



'At Shawfield, We Shine'.

**SHAWFIELD PRIMARY SCHOOL
FULL GOVERNING BODY MEETING
Tuesday 14th July 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 (Online)
Preeti Chatwal Kauffman (PCK)	COP
Liz Fishwick (EF)	PA
Zoe Browse (ZB)	COP

In attendance:

Debbie Green (DG)	Clerk to the Governing Body/Finance Officer
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The meeting opened at 6.15pm

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

	TOPIC	Action
1	APOLOGIES FOR ABSENCE The Chair welcomed everyone to the meeting. All governors were present.	
2	DECLARATION OF INTEREST No governor declared an interest on any of the agenda items.	
3	MINUTES OF THE PREVIOUS MEETING To confirm the minutes of the meeting 28 th April 2026 as an accurate record, to be signed by the Chair. All governors confirmed the minutes of the 28 th April 2026 were an accurate record and minutes signed by ML.	Minutes from meeting on 28 th April 2026 On MS Teams

4	MATTERS ARISING FROM THE MINUTES - Curriculum and Standards Committee to add Mobile Phones Policy to agenda. <i>Ongoing</i> - SC to arrange a meeting with PCK and ML to discuss the building programme in greater depth and share documents received so far. <i>Governors agreed once planning permission has been granted then PCK/ML/SC to meet. Action from Finance and Staffing committee meeting on 10th July 2026 for PCK/SC to meet (see section 8)</i> <i>Ongoing</i> - SC to thank Mrs Clayden and Mrs Eastop for their daily before school Maths booster sessions. <i>SC confirmed this had been actioned.</i>	Actions highlighted in minutes from 28th April 2026 CSC Ongoing SC/PCK/ML - ongoing Discharged
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>ML confirmed no Chair's action since last Full Governing Body meeting.</i>	
6	HEADTEACHERS REPORT - Safeguarding - Staffing - Attendance - SIP - Statutory Data Headteachers Report July 2026 (Appendix A), Self Evaluation Report July 2026 (Appendix B) and Data Analysis July 2026 (Appendix C) on Microsoft Teams for governors to read before the meeting. SC highlighted the following: Headteacher Report - Numbers of roll currently 202. From September 2026 there will be movement with some children moving to local schools. - Visit from Ant Marsh (SCC) - Pupil Premium strategy review visit. Ant was very positive and has produced a favourable report. SC will circulate report to governors. <u>ACTION: SC to send Ant Marsh's Pupil Premium Strategy statement report to governors</u> Priority 2 – Behaviour. Learning behaviours have been identified as a strength during all recent external visits, including those by Isabel Ramsay, Richard Black and Ant Marsh. Feedback from these reviews has	SC

been positive and has informed ongoing school development work. A key focus remains reducing the attainment gap between pupil premium and non-pupil premium pupils, which has been prioritised within the School Development Plan (SIP).

ML – big drop in suspensions? SC – Yes, the number of suspensions has reduced significantly, falling from around 40 at the last Ofsted visit to single figures. While suspension continues to be used where pupil or staff safety is at risk, the school has successfully reduced its use through a range of preventative strategies, including seeking external support and working with a variety of professional agencies. This includes partnership work with Way Valley Short Stay School, which provides both intervention placements and outreach mentoring support. The school is currently engaging with this provision for targeted pupils and is exploring further opportunities through local authority initiatives aimed at strengthening SEND support within mainstream settings.

ML – You have changed how you deal with the Behaviour policy in that time?

SC - Yes, including the implementation of behaviour strategies and extensive staff training. It was recognised that further work is needed to communicate these approaches effectively to parents. Discussion highlighted the importance of helping stakeholders understand the school's emphasis on supportive, restorative and preventative strategies that promote positive behaviour and outcomes for pupils.

- **Priority 3 - DT Curriculum** – SC advised governors the art curriculum has been very well received by both pupils and staff, with positive feedback seen through displays, pupil showcases and increased engagement in discussions about art across the school. Following this success, the school has purchased the Design and Technology (DT) scheme from the same provider at a cost of £2,600 for the first year. The investment is considered to offer good value for money, providing high-quality training and good materials to support both staff subject knowledge and pupil learning. Staff have access to detailed planning, demonstrations and a comprehensive CPD programme. SC advised that, while there were initial concerns that teachers might become overly reliant on the Art scheme's resources, staff have instead used them effectively to strengthen their own teaching and development. SLT anticipates that the DT curriculum will show similar improvements in outcomes and consistency.

- **Priority 4 - Attendance** continues to be monitored through the school's established processes, with an increased focus on identifying and supporting the most vulnerable pupils. Monitoring activities, including learning walks, lesson observations and book scrutiny, specifically the outcomes of pupil premium and SEND pupils to ensure effective practice. This focus is also reflected in the ongoing use of pupil premium passports and SEND provision maps.

