



*'At Shawfield, We Shine'*

**SHAWFIELD PRIMARY SCHOOL  
FULL GOVERNING BODY MEETING  
Tuesday 21<sup>st</sup> October 2025 at 6.15pm**

**MINUTES**

Attended

**Governors**

Mick Luck, (ML) Chair	LA
Stephen Corcoran (SC) Headteacher	STH
Lou Aherne (LA)	PA
Penny Gray (PG)	COP
Graham Thomas (GT)	PA
Jack Pammer (JP)	COP

**In attendance:**

Debbie Green (DG) Clerk to the Governing Body

The meeting opened at 6.15pm

Governor *support* and *challenge* highlighted. *ACTIONS* underlined.

	<b>TOPIC</b>	<b>Actions</b>
<b>1</b>	<b>APOLOGIES FOR ABSENCE (<i>statutory</i>)</b> Apologies for absence received from HB and SM. JK absent Meeting was quorate.	
<b>2</b>	<b>DECLARATION OF INTEREST (<i>statutory</i>)</b> a) Governors to complete the Register of Interest form <i>Register of Interest forms received from ML, SC, LA, PG, JP.</i> <i>Still to be received from JK and HB</i> b) Declaration of Interest <i>No governors declared an interest in any item on the agenda</i>	
<b>3</b>	<b>APPOINTMENTS FOR THE EDUCATIONAL YEAR 2025 – 26 (<i>statutory</i>)</b> <b>Clerk to chair this first item until the Chair appointment is confirmed</b> <u>Statutory Appointments</u> a) Chair <i>DG advised governors only one nomination received to be chair of the governing body and that was from Mick Luck. ML left the meeting for 5 Minutes.</i> <i>DG asked governors to vote to re-appoint ML as Chair of the Governing Body. All governors in attendance approved. Governors discussed the need for succession planning should ML wish to step down from the role.</i>	

*ML returned to the meeting – ML was advised he had been reappointed as chair of governors.*

b) Vice-chair

*Governors agreed to maintain the current arrangement where the chairs of the two committees serve as vice chairs. This will be confirmed once committee chairs are appointed.*

c) Governor responsible for liaison with the LA in the event of allegation (Child Protection) against Headteacher

*ML to be responsible – all governors agreed.*

Highly Recommended

Governors should appoint a governor who can step in/lead the Governing Board should the Chair and/or Vice-Chair become unavailable.

*N/A – Vice chairs of the two committees*

Nominated governors with responsibility for:

d) Child Protection/Safeguarding

*ML advised governors he would like GT to remain as Child Protection Governor until Parent Governor ballot result has been announced. PG to be deputy. If GT is not reappointed as Parent Governor, then new Child Protection/Safeguarding governor can be discussed at next FGB meeting.*

*All governors agreed.*

e) Special Education Needs and Disability (SEND)

*ML and SC asked LA to continue as SEND governor due to her knowledge in this area. LA agreed.*

*All governors agreed.*

f) Looked after Children (LAC)

*Previous academic year LAC was GT. GT to remain until outcome of parent governor ballot. ML will ask HB if she would like to take on this role. Put on next agenda to ask HB if she would like to take on this role.*

*No other governor wanted to put their name forward.*

*All governors agreed.*

**ACTION (if required) If GT is not reappointed – Appoint Child Protection/Safeguarding Governor**

**ACTION (if required) If GT is not reappointed – Ask HB if she will take on Looked After Children governor role.**

**Curriculum and Standards Committee members**

SM (if reappointed as staff governor on 30/11/2025)

