



Minutes of the Full Governing Body Meeting – Part 1

Held on 8 December 2022 at 9.00am

Attendance			
Karen Donald (KDO)	✓	Vicky Sumner (VSU)	
Louise Druce (LD) – Headteacher	✓	Simon Williams (SW)	Apologies
Stephen Gee (SGe)		Helen Vidal (HV)	Apologies
Viv Gery (VG)	Apologies	In attendance	
Stuart Getty (SG)	Apologies	Kathryn Dray (KD) - Deputy Headteacher	✓
Rebecca Jennings (RJ) – Chair of Governors	✓	Joanna Lee (JL) - SBL	✓
Kate Kellett (KK)	✓	Vicky Swann (VS) - Deputy Headteacher	✓
John Mackintosh (JM)	Apologies	Beth Saunt (BS) - Clerk to Governors	✓

Agenda Item
1. Apologies for Absence Apologies received and accepted as above.
2. Declaration of Interest There were no declarations of interest.
3. Constitution of the Governing Body There are two Parent Governor vacancies.
4. To agree minutes of meeting Part 1 & Part 2 minutes for meeting on 17 November 2022 approved.
5. Matters arising from previous meetings FGB Meeting – 7 July 2022 <ul style="list-style-type: none"> Governor DBS status will be reviewed in September – four Governor DBS's due for renewal. RJ and KDo completed part 1 of the check and provided documents. BS to complete part 2. SW and JM to complete part 1 and bring in documentation for part 2 of the check to be done by BS or JL. FGB Meeting – 17 November 2022 <ul style="list-style-type: none"> KD to arrange an alternative date for safeguarding training for VSu - completed. Governors to complete the 2022 – 2023 Register of Interest - completed. BS to update the school website and forward constitution update to Strictly Education - completed. LD to update Governor visit feedback form - completed. BS to circulate the Strategic Plan to all governors and include them with the papers for the next CWP - completed. KD - Section 12 be used as a template to record the governor visits and to ensure all areas are covered and reviewed – completed. Actions carried forward: <ul style="list-style-type: none"> BS to send Parent Governor recruitment letter to school parents/carers – carried forward. Succession planning to be discussed at a future FGB meeting – papers to be taken to CWP 6.1.23. Governor DBS to be completed – RJ, KDo, SW, JM.
6. Chair's Actions RJ & LD met to discuss progress and the investigation process regarding the management allegations

policy.

Action: RJ is confident that the correct process is being followed. Meeting with LD to take place in spring term.

7. School Review

The Governing Body were asked if they had any questions regarding the LMT Report previously circulated. The following sections were discussed. NB due to absence, questions from VG had been emailed in advance:

Section 2 - Number on roll and attendance

A discussion was had regarding punctuality and attendance. KD confirmed that the data included a child in Y6 child who was struggling to come into school on a regular basis and explained that the school had been working with the parent to increase their attendance.

KD remarked that the morning bell had been brought forward by five minutes to 8.45am and that a minority of families were taking longer to get used to this earlier start time. However, this now made us compliant with the DfE's length of school week expectation.

LD explained that there is an attendance review in the ELT meeting every Monday where attendance and punctuality is discussed and extenuating circumstances reviewed. KD explained that there is a tight referral policy where a family with a child who has high level of absence or is persistently late is contacted via letter/phone call or invited into school for a face to face meeting to discuss ways to help improve the child's attendance/punctuality. LD confirmed that the policy and procedure had made a big difference to how we review families and especially to those children who are borderline.

KDo asked how the percentage figures are replicated in days. KD explained that this depends on the length of period covered i.e. one day off in a week will have a higher percentage than one day off in a term. Traditionally, and as a result of a governor decision, families have not been fined for unauthorised holiday absence. It was recognised that the school have done everything possible to deter absence, including sending families a letter to highlighting that the absence will be marked as unauthorised. It was noted that licensed performances are recorded as an approved educational activity.

KDo asked if absence had a direct impact on results? KD confirmed that absence had a major impact on the child's learning.

Section 5 - Attainment

A discussion was had regarding the end of KS1 and KS2 results. KK and RJ recognised that the results had been good especially in light of the disruption to teaching caused by COVID-19 and asked if the LMT were pleased with the results.

LD explained that the results were very positive, adding that there will be additional focus on maths moving forward with a Class Teacher (returning from Maternity leave, part time 3 days/week) along with an Assistant Head (whose focus had been moved from Extended Services) focusing on maths this academic year. There will also be a focus on keeping the momentum going when the children moved from KS1 – KS2 as due to the good results, expectations need to remain high to ensure progress is maintained.

Section 9 Quality of Education - School Led Tutoring Grant

1. Is the school adhering to the conditions of the grant as laid out by the DfE?

LD confirmed that the school is adhering to the conditions of the grant and a Class Teacher (LAH) is working with small groups of children in Y5 & Y6. However, the school may not spend the whole grant this year as the school has to provide 40% of the funding. The school contribution is due to increase to 75% next academic year.

2. How is the school prioritising pupils for support – are they the most in need?

10 children who are working at below age-related expectations have been prioritised for tutoring in English including Comprehension.

3. How are tutors being selected and are they any good?

The tutoring is run in-house in by an existing Class Teacher in order to ensure quality first teaching. To use an external tutoring company within the school day would not have provided the bespoke solution we have found. Using TAs would not be practical as they would be required to complete a 12 hour training course and we need them with the children.

4. Are the tutors accessing training?

The tutoring is done by fully qualified and existing teaching staff whose training is up to date e.g. in phonics and as such additional training has not been required.

