



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 25th March 2025 at 6.15pm**

MINUTES

Attended

Governors

Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Penny Gray (PG)	COP
Jack Pammer (JP) (Chair)	COP
Hannah Bagnell (HB)	COP
Lou Aherne (LA)	PA

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	APOLOGIES FOR ABSENCE <ul style="list-style-type: none">• Apologies received from ML and GT with good reason• JK absent without reason given Meeting was quorate.	
2	DECLARATION OF INTEREST No governors made a declaration of interest in specific agenda items as this meeting.	
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting held on 3 rd December 2024 were recorded as an accurate record. Chair to sign.	
4	MATTERS ARISING FROM THE MINUTES	

	<p>1. JK to send trust information (financial information) email to DG. DG to send to governors. <i>JK did not attend meeting - ongoing</i></p> <p>2. Appoint a new LA governor. <i>ML to be appointed LA Governor. ML/SC to complete paperwork for next LA Governor panel. In hand - Ongoing</i></p> <p>3. Governors to contact SC or DG to arrange a monitoring visit in spring term. ML asked governors to book school visit with in the next two months (January and February 2025) <i>- LA waiting for visit dates from SENDCo and EYFS lead -HB to arrange a visit on a Monday. Will give DG possible date in June.</i> <u>ACTION: HB to contact DG with potential monitoring visit dates</u> <i>-JP to arrange visit in May. SC requested a governor visit one morning to validate the correct procedures are being followed for KS2 SATs - week commencing 13th May. DG to send SATs details to JP. SM asked if she can oversee SATs as a governor. SC – Yes, but a non-staff governor would be best practice.</i> <u>ACTION – DG to send SATs details to JP</u></p> <p>4. Finance and Staffing Committee to review Pay Policy and present to governors at next FGB meeting. <i>Pay Policy reviewed at last Finance and Staffing committee meeting. Pay Policy to be added to next FGB meeting.</i> <u>ACTION: Pay Policy to be added to agenda for 10th June 2025 to be approved by FGB</u></p> <p>5. Curriculum and Standards Committee to review Homework Policy and request sample homework books from teachers <i>SLT rewrote the Homework Policy and reviewed at last Curriculum and Standards Committee meeting. SC- Policy has still to be presented to staff and parents/carers. Additional resources for White Rose to be added.</i> <u>New Action: Curriculum and Standards Committee to review the Homework Policy in action.</u></p> <p>6. ML to contact EEEA and Bourne Trusts Chair of Governors to arrange meeting <i>See Part B</i></p> <p>7. Curriculum and Standard Committee to review the Term of Reference document. <i>Ongoing – JP will send TOR to committee members to review</i> <u>ACTION; JP to send Curriculum and Standard Committee, Term of Reference to committee members to review and sign off – advise FGB on 10th June 2025 that this has been actioned.</u></p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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>No Chair's action since last Full Governing Body meeting.</p>	
6	<p>HEADTEACHERS REPORT</p> <ul style="list-style-type: none"> • Safeguarding • Staffing 	