HB

LA

ML

	<p><b>Finance and Staffing Committee members</b></p> <p>JP PG JK DG</p> <p><b>New COP Governor</b> <b>Preeti Chatwal Kauffman</b></p> <p>ML advised 'Governors for Schools' had put school in touch with Preeti Chatwal Kauffman (PCK) who was interested in joining the governing body. SC had meet with Preeti and ML had spoken to Preeti on the telephone. Preeti has experience in education and school building projects in Lambeth, working on capital spend and managing budgets. ML and SC said Preeti will be an asset to the governing body. All governors approved Preeti joining the governing body.</p> <p><b>Zoe Browse</b></p> <p>'Governors for schools' had also introduced Zoe Browse as a possible new governor. Introduction and tour have been arranged for Zoe to meet SC and ML. Will update governors.</p> <p><b>Mick Luck</b></p> <p>ML has been appointed as an LA governor for a 4-year term.</p>	
4	<p><b>CONSTITUTION OF THE GOVERNING BODY (statutory)</b></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"> <li>• Before the next meeting: <ul style="list-style-type: none"> <li>Graham Thomas 14<sup>th</sup> November 2025 <i>DG advised governors, the parent governor vacancy has gone to a ballot as had 2 nomination forms. The Ballot closes tomorrow (22<sup>nd</sup> October at 12 noon)</i></li> <li>Sophie Manning 30<sup>th</sup> November 2025 <i>DG advised governors, staff nomination form will be sent out to staff on 3<sup>rd</sup> November. If more than 2 nomination forms are received then a ballot will be held.</i></li> </ul> </li> <li>• Before the end of the academic year <ul style="list-style-type: none"> <li>Jodie Kemp 16<sup>th</sup> May 2026</li> </ul> </li> </ul> <p>c) Name and category of governors appointed/elected since the last meeting:</p> <p><i>Preeti Chatwal Kauffman (Governors approved the appointment)</i></p> <ul style="list-style-type: none"> <li>• c) Governor vacancy: <ul style="list-style-type: none"> <li>3 x Co-op (now 2 due to the appointment of Preeti)</li> </ul> </li> </ul>	

5	<p><b>EMERGENCY PROCEDURES (statutory)</b></p> <p>Governors to ensure emergency contact information for the school is provided to Surrey County Council (Schools Support Service)</p> <p><i>DG advised governors she had actioned the emergency procedures contact information with Surrey County Council (SCC).</i></p>	
6	<p><b>GOVERNORS' DETAILS: contact information and publication of data</b></p> <p><b>Contact information for Governors</b></p> <p><i>DG advised governors their contact information was on Microsoft Teams and to let her know if there were any amendments.</i></p> <p><b>DfE Statutory Guidance August 2017</b></p> <p><b>The constitution of governing bodies of maintained schools</b></p> <p>Governors to confirm that, in the interests of transparency, a governing body must publish on its website:</p> <ul style="list-style-type: none"> <li>a) the structure and remit of the governing body and any committees</li> <li>b) relevant business and pecuniary interests (as recorded in the Register of Interests)</li> <li>c) information for each governor who has held office over the past twelve months</li> <li>d) attendance at governing body and committee meetings over the last academic year.</li> </ul> <p><i>All the above is published on the school website</i></p> <p><b>National Governors' Database (Get Information about Schools) GIAS</b></p> <p>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><b>PROCEDURAL MATTERS</b></p> <ul style="list-style-type: none"> <li>a) <b>Code of Conduct</b> – statutory guidance states that a Code of Conduct should be maintained and communicated to all prospective governors. <i>DG confirmed all governors had signed the Code of Conduct and a copy was on Microsoft Teams for reference.</i></li> <li>b) <b>Open or Closed Meetings</b> – governors to agree whether meetings will be open or closed. <i>All governors agreed meetings should be 'Open' apart from confidential items which will be 'Closed' under Part B.</i></li> <li>c) <b>Alternative Participation/Voting Arrangements</b> – governors to agree their approach, in line with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. <i>All governors agreed to alterative participate/voting arrangements.</i></li> </ul>	

