



*'At Shawfield, We Shine'.*

**SHAWFIELD PRIMARY SCHOOL  
FULL GOVERNING BODY MEETING  
Tuesday 10<sup>th</sup> June 2025 at 6.15pm**

**MINUTES**

Attended

**Governors**

Mick Luck (ML) – Chair	COP
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Graham Thomas (GT)	PA
Penny Gray (PG)	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

	<b>TOPIC</b>	<b>Actions</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies received from HB, JP and JK with good reason. The meeting was quorate.	
<b>2</b>	<b>DECLARATION OF INTEREST</b> No governor declared an interest in specific agenda items at this meeting.	
<b>3</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> Minutes from 25 <sup>th</sup> March 2025 were confirmed as an accurate record and signed by ML.	
<b>4</b>	<b>MATTERS ARISING FROM THE MINUTES</b>  1. JK to send trust information (financial information) email to DG. DG to send to governors. <i>Due to building work, financial information regarding Trusts currently on hold.</i>	Actions highlighted in minutes from 25 <sup>th</sup> March 2025  Discharged

	<p>2. Appoint a new LA governor. ML to be appointed LA Governor. ML/SC to complete paperwork for next LA Governor panel. <i>ML to forward completed application to DG. SC to complete HT section. Ongoing</i></p> <p>3. HB to contact DG with potential monitoring visit dates DG to send SATs details to JP <i>Actioned - DG confirmed HB booked to visit school on Monday 23<sup>rd</sup> June. JP conducted a governor visit on Wednesday 15<sup>th</sup> May re: Year 6 SATs</i></p> <p>4. Pay Policy to be added to agenda for 10<sup>th</sup> June 2025 to be approved by FGB <i>Actioned – Pay Policy on this agenda</i></p> <p>5. Curriculum and Standards Committee to review the Homework Policy in action. <i>SM advised Curriculum and Standards Committee had not yet met.</i> <b><u>ACTION – Curriculum and Standards Committee to set date for next meeting and Review Homework Policy</u></b> <b><u>ACTION: Curriculum and Standards Committee to forward minutes of all meetings to DG for filing</u></b></p> <p>6. ML to contact EEEA and Bourne Trusts Chair of Governors to arrange meeting <i>Due to building work contact with EEEA and Bourne Trusts currently on hold.</i></p> <p>7. JP to send Curriculum and Standard Committee, Term of Reference to committee members to review and sign off – advise FGB on 10<sup>th</sup> June 2025 that this has been actioned. <i>Committee confirmed they had not received TOR yet</i></p> <p>8. DG send income and expenditure residential visits spreadsheet to governors <i>Residential visits expenditure on Microsoft Teams for governors to view (Appendix A)</i></p> <p>9. SEND policy to be read before 10<sup>th</sup> June 2025 and approved by governors <i>Governors confirmed they had read SEND policy. No questions. Policy adopted by governors.</i></p>	<p>Ongoing/ML</p> <p>Discharged</p> <p>Discharged</p> <p>CSC</p> <p>JP/SM</p> <p>Discharged</p> <p>Ongoing/JP</p> <p>Discharged</p> <p>Discharged</p>
5	<p><b>CHAIR’S ACTION</b> Chair to advise governors of <b>emergency</b> 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 since last Full Governing Body meeting.</p>	
6	<p><b>HEADTEACHERS REPORT</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Staffing</li> <li>• Attendance</li> <li>• SIP</li> </ul> <p>Headteacher Report (Appendix B), School Improvement Strategic Plan 2024-2025 (Appendix C), Shawfield Primary School Data Analysis June 2025</p>	

(Appendix D) on Microsoft Teams for Governors to read before the meeting.

SC highlighted the following areas.

