



'At Shawfield, We Shine'

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 24th September 2024 at 6.15pm**

MINUTES

Attended

Governors

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| Mick Luck, (ML) Chair | COP |
| Stephen Corcoran (SC) Headteacher | STH |
| Lou Aherne (LA) | PA |
| Esther Thiong'o-Njenga (ETN) | COP |
| Penny Gray (PG) | COP |
| Jodie Kemp (JK) | COP - Online |
| Sophie Manning (SM) | ST |
| Graham Thomas (GT) | PA |
| Jack Pammer (JP) | COP |
| Hannah Bagnell (HB) | COP - Online |

In attendance:

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

The aim of the Governor meetings are 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 6.15pm

| | TOPIC | Actions |
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| 1 | APOLOGIES FOR ABSENCE (<i>statutory</i>) <i>All governors are in attendance</i> | |
| 2 | DECLARATION OF INTEREST (<i>statutory</i>) a) Governors to complete the Register of Interest form <i>Register of Interest forms received from JK, JP, PG and ML</i> <i>To follow SC, LA, ETN, SM, GT and HB</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> | |
| 3 | APPOINTMENTS FOR THE EDUCATIONAL YEAR 2024 – 25 (<i>statutory</i>) <u>Clerk to chair this first item until the Chair appointment is confirmed</u> | |

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| | <p><u>Statutory Appointments</u></p> <p>a) Chair <i>One nomination received from ML for chair of the Governing Body. ML left the meeting so governors could discuss ML's nomination. ML returned to meeting. All governors agreed for ML to be Chair of the Governing Body for another year. Governors discussed the need to train another governor for the position of chair for the future. JP expressed an interest.</i></p> <p>b) Vice-chair <i>JP agreed to be Chair of the Curriculum Standards Committee for this academic year. Governors agreed. JK agreed to continue to be Chair of the Finance and Staffing Committee. Governors agreed. The Chair of the Finance and Staffing Committee (JK) and the Curriculum Standards Committee (JP) are both Vice Chairs. ML asked JK and JP to discuss an order of preference and to let him know.</i> <u>ACTION: JK and JP to discuss an order of preference re: Vice Chair and to advise ML</u></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.</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 GT to be LAC Governor.</i></p> | | | | | | | |
| 4 | <p>CONSTITUTION 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: <table border="0" style="margin-left: 20px;"> <tr> <td>Esther Thiong'o-Njenga</td> <td>22nd March 2025 (COP) <i>(will speak to ML)</i></td> </tr> <tr> <td>Lou Aherne</td> <td>31st March 2025 (PA) <i>(Parent Election)</i></td> </tr> <tr> <td>Penny Gray</td> <td>21st June 2025 (COP) <i>(will continue)</i></td> </tr> </table> <p style="margin-left: 40px;">(Sophie Manning and Graham Thomas – November 2025)</p> <p>b) Name and category of governors appointed/elected since the last meeting: None</p> <p>c) Governor vacancy: 1 x Co-op and 1 x LA</p> | Esther Thiong'o-Njenga | 22 nd March 2025 (COP) <i>(will speak to ML)</i> | Lou Aherne | 31 st March 2025 (PA) <i>(Parent Election)</i> | Penny Gray | 21 st June 2025 (COP) <i>(will continue)</i> | |
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| 5 | <p>EMERGENCY PROCEDURES (statutory) 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 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 The constitution of governing bodies of maintained schools 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 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. <p><i>Code of Conduct already completed by governors and copy for reference purposes can be viewed on Microsoft Teams, file section. Governors asked to re-read Code of Conduct and at the next FGB meeting to sign this has been actioned</i></p> <p><u>ACTION – All Governors to read Code of Conduct and at the next FGB meeting to sign this has been actioned.</u></p> <ul style="list-style-type: none"> b) Open or Closed Meetings – governors to agree whether meetings will be open or closed. <p><i>Governors agreed to open meetings. Part B closed.</i></p> | |

