her visit will be to use her Ofsted knowledge to help with leadership direction.</p> <p>ML asked if there was anything in the document which need to be highlighted to governors. SC – not at the FGB meeting, areas had been discussed at the C&S committee meeting.</p> <p>SC did point out that becoming an academy was not in the SIP, but a lot of work has been happening in the background.</p> <p>Safeguarding - SC informed governors the levels of need document he and GT reviewed last year has been rewritten by the LA and is no longer The Effective</p>	

	<p>Family Resilience Framework but now Continuum of Need for Surrey Children. SC and GT to review the new document.</p> <p><u>ACTION: SC and GT to meet to review updated Continuum of Need for Surrey Children document.</u></p> <p>Training – SC – nothing urgent for after Easter. ECT training is going well. Current CPD is mostly government funded. New EHCP now being written with specific training attached. Might not be a cost for training but could have a cost to release staff.</p> <p>Attendance - SC advised attendance is good, best in area – Surrey County Council’s Inclusion Officer is not concerned. Shawfield is below National average for Persistent Absentees. HLSW/PCL has sent less than 95% attendance letters to families and punctuality letters (first time since Covid) – the letters are not well received by parents, but parents need to be informed of their child’s attendance and encourages a dialogue which is important.</p> <p>See Part B</p> <p>No further questions from Governors.</p>	
7	<p>POLICIES</p> <ul style="list-style-type: none"> • School Complaints Procedures (Appendix C) <i>This is a SCC model policy - Governors agreed to adopt.</i> • Relationship and Sex Education Policy (Appendix D) <i>No updates – Governors agreed to adopt.</i> • School Exclusion (part of School Behaviour Policy which was reviewed September 2023) (Appendix E) <i>No updates – governors agreed to adopt.</i> <p>JP asked if there was a report which showed when school does not suspend even though behaviour met the threshold. SC – no Governors had a discussion on whether this would be a good idea. SC advised all incidents are entered onto CPMOS. The policy does state when to suspend but a HT can override this decision. Behaviour is discussed at C&S committee meetings. Suspension is always the last resort.</p> <p><u>ACTION – SC to consider a way of recording when a suspension is not actioned even when a behaviour meets the threshold.</u></p>	
8	<p>FINANCE</p> <ul style="list-style-type: none"> • FMR Month 11 – February 2024 (Appendix F) Budget is closely monitored. Monthly TABS have been delayed and with errors by Surrey County Council. Last year’s carry forward was £137,500k, current figure for this year £88K (bulk of difference is additional teacher for catch-up interventions). EHCP funding still to be paid, hopefully in Month 12. Small saving in staffing, buildings cost centres to add to carry forward. <p>HB asked if the school keeps the carry forward figure. SC – yes, although</p>	

	<p>some academies do take it away.</p> <p>SM asked how Shawfield compares to other schools. SC showed governors the Government Benchmarking website which is a useful tool to compare schools' expenditure and income.</p> <p>The school has spent less on supply this year as used PPA and Intervention teacher to cover when required.</p> <p>School still trying to recruit 2 x support staff on fixed term contracts until August 2024. Will not get anybody now. In the interim have used supply Teaching Assistants which has not been consistent and costs an extra £100 per week. In September once budget is known will come to governors to discuss recruitment and whether to offer Fixed Term contracts or permanent.</p> <p>See part B</p> <ul style="list-style-type: none"> • DG advised governors the School Fund account had been audited and Schools Financial Values Standards (SFVS) had been sent to Surrey County Council on 15th March 2024. Action point on SFVS is to re-start end of month training with SM once SCC produce error free TABS. <p>No further questions</p>	
<p>9</p>	<p>ACADEMIES/TRUST (Appendix G) Update</p> <p>SC – looking to join an academy in 12 to 18 months' time. Have investigated four trusts (EEEEA/Bourne/Swan/Tamat).</p> <ol style="list-style-type: none"> 1. EEEA – CEO is David Harris (David has worked previous with Shawfield as a SIP partner) – 7 primary schools in the trust. 2. Bourne Education Trust – 24 schools including secondary/PRU and Special schools – This trust has a more business run vibe and has more money due to secondary schools. SC has previously worked with some of their HT's. The Trust will give a level of accountability for the school, currently Shawfield buy in a SIP partner, this would be actioned in-house. 3. The Swan – Woking based, and SC again has previously worked with some of their HT's. 4. Tamat – Shawfield is a church affiliated primary school – this trust fits Shawfield the best as they have a mix of community, primary and church schools. <p>SC/ML have already visited South Camberley School (EEEEA). Visit was positive and David Harris due to visit Shawfield. SC invited to visit their single form schools soon.</p>	

