



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 3rd December 2024 at 6.15pm**

MINUTES

Attended

Governors

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

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 started at 6.15am

	TOPIC	Actions
1	<p>APOLOGIES FOR ABSENCE JK absent with no reason given at meeting.</p> <p>HB joined the meeting at 6.35pm</p>	
2	<p>DECLARATION OF INTEREST No governors made a declaration of interest in specific agenda items at this meeting.</p>	
3	<p>MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 24th September 2024 were recorded as an accurate record. ML to sign.</p>	<p>Minutes from meeting on 24th September 2024 On MS Teams</p>

4	<p>MATTERS ARISING FROM THE MINUTES</p> <ol style="list-style-type: none"> 1. JK and JP to discuss an order of preference re: Vice Chair and to advise ML <i>JP agreed to be 1st choice.</i> <i>Actioned</i> 2. All Governors to read Code of Conduct and at the next FGB meeting to sign this has been actioned. <i>Governors signed to agree they had re-read Code of Conduct. DG to ask JK to sign</i> 3. Review homework feedback to parents (for Curriculum and Standards Committee). <i>Governors on Curriculum and Standards Committee will review homework policy to check it reflects current practice.</i> <u>ACTION: Curriculum and Standards Committee to review Homework Policy and request sample homework books from teachers</u> 4. JK to send trust information (financial information) email to DG. DG to send to governors. <i>Ongoing.</i> 5. Appoint a new LA governor. <i>ML to be appointed LA Governor. ML/SC to complete paperwork for next LA Governor panel.</i> <i>Ongoing</i> 6. Governors to contact SC or DG to arrange a monitoring visit in Autumn term <i>LA visited school for EYFS monitoring visit</i> <i>ML asked governors to book school visit with in the next two months (January and February 2025)</i> <i>Ongoing</i> 7. DG to arrange Child Protection and Safeguarding Training for Governors <i>Actioned</i> 8. Governors to read update on KCSIE <i>Governors signed to agree they had read update on KCSIE. DG to ask JK to sign.</i> <i>Actioned</i> 9. Governors to write to Trusts' Governing Bodies to arrange meeting <i>ML will contact 2 x Trusts' Governing Bodies to arrange meeting.</i> <i>Actioned</i> <u>ACTION: ML to contact EEEA and Bourne Trusts Chair of Governors to arrange meeting</u> 10. SC and DG to update Pay Policy and will be shared at next Finance and Staffing Committee meeting <i>SC advised governors Draft Pay Policy had been written. Will be reviewed at next Finance and Staffing committee meeting. Policy will be shared with staff via SLT. Updated Pay Policy will be presented to governors at next FGB meeting - ongoing</i> 	<p>Actions highlighted in minutes from 24th September 2024</p> <p>Discharged</p> <p>Discharged</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p> <p>Discharged</p>
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	<u>ACTION: Finance and Staffing Committee to review Pay Policy and present to governors at next FGB meeting.</u>	
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> <p>ML confirmed no emergency actions had taken place since last FGB meeting.</p>	
6	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staffing • Attendance • SIP • Assessment Data Autumn 2024 • SAfE report from Richard Blackmore <p>Headteachers report (Appendix A), Data Analysis (Appendix B) and SIP (Appendix C) on MS Teams for governors to read before meeting.</p> <p>The following was highlighted from HT report;</p> <ul style="list-style-type: none"> • ML expressed surprise at high level of SEND pupils. SC – 9 children in Year 6 (4 x EHCP) and 10 children in Year 5. • SC advised governors Attendance had been discussed at last Curriculum and Standards meeting. Shawfield attendance percentage is above national average. Attendance letters for autumn term have been sent to parents to address concerns and encourage improvements. Feedback from some parents was the letter is too strongly worded. 8 families are having meetings for attendance support. GT asked if traffic is bad and out of parents control how is that recorded. SC – there is a specific code for travel disruption. SM informed governors, new attendance system is about educating families. 1 late is not a problem with a valid reason, it is the persistent lateness that needs to be addressed. SC – the school cannot be too lenient as it will not have an impact and absence/lateness affects children's learning. • GT queried Safeguarding section for October data. Parent Contact figure states 68 but when you total the sub headings below, they do not add up to 68. SC explained if the parent contact did not come under the sub heading then 'parent contact' can be ticked instead so the sub headings will not add up to 68. • ML asked what impact will the Deputy Headteacher's commitment of 15 days' work with Maths Hub have on the school and his SENDCo role. SC – no impact DHT is full time and their SENDCo commitment is 3 days a week. DHT's work with Maths hub has a mutual benefit for both TB and Shawfield. TB has delivered CPD training to TAs in the local area. Unique selling point for school is that Shawfield has a Maths Hub specialist. ML asked if the school used Sparx for maths homework as he was impressed with the online learning tool when helping family members. SC – no, will investigate, he thought it was used more in secondary schools. 	