- The Numbers on Roll (NOR) remain similar to the last meeting, with some movement due to families leaving and new families joining. The number of EHCPs has decreased due to pupil relocations. By July 2025, when Year 6 students leave, the number of EHCPs will be down to 2, which will impact funding. Although there are several EHCPs in the pipeline, they are expected to fall within the lower funding bands. As a result of the reduction in EHCP funding, the school is effectively overstaffed by three members of staff. ML inquired whether this affects the current budget. DG confirmed that the EHCPs who have left and those leaving in July were accounted for in the final budget.
- Early Years Foundation Stage (EYFS) data indicates that 80% of children are achieving the 'expected' stage, which is excellent. The Early Years (EY) teacher is performing very well and also being monitored by the Senior Leadership Team (SLT). There is clear evidence of high-quality writing and effective communication among the children in class. ML told governors he had witnessed good structure in class and children are on task. ML reported to governors that he observed well-structured lessons with children staying focused, engaged and on track. ML highlighted comments from LA's monitoring visit in EY's that the teacher is keen to expand further. The EY's teacher has compiled a wish list for additional outdoor learning resources to enhance continuous provision. When asked about the budget, SC confirmed that the EY's budget is £600.00.
- The English working group is working well and also driven the quality of CPD in school. Staff have taken the initiative to book webinars etc. HB is due for a monitoring visit, would be a good idea for Hannah to visit Heidi Clayden.
- There is a second teacher who is doing a NPQ, funded by the apprenticeship levy. There is no cost to school apart from their release time.
- The Phonics partner programme is working well with English Hub.
- Local Maths Hub is very pleased with the work undertaken by a member of SLT. School will work with Maths Hub again next academic year.
- No suspensions this term. Interventions at school are working. Children have 'time out' places they can go, this is down to staff training, talking to the children and some luck. ML thanked SLT for their work around behaviour. ML asked if playground behaviour had improved. SC – staff are closely monitoring/supervising certain areas on the playground more. Work still to be made as it is unstructured time. SM mentioned that football at lunchtime has caused an issue. The Year 6's and their teacher discussed rules and how to manage it effectively. The children nominate a referee each lunchtime so the game now has structure and accountability. Year 6 teacher (Heidi Clayden) has offered her time for 30 minutes at lunchtime so she is contactable by the children if needed.

	<ul style="list-style-type: none"> <li>• SC advised governors currently only 16/17 children had signed up for the Year 4 residential visit to Hooke Court. Looking at the cost of a smaller coach/mini bus and finding out from Hooke Court what their minimum number is. SC wants the residential to go ahead as there could be a risk of losing it. ML asked why the children were not going. SM - The primary reasons the children are not attending are not related to finances. Some children have expressed that they do not want to participate, and parents are not encouraging their involvement. Historically there are ethnic minority families who are reluctant to send their children on residential visits. SC would like to discuss with the school's Muslim families what the barrier is for them not going and what can the school to help. SM also mentioned that the school need to be mindful that the 17 who are signed up to go, do actually pay for the residential visit. ML asked when do the school need to make the final decision about going or cancelling. SM – need to discuss with Hooke Court their minimum number. If the school cancels, would Hooke Court still be willing to reserve a booking for the school in 2026. LA/GT said other schools must to low in numbers as well. SM informed the governors that there is also concern that if Year 4 attendance is low this year, the low numbers will likely continue when the cohort progresses to the Year 5 and 6 residential trips. ML advised governors have always been supportive of the visits. If finance is the problem, then it can be discussed at a Finance and Staffing Committee meeting. If the children who attend the Hooke Court visit, return full of excitement then hopefully this will have an impact on the children who did not attend.</li> <li>• SC informed governors the Show Case Exhibition afternoon went well and well attended. Will repeat each autumn and spring.</li> <li>• School has signed up for an Art scheme which is going well with good CPD. ML asked if Tom Burford was leading as he has a passion for Art. SC – No. although TB has valuable knowledge, teachers require extra resources to teach the curriculum across the school. Ofsted recommends that non specialist teachers should have a bank to go to build up their knowledge. The art scheme has excellent training materials/videos for the teachers to watch. The scheme is resource heavy, which the school has already, however will need to top up with more resources.</li> <li>• RE lead has arranged a number of faith visits.</li> <li>• Attendance Lead doing an amazing job. The Inclusion Officer during their last visit stated Shawfield was just below Surrey average. However, SCC have to be mindful that Shawfield is on the border with Hampshire so there is a different demographic to most schools in surrey. SC advised SCC Inclusion Officer, If PP/SEND children are taken out, the school is in the top 10% of schools nationally. GT asked for clarification - on the HT report states the attendance letters of below 97% have been sent. 53% of children are above 97%, so does that mean 50% of children are below 97%? SC – the average attendance is 96.6%. Conversations with the Inclusion Officer, is it is this figure due to the 97% letters being sent to parents, this keeps parents mindful of good attendance as other schools work on a figure of 95%. SLT looking at adjusting the policy from the next academic year from feedback from parents. The policy has helped some of the school's</li> </ul>	
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	<p>historically persistent absence children attend school 93/94% of the time. Still work to be done, but it opens communication with families. To get 96% attendance a child can only be off for 5 days a year. Children do get sick though. No other primary schools use 97% for the attendance, however Shawfield’s data is currently better. No parents want to get an amber letter when their children are at school and their absence is genuine sickness. School only sends a letter if a child’s attendance is dropping not if it is improving.</p> <p>Surrey County Council Inclusion Officers do not do a termly register check now, they look at children whose attendance is below 60% and Shawfield do not have any children in that bracket.</p> <p>Staffing – please see PART B</p> <p>No further questions from governors.</p>	
7	<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>• <b>Early Years Policy (Appendix E)</b> <i>No amendments – all governors agreed to adopt</i></li> <li>• <b>Accessibility Plan (Appendix F)</b> <i>Policy is reviewed every 3 years. Next review 2027. All governors agreed to adopt current policy.</i></li> <li>• <b>GDPR Policy (Appendix G)</b> <i>No amendments – all governors agreed to adopt</i></li> <li>• <b>Supporting Pupils with Medical Conditions and 1<sup>st</sup> Aid in Schools (Appendix H)</b> <i>DG advised she had updated staff information on Appendix A of policy. No further amendments. All governors agreed to adopt.</i></li> <li>• <b>Equality Policy (Appendix I)</b> <i>Policy to be reviewed further.</i> <b><u>ACTION: DG/SC to check if there is a SCC Equality Model Policy</u></b></li> <li>• <b>Pay Policy (Appendix J)</b> <i>Policy is SCC model policy. Updated by SC. Finance and Staffing Committee had reviewed policy on 7<sup>th</sup> February 2025. All governors agreed to adopt policy.</i></li> <li>• <b>Absence Policies (Appendix K)</b> <i>SC explained school had changed HR providers. Now use Surrey County Council HR services and will adopt their absence policies. GT asked if there were any change of terms and conditions for staff. SC confirmed the policies had been agreed by unions and had better clarity. All governors agreed to adopt SCC policies</i></li> </ul>	DG/SC
8	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• FMR Month 1 April 025 (Appendix L)</li> </ul> <p>FMR for Month 1 (April 2025) on Microsoft Teams and emailed to governors on 22<sup>nd</sup> May 2025.</p> <p>DG – Carry forward figure from 2024/25 to 2025/26 was £118,571. At the end of 2024/25 financial year, the school had an in-year surplus of £17,799, due to</p>	On Teams