ML asked if SLT can see any progress. SC – reported that some improvement is evident; however, progress remains inconsistent. Attendance is influenced by a range of factors, and further work is needed to identify which barriers have the greatest impact on individual pupils so that support can be targeted effectively. Attendance remains

an area of focus, with persistent absence rates continuing to be higher among pupil premium pupils. However, SEND attendance has been above national average this year. ML asked what was making a difference? SC – staff know the families really well and using this knowledge to reduce as many barriers as possible. Also tracking and monitoring is more precise.

SC pointed out that the school's attendance figures have been drastically affected due to the recent heatwave. Three days where there was extreme weather, there was a significant number of children not in school and Shawfield was more impacted than the national average. The national average for the 1st day was 80%, 90% for the following 2 days however Shawfield attendance figure was 66%.

ML asked is the percentage low because Shawfield did not close? SC – yes, if school had closed, then the closure would not have affected attendance figures. Shawfield followed Surrey County

Council/Government guidance. ML – When government/OFSTED look at attendance figures they need to put the heatwave into consideration.

SC – Ofsted will review external published data so will not take other factors into consideration. SC is disappointed as Shawfield was above national average but due to the heatwave, he does not think the school will meet the Attendance Baseline Improvement Expectation (ABIE) now.

Governors support SLT that there is evidence and data shows that attendance was above average before the heatwave in June/July 2026. SEND pupils attendance was above national average. Attendance for Pupil Premium children has improved each year since Covid. The evidence and data will be available when Ofsted visit.

SC noted that during the recent heatwave, only 1 out of 21 children from one ethnic minority group attended school across the three days. SC highlighted that these pupils are among those who need to make the most progress academically and that their absence impacted this. SC also commented that, for some families, school attendance does not appear to be a priority.

ZB asked whether the school could offer remote learning during such periods. SC confirmed that this would not be possible. SM added that the families concerned would be unlikely to engage with online learning.

- **Spiritual, Moral, Social and Cultural (SMSC)** – The report highlighted a range of events, activities and workshops taking place across the school.

ML, on behalf of the Governing Body, thanked SC for including this section in the Headteacher's Report, noting that governors enjoy reading about the experiences and opportunities provided for pupils.

Data Analysis July 2026

- SC informed governor the report provides an overview of the school's performance across the academic year and now includes key headlines alongside the detailed data and statistics. Current outcomes are positive, with Early Years performance above the national average, Year 1 phonics results above average, and Year 4 Multiplication Tables Check results also exceeding national averages. Year 6 SATs results are due to be released on 14 July 2026 and will be shared with governors at the next meeting.

SC noted that, while the writing data in the report may appear disappointing, it does not fully reflect the quality of writing across the school. SC highlighted the significant effort made by teachers to improve writing outcomes, including extensive moderation work undertaken across the school.

ZB pointed out from her monitoring visits she can see how far they have come. ML advised governors the writing in school has improved to what was going on 4 or 5 years ago.

LF – There is good quality teaching in early years.

Self-Evaluation Report July 2026

- SC advised governors the Self-Evaluation Framework (SEF) had taken a year to complete. Initial work commenced at the start of the year using the draft Ofsted framework, including substantial planning around the school's response. However, changes made to the framework at a late stage required much of the work to be revisited and revised. A package called Perspective has been purchased which is a tool which poses questions to SLT and enables supporting evidence to be attached to responses. The report has been developed working along-side the Ofsted framework.

- All supporting evidence has been uploaded and stored within the system, providing a comprehensive evidence base to support the school's judgements and demonstrate compliance with the framework.

JP asked if the software gave SLT the headings? SC – No, they are SLT's judgements which are in align with Ofsted's framework.

SC explained that the self-evaluation system enables evidence to be quickly collated and exported for governors or Ofsted inspectors. Can also be uploaded to Ofsted portal.

SC highlighted that the new framework is significantly more prescriptive than the previous model, requiring schools to demonstrate evidence against all descriptors within a category. Missing evidence in a single area may result in a lower judgement, despite strengths elsewhere. It was noted that the framework contains a large number of inspection descriptors, making the process particularly challenging for smaller maintained schools. Significant time has therefore been invested in reviewing evidence, identifying gaps and ensuring that the school's position is accurately reflected. Governors were advised the school has engaged with local authority support, professional networks and SAfE webinars to assist in self-evaluation. Responsibility for ensuring the accuracy and robustness of the report remains with SLT and the governing body.

ML pointed out that ZB's Pupil Premium governor monitoring report picks up intervention time versus quality first teaching and this area is worth exploring next term. ZB – will arrange another governor monitoring visit in the Autumn term. SC – Pupil Premium passport and SEND maps to be monitored. Governor visits to monitor SEF.

