



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 2nd December 2025 at 6.15pm**

MINUTES

Attended

Governors

Mick Luck (ML) – Chair	LA
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Penny Gray (PG)	COP
Jack Pammer (JP)	COP
Hannah Bignell (HB)	COP
Preeti Chatwal Kauffman (PCK)	COP
Liz Fishwick (EF)	PA

In attendance:

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
Zoe Browse (ZB)	Guest

The meeting opened at 6.15pm

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

	TOPIC	Actions
1	APOLOGIES FOR ABSENCE Acknowledgment of absences and apologies received <i>Apologies received from LA with good reason. JK absent</i>	
2	WELCOME NEW GOVERNORS Preeti Chatwal Kauffman Liz Fishwick Zoe Browse <i>ML extended a welcome to Preeti, Liz, and Zoe, followed by introductions from everyone in attendance.</i>	
3	DECLARATION OF INTEREST <i>No governor made a declaration of interest in specific agenda items at this meeting.</i>	

	HB/JP/PG advised they were unable to access Microsoft Teams or the files section. DG to set governors up on Microsoft Teams under their new school email addresses. <u>ACTION: DG to add governors to Microsoft Teams under their new school email address.</u>	DG
7	HEADTEACHERS REPORT • Safeguarding • Staffing • Attendance • SIP Headteacher Report (Appendix A) and School Improvement Plan (SIP) (Appendix B) on Microsoft Teams for governors to read before the meeting. SC explained the purpose and structure of the Headteacher's Report for the new governors, which aligns with the School Improvement Plan (SIP) and allows governors to track progress from meeting to meeting. The school context remains unchanged: • One-form entry primary school. • High proportion of Pupil Premium children and high proportion of SEND, both significantly above typical Surrey levels and above national averages. • Current demographics include a notable number of Gypsy Roma families and increasing numbers of other ethnic minority families moving into the area. The school was boy heavy but this is changing now. Attendance SC explained the government has introduced 'Attendance Baseline Improvement Expectation' (ABIE) which is a minimum attendance expectation. Although not yet linked formally to intervention or Ofsted, it is intended to raise national attendance levels. • Pre-pandemic 95.4% • Current 96.8% - This figure is above national average. Children whose attendance is 95% or above have an increased chance of meeting age related expectation in reading, writing and maths. SC showed Governors comparative graphs: • For the first time, school (blue) bars exceed national (orange) bars for all groups. • Year-on-year comparisons show improvement across categories. EF asked due to Covid a lot of children did not have chicken pox etc, would the government take this into account. SC – no, would affect the schools attendance figures. SC advised governors persistent absence remains concentrated within a small number of pupils, mostly linked to legitimate medical issues rather than	