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| | <p>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> <p>d) 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>Governors agreed online participation would be in an emergency only. HB asked if committee meetings can be online. ML – up to each committee members to decide, but he is happy for online participation. SC – reminded governors monitoring visits need to be in person. All governors agreed.</i></p> <p>e) 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 1, are approved they are made available to any member of the public who requests sight of them. <i>ML reminded governors to keep information discussed at meetings confidential (particularly parent and staff governors). All governors agreed. Part 1 on school website and Part B confidential.</i></p> | |
| 8 | <p>MINUTES (statutory) The minutes of the previous meeting held on 11th June 2024 were recorded as an accurate record. ML to sign.</p> | Minutes from meeting 11 th June 2024 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> | Actions highlighted in minutes 11 th June 2024 |

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| | <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. <i>SC – updated in new Behaviour policy which will be shared with governors at the next FGB meeting - Actioned</i> 2. Review homework feedback to parents (for Curriculum and Standards Committee). <i>Still to be actioned - ongoing</i> 3. JK to send trust information (financial information) email to DG. DG to send to governors. <i>JK has written finance report on Bourne and EEEA Trusts – still to be circulated to governors which JK will do in the next few days. JK suggests a separate meeting to discuss report and discuss short term plan plus any more trusts of interest. ML – once report received governors can decide if a separate meeting would be beneficial (Teams) or can incorporate it into a scheduled FGB meeting. JK to send to DG for distribution. Ongoing</i> 4. Finance training for governors on the Finance and Staffing Committee (PG & HB) <i>DG advised PG and HB no suitable training on Strictly Education or Safer websites. There are webinars on Better Governor which would be beneficial so suggested PG and HB look at these. Actioned An introduction to School Finance/Budget/SFVS</i> 5. Appoint a new LAC governor. <i>ML agreed to be LAC governor - ongoing</i> 6. SC to introduce The Shawfield Way by October 2024 half term. <i>2 x INSET day training 25th October and 4th November 2024 - Actioned</i> 7. HB to look at EEEA and Bourne Trust’s Scheme of Delegation and investigate a contact at Learning Partners <i>HB’s report (appendix A) on Microsoft Teams for Governors to read before the meeting. HB advised she had looked at both schemes of Delegation, they used different language but basically saying the same. No obvious differences – very similar. Actioned.</i> 8. DG to email governors re: change of day for FGB meetings. <i>Actioned</i> 9. Governors to contact SC or DG to arrange a monitoring visit in Autumn term - ongoing <i>HB – Had monitoring visit on 20th September 2024. ML suggested to SC to establish what areas he would like governors to review.</i> | <p>Discharged</p> <p>CSC</p> <p>JK</p> <p>Discharged</p> <p>DG/ML</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>All Governors</p> |
| <p>10</p> | <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>No Chairs actions since last meeting.</p> | |

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| <p>11</p> | <p>FINANCE</p> <ul style="list-style-type: none"> • FMR Month 4 & 5 • Finance Audit <p>FMR for Month 4 (Appendix B) and Month 5 (Appendix C) on Microsoft Teams for governors to read before FGB meeting.</p> <p>ML asked the funding still to be received from SCC (£24,530) is lower than expected revenue from SCC</p> <p>DG explained the original figure of £149,533 (Month 1) was the difference between funding received and expected funding. Funding already received has been deducted off the original figure. However extra funding received for EHCP children, Covid Recovery Premium and School Led Tutoring. Surrey County Council will claw back some EHCP funding and School Led Tutoring. Partial funding also received for teachers grant and pension. This funding has not been received in the past, so as a precaution in case more funding is not received the figure still to be received from SCC has not been increased.</p> <p>Governors discussed energy usage as some months seem high. A couple of months two invoices have been paid together.</p> <p>Internal Finance Audit</p> <p>JK informed governors an Internal Finance Audit by Surrey County Council had recently been undertaken. ML and JK visited school for the feedback meeting on 19th September 2024. The Auditor had found nothing of significant that they were concerned about. The auditor discussed areas that they recommend required further control improvements. Areas highlighted were not a high risk. The Auditor advised they would email their report to SC/DG and ML in a couple of weeks.</p> <p>No further questions from governors.</p> | |
| <p>12</p> | <p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staffing • Staff CPD/Training • Attendance • SATs Data <p>Headteacher Report (Appendix D), Data Analysis (Appendix E) and School Improvement Strategy 2024-25 (Appendix F) on Microsoft Teams for governors to read before the meeting.</p> <p>SC highlighted the following.</p> <ul style="list-style-type: none"> • EHCP child has moved into specialist provision. New member of staff employed for 1-year fixed contract to support this child has been re-deployed to support need elsewhere in school. This will have an approximate £10k financial implication to the school budget. • 2 more EHCP children are waiting for specialist provision. • New attendance policy (from Government) with effect from September 2024 now in place. The policy is stricter than previously. Parents can | |

