



'At Shawfield, We Shine.'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 11th June 2024 2024 at 6pm**

MINUTES

Attended

Governors

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Graham Thomas (GT)	PA (online)
Lou Aherne (LA)	PA
Penny Gray (PG)	COP (online)
Jack Pammer (JP)	COP
Hannah Bagnell (HB)	COP (arrived at 6.15pm)

In attendance:

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
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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 JK and ETN absent – no reason known at meeting.	
2	DECLARATION OF INTEREST No governor declared an interest on the agenda.	
3	MINUTES OF THE PREVIOUS MEETING To confirm the minutes of the meeting 19 th March 2024 as an accurate record, to be signed by the Chair. Governors agreed FGB Minutes from 19 th March 2024 be an accurate record and signed by ML.	Minutes from meeting on 19 th March 2024 On MS Teams

<p>4</p>	<p>MATTERS ARISING FROM THE MINUTES</p> <ol style="list-style-type: none"> 1. Review homework feedback to parents (for Curriculum and Standards Committee). 2. JK to send trust information (financial information) email to DG. DG to send to governors. <i>Ongoing.</i> 3. DG to arrange a date with PG to visit school re: Single Central Record <i>PG to visit school on 28th June 2024</i> 4. DG to send FMR Finance Report to all Governors each month <i>Actioned.</i> 5. SC and GT to meet to review updated Continuum of Need for Surrey Children document. <i>Actioned – GT visited school (report to follow)</i> 6. SC to consider a way of recording when a suspension is not actioned even when a behaviour meets the threshold. <i>SC advised governors exclusion is a last resort, if not suspended then there is a good reason. HT discretion. Threshold for instant suspension is unsafe behaviour. ML/GT – Behaviour Policy needs to reflect this also need to be mindful of disruptive behaviour as well.</i> <i>actioned</i> <u>ACTION: SC to amend Behaviour Policy that a child might not be suspended even though they have met threshold – HT discretion.</u> 7. SM to be in contact with LA regarding EYFS following Curriculum and Standards Committee meeting. 8. Finance training for governors on the Finance and Staffing Committee (PG & HB) - ongoing. 	<p>Actions highlighted in minutes from 19th March 2024</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p>
<p>5</p>	<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 FGB meeting.</p> <p>ML informed all governors a Governors' Permanent Exclusion Panel had to be arranged. SC thanked the governors on the panel for their time and impartiality. Governors on panel thanked SC for quality of PEX pack. Exclusion training provided by EduCare was extremely helpful.</p>	
<p>6</p>	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • School Improvement Plan (SIP) • Safeguarding • Staff CPD/Training • Attendance <p>All reports on Microsoft Team's for governors to read before the meeting.</p>	

SC highlighted the following on the HT report (Appendix A)

Numbers on roll are stable. 45 Free School Meal children on October 2024 Census but 53 FSM children now on role

New LAC governor needs to be appointed due to LA knowing the foster family of new LAC child.

ACTION: Appoint a new LAC governor.

SC highlighted the following on the School Improvement Plan (Appendix B). Red areas are at the beginning of an action, yellow is in progress and green is actioned has been achieved – it is a working document so colours will change in the year and new actions added or taken off.

JP – queried teachers CPD as an example RAG rating said by March but not started until June so he did not understand the rating. SC explained there have been delays – normally SLT would have the statutory assessments paperwork before they write this document, which is later, and actions have changed during the year. Actions were taken from the Ofsted report, behaviour, SEND and Curriculum being the priority. Due to SENDCo resigning at Easter the SEND actions are on hold until the school has a new SENDCo. Following a restructure the DHT will also take on the role of SENDCo. New SENDCo will not take on the action of SEND café, his priority is to learn procedures, outside professionals and the children.

ML pointed out if the school had received a good SENDCo application then they would have been appointed. SC advised on paper the school cannot afford to appoint a SENDCo. Feedback from Finance and Staffing committee – do not want to compromise staffing and resources.

SM asked now the previous SENDCo had resigned would SLT remain as three members of staff. SC – yes

ML – Downside of DHT taking on the role of SENDCo is he will have to put on hold being Maths Lead for other schools. SC - DHT disappointed, however will gain a SENDCo qualification in 2 years. ML – good CPD for DHT. SC - HSLW/PCL will also assist with SEND role. DHT will work off site for paperwork, as SENDCo role is paperwork heavy.

