



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 28th April 2026 at 6.15pm**

MINUTES

Attended

Governors

Mick Luck (ML) – Chair	LA
Stephen Corcoran (SC)	STH
Sophie Manning (SM)	ST
Lou Aherne (LA)	PA
Penny Gray (PG)	COP
Jack Pammer (JP)	COP
Hannah McMillan (HB)	COP
Liz Fishwick (EF)	PA
Zoe Browse (ZB)	COP

In attendance:

Debbie Green (DG)

Clerk to the Governing Body/Finance Officer

Meeting started at 6.25pm

	TOPIC	Actions
1	APOLOGIES FOR ABSENCE Acknowledgment of absences and apologies received <i>PCK absent - no apologies received</i>	
2	DECLARATION OF INTEREST To record any pecuniary interest or conflict of interests <i>No governor declared an interest in any of the agenda items</i>	
3	MINUTES OF THE PREVIOUS MEETING To confirm the minutes of the meeting 2 nd December 2025 as an accurate record, to be signed by the Chair. <i>Governors declared the minutes of the meeting on 2nd December were an accurate record. ML to sign.</i>	

4	MATTERS ARISING FROM THE MINUTES 1. Curriculum and Standards Committee to forward minutes of all meetings to DG for filing <i>Actioned</i> 2. DG to add governors to Microsoft Teams under their new school email address. <i>Actioned</i> 3. SC to arrange a meeting with PCK and ML to discuss the building programme in greater depth and share documents received so far. <i>Not actioned.</i>	Discharged Discharged Ongoing / SC
5	CHAIR'S ACTION 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. <i>No Chairs action since last meeting</i>	
6	HEADTEACHERS REPORT & SIP - Appendix A • Safeguarding • Staffing • Attendance • New Year R September 2026 • SIP Headteachers report on Microsoft Teams for governors to read before the meeting. Attendance ML highlighted to governors, there is a large paragraph on attendance but will not discuss in depth as this was discussed at the Curriculum and Standards Committee meeting on 22nd April 2026 (see HB's overview of C & S meeting in AOB). New Yer R September 2027 SC advised governors Year R is full for September 2027. 24 first choices. Disappointed it was not 30 first choices. Ash Grange from September 2027 will have two classes in Year R. They had 65 first choices for Year R, they also have a 60-place nursery. St Pauls also has a 30-place nursery. 16 children coming from Jack and Jill Nursey. Not all their children would come to us due to geographical reasons. Half their children are coming to Shawfield. The Year R teacher will contact the nurseries as part of the transition. There was a new Year R information evening on Monday 27th April. Lots of questions about the temporary school. SC highlighted to parents the temporary building will be high quality.	

	Staffing SC informed governors an experienced Afterschool Club leader has been appointed and will start on Tuesday 5th May 2026. Wraparound care is very popular and need to be mindful that we might not be able to accommodate all requests from September 2027. School Improvement Strategy SC – updated School Improvement Strategy shared with governors. Progress areas had been highlighted in yellow. Areas of action are in discussion with staff and will add more information which will be shared with governors. ML asked SC if he needed anything help from governors. SC – he just needs time. Currently his time is being taken with the re-building programme. SC is also mindful that the school is due a visit from Ofsted in 2027. No further questions from governors.	
7	POLICIES Policies on Microsoft Teams for governors to read before the meeting. • Charging and Remissions (Appendix B) <i>No amendments – governors agreed to adopt</i> • Lettings Policy (Appendix C) <i>No amendments – governors agreed to adopt</i> • SEND Policy and Information report (Appendix D) <i>Report reviewed by Tom Burford (SENDCo) – no amendments. Governors agreed to adopt</i> • Designated Teacher for Looked after and previously looked after Children (Appendix E) <i>Report reviewed by Tom Burford (SENDCo) – no amendments. Governors agreed to adopt</i> • Relationship and Sex Education Policy (Appendix F) <i>No amendments – governors agreed to adopt</i> • School Complaints (Appendix G) <i>SC informed governors that there has been a national increase in the number of parental complaints submitted to Ofsted. However, the volume of complaints that Ofsted proceeds to investigate has remained the same. Shawfield received one parental complaint to Ofsted during this academic year. Following LA's review, Ofsted took no further action, as they were satisfied with the school's handling of the complaint through its internal procedures.</i> No further questions from governors.	
8	FINANCE FMR, Budget Plan and SFVS on Microsoft Teams for governors to read before the meeting. ML thanked DG for her work on the budget for financial year 2025/26. • FMR Month 12/13 March 2026 (Appendix H) DG did an overview of the final FMR for financial year 2025/26. There were comments next to cost centres with further explanation for	