ML – Page 13 mentions a push on routines, cutting suspensions and parent workshops. Does not mention a time period of when this is happening or has it happened already and what the outcome is. SC –

	this will be part of the School Improvement Plan. The first part was taken from the school's Published Dashboard - Inspection Data Summary Report (IDSL) which SC will send to governors <u>ACTION: SC to send Inspection Data Summary Report (IDSL) to governors</u> SC advised governors of new funding 'Inclusion Mainstream Fund'. The inclusion statement needs to be published on the schools website by 31st December. The amount of funding to be received will be approximately £13,000 and schools have to state how they will spend the funding. There are 7 areas that the government suggest the funding is spent. SC will write the statement in September. SC asked for a governor to volunteer to help with the inclusion statement. <u>ACTION – Inclusion Mainstream inclusion governor – volunteer required</u> Governors thanked SC for his reports No further questions from governors.	SC FGB
7	POLICIES • Early Years Policy (Appendix D) <i>No amendments. Governors agreed to adopt.</i> • Supporting Children at School with Medical Conditions Policy including First Aid (Appendix E) <i>DG advised governors she had updated appendix C on policy – key personnel.</i> Governors asked due to Benedict's Law from September 2026 does this policy need updating or a new allergy policy has to be written. <i>DG advised a new separate allergy will be written in September 2026.</i> <i>DG advised governors due to Benedicts Law schools now have to stock EpiPens for emergency use and all staff need anaphylaxis awareness training. 2 x 150gm and 2 x 300gm EpiPens have been purchased and are kept in the medical room. Support staff will cover Anaphylaxis awareness training when they do their Emergency 1st Aid at work Training in September 2026. Online training for teachers has been purchased.</i> <i>Governors agreed to adopt.</i> • Health and Safety Policy (Appendix F) <i>SC advised he hasn't received SCC Health and Safety Audit report yet. The only feedback he received was there should be finger traps on all doors. SC informed governors there has been no finger trap injury reported on medical tracker in the 3 years since being used. No action at present due to there being no budget to install finger traps to all doors and the re-building programme.</i> <i>No amendments. Governors agreed to adopt.</i> • Staff Appraisal (Appendix G) <i>No amendments. Governors agreed to adopt.</i> • Educational Visits Policy (Appendix H) <i>No amendments. Governors agreed to adopt.</i>	

	Data Protection Policy (Appendix I) <i>No amendments. Governors agreed to adopt.</i> No further questions from governors.	
8	FINANCE - FMR Month 2, May 2026 (Appendix J) FMR Month 2 on Microsoft Teams for governors to read before the meeting. DG advised governors the Finance and Staffing Committee met on Friday 10th July at 1.30pm. JP was unable to attend with good reason and sent questions for the meeting which were answered by DG. DG highlighted the following which were discussed at the Finance and Staffing committee meeting. - Surrey County Council funding received this financial year – Funding Allocation, EHCP funding, PE Grant for last financial year. - In Month 3 – funding received for Inclusion Mainstream fund, Pupil Premium and Universal Infant free school meals - Schools budget support grant to help cover teacher and support staff pay rises has been announced. School will receive approximately £12,000. This will be paid in two parts in October 26 and March 27 - Purchased classroom chairs for Years 1, 2, 3, 4 and 5 at a cost of £4,600. This expenditure will come from the capital cost centre. - PCK and SC to meet in September 2026 re: PCK's expertise in furniture procurement. - The number of children requiring After School Club (ASC) from September 2026 has increased. Supply has been booked for every Monday, Thursday and every other Friday from September 2026 to cover demand. The permanent ASC staff member who works Monday to Thursday has agreed to work every other Friday. SC advised governors SLT have decided not to take part in the government's free breakfast club programme as it is not financially viable. No further questions from governors.	
9	BUILDING UPDATE SC highlighted the following: SC advised governors DfE will not be supplying any non-fitted furniture. DfE consultancy team have visited to check the condition of current furniture. Current chairs failed as bottom of legs will go through the vinyl in the temporary building and mark new building floor as they do not have stoppers. (see above - new chairs have been purchased). Classroom tables and library furniture have been marked as fine to move over to temporary and new building. SC made governors aware that the	