- ML asked if partnering with Whiteknights for Phonics had been actioned yet. SC – Partnering is in the process of being organised by the Phonics Lead and Whiteknights – visit to be arranged and it is having an impact on data.
- Priority 3 - ML questioned SC on his concern regarding parent contributions to residential visits and can governors help in any way. SC – contributions from parents are a concern. SC expressed concern that in October 2024, 14 parents had not made any financial contributions or commitment toward the Year 6 residential visit planned for January 2025. This would mean the school would have to make a contribution of £6.5k, this would cause financial strain on the school. A letter was sent out to Year 6 parent that is payment was not received then the residential visit would be have to be cancelled. Parents are now starting to commit and make financial contributions. Currently approximately £2K short. During Year 6 residential meeting the previous evening to parents and children he could still not say for definite that the visit would go ahead, unless contributions were received. SM – although visits are voluntary, parents need to be aware that school does not have funding to cover any shortfall. For Pupil Premium families the school can offer to pay board and lodgings (£1400 PP funding has been allocated to Year 6 visit). SC – We offer families a longer payment plan to help budget for the cost. Going forward looking to start the payment schedule earlier to help with budgeting. There is also no spare money in School Fund, due to subsidising day visits. ML asked governors if they worked for companies that offered grants to organisations then to approach them on our behalf. SC - PTA have asked if they can raise funds for visits but this is not viable. No difference in pricing for residential centres closer to school. Will look at income and expenditure for the 3 educational visits this academic year and present to governors to decide if 3 residential visits a year is viable or to reduce visits to 2 a year instead.
- Priority 4 – Attendance – ML asked if school had received support from SCC Inclusion Officer. SC – Inclusion Officers no longer do home visits. Their role is to visit schools, review and question all pupil absence. Schools have been given more responsibility. The guidance is schools can fine if a child is absent for 10 or more sessions. However, in reality schools have to show the support they have offered the families before fining. School does have families that meet the threshold, but have to gather evidence of support offered before paperwork can go to SCC for fining. It is now school’s responsibility to arrange meetings etc. SC working with Attendance Lead regarding these families.

See Part B
Staff

	<p>Data Analysis report</p> <ul style="list-style-type: none"> ML questioned Year 1 phonics as data was showing no change from previous half term but children were receiving high quality teaching. SC – Progress is being made. Current Year 1 ability on entry was very spread. The children at the lowest have made accelerated progress but not yet working at standard level. Internal data shows increase. ML – asked SC to look at Year 2 Autumn 2024 phonics data as figures looked incorrect. All 66%/girls 95%/boys 75%. SC – figure is wrong only 2 pupils need to re-sit Phonics Screening check. ML also questioned data as figures show the cohort are not progressing but going back. SC – figures do look like cohort are not progressing. Maths is strongest – new tests were standardised before White Rose had re-launched their curriculum so there were areas in the maths assessment that the children had not covered. Teacher working on number and calculation skills. Also working on the stamina around reading for comprehension. Phonics is tracking the ability to decode text and reading speed. 8 children are currently held on their phonics as they can only read 40 words a minute instead of 80. Need to teach the children to find and retrieve skills for comprehension. <p>SAfE report (Appendix D)</p> <p>Report from Richard Blackmore on MS Teams for governors to read before meeting.</p> <p>ML expressed 'well done' to SC for good audit report from SAfE.</p> <p>SC – Pleased with report, especially from a registered OFSTED inspector, RB was very thorough.</p> <p>No further questions from governors.</p>	
7	<p>POLICIES</p> <p>Policies on Teams for governors to read before meeting.</p> <ul style="list-style-type: none"> Staff Capability (Appendix E) No amendments – All governors agreed to adopt Induction of Early Career Teacher (ECT) (Appendix F) No amendments – all governors agreed to adopt Single Central Record SC advised governors – SCR is reviewed each term by HT and Finance Officer Finance Policy (Appendix G) No amendments – all governors agreed to adopt Health and Safety Policy (Appendix H) Policy had been updated by SC – All governors agreed to adopt Relationship and Behaviour Policy (Appendix I)– to replace the school's existing Behaviour policy. SC advised this is a new policy which replaces the Behaviour policy. JP advised the policy had been discussed in depth at the last Curriculum and Standards Committee meeting. JP – the appendix is more user friendly/common sense. SC informed governors, in spring term, SCC were coming for a fact-finding visit re: Relationship and Behaviour policy. 	On MS Teams