	<p><b>Protocol for alternative participation</b> – 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 in person meetings were preferred, online participation would be for exceptional circumstances.</i></p> <p>d) <b>Professional Negligence Statement</b> - governors to consider recording the professional negligence statement: <b>Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity.</b> 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) <b>Confidentiality Statement</b> - 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: <b>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.</b></p> <p><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><b>MINUTES (statutory)</b> To confirm the minutes of the meeting 15<sup>th</sup> July 2025 as an accurate record, to be signed by the Chair.</p> <p><i>Governors agreed the minutes were an accurate record and have been signed by ML.</i></p>	Minutes from meeting 15 <sup>th</sup> July 2025
9	<p><b>MATTERS ARISING FROM THE MINUTES</b> To discuss and minute matters arising which are not covered by this agenda and ensure all actions complete.</p> <ol style="list-style-type: none"> <li>1. Curriculum and Standards Committee to set date for next meeting and review Homework Policy – <i>not actioned</i> <b><u>ACTION: DG to coordinate committee meeting dates for both Finance and Staffing/Curriculum and Standards committees</u></b></li> <li>2. Curriculum and Standards Committee to forward minutes of all meetings to DG for filing <i>Ongoing</i></li> <li>3. DG/SC to check if there is a SCC Equality Model Policy <i>Ongoing</i></li> <li>4. LA governor application – SC to complete HT section and DG to send to SCC. <i>Actioned</i></li> </ol>	<p>DG</p> <p>CSC</p> <p>DG</p> <p>Discharged</p>

	<p><i>SC advised governors the Local Authority has moved to Schools Alliance for Excellence/Governor Hub and is requesting governor personal details (addresses/phone numbers) to be inputted into their database on Governor Hub. Governors expressed concerns about data protection and the necessity of sharing this information.</i></p> <p><b><u>ACTION: DG to set up individual school email addresses for all governors and provide the school address as the contact address on Governor Hub</u></b></p> <p>5. <i>SC to survey parents in September re: residential visits (any barriers to why their child would not attend – anonymous) Ongoing – will update governors with survey results at next FGB meeting.</i></p> <p><i>SC updated governors on the current situation. Only 14 children from Year 4 cohort are attending the residential visit to Hooke Court, with the school covering the shortfall to meet the providers minimum number of 17. This raises questions about the viability of residential provision for this cohort when they are in Year 5 and 6.</i></p> <p><i>The coach costs are the biggest expense, school requested additional voluntary contribution for coach from parents. The cost of the coach for the Year 5 residential is approximately £4000.00. A governor asked if Stone Farm had a minimum number to attend. SC – this information is currently being asked.</i></p> <p><i>Year 4 class teacher is not attending the residential, they will stay behind with the remaining children. One member of SLT will go on the residential with 2 x support staff. This means the school does not have the added expense of a supply teacher for the children not attending.</i></p> <p><b><i>LA asked why children in Year 4 were not attending. SC – a variety of reasons not just financial. PG asked how many children came to the initial residential visit information evening. SC advised the number was low. The current Year 5 residential visit meeting almost all of the children attended.</i></b></p> <p><i>SC explained to governors the school may need to reconsider its three-year residential offer. The Year 4 visit to Hooke Court is closely linked to the curriculum, and Year 6 to Hindleap Warren builds resilience and team building. Year 5's residential to Stone Farm may be the one to reconsider if numbers remain low.</i></p> <p><b><i>ML/GT suggested surveying Year 2 and 3 as well to gauge future numbers. Governors suggested if parents could also attend if their child was nervous about being away from home. SC - this would be a safeguarding risk and children will not get the benefit of being away from home.</i></b></p> <p><i>Governors suggested showcasing the residential experience through assembly presentations, parent visits to classes (showing past photographs on the whiteboards) plus excitement from children who have attended the residential.</i></p>	<p>DG</p> <p>SC</p>
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	<p><i>SC has looked at closer venues but coach prices are still high and the quality of the accommodation is not the same. Day visits are expensive due to coach hire. Recent Year 3 visit to Butser Farm was £30 per child which school subsidised by £5.00.</i></p> <p><b>CONTINUED ACTION: Survey results and update on current residential to be discussed at next FGB meeting.</b></p>	
<p><b>10</b></p>	<p><b>CHAIR'S ACTION (Statutory)</b></p> <p>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/SC highlighted the following</p> <ul style="list-style-type: none"> <li>• Funding for coaching for school leaders from the DfE – 6 sessions of mentoring support. The DfE have recognised there isn't significant network of support for Headteachers. SC has signed up.</li> <li>• ML and SC have been contacted by SCC, following an analysis of disadvantaged data across Surrey, 20 schools had been identified where the gap between disadvantaged and non-disadvantaged pupils is significantly different. Shawfield has been selected based on three-years of information which they say shows that the schools data for disadvantaged goes down. While the small cohort size (ten pupils last year, five when those with additional vulnerabilities are excluded) makes direct comparison challenging, overall outcomes remain above the Local Authority average. As part of this initiative, the school will receive additional school improvement support across the academic year, free of charge, with an Improvement Adviser working alongside staff to review and enhance provision for disadvantaged pupils. This will involve a shared piece of work to reflect on current practice, highlight strengths, and identify clear areas for development. The outcomes of this work will be reported to governors and provide external validation of the school's approach.</li> <li>• ML/PG/HB and Isabel Ramsay (SIP) undertook SC's Performance Management review.</li> <li>• Confirmed the Pay Committee met on 16<sup>th</sup> October to review teacher's, DHT and HT pay. DG has advised teacher's/DHT and HT of their current grades.</li> <li>• SC met and ML spoken to new governor Preeti Chatwal Kauffman</li> <li>• SC and ML to meet potential new governor Zoe Browse</li> <li>• Parent Governor vacancy ballot deadline tomorrow (22<sup>nd</sup> October 2025 at 12 noon)</li> </ul>	
<p><b>11</b></p>	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>• FMR Month 5 &amp; 6 (Appendix A and B)</li> <li>• Budget 14<sup>th</sup> November 2025 (Appendix C)</li> </ul> <p>FMR for Month 5 and 6 on Microsoft Teams for governors to review before the meeting.</p>	<p>On Teams</p>