	governors. The final carry forward figure for financial year 2026/27 is £111,088.00 Final Budget Plan for 2026/27 (Appendix I) Final budget plan shared with governors. DG and SC had critiqued all the cost centres prior to submitting plan to governors. 2026/27 budget showing in-year deficit of £74,311.00 with a surplus of £36,777 to carry forward to 2027/28 financial year. EF enquired whether the government continues to expect state schools to join an academy. SC- yes. SC noted that he has not had recent discussions with David Harris, CEO of the EEEA. SC explained that, at present, an academy would be unlikely to take on Shawfield Primary School due to the ongoing rebuilding programme. Once the new school building is complete, the school will be better placed to approach a trust. SC agreed to touch base with David Harris. Financial and Staffing Committee meeting taking place on Friday 1st May 2026. The Final Budget Plan for 2026/27 will be reviewed and critiqued by governors ready for the budget plan to be submitted to Surrey County Council on 1st May. Schools Financial Value Standards (SFVS) (Appendix J) DG advised full governing body the SFVS had been reviewed by the Finance and Staffing Committee and had been submitted to Surrey County Council on 13th March 2026. ML to sign when next in school. No further questions from governors.	
9	BUILDING UPDATE SC highlighted the following and shared up-to-dates plans with governors. - Governors reviewed the plans for the new playground. The side elevation is higher than originally anticipated. A pond area has been included in the design to meet biodiversity requirements. As the pond cannot be used for activities with the children, SC is currently considering options for this space, such as introducing aquatic plants. SC will discuss with the contractors, Galliford Try. - SC advised governors the temporary building is moving a meter towards the west. - The existing bank will now remain in place. The contractors have advised that a perforated deck on stilts will be installed around the temporary building to serve as the playground area. If SLT/Governors raise concerns about the decking with the contractor, this would result in a 6-month delay, as the bank would require reinforcement work. Governors have expressed concern about the potential for the decking to become slippery. - The contractors have advised that they are now unable to position the temporary kitchen on the field or will be unable to remove it. They have proposed transporting prepared school lunches to the site instead. SC has rejected this proposal, insisting that hot meals must be prepared on-	