	<ul style="list-style-type: none"> • Attendance • SIP <p>Headteacher Report (Appendix A), Attendance Report (Appendix B) and School Improvement Strategic Plan (SIP) (Appendix C) on Microsoft Teams for governors to read before meeting.</p> <p>Attendance Report – Government have produced a Shawfield Attendance report. SC highlighted the following;</p> <ul style="list-style-type: none"> • The information is 2 weeks out of date. • Shawfield is above national average. • Shawfield is slightly below national average for SEND and PP data so working on these areas. Though compared to last year, Shawfield is up by 3 or 4% on all these areas. If you take out SEND and PP data the school's attendance figure is 97% which is within 10% of schools in the country. • Staff are working with families to get children into school. Most children are generally unwell. Couple of families have been fined due to holidays (5 days or more). • SC explained children who have been off for a total of 5 days (10 sessions) over a set period can also be fined but schools cannot fine straight away. Schools have to show they have offered support to families to improve attendance. Schools can write to GPs for medical evidence. • Attendance letters are sent home every half term. SLT looking at re-writing letters and registration certificates using a new assessment programme which gives parents/carers nice visuals and guides. Currently using two types of programmes which cause more work and not good time management. <p>Headteacher Report -</p> <ul style="list-style-type: none"> • Behaviour is improving. Had a visit from STIP (Specialist Teacher for Inclusive Practice) team who were complimentary. Presented the findings back to Surrey County Council as part of a network group. • JP asked how many suspensions were there this time last year compared to 7 this year. SC – number was higher last year (approximately 15). Some of these children have moved to secondary school or specialist provision, plus successful behaviour interventions/support. • SC advised governors work has been made on the curriculum particular in developing a scheme of works for Art and British Values. • Residential HB asked for income and expenditure for residential visits to be shared with governors. <u>ACTION: DG send income and expenditure residential visits spreadsheet to governors</u> JP asked if there was sufficient money in School Fund currently £1500 to help subsidise visits this academic year. SC – no. There is no surplus to help fund any further day visits. This fund is separate to the main school account. Over time School Fund has helped subsidise day visits to help parent cost more reasonable. Average cost for a day visit is £30 which is 	<p>DG</p>
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	<p>too expensive for parents. School fund has subsidised half the visit for parents but funds are running out.</p> <p>SM advised governors contributions from parents for Year 5 residential visit to Stone Farm has been positive. Only 3 families still to pay in full.</p> <p>HB – After meeting with Year 6 parents regarding outstanding residential visit payments, has this had an impact on all years paying?</p> <p>SM – it does depend on the cohort. Stone Farm payments have not had too much chasing.</p> <p>HB – Would like to see children write up a piece for the newsletter about their residential/day visits, pinned to the top of the newsletter. Then parents of other years can see what visits are coming up in the future for their children.</p> <p>SC – will be informing parents well in advance how much the approximate cost of visits and residentials will be. LA – would be a good idea to tell parents at the beginning of the year at 'Meet the Teacher' events.</p> <p>HB – put costs on a calendar to go to the whole school. PG put in the learning guide.</p> <p>SC – some visits the school pays e.g. Year 6 Houses of Parliament</p> <p>SC – local school have been in contact asking for details of Stone Farm residential visit. They have had to cancel Year 6 residential due to lack of payments/commitment.</p> <p>HB asked if PTA could pay towards visits. PG – payment from PTA cannot go towards one year group. SC - It is only fair that the PTA pay for whole school projects that benefit all children.</p> <ul style="list-style-type: none"> • School Improvement Strategy Plan - SC highlighted that 'red' was the ongoing areas. School on track as to where it should be. <p>No further questions from governors</p>	
7	<p>POLICIES</p> <ul style="list-style-type: none"> • Charging and Remissions (Appendix D) No amendments – all governors agreed to adopt • Letting Policy (Appendix E) No amendments – all governors agreed to adopt • SEND Policy & Information report (Appendix F) SEND policy only available today for governors to read. Governors agreed to read in time for next FGB. <u>ACTION: SEND policy to be read before 10th June 2025 and approved by governors</u> • Designated Teacher for Looked after and previously looked after children (Appendix G) All governors agreed to adopt. JP asked who was the LAC designated teacher. SC confirmed it was Tom Burford (Deputy Head Teacher/SENDCo) and Virtual School. • Curriculum Policy (Appendix H) All governors agreed to adopt 	All governors