The following was highlighted for Month 6 FMR

- Month 6 shows £67,552 surplus projected to carry forward into next year. DG advised this will reduce by approximately £3,000 following pay committee decisions.  
SCC have clawed back £2,743 EHCP funding due to 2 children moving to a new school.  
Approximately £21,000 of funding still to be received from government. PE grant and additional grant for pay increases.  
£4000 reimbursement received from SCC for FSM food vouchers for the summer holiday.
- SC - A new full-time member of staff has been appointed on a fixed-term contract until 31 August 2026 to work in Year R. They are currently employed in a special school and are hoping to be released early so they can begin on 3 November. A supply TA has been booked for the next three weeks, but this can be cancelled if the new staff member is able to start immediately after half-term. The new member of staff is attending Safeguarding training on Friday 24<sup>th</sup> October 2025.

Updated Final budget 2025/26

- Governors had previously been informed that SCC has advised schools not to produce a draft budget at this stage, as the government had not released the 2025/26 budget illustrations. Instead, schools are asked to review the current final 2025/2026 budget with governors by 14 November 2025. The updated final budget has been uploaded to Microsoft Teams for governors to review. DG will still prepare a draft 2026/27 budget using last year's calculation tools.  
The updated 2025/26 final budget shows a £67,552 surplus carry forward and an in-year deficit of £51,019.  
SC advised governors - the only other proposed change concerns the lump sum allocation that all schools receive, currently approximately £150,000. This is expected to change by around £10,000-£15,000. Unfortunately, this change will negatively impact our school, as we'll receive less overall funding. The total percentage increase we're set to receive falls below the current rate of inflation. Our additional funding for the coming year is projected to be between £8,000 and £15,000 above our current budget allocation. This means we'll need to maintain our existing operational model with reduced financial resources.

SC/ML advised governors that difficult decisions may be needed next year re: staffing. 2 x new members of staff on fixed term contracts until next August. Also exploring accessing additional high needs funding for children currently on school support.