Curriculum – Science, Music and RE have all updated by teachers and will be shared with parents in the new academic year.

Restorative behaviour – During the Curriculum and Standards committee meetings, governors have reviewed levels of behaviour in the policy. The committee governors gave an overview on what was discussed. SM – a lot of the behaviours have been updated and taken out of the policy. ML tried to put more emphasis on class teacher before SLT being involved. SC informed governors that two CEOs from Academies and Becky Greenhalgh had no concerns on behaviour following recent visits. BG's feedback was behaviour for learning was good around school and improvement in classes. BG could see

	<p>around school that actions from Ofsted had been addressed. If Ofsted visited now there would be no concerns.</p> <p>Behaviour sheet (appendix C) SC gave governors an overview on new system The Shawfield way to be addressed by all staff. Need to move away from cards system. Children like green and gold cards and need to look at recognition. Only involve SLT with repetitive behaviour. JP asked if different teachers might do it differently. SC – staff need to follow the Shawfield way.</p> <p>Behaviour sheet is still discussion at SLT meetings and then share with staff. ML asked when will it be introduced? Can it be introduced without training. SM – asked if classroom staff happy to deal with behaviour and not send children to SLT which happens regularly. SC – this is still to be discussed with staff. HB – although not shared yet but staff might have good ideas to add and after October half term would be a suitable time to launch. ML good piece of work and will take school forward and does not want to delay it. JP – might get lost at the start of year.</p> <p>SC informed governors' attendance coding is changing in September. Webinars have been cancelled due to election. SCC need to be clear with schools as to what government want – as too much work otherwise. Increase workload for staff. SC asked parent governors to help with communication with parents. Parents need to know its statutory not coming from the school.</p> <p>ML – attendance and behaviour changes can be split. SC – training for attendance on INSET day on 2nd September. There is currently behaviour training on INSET day on 25th October, can tag another INSET day on to it.</p> <p><u>ACTION – SC to introduce The Shawfield Way by October 2024 half term.</u></p> <p>Data (Appendix D) – SC informed governors to look at data and if they have any questions to let him know.</p> <p>Attendance – Fixed term suspensions and 3 x part time pupils (2 pupils should be in SEND schools) have an impact on attendance figures. School is still national average. Attendance for Pupil Premium & SEND children is below average due to characteristic of the children not in school or been suspended. SC still looking for a computer package to help show different data.</p> <p>No further questions.</p>	
7	<p>POLICIES</p> <ul style="list-style-type: none"> • Accessibility Plan (appendix E) SLT updated policy, reflects school's curriculum. Governors agreed to adopt policy. • EYFS Curriculum (appendix F) Policy updated - terminology changed. Governors agreed to adopt policy. • GDPR (appendix G) PG suggest checking 'DSL requests need to be in writing' Governors agreed to adopt policy. 	Policies are on Microsoft Teams file section

	<ul style="list-style-type: none"> Supporting children's Medical Needs & First Aid in School (appendix H) Appendices updated. Governors agreed to adopt policy. <p>No further questions</p>	
8	<p>FINANCE Final Budget 2024-2025 (appendix I)</p> <p>ML - Finance and Staffing Committee met and agreed Final Budget for financial year 2024/25 and sent to SCC by DG by deadline. £99,787 carried over into 2024/25 financial budget. £54K in year deficit predicted and £45,059 .00 carry forward figure into 2025/26. Budget is very tight.</p> <p>SC - School has had 2-day Fixed Contract Teaching Assistant vacancy for 1 year which had not received any suitable candidates. Position was amended to 3 days with a permanent contract. SLT interviewed two candidates. The two candidates were recruited as Fixed term TA had resigned and have recruited another fixed term TA to replace her plus second candidate recruited for the 3-day permanent contract.</p> <p>ML informed governors he had conducted exit interview with Fixed Term TA. TA had been working full time at school and part-time university course. They now want to focus fully on their university course for her final year. Their feedback was very positive of their time at Shawfield and has helped her decide on her career path in education.</p> <p>No further questions.</p>	On Microsoft Teams file section
9	<p>ACADEMIES/TRUST Update</p> <p>SC advised he had visited South Camberley Junior school which is part of the EEEA trust. EEEA have invited SC to visit their Woking school which is diarised for June. He has visited all the Woking schools in the Bourne Trust.</p> <p>SC told governors they will not go any further with Tamaac trust. He has no contacts with Swan trust or Learning Partners (who are on the matrix as well).</p> <p>ML asked of the schools visited, did SC see what the CEO's described. From what SC has observed Shawfield has more in common with EEEA schools.</p> <p>Governors discussed the following.</p> <ul style="list-style-type: none"> Bourne Trust schools – they have a premises department – school are well maintained. They have a Health and Safety portal – no HT involvement. Both trusts – HTs are empowered by the trusts model. Both EEEA and Bourne have HT models (Executive Head at South Camberley as there are three sites) 	