8	<p>FINANCE</p> <ul style="list-style-type: none"> <p>FMR Month 10 January 2025 and Month 11, February 2025 (Appendix I and J)</p> <p>DG advised governors, Month 11 FMR was reviewed in detail by SC and DG. Each Outturn of Forecast was reviewed. The forecast carry-forward figure is currently approximately £100k. Need to be mindful of any possible Surrey County Council expenditure still to be debited in Month 12 TABS.</p> <p>SC – Building Maintenance cost centre could be higher than forecast due to recent plumbing expenditure. DG highlighted that Afterschool Club is currently showing a small loss of £1800 for the year. The club uses one member of staff from a supply agency as the school has been unable to recruit an Afterschool Club Leader. DG has changed supply agency to try and save money. Current agency charges £100 a day, new agency charges £66 a day. SC suggested increasing the cost – currently £12 a day. HB asked how long club runs for. DG - 3.10pm to 6pm.</p> <p>Draft Budget (Appendix K)</p> <p>DG informed governors, the Finance and Staffing Committee met on 7th February 2025 to discuss and approve draft budget for financial year 2025/26</p> <p>PG highlighted the following which was agreed at the committee meeting.</p> <ol style="list-style-type: none"> 1. Estimate of employers NI funding amended from £22,000 down to £11,000. DG advised governors since Finance meeting the government have advised Shawfield will receive approximately £23,000 of funding. SC pointed out the cost is worked out on pupil numbers not number of employees. 2. Surrey County Council advise to calculate teacher pay rise as 2.8%. Unions want 3.5%. Governors agreed to use 3.5% increase for draft budget. 3. Support staff salary calculated to reflect a member of staff due to go on maternity leave and add any additional member of support staff. 4. ICT learning resources – SC advised governors pupils require new laptops. Finance committee agree to increase cost centre from £22,000 to £26,000 <p>DG advised 2025/26 draft budget carry forward figure is currently £75,223. In year deficit has been calculated as £83,578 with a deficit balance of £8,355 to be carried over to 2026/2027 financial year. DG is currently working on the Final Budget for 2025/26 and the carry forward figure is currently looking like £100k not 75K. Finance and Staffing committee meeting on 3rd May 2025 to discuss final budget.</p> <p>School Fund Audit (Appendix L)</p> <p>DG confirmed School Fund had been audited by accountant Shona Force and countersigned by Mick Luck. Audit emailed to Surrey County Council on 11th March 2025. Opening balance in September 2023 was £4,903.97 and closing balance on 31st August 2024 was £2,701.12.</p> <p>Pay Committee met 18th October 2024</p> <p>DG confirmed to governors the Pay Committee met on 18th October 2024.</p> 	On Microsoft Teams
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	<p>Teachers who had received an increase in their pay grade had received their pay statement.</p> <ul style="list-style-type: none"> • Schools Financial Value Standards (SFVS) (appendix M) DG advised governors SFVS had been forwarded to Finance and Staffing committee members on 25th February 2025. No amendments and emailed to Surrey County Council on 14th March 2025 <p>No further questions from governors.</p>	
9	<p>BUILDING UPDATE See Part B</p>	
10	<p>GOVERNORS MANAGEMENT ISSUES</p> <ul style="list-style-type: none"> • Governor training and development • Impact of Governor training <p>- JP - attended a Chair webinar - PG – Safeguarding training</p>	
11	<p>SELF EVALUATION 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 questioned HT report and approved policies • Finance and Staffing committee met to discuss and approve draft budget • Curriculum and Standards committee met to review Homework Policy 	
12	<p>AOB</p> <ul style="list-style-type: none"> • Parent Governor election update DG advised governors Parent Governor Election had taken place. JP and DG counted the votes on 20th March 2025 with 2 of the candidates in attendance (Mrs Fishwick and Mrs Smith). Lou Aherne received the most votes and has been re-appointed for another 4 years. The three other parent candidates were advised another parent governor election will be held in November 2025 as GT term of office will be ending then. • Any Governor monitoring visits to be discussed PG informed governors she did a monitoring visit in December 2025. • Penny Gray – Term of Office ends 21st June 2025 DG reminded PG her term of office ends on 21st June 2025, so to let governors know her intentions at next FGB meeting on 10th June 2025. • Letting of school hall to Surrey Dance Works DG advised governors Surrey Dance Works were letting school hall on a Thursday after school. ML and PG reviewed paperwork on 7th February 2025. Contract signed but queried missing appendices. £3700 income per year and hire of hall during Easter and Summer holidays SC – will speak to dance teacher to see if they can offer any free dance places to PP children. 	

13	NEXT MEETING 10 th June 2025 @ 6.15pm (Apologies with good reason received from JP) 15 th July 2025 @ 6.15pm	
14	SUMMARY OF ACTIONS <ol style="list-style-type: none"> 1. JK to send trust information (financial information) email to DG. DG to send to governors. 2. Appoint a new LA governor. ML to be appointed LA Governor. ML/SC to complete paperwork for next LA Governor panel. 3. HB to contact DG with potential monitoring visit dates DG to send SATs details to JP 4. Pay Policy to be added to agenda for 10th June 2025 to be approved by FGB 5. Curriculum and Standards Committee to review the Homework Policy in action. 6. ML to contact EEEA and Bourne Trusts Chair of Governors to arrange meeting 7. JP to send Curriculum and Standard Committee, Term of Reference to committee members to review and sign off – advise FGB on 10th June 2025 that this has been actioned. 8. DG send income and expenditure residential visits spreadsheet to governors 9. SEND policy to be read before 10th June 2025 and approved by governors 	JK ML HB DG DG CSC ML JP DG ALL GOVS

Meeting ended at 7.55pm

Signed (Chair of Governing Body)



Dated 10th June 2025

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.