LA asked if any of the new children in Year R have an EHCP. SC – no. One child having additional help to support language barrier.

SC reminded governors to be mindful at not spending unnecessary money on the school building, need to prioritise staffing to ensure school has good staff.

No further questions from governors.

12	<p><b>HEADTEACHERS REPORT (Appendix D)</b></p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Staffing</li> <li>• Staff CPD/Training</li> <li>• Attendance</li> <li>• Curriculum</li> </ul> <p>Headteachers report on Microsoft Teams for governors to read before the meeting.</p> <p>SC highlighted the following</p> <ul style="list-style-type: none"> <li>• Governors will have updated School Improvement Plan (SIP) at the next FGB meeting. There is a new Ofsted framework, so will update the SIP to reflect this and present to governors in December 2025.</li> <li>• Attendance – Current attendance figures remain above the national average, placing Shawfield within the top 10% of schools nationally. This reflects the significant work undertaken by all staff in supporting families to ensure regular attendance. The Pastoral Care Lead continues to work closely with SCC’s Inclusion Officer; however, schools now carry greater responsibility for attendance and no longer receive the same level of support from SCC as in previous years. Due to recent illness and one child being absent while awaiting a place at a new setting, the school may now be closer to the top 20%. SC informed governors that he is researching national attendance figures for vulnerable children. This information is not currently easy to obtain, but he will update the Headteacher’s report once further details are available. <b>JP asked whether the attendance letters were proving effective.</b> SC explained that the letters had been updated this year, as the tone of previous versions had caused concern for some parents. While the letters must emphasise the importance of good attendance, finding the right balance has been challenging. The threshold for issuing the first letter has been adjusted from 97% to 95%. SC noted that maintaining a clear paper trail is essential, as it provides evidence of the school’s support should attendance meetings be required later. <b>LA asked how many letters were currently being sent.</b> SC confirmed that fewer ‘late’ letters are being issued now and that registers are checked daily.</li> </ul> <ul style="list-style-type: none"> <li>• Safeguarding – A total of 1,400 incidents was recorded on CPOMS last academic year, though not all were safeguarding-related. There are currently two children at Child Protection level and two children at Child in Need level. <b>ML asked how many vulnerable families the school is supporting.</b> SC reported that 107 families are currently identified as vulnerable in the termly audit. GT noted that during his recent safeguarding visit, he was made aware of the termly audit.</li> <li>• Walk to School Initiative (funding from Active Travel England) – The children can walk, or park and stride, scoot or cycle to school at least one</li> </ul>	
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	<p>day a week to earn a badge. The initiative has been going for a month and data from all children is recorded. At the start of the initiative 50% of the children were walking, now it is showing 70%. SC hopes the increase carries on over the winter months.</p> <p>No further questions from governors.</p>	
<b>13</b>	<p><b>PUPIL PREMIUM</b> Pupil Premium Strategy Statement (Appendix E)</p> <p>PP Strategy on Microsoft Teams for governors to read before the meeting.</p> <p>SC highlighted the following.</p> <ul style="list-style-type: none"> <li>• The school has an increased number of children in receipt of Pupil Premium (PP), now above the national average of 19% for primary schools.</li> <li>• The revised framework emphasizes 'inclusion' specifically looking at disadvantaged pupils and children with SEND. Ofsted inspectors will focus on what the learning experience looks like for these groups. SC suggested governors look at this area for monitoring visits.</li> <li>• The statement is divided into 3 parts, quality first teaching, targeted interventions and wider strategies. Wider strategies include pastoral support, ELSAs and supervision – these areas representing the most significant portion of spending.</li> <li>• Many children have multiple vulnerabilities (e.g. PP + SEND + GRT + summer born) plus their attendance could be low.</li> <li>• Interventions in place for disadvantaged children often benefit other children, making it challenging to demonstrate specific impact on narrowing the gap.</li> <li>• Looking at strategies to make sure they are working, and looking at accelerated progress.</li> <li>• Targeted interventions by support staff to PP and SEND children, so their progress is tracked. SC suggested the Curriculum and Standards committee look at this area to see if it is working. A committee member could do a monitoring visit.</li> </ul> <p><b>ML asked if there was a lack of support at home</b> SC – yes. Additional reading is done in class plus children can go to the homework club.</p> <p>No further questions from governors.</p>	On Teams
<b>14</b>	<p><b>POLICIES REVIEW</b></p> <ul style="list-style-type: none"> <li>• <b>Relationship &amp; Behaviour Policy (Appendix F)</b> SC advised governors he proposes to remove specific examples of behaviour (climbing fences and bookcases) from the policy as these are no longer occurring. These would be replaced with more general language around 'dangerous/unsafe behaviour'.</li> </ul> <p><b>LA asked if staff were now more on board with the restorative practice?</b> SC – Some staff (particularly support staff) have expressed concerns about understanding the support strategies available when behaviour challenges arise. The school is addressing this through CPD for staff, and behaviour</p>	On Teams