	site, and has instructed the contractors to find a solution to make this possible • DfE have agreed to install new 2.4 metre fencing at the front of the school where there is no hedge. The existing hedge will stay. The DfE will also replace the fencing all the way up to the nature area from where the new gates to be installed. • Contractor showed SC and ML at the last meeting various trees and shrubs that could be planted. The site will be greener. • The playground entrance will be moved closer to the caretaker bungalow, which will give more space for parents/children. • The DfE is not providing funding for new furniture in the new building. Existing furniture is expected to be transferred to the new school unless the school is able to purchase new items. SC will approach Surrey County Council to request additional funding, given the anticipated costs the school will need to cover. • SC would like to buy new chairs and desks. • EF asked if the new school will have scope to hire out more of the building. SC – no, there will be no extra rooms and the Muga (playground) is smaller than standard size so is not suitable for hiring out to sports clubs. • Planning being submitted to Guildford Borough Council on Friday (1st May 2026). • PG asked if any residents attended the open afternoon. SC – only 1 who was supportive. EF asked if there were any unusual questions from parents during the open afternoon – SC, no, though he was interested in hearing parents feedback. • The rebuilding programme has been featured in Surrey Live. SC noted that several headteachers have approached him requesting the opportunity to discuss Shawfield's experience of the rebuilding programme, seeking insights for their own RAAC-related situations. • SC – if there are 5 or more objections to the planning then it has to go to a planning committee. JP asked how long does planning take - (SC) a minimum of 13 weeks if no objections. • SC and ML informed governors that the contractors had invited them to visit Merrist Wood the previous week, where Galliford Try is currently undertaking a building project. Both SC and ML reported that the quality of the building work appears to be very good, and they provided positive feedback about the contractors' work. No further questions from governors.	
10	GOVERNORS MANAGEMENT ISSUES • Governor training and development • Impact of Governor training • ML advised governors he had attended Hot Topics which has covered the following topics - attendance, complaints, food standards, safe use of AI, Every Child First, mobile phones in school. • SC – Every Child First has been on the news and a White Paper is coming out for consultation. ML asked if SLT are doing any work around this? SC – Yes	

	- SC – Food Standards. Government are consulting to reduce the amount of fat, salt and sugar in school meals. Therefore, favourite meals like Fish and Chips Friday and Pizza Monday will not be on the menu. This could have a financial impact on food costs and also the take up of school meals could be affected. - SC reported that mobile phones in school are having an increasing impact at Shawfield, with more Year 6 pupils bringing mobile phones to school. Both staff and Year 6 pupils have a clear understanding of the current policy and the expectations regarding mobile phone use in school. Looking ahead, SC identified that the permission form requires updating. Currently, it is simply a form to complete; however, SC proposes moving to a more rigorous approval process, similar to an interview, where parents/carers must explain why their child needs to bring a mobile phone to school, and each application must be formally approved. SC has suggested that the Curriculum and Standards Committee review the school's approach to mobile phones. <u>ACTION: Curriculum and Standards Committee to add Mobile Phones Policy to agenda</u> - EF has attended the following training – Suspension and Exclusions Course, Child Protection for Governors, New to Governance, Handling Complaints – the role of governance, Governor visits, Pupil Premium – what governors need to know, Introduction to Governors. - ZB has attended the following training – New to Governance, Introduction to School Finance, Introduction to Safeguarding for Governors, Budgeting in a challenging financial climate	C & S
11	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?” - Governor Monitoring visits - Reorganised two committees - ML supports SC on rebuilding programme 3 x Governors for Permanent Exclusion governor panel - JP visited SC and Angela Dixon re: Safeguarding visit	
12	AOB Curriculum and Standards Committee Meeting – overview of meeting on 22nd April 2026 MB advised the following was discussed Attendance – SC reported that attendance figures have now returned to pre-Covid levels, including for disadvantaged pupils and those with SEND. When GRT (Gypsy, Roma and Traveller) children's attendance is excluded from the overall figures, the school's attendance is above the national average. The national average attendance for GRT pupils is 88%, and all but one of Shawfield's GRT families have attendance rates better than 88%.	