	children just not attending school. Parents have to show proof of medical appointments and since last September have to complete a Leave of Absence form. HB asked if a child was out for 1 hour during the day for a medical appointment, would this affect their attendance. SC – no if they are in school for morning and afternoon registration. SC advised there is a new national comparison tool that groups the school with 20 similar schools using a demographic-based algorithm. Shawfield currently ranks towards the top of the group. SC advised there is no single strategy that fits all for improved attendance, this is due to the school knowing the families, having ELSA's and an Attendance Champion. The Attendance Champion monitors cases individually. ML – acknowledged this is good news regarding attendance. Curriculum (Priority 3) ML noted high-quality displays around the school. SC – Following Ofsted feedback (2023), staff now have improved Art CPD through videos and guidance within the new Art scheme. SC highlighted that there has been various parent engagements through- • Meet the teacher • Parents' evening • English workshop • Exhibition Showcase SC thanked teachers/staff for their goodwill for staying longer at school to enable these events to take place. Behaviour (Priority 2) See Part B School Improvement Strategy (SIP) SC explained to governors the layout of the SIP had changed. There are no longer RAG colours. The SIP is a working document. ML confirmed it was easier to read and see the main 4 areas. Safeguarding SC explained CPOMS continues to be used to record all concerns, from minor issues (e.g. uniform) to serious safeguarding matters. Monthly data shows frequency of incidents by category and number of children involved. All staff have access to input concerns. When information is added by staff all three Designated Safeguarding Leads (DSL) are notified. See Part B Due to 2 families moving out of the area, the school will only know if there are new admissions once Surrey County Council are informed of leavers. KS1 classes cannot go over 30 children. The school could technically exceed PAN in	
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	KS2 but prefers to avoid doing so due to impacts on teaching quality and staff capacity. SC warned governors a fall in cohort size will have an impact on the budget. October Census remains the key funding point; The numbers on roll needs to remain at or near 200 to protect the funding the school have. SC has been advised by LA that birth rates nationally and in Surrey are falling, but local building in Ash/Tongham/Mytchett is increasing demand. Planners consistently underestimate local numbers. Social, Moral, Spiritual and Cultural (SMSC) SC noted that the usual SMSC activity list was not included in this HT report and will be provided at the next meeting. This will detail events and enrichment activities contributing to a broad, balanced curriculum. Year 4 Residential visit to Hooke Court SC gave governors an update on Year 4's residential visit to Hooke Court – the following was highlighted. • 14 children attended residential. 16 children did not attend. • Out of the 16 children who did not attend only 6 parents responded to the survey despite multiple reminders. Out of the 6 parents who responded, the key feedback was 'children not comfortable staying away from home'. • SC advised governors because of low numbers attending in Year 4, there is a significant risk that their Year 5 residential to Stone Farm may not be financially viable. If numbers increased to 20 attendees, the cost per family will rise by an extra £70 making the visit too expensive. Stone Farm is already the most expensive residential offered. Stone Farm have agreed to 'skip a year' if the school cannot run the current cohort visit. ML asked if the Year 5 visit is being cancelled now. • SC is planning on holding a meeting in the new year with Year 4 parents to communicate that the visit to Stone Farm is at risk. He needs all parents to attend so school can gauge genuine support. • SM - The issue is parents historically do not respond early or commit until very close to the visit date. The school is lucky that the 3 residential venues are very understanding. • SC pointed out multiple day visits have been investigated instead, but the conclusion is they are not cheaper largely due to coach costs. HB asked about joint residential visits with other local schools. SC – good idea however other Headteachers have different ideas about visit value, curriculum and locations. Shawfield's residentials are considered a unique and valuable part of the school's curriculum. Shawfield is the only school in the area offering three residentials, which have strong educational links and social development benefits. ML asked about the children doing local activities without coach travel. SC – good idea however options are limited and most suitable venues still require paid transport. EF asked if Covid related anxieties are influencing parent attitudes. Yes, possibly. There is an increased trend of children having fewer independence	
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	building experiences e.g. not joining clubs like Brownies/Rainbows/Cubs making overnight stays feel more daunting. The Year 5 residential visit to Devon also poses logistical challenges – longer travel time so parents cannot easily retrieve homesick children. This puts a strain on staff and families. PG suggested surveying families earlier. SC – good idea, however early communication with Year 3 last year (for Year 4 visit to Hooke Court) possibly backfired as children too young for parents to imagine them being ready. SM/SC pointed out the children get so much out of the residentials, allows them to see staff in a different role and provides unique opportunities for children to flourish outside the classroom. They build trust between staff, children and families. It supports children's preparation for secondary school. EF asked if using mini buses would help with transport costs. SC/SM – this has been investigated however mini buses do not have enough luggage space. ML – Governors will support SLT in ensuring the school can still provide three residential visits a year. No further questions from governors.	
8	POLICIES All policies on Microsoft Teams for governors to read before the Meeting. • Staff Capability x 2 (Current Policy and Surrey County Council Policy – Appendix C) <i>SC advised governors current policy was a Strictly Education Policy. School would now like to use Surrey County Council model policy. All governors agreed to adopt.</i> • Induction of Early Career Teacher (ECT) (Appendix D) <i>DG advised the ECT policy has been updated by Tom Burford (ECT mentor). All governors agreed to adopt</i> • Single Central Record (no policy part of Safeguarding Policy and Recruitment Policy) <i>SC/DG confirmed there is no policy. The Single Central Record (SCR) is reviewed termly by SC with DG in attendance. The Safeguarding and Child Protection Governor are informed when the check has been actioned.</i> • Finance Policy (Appendix E) <i>DG advised the policy is a SCC model policy. All governors agreed to adopt.</i> • Terms of Reference (Finance and Staffing Committee – Appendix F) (Curriculum and Standards Committee – Appendix F) <i>DG advised as both committees had recently reviewed their TOR there are no updates. All governors agreed to adopt.</i> • Equality Policy (Appendix G) <i>DG advised policy had been updated as previous policy was a West Surrey</i>	On MS Teams