	All Governors agreed to adopt	
8	<p>FINANCE</p> <ul style="list-style-type: none"> FMR Month 7, October 2024 (Appendix J) <p>Month 7 FMR was on Teams for governors to read before meeting.</p> <p>Month 7's current carry forward figure is £57K with an in-year deficit of £42K.</p> <p>SC advised governors cost centres are very tight, however not all available funding in building maintenance and training should be used. Want to get the in-year deficit down to £20K.</p> <p>Finance and Staffing Committee meeting scheduled for Friday 6th December 2024.</p> <p>No further questions from governors.</p>	On MS Teams
9	<p>BUILDING UPDATE</p> <p>SC informed governors that the school has been appointed a Regional Director, a Coordinator and a Building Project Coordinator.</p> <p>He had had a meeting with Beth Revell from DfE who is private project coordinator who works part time for the DfE. Initially, the DfE was concerned that the site might not be large enough for both the children and the building work. After visiting, Beth Revell has reassured that there is sufficient space, and the situation is less complicated than anticipated. Beth will now prepare a report for the DfE suggesting temporary accommodation at the bottom of the playground and recommending phased demolition of the current building. Looking at building a two-storey school, hall end of site.</p> <p>Spreadsheet from Beth (appendix K) from RIBA which recommends timescales of building work.</p> <p>Timetable – 39 weeks to get to building and 22 minus weeks to get to stage 2. SC was hoping that planning would be by summer holidays 2025 but does not think this will happen, more likely spring 2026. Temporary accommodation by Summer 2026 and then 2 years of building so will be finished by 2029.</p> <p>SC has a bi-weekly teams meeting with DfE for updates. Currently waiting for a technical director, whose role is during phase 1 to write a feasibility report and to put together a costed control option, which will involve a lot of surveys (drains etc) and then go back to the DfE panel with costings.</p> <p>Next step is then a 4-week procurement and tendering process for the architecture to do plans.</p> <p>VIP visiting school on Friday 6th December 2024 who is aware of re-building project. Their involvement may help with the progress of the project.</p> <p>The governors should be mindful not to spend excessive amounts of money on the current building in the next couple of years, as the focus is on the future</p>	

	<p>rebuild. The priority is to keep the current building tidy and functional, without over-investing in repairs or updates that won't carry over into the new building. DfE have told SC that any items not fixed (e.g. chairs, tables etc) should be kept with the intention of reusing them in the new building. There will not be extra funding from DfE for equipment/furniture.</p> <p>SC would like to have a visual representation of the school by Autumn 2025 which he can share with the school community.</p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>None.</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> <p>None</p>	
12	<p>AOB</p> <ul style="list-style-type: none"> • DG confirmed the review of Terms of reference for Finance and Staffing Committee had been actioned. Still to be actioned by Curriculum and Standard Committee <u>Action: Curriculum and Standard Committee to review the Term of Reference document.</u> • Letting of School Hall New enquiry received to rent the school hall to a dance school. Details from Admin Assistant were sent to governors to read before the meeting. SC advised governors further information was required from dance company so would not be able to make a decision at this meeting. Further details to be obtained by the Admin Assistant and circulated to the governors for discussion. Part B – SC left meeting Headteacher Pay Scale • HB asked if governors needed to start thinking about a new Chair of Governors for next academic year. ML – Yes, in particular deputy chairs to think about the role and look at training/webinars. <p>No further AOB from governors</p>	
13	<p>NEXT MEETING</p> <p>25th March 2025 – ML away, JP to Chair 10th June 2025 15th July 2025</p>	

14	ACTIONS SUMMARY	
	1. JK to send trust information (financial information) email to DG. DG to send to governors.	JK/DG
	2. Appoint a new LA governor. <i>ML to be appointed LA Governor. ML/SC to complete paperwork for next LA Governor panel.</i>	ML/SC/DG
	3. Governors to contact SC or DG to arrange a monitoring visit in Autumn term <i>ML asked governors to book school visit with in the next two months (January and February 2025)</i>	FGB
	4. Finance and Staffing Committee to review Pay Policy and present to governors at next FGB meeting.	FSC
	5. Curriculum and Standards Committee to review Homework Policy and request sample homework books from teachers	CSC
	6. ML to contact EEEA and Bourne Trusts Chair of Governors to arrange meeting	ML
	7. Curriculum and Standard Committee to review the Term of Reference document.	CSC

Meeting finished at 8pm



Signed (Chair of Governing Body)

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.