	<p>management clinics run by STIP.  There are currently 10-15 children showing vulnerabilities around behaviour, but most behaviours are low-level. The behaviour is not at the level of multiple suspensions and is employing various strategies including, restorative practice, sensory circuits, ELSA support and alternative provision e.g. Pirbright Nurture Farm.  Due to confidentiality SLT cannot always share sensitive information to all staff around vulnerable children. SC pointed out during Ofsted there was a high level of behaviour it is now classed as low level  All governors agreed to adopt policy.</p> <ul style="list-style-type: none"> <li>• <b>Staff Grievance (Appendix G)</b>  No amendments  All governors agreed to adopt policy.</li> <li>• <b>Safeguarding and Child Protection Policy (Appendix H)</b>  SC advised policy had been updated following updates from KCSIE. The updated KCSIE recommended Low Level Concerns, Online Safety and Whistleblowing be separate policies – please see below.  All governors agreed to adopt policy,</li> <li>• <b>Staff Behaviour (Appendix I)</b>  No amendments  All governors agreed to adopt policy.</li> <li>• <b>Annex G Lettings Policy (Appendix J)</b>  No amendments.  all governors agreed to adopt policy.</li> <li>• <b>Low Level Concern Policy (Appendix K)</b>  All governors agreed to adopt policy.</li> <li>• <b>Online Safety Policy (Appendix L)</b>  All governors agreed to adopt policy.</li> <li>• <b>Shawfield Recruitment and Selection Policy (Appendix M)</b>  all governors agreed to adopt policy.</li> <li>• <b>Whistleblowing Policy (Appendix N)</b>  All governors agreed to adopt policy.</li> </ul> <p>No further questions from governors.</p>	
15	<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>No governor management issues from governors</p>	
16	<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>• Finance and Staffing Committee met on 16<sup>th</sup> October 2025 for Teachers/DHT and HT Pay Review.</li> <li>• ML, PG and HB attended SC's Performance Management review.</li> <li>• GT undertook a safeguarding monitoring visit (report to follow) this half term.</li> <li>• LA confirmed she will arrange a EYFS and SEND (KS2) monitoring visit.</li> </ul>	
<b>17</b>	<p><b>BUILDING UPDATE</b> <b>See Part B</b></p>	
<b>18</b>	<p><b>AOB</b></p> <p><b>60<sup>th</sup> Birthday Anniversary Plans</b> SC advised governors the school is planning celebrations for its 60<sup>th</sup> anniversary in 2026. Current ideas.</p> <ul style="list-style-type: none"> <li>• Logo design competition (meeting with graphic designer after half term)</li> <li>• Commemorative items e.g. Tea towels with children's faces</li> <li>• Events with the PTA (summer picnic)</li> <li>• Collection of historical memories and photos from parents/grandparents who attend Shawfield.</li> </ul> <p>Governors discussed the option of arranging a whole-school photograph. SC noted that the photographers would charge the school a substantial fee (approximately £1,500) due to the low number of parent orders. For the previous whole-school photo, only six or seven parents purchased a copy, and the school budget cannot support this expense. Governors recommended looking into alternative approaches that would avoid such high costs.</p> <p>Governors discussed the idea of commemorative brick/paving idea once building plans are confirmed.</p> <p><b>Term dates 2026/27</b> SC explained to governors SCC has decided to implement a two-week October half term and take off one week off the summer holiday. SLT does not believe an 8-week summer term is viable and would like to present staff two different options.</p> <p>Option 1</p> <ul style="list-style-type: none"> <li>• ask staff to attend some INSET in the first week of the October half term - with some dates at the beginning and ends of the school year.</li> </ul> <p>Option 2</p> <ul style="list-style-type: none"> <li>• block INSETS at the end of the academic year - with staff timetabled for the equivalent hours throughout the academic year through twilights.</li> </ul> <p>The rationale behind this decision:</p> <ul style="list-style-type: none"> <li>• The statutory dates for Year 6 SATs will not change so will make an eight-week summer term extremely challenging.</li> <li>• Most surrounding LA's finish on 21<sup>st</sup> July</li> </ul>	