	<i>Foundation Policy.</i> <i>All governors agreed to adopt.</i> No further questions from governors.	
9	FINANCE FMR Month 7, October 2025 (Appendix H) Financial Monitoring Report (FMR) on Microsoft Teams for governors to review before the meeting. DG provided new governors with an overview of the FMR layout, drawing attention to the original budget, the current budget, and the forecast out-turn. Governors receive a monthly FMR for their information. The projected carry forward into the 2026/27 financial year is £61,474.00. DG noted that some cost centres are unlikely to use their full allocations; for example, Building Maintenance has a current budget of £30,000, but assuming no unforeseen costs, the final spend is expected to be around £20,000. SC advised new governors, maintained schools operate on an April to March financial year, unlike academies who are September to August. The school is not in deficit, with no major changes, school could run this year and next year without restructuring. However, beyond that period, staffing restructuring may be required if funding does not increase. Shawfield maintains higher than average support staffing for educational reasons. This will continue as long as it remains affordable. School Fund Audit DG reported that the School Fund account, which holds unofficial school income (e.g. commission from school photographs and parental payments for educational visits (not residential), is currently undergoing its annual independent audit. Upon completion of the audit, the certificate will be signed by the Chair of Governors and submitted to Surrey County Council. The balance of the account is approximately £2,000.00 SC pointed out to governors the account subsidises school visits, however the account is running low. The cost of a recent day visit to Winchester Science Museum was £30.00, however to help parents financially the visit was subsidised by £15.00 per child. No further questions from governors.	On MS Teams
10	BUILDING UPDATE See Part B	
11	GOVERNORS MANAGEMENT ISSUES • Governor training and development • Impact of Governor training Training of new governors will be available in the spring term.	

12	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?" • ML – Chair visits to school • HB – Visited school on 23rd June 2025 and will do governor monitoring visit report. • PG – Visited Showcase Exhibition on 25th November 2025 as a parent – will write a report for governors • GT – Safeguarding visit report received for 9th October 2025.	
13	AOB SC advised governors the hall was now being let on a Monday to the Ahmadiyya Muslim Association UK Yoga class. The hall is now let on a Monday, Tuesday and Thursday. AOB from governors • EF – asked which committee would she be on. ML asked EF to email him to request which committee she would like to sit on. No further questions from governors	
14	NEXT FGB MEETING 17th March 2026 9th June 2026 14th July 2026 CURRICULUM & STANDARDS COMMITTEE at 11am • 27th January 2026 • 22nd April 2026 • 17th June 2026 FINANCE & STAFFING COMMITTEE at 9am • 13th February 2026 • 27th March 2026 • 1st May 2026 • 10th July 2026	
15	SUMMARY OF ACTIONS 1. Curriculum and Standards Committee to forward minutes of all meetings to DG for filing 2. DG to add governors to Microsoft Teams under their new school email address. 3. SC to arrange a meeting with PCK and ML to discuss the building programme in greater depth and share documents received so far.	

Meeting finished at 8.20pm

Signed (Chair of Governing Body)



Dated 28/04/2026

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.