	full list of furniture/equipment that the school will be responsible to purchase is still unknown. Once full list of items is known, SLT/governors will have to prioritize what has to be purchased first e.g. Induction pots/pans for commercial kitchen as moving to electric from gas. • PCK asked when was staff/children moving into the temporary building. SC – DfE and Galliford Try have advised groundworks in January 2027, temporary building in February 2027 and then children/staff moving in over the 2027 Easter holidays. • PCK asked due to Health and Safety was a Fire Risk assessment being carried out? SC – Yes this is being actioned by the DfE/Galliford Try. • New school will have north east windows so will not have direct sun. • Guildford Borough Council Planning decision by 11th September 2026. Once decision has been approved, the school's website will be updated. • SC advised governors he has had conversations with local residents to answer any concerns they have over the temporary or new school building. • SC asked governors to consider submitting letters of support to the Guildford Borough Council Planning Department. SC will forward the relevant link to governors. SC confirmed that a letter of support had already been submitted in his capacity as Headteacher. PCK commended Guildford Borough Council on the comprehensiveness of the planning application documentation provided. <u>ACTION: SC to email Guildford BC planning department link to governors re: letter of support for planning application.</u> • SC advised governors that the teams from the DfE, Galliford Try, and Guildford BC Planning Department had worked very effectively on the new school project. SC stated that the new school will provide a high-quality learning environment that supports pupils' education well into the future. SC thanked the DfE for its support throughout the process, noting that officials had responded to numerous questions and had listened carefully to the school's requirements. Through collaborative working, SC and ML were able to secure enhancements beyond the standard specification, including improved fencing and an increase in funding for Year R play equipment from £30,000 to £56,000. • PG asked before school is demolished are stakeholders able to take anything of sentimental value from the building? e.g. a previous pupil has requested the hall curtains. SC – not sure at the moment maybe a silent auction. • PCK asked whether pupils could be involved in the rebuild project. SC advised that Galliford Try offers "hard hat" days and other activities designed to involve pupils and the wider community in the project. No further questions from governors.	SC
10	GOVERNORS MANAGEMENT ISSUES • Governor training and development • Impact of Governor training ML reminded governors if they book any training to advise DG so that it can go on their training record.	

	LA advised governors she had signed up for SEND webinar but could not attend so is waiting for the recording. No further training from governors.	
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?" • ZB – Pupil Premium governor monitoring visit on 21st May 2026. • EF – Maths governor monitoring visit. Looked at exercise books and spoke to Heidi Clayden • Finance advice from JP re: apprenticeship	
12	AOB New Co-opt Governor ML asked governors for their feedback on the appointment of Graham Thomas (GT) as a Co-opted governor with effect from September 2026. Governors noted that GT had previously served as a proactive and valued Parent Governor until the end of his term of office on 14 November 2025. With his son moving on to secondary education from September 2026, GT had expressed an interest in rejoining the Governing Body as a Co-opted Governor. Governors were supportive of the proposal. All governors agreed for GT to join the governing body as a Co-opted governor with effect from September 2026. Years 5 & 6 Summer Performance at The Maltings ML thanked SC, the pupils and staff for the outstanding Year 5 and 6 summer production of <i>Gross Busters</i>. PG and SM also commented on the high quality of the performance. ML encouraged governors to attend future productions when invitations are circulated by DG. ML highlighted the excellent behaviour of the pupils throughout the day. SC reported that the technician at The Maltings had described the school's production as the highlight of his year. All seats were sold, and SC noted that the performance could only take place due to the commitment and support of all staff involved. ML advised governors that he had visited the Year 5 and 6 children the following day to congratulate them on their outstanding performance. SC acknowledged that staging the production incurs a cost but emphasised that the educational and personal development opportunities it provides for pupils make it a worthwhile investment. <u>ACTION: DG asked the Curriculum and Standards committee to schedule their meeting dates for 2026/27 academic year</u> <u>ACTION: DG to schedule Finance and Staffing Committee meeting dates for 2026/27 academic year</u>	HB DG

	No further questions from governors	
13	NEXT FGB MEETING - DG to schedule meeting dates for 2026/27 academic year and circulate. CURRICULUM & STANDARDS COMMITTEE at 1.30pm - HB to schedule meeting dates for 2026/27 academic year and circulate. FINANCE & STAFFING COMMITTEE at 9am - DG to schedule meeting dates for 2026/27 academic year and circulate.	
14	SUMMARY OF ACTIONS - Curriculum and Standards Committee to add Mobile Phones Policy to agenda. - SC to arrange a meeting with PCK and ML to discuss the building programme in greater depth and share documents received so far. <i>Governors agreed once planning permission has been granted then PCK/ML/SC to meet. Action from Finance and Staffing committee meeting on 10th July 2026 for PCK/SC to meet (see section 8)</i> <i>Ongoing</i> - SC to send Ant Marsh's Pupil Premium Strategy statement report to governors - ACTION: SC to send Inspection Data Summary Report (IDSL) to governors - One volunteer to be Inclusion Mainstream inclusion governor - SC to email Guildford BC planning department link to governors re: letter of support for planning application. - DG asked the Curriculum and Standards committee to schedule their meeting dates for 2026/27 academic year - DG to schedule Finance and Staffing Committee meeting dates for 2026/27 academic year	

Meeting closed at 7.36pm

Signed (Chair of Governing Body)



Dated 29th September 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.