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| | <p>receive a penalty notice if their child is absent for 5 days in a 10-week period. Negative feedback from some parents, particularly around lateness. SM – There has been some positive actions by parents. If a child has an appointment, parents are now bringing their child into school first to get an attendance mark.</p> <p>SC – previously under 5's were coded X (non-statutory school age code) if absent, this has changed to normal absence codes however they cannot receive a penalty notice but school can support the family to improve attendance.</p> <p>GT asked if the attendance letters have become more severe as governors had previously worked on producing a 'softer' letter. SC – the initial letter has changed not using percentages but days missed instead. This was reviewed by the Curriculum and Standards Committee.</p> <p>School has written its own Attendance Policy as SCC's model policy is not yet available.</p> <p>SM pointed out the children arriving late has improved. SC – school are asking why their children are late – less sympathetic.</p> <ul style="list-style-type: none"> • ML – Pleased to see school was fully staffed this academic year. • ML – Staff CPD? SC – staff have received annual Child Protection and Safeguarding, KCSIE training. SC can do refresher training for Governors. <p><u>ACTION – DG to arrange Child Protection and Safeguarding Training for Governors</u></p> <p>Data Analysis – September 2024 SC highlighted the following</p> <p>KS2 SATS tests</p> <ul style="list-style-type: none"> • KS2 SATs results not as expected. A handful of children results were 99 marks but needed to be 100 or above to pass SATs. • KS2 Reading, Writing, Maths – school results 55%, national is 61%. • SLT looking at changing internal testing. The figures highlighted in blue are past papers. All children have made accelerated progress. SLT disappointed that handful of children got 99 marks. • ML pointed out 3 children were unwell during the tests. SC - The 3 unwell children came into school to do the tests then went home. These children passed but would have got greater depth. <p>ML – The 3 unwell children did not impact on the 99 results. SC – no. SC – the children who achieved results of 99 some of them had been on SEND register, intervention groups, support from Covid catch up funding and extra booster sessions in Year 6 from DHT but they did not make enough progress over the year to go over 100. The children were very close but the figures on website etc will not show this.</p> <p>See Part B</p> <ul style="list-style-type: none"> • Maths - This cohort results were higher than last year 6's on overall assessments. Grammar Punctuation Spelling (GPS) were the highest in over 5 years. The writing results particular greater depth are higher than national which has not happened before. <p>ML – Maths was the weakest area. SC - Maths 67% national average 75%. DHT is Maths Lead (now an accredited Maths Lead through Maths Hub) and teaching is high quality. Looking at the test papers the main problem</p> | <p>DG</p> |
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| | <p>is basic arithmetic, multiplication and division. Last year a NCETM maths intervention was introduced for Years R, 1 and 2 on early numbers skills. This has now been introduced to Years 3 and 4 for multiplication and division skills. SLT have identified more practice needed from Year 2. Year 4 have a multiplication assessment in the summer term. ML asked what action plan is in place. SC – He will do Year 6’s booster lessons in maths this year. He did Year 6’s booster lessons in writing last year.</p> <p>ML – Feels confident the interventions put in place for Maths will produce an improvement in results for next year. However still need to monitor that the gains made in other areas (English) still continue.</p> <p>SC informed governors SLT have reorganised subject leaders. English is too big a subject for one member of staff. Already have an experienced Phonics Lead, a senior member of staff for Writing (they are keen and know the subject) plus a new member of staff. They will be a ‘English working group’ led by the senior member of staff. Senior member of staff will have their Performance Management targets to lead the working group. The 3 members of staff will meet to create action plans and deliver across the school and monitor through testing and trialling to ensure progress is achieved. SLT will receive feedback from the working group termly. The English working group will be invited to present to governors at a Curriculum and Standards Committee meeting. SC informed governors the teachers are positive in the subjects they have been given</p> <ul style="list-style-type: none"> • GT – The purchase of a backup iPad with Cellular data mentioned on HT report is that to liaise with the new telephone system or just as a phone? As the school now has an IP phone system if you lose broadband, is SLT worried there will be no working phone system? SC – Yes. GT will source a Motorola phone so the school does not have to purchase a backup iPad. Governors thanked GT. • GT pointed out the safeguarding information on the HT report was a lot clearer now to understand. <p>No further questions from governors</p> | |
| 13 | <p>PUPIL PREMIUM</p> <p>SC informed governors the Pupil Premium statement has not changed, the costs have been updated. The government recommend a 3-year strategy, however SLT review annually. ML checked that school are spending Pupil Premium funding on PP children. SC confirmed this was correct.</p> | |
| 14 | <p>ACADEMY UPDATE</p> <p>See actions section for HB’s review (Appendix A)</p> <p>See part B</p> <p>No further questions from governors.</p> | On Teams |