	<p>Bourne Education have also visited Shawfield, and the meeting was very positive. SC visiting all the Woking schools on 20th March to gain further information.</p> <p>ML stated meetings so far have been very positive, and both academies (EEEE & Bourne) are keen for Shawfield to join. Associate membership is also available. ML pointed out that being an associate member of The Good Shepherd Trust was beneficial and school gained from the experience.</p> <p>HB asked why Shawfield did not join the Good Shepherd Trust. SC – The Regional Schools Commissioner would not let any more schools join the GST due to one of their secondary schools having a RI Ofsted grading.</p> <p>GT – Bourne Trust have £20m in hand and Ofsted is Good. Parents could ask why they are not investing in children and instead of sitting on the money. ML – £20m is only 6 months reserve. Their outgoings are £60m.</p> <p>SC – will create a table to compare pros and cons of the schools. E.g.: Woking schools in Bourne have high EAL and military families. Will they understand our cohort. Bourne also take away schools Capital funding. Schools must ask for money for any capital projects.</p> <p>EEEE - Schools money is schools.</p> <p>SM asked SC what his gut feeling is. Small or larger trust? SC– not sure yet. There is a benefit from both.</p> <p>ML – SC will have more information once he has visited the schools in the Trusts. Trusts will need EP’s and SALT as these services will be removed from LA’s. Small trusts – might not have the expertise when needed.</p> <p>HB thought it would be good to have a local secondary school in the same trust. SC – local secondary school does not want to be an academy.</p> <p>LA left meeting at 7.25pm. She agreed to continue to be on the Curriculum & Standards committee.</p> <p><u>ACTION: SM to be in contact with LA regarding EYFS following Curriculum and Standards Committee meeting.</u></p> <p>No further questions from governors.</p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Committee’s SC/LA/SM/JP - Curriculum and Standards Committee. SM to be chair SC/JK/PG/HB/ETN – Finance and Staffing committee. JK to be chair ML to float between the two committees • HB attended online National Governors’ Awareness Day. Interesting talks. Covered LGBTQ+, although not safeguarding can have an impact on other factors which can make it a safeguarding issue particularly in secondary schools. SC – LGBTQ+ is covered in PHSE training and is age appropriate. School 	

	<p>have worked with Stonewall in the past, which was useful training. ML asked HB if she would book schools finance training.</p> <p><u>ACTION: Finance training for governors on the Finance and Staffing Committee (PG & HB)</u></p> <p>HB asked how fundraising was going through the school's PTA charity. PG is on the PTA committee and £10k has nearly been raised. Funds raised will go toward Library refurbishment and outdoor gym.</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 Staffing Committee met on 19th March 2024. ML & SC – visited an academy. HB asked when the school was looking to become an academy. SC - 12 to 18months but by the next Ofsted window). HB – Does the academy need to have the same values. SC – yes, does need to have the same values. If it is a church trust – they cannot change the school's values. 	
12	<p>AOB</p> <p>See part B.</p>	
13	<p>NEXT MEETING</p> <p>21st May 2024 – Apologies received from HB. 9th July 2024</p>	
14	<p>ACTIONS</p> <ol style="list-style-type: none"> Review homework feedback to parents (for Curriculum and Standards Committee). JK to send trust information email to DG. DG to send to governors. DG to arrange a date with PG to visit school re: Single Central Record DG to send Finance Report to all Governors – <i>not discussed</i>. SC and GT to meet to review updated Continuum of Need for Surrey Children document. SC to consider a way of recording when a suspension is not actioned even when a behaviour meets the threshold. SM to be in contact with LA regarding EYFS following Curriculum and Standards Committee meeting. Finance training for governors on the Finance and Staffing Committee (PG & HB) 	<p>C&SCom</p> <p>JK DG DG SC/GT</p> <p>SC</p> <p>SM</p> <p>DG</p>

Meeting finished at 7.45pm

Signed (Chair of Governing Body)



Dated 11/06/2024

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.