	<ul style="list-style-type: none"> • SC has a relationship with both trusts. Bourne and EEEA's CEOs are different and bring different qualities. Both trusts offer Associate Membership. • EEEA offer a School Improvement Day. Bourne Trust offer a learning review which school would pay for. • ML has been impressed with EEEA. • SC - need to be mindful that whichever trust Shawfield joins they still need to have the relationship with Ash Manor Secondary School. Some trusts do not like schools engaging with secondary schools that are not part of their trust. • HB might have a contact with the Learning Partners Trust – will investigate. • ML asked whether to approach Swan trust. SC – does not have a contact to approach. • SC – next 12 months school will work with trusts and next academic year to start the process officially and consult with staff etc. • Each trust has a scheme of delegation. HB to review the schemes on their websites. <p><u>ACTION: HB to look at EEEA and Bourne Trust's Scheme of Delegation and investigate a contact at Learning Partners</u></p> <p>No further questions.</p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>- SC told governors if there is any area of interest in the School Improvement Plan E.g. Phonics, EYFS then training can be booked.</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"> • Governors Permanent Exclusion Panel • LA – governor monitoring visit for EYFS. Handwritten report sent to clerk 11th June 2024. Talked to class teacher and observed NELI/ELCI programme and phonics lessons across KS1 – see monitoring report for further information (appendix J). • PG – Caretaker bungalow check actioned. • GT – Safeguarding monitoring visit – report to follow. 	
12	<p>AOB</p> <p>Part B – School building update</p> <p>HB asked if day of Full Governing Body meeting could be changed from Tuesdays due to having to work in London on Tuesdays.</p> <p><u>ACTION: DG to email governors re: change of day for FGB meetings.</u></p> <p>JP left at 7.45pm</p>	

	<p>Finance and staffing Committee meeting and Curriculum and Standards Committee Meeting to be arranged before the end of the academic year.</p> <p>DG advised governors that ML's term of office is due to end on 31st August 2024 and ML had agreed to stay on the board for another 2 years. ML agreed to be LA governor.</p> <p>All governors agreed for ML to continue for a further 2 years as governor.</p> <p>SC asked governors to arrange a date in the new academic year to visit for a monitoring visit.</p> <p><u>ACTION: Governors to contact SC or DG to arrange a monitoring visit in Autumn term.</u></p>	
13	<p>NEXT MEETING</p> <p>9th July 2024 – This meeting was cancelled – date in September 2024 to be arranged and governors advised.</p>	
14	<p>ACTIONS SUMMARY</p> <ol style="list-style-type: none"> 1. SC to amend Behaviour Policy that a child might not be suspended even though they have met threshold – HT discretion. 2. Review homework feedback to parents (for Curriculum and Standards Committee). 3. JK to send trust information (financial information) email to DG. DG to send to governors. 4. Finance training for governors on the Finance and Staffing Committee (PG & HB) 5. Appoint a new LAC governor. 6. SC to introduce The Shawfield Way by October 2024 half term. 7. HB to look at EEEA and Bourne Trust's Scheme of Delegation and investigate a contact at Learning Partners 8. DG to email governors re: change of day for FGB meetings. 9. Governors to contact SC or DG to arrange a monitoring visit in Autumn term. 	<p>SC</p> <p>C&S</p> <p>JK</p> <p>DG</p> <p>FGB</p> <p>SC</p> <p>HB</p> <p>DG</p> <p>FGB</p>

Meeting ended 7.50pm

Signed (Chair).......... Date 24/7/24.....

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.