	<ul style="list-style-type: none"> <li>National data shows attendance struggles in the final week of the summer term.</li> <li>There is a concern that teaching and learning will be compromised – and Leaders and staff want to front load the time spent with the children.</li> </ul> <p>Governors concerns;</p> <ul style="list-style-type: none"> <li>GT – parents will need to find childcare for 6 weeks in summer plus two weeks in October. This may be more challenging for working parents than individual INSET days throughout the year.</li> <li>Asked SC to research what other local schools are doing and communicate with governors via email before the next meeting. Decision needed before next full governing body meeting.</li> </ul> <p><b><u>ACTION: SC to research what other schools are doing re: 2026/27 term dates and communicate with governors before next FGB meeting.</u></b></p> <p><b>Academy</b>  LA asked for an update on school joining an academy. SC informed governors he had contacted EEEA over the summer. The academy is bringing new schools into their group, still keen for Shawfield to join them. SC will contact them again once a contractor for building work has been appointed. He has been invited to their Headteacher meetings. Shawfield and EEEA have a good relationship. ML- need to keep a good budget and start building work.</p> <p><b>Graham Thomas</b>  ML - the results of the Parent Governor ballot won't be known until tomorrow, but he wanted to take the chance to thank Graham Thomas for all his support over the last four years, in the event that Graham is not reappointed.</p> <p>No further AOB from governors.</p>	
19	<p><b>DATES FOR MEETINGS IN THIS ACADEMIC YEAR</b></p> <ul style="list-style-type: none"> <li>2<sup>nd</sup> December 2025</li> <li>17<sup>th</sup> March 2026</li> <li>9<sup>th</sup> June 2026</li> <li>14<sup>th</sup> July 2026</li> </ul>	
20	<p><b>SUMMARY OF ACTIONS</b></p> <ol style="list-style-type: none"> <li>If GT is not reappointed – Appoint Child Protection/Safeguarding Governor</li> <li>If GT is not reappointed – Ask HB if she will take on Looked After Children governor role</li> <li>DG to coordinate committee meeting dates for both Finance and Staffing/Curriculum and Standards committees</li> <li>DG to set up individual school email addresses for all governors and provide the school address as the contact address on Governor Hub</li> <li>Curriculum and Standards Committee to forward minutes of all meetings to DG for filing</li> <li>DG/SC to check if there is a SCC Equality Model Policy</li> </ol>	

	<ol style="list-style-type: none"><li>7. Year 4 residential visit survey results and update on current residential visits to be discussed at next FGB meeting</li><li>8. SC to research what other schools are doing re: 2026/27 term dates and communicate with governors before next FGB meeting</li><li>9. DG to share building document links with governors to review</li></ol>	
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**Meeting finished at 8.45pm**

Signed (Chair of Governing Body) 

Dated 02/12/2025

**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.**