	<p>SC and DG keeping a close eye on cost centres. Governors expressed their appreciation to the SLT for closely monitoring the budget.</p> <p>Capital Funding of approximately £6,000 not yet received but will be used for the purchase of pupil laptops (£5,200) and a class set of pupil chairs (£800).</p> <p>GT asked if the increase of National Insurance was having an impact from our suppliers. DG/SC confirmed Edwards and Ward (caterers), Great Clean (cleaners) and uSports (PE coaching) had all increased their costs, which had been calculated into the final budget.</p> <p>SC stated he would like to reserve a fund for furniture and other items for the new building. He is awaiting further clarification from the DfE regarding what expenses they will cover.</p> <p>Staffing Salaries – In the Final Budget, staff pay increases were estimated at 3.5% for teachers and 3% for support staff. However, the government has since announced a 4% pay rise for teachers and 3.5% for support staff. As a result, the budget impact will be minimal, especially as the school will also receive a grant from the government.</p> <p>No further questions from governors</p>	
<b>9</b>	<p><b>BUILDING UPDATE</b></p> <p>Please see PART B</p>	
<b>10</b>	<p><b>GOVERNORS MANAGEMENT ISSUES</b></p> <ul style="list-style-type: none"> <li>• Governor training and development</li> <li>• Impact of Governor training</li> </ul> <p>None</p>	
<b>11</b>	<p><b>SELF EVALUATION</b></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"> <li>• LA had conducted two monitoring visits – SEND and Early Years.</li> <li>• ML visited school for re-building meetings.</li> <li>• Governors had agreed the purchase of new laptops for pupils.</li> <li>• Agreed the recruitment of three new support staff if financially viable.</li> <li>• GT had carried out a monitoring visit to Year 6.</li> <li>• JP had carried out a monitoring visit to witness Year 6's SATS in practice. (SC advised governors the Year 6 children tried their best and they were well prepared).</li> </ul>	
<b>12</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Penny Gray – Term of Office ends 21<sup>st</sup> June 2025 PG advised she would like to stand as a Coop governor for another 4 years. All governors present agreed and voted her in.</li> </ul>	
<b>13</b>	<p><b>NEXT MEETING</b></p> <p>15<sup>th</sup> July 2025 @ 6.15pm</p>	

<b>14</b>	<b>SUMMARY OF ACTIONS</b>	
	<ol style="list-style-type: none"> <li>1. Curriculum and Standards Committee to set date for next meeting and review Homework Policy</li> <li>2. Curriculum and Standards Committee to forward minutes of all meetings to DG for filing</li> <li>3. DG/SC to check if there is a SCC Equality Model Policy</li> <li>4. Appoint a new LA governor. ML to forward completed application to DG. SC to complete HT section.</li> <li>5. JP to send Curriculum and Standard Committee, Term of Reference to committee members to review and sign off – advise FGB on 10<sup>th</sup> June 2025 that this has been actioned. <i>Not yet actioned</i></li> </ol>	<p>CSC</p> <p>SM/JP</p> <p>DG/SC ML/DG/SC</p> <p>JP</p>

**Meeting finished at 7.25pm**

Signed (Chair of Governing Body)



Dated 15<sup>th</sup> July 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.**