	The key area for improvement is attendance among Pupil Premium families experiencing persistent absence. SC noted that even a small number of absent children can significantly impact the school's overall attendance figures. However, Shawfield is performing in the top 30% of state primary schools nationally for attendance. SC emphasised the importance of building relationships with parents to support improvements in their child's attendance and punctuality. The school has seen improvements in punctuality through working closely with families and ensuring parents sign their children into school. • The Committee reviewed the Pupil Premium strategy statement. Members discussed the challenge of measuring whether the strategies in place for PP children are having an impact on attendance. Committee members explored the possibility of visiting other schools to observe how they approach improving PP attendance. • Committee had a discussion on Wellbeing which is a big focus for Ofsted. • Discussion on how to improve the school's Website. To be updated with new photographs in summer term 2. Governor Monitoring Visits • Lou Aherne presented governor monitoring visit reports for SEND and Early Years. LA highlighted a significant increase in accelerated progress in phonics data within Early Years. All children except one new pupil are currently at or above the expected level for this point in the year. The school needs to track this progress as pupils move into Years 1 and 2. An area identified for monitoring is reading fluency. SC informed governors that substantial CPD has focused on improving reading fluency across Years 1 to 3. By Year 3, the school is working to maintain children's motivation to continue reading. To support this, graphic novels have been purchased, as children are responding well to visual stimulus as a pathway into reading. ML thanked LA for her report. • Hannah McMillan presented her governor monitoring visit report on English. MB will revisit this area. ML reminded SC that it remains important to continue the good work in English, even though the school's primary focus this year is on Maths. • Liz Fishwick presented her governor monitoring visit report on Maths. EF visited all classes except Year 6. SC explained that the Year 6 teacher was running daily before-school Maths booster sessions for children requiring additional support. EF spoke to a Year 6 pupil attending the booster sessions, who reported feeling valued because their teacher (Mrs Clayden) and the Year 5 teacher (Mrs Eastop) had organised the sessions to help children improve their maths. The pupil commented that this was beneficial for their wellbeing. However, EF observed that marking was not as up-to-date as expected. EF will revisit to monitor marking. <u>ACTION: SC to thank Mrs Clayden and Mrs Eastop for their daily before school Maths Booster sessions.</u>	SC
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	Keeping Children Safe – Monitoring Software SC informed governors that he wishes to increase the school's capability to monitor children's ICT usage. The school already has systems in place for monitoring websites children access, alongside visual checks by staff. SC will be purchasing additional filtering and monitoring software to further ensure children are kept safe online. The software will monitor keystrokes that children enter on the internet. If any keystrokes raise safeguarding concerns, the software company will immediately alert SC/SLT, enabling them to take prompt action. The software will go live after the May half-term. ML asked whether inappropriate images would be flagged. SC confirmed that they would be. Teacher Training SC informed governors that the school is supporting a member of support staff to undertake teacher training through the Apprenticeship Levy. The training is a 3-year programme, and a contract will be established that includes a repayment schedule should the member of staff leave within a specified timeframe. The teacher training will be delivered by the University of Brighton, working in partnership with South Farnham Teaching Trust. The training is expected to commence in September 2026. Year 5 Stone Farm Residential Visit 2027 SC informed governors that 16 children have confirmed their attendance for the residential visit, with a possible 2 additional pupils. SC would like to proceed with the residential visit. Stone Farm has confirmed they will maintain their 2026 pricing. The largest cost is for coach transport. If the residential visit proceeds with 16 children, the school would need to contribute £1,775 towards the coach cost. Governors agreed to support SC's decision regarding the residential visit. Governor Permanent Exclusion Panel ML thanked the 3 x governors and reserve governor who volunteered their time to read the paperwork and be part of the governor panel. Jodie Kemp – ML advised governor Jodie Kemp was unable to continue with their commitment to the governing body. Thank you letter sent to Jodie from ML. No further AOB from governors.	
13	NEXT FGB MEETING 9th June 2026 14th July 2026 CURRICULUM & STANDARDS COMMITTEE at 1.30pm 17th June 2026 FINANCE & STAFFING COMMITTEE at 9am 1st May 2026 10th July 2026	

14	SUMMARY OF ACTIONS 1. Curriculum and Standards Committee to add Mobile Phones Policy to agenda 2. SC to arrange a meeting with PCK and ML to discuss the building programme in greater depth and share documents received so far. 3. SC to thank Mrs Clayden and Mrs Eastop for their daily before school Maths booster sessions.	C & S SC SC
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Meeting closed at 7.40pm

Signed (Chair of Governing Body)



Dated 14/07/2026

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.