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| 18 | <p>AOB</p> <ul style="list-style-type: none"> • Building update <p>Ed First, Project Manager from the DfE is visiting in October to discuss next steps together with the Project Director that has been appointed to the school. This meeting is 6 months ahead of schedule. Looking at other schools in group 1, it appears to be taking 10 months to get planning permission. SC had written to the local MP, Jeremy Hunt who responded quickly. He has received the case notes from Michael Gove and wants to help in any way possible. SC and Mr Hunt had a zoom call a week later and then he came and spoke to Year 6 children today when they visited the Houses of Parliament. Mr Hunt has arranged to visit school in November. In the meantime, SC needs reassurance from Surrey County Council that the roof remains safe. SCC have commissioned a structure surveyor from Mace to visibly inspect all of the planks and do a laser check. Mace will RAG rate the RAAC to decide how often the roof is inspected. The structure surveyor's thinks the rating will come out as green.</p> <p>ML – When does SC think the building work will start.</p> <p>SC – Maybe next or the following year. SC thinks the biggest issue will be that the school would need to be rebuilt on footprint of current site so work might be phased while children are moved around. Need to also think about Jack and Jill Nursery and Caretaker Bungalow leases. Luke Kennedy, DfE who visited before indicated it should be straight forward as the site does not have solar panels, joint access or mobile phone masts. SC spoke to Project Director the previous week who advised there will be 3 or 4 commission surveyors, this information is for the technical directing team who will do the plans.</p> <p>GT – Will new building have solar panels, this will help energy costs. SC - the school will Carbon Neutral so solar panels and ground source heat pumps.</p> <p>SC – Also need to be mindful that we need to keep current site safe and compliant but don't want to spend unnecessary money.</p> <p>GT asked if the trusts are aware.</p> <p>SC – Yes both are aware, they have offered help. He does not know if it would slow down the joining of an academy. He will have a clearer plan over the next 12 months.</p> <p>No further questions from governors.</p> | |
| 19 | <p>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</p> <p>3rd December 25th March 10th June 15th July</p> | |
| 20 | <p>ACTIONS SUMMARY</p> <ol style="list-style-type: none"> 1. JK and JP to discuss an order of preference re: Vice Chair and to advise ML 2. All Governors to read Code of Conduct and at the next FGB meeting to sign this has been actioned. 3. Review homework feedback to parents (for Curriculum and Standards Committee). | <p>JK/JP All Govs</p> <p>C&S committee</p> |

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| | <ol style="list-style-type: none"> 4. JK to send trust information (financial information) email to DG. DG to send to governors. 5. Appoint a new LAC governor. 6. Governors to contact SC or DG to arrange a monitoring visit in Autumn term 7. DG to arrange Child Protection and Safeguarding Training for Governor 8. Governors to read update on KCSIE 9. Governors to write to Trusts' Governing Bodies to arrange meeting 10. SC and DG to update Pay Policy and will be shared at next Finance and Staffing Committee meeting | <p>JK/DG</p> <p>DG/ML All Govs</p> <p>DG All Govs All Govs SC/DG</p> |
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Meeting finished at 8pm

Signed (Chair of Governing Body) 

Dated 3rd December 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.