5. How is the work of the tutors being quality assured?

See above.

6. What information is easily available to show impact?

Impact will be assessed via results and the child's progress against their starting point with the aim to reduce and narrow the attainment gap with their peers.

Section 10 – Behaviour

- VG emailed: Is it correct there was one exclusion incident, but four people and 18 days? Yes, KD confirmed that there had been one incident involving four children and they had received a 4.5 day exclusion each.

- VG emailed: Are there any prior comparators for the step numbers? They are hard to assess in isolation.

The number of steps awarded to a child is recorded however comparison against the cohorts is hard and they change year on year.

Section 11 – Premises and facilities

- VG emailed: With regards to the catering contract, it would be good to have some time with Jo Lee in the new year to get up to speed.

Action: JL to arrange a meeting with VG in new year. VG to be given access to the recruitment portal.

Section 12 - Health & Safety

- VG emailed: Is a fracture not considered serious? Depending on where and how the accidents happened, is there any learning from them e.g. more playground supervision, changes needed to any equipment etc?

JL explained that incidents are reported on the SCC portal and that a fracture can range from simple green stick fracture to a more serious break. JL reviews the reports to establish the seriousness of the incident, to establish if any action is required and whether a similar incident may happen again. None of the incidents that had been reported had been deemed serious and, as they happened during general playtime, it is possible a similar incident may happen again. There had been playground supervision at the time of each accident and available to provide first aid. Line of sight is important for playground supervision and this was in place. Having more staff available would not have prevented the incidents happening.

Section 13 – Staff Absence

- VG emailed: Is there any commentary on year to date absences? Particularly more than 5 days? JL had carried out an analysis on absence and a short discussion was had. It was agreed that short term absence can often be of more concern than longer term absence, although covering classes in both situations was a priority to ensure no disruption to learning. The data shows that there are no staff members with repeated absence at this point but one member of staff is currently off sick long term.

- VSu asked if the school was now fully staffed?

Yes, LD confirmed that funding had been secured for early intervention and that a TA in YN had increased her hours by an extra day in Nursery to cover this.

Section 17 – Leadership including Governance

It was agreed that each governor would participate in the training courses in their priority area and feedback to the board using the Training Feedback Forms. Governors would continue to complete the Governor Visit Forms after a school visit.

KDo updated the board of a recent training course she had attended on how to structure governor visits including the importance of establishing a plan for the year in advance and suggesting planning an activity observation session.

Action: KDo to complete a Training Feedback Form and add to SharePoint.

Action: LD to discuss the Governor Visit Feedback Form with SGee at Governor Visit 13.12.22.

Action: BS It was agreed that Governor training feedback will be included as a standing item on the FGB

	Agenda moving forward.
8.	<p>RAP Priorities – Impact Update</p> <ul style="list-style-type: none"> Leadership and Management – Embedding and developing the office team <p>JL presented the Office Team Action Plan confirming that the office was now fully staffed. JL to meet with each member of staff to assess their roles and look at how the office processes could be improved.</p> <ul style="list-style-type: none"> Leadership and Management – Ensuring excellent quality of provision across the curriculum and wider school life <p>KDo asked how this action plan overlaps with the curriculum action plans. LD explained that they work in conjunction with each other. The priority for the spring term will be to release teachers to complete actions identified.</p> <p>KDo asked what was different between an Extra Curricular and Enrichment experiences. LD explained that Extra Curricular experiences take place outside the school day e.g. after school clubs, whereas Enrichment experiences happen within the school day or beyond.</p>
9.	<p>Well-being and workload</p> <ul style="list-style-type: none"> Project restart SGee was appointed as new link Governor.
10.	<p>School Sustainability</p> <ul style="list-style-type: none"> A discussion was had regarding the Government U-turn on the Schools Bill and the implications for SGPSN. Although the requirement for all schools to join a MAT by 2030 has been removed LD to continue discussions with EP and SP and feedback at the spring term FGB.
11.	<p>Committees and Nominated Governors Report</p> <p>A verbal update from Children & Learning Meeting and Resources Meeting in the autumn term was provided by the Committee Chairs.</p> <p>Children & Learning Committee Meeting – KDo Update The ISDR data was reviewed and the positive results acknowledged. Staff absence was highlighted and an analysis of this will be presented at the next meeting.</p> <p>The RAP was presented and updates discussed. Focus on the Curriculum project was talked about in detail and the workload associated with the delivery of the plan. The governing board questioned achievability. VS confirmed that she had more time out of class to focus on this. Training was discussed and linking it to the RAP.</p> <p>Resources Committee Meeting – JM Update The main item for discussion was the draft budget for 2023/24 and the three-year plan to 2025/26, which were presented at the meeting. The 2023/24 budget was looking a bit tighter than previously, with costs having gone up in a number of areas, particular energy. All three years were showing an in-year deficit, meaning that the reserves are reducing noticeably. The three-year plan was also showing a budget deficit at the end of the final year. The Governing Body understood that this is not unusual across Surrey schools.</p> <p>Governors discussed and approved the draft budget, which will be reviewed prior to the final budget being submitted in the spring.</p> <p>The Governing Body looked at the latest DfE benchmarking data. The school appears to be largely similar to most of the comparator schools for most of the reported metrics, and there was nothing for which we were an outlier. The board will use the DfE benchmarking report now rather than the Surrey County Council version.</p> <p>The board also looked at the new arrangements for staffing of the office, which is now at full complement.</p> <p>JL added that the draft budget had been set before the government announced the additional funding, however the details or impact of this is currently unknown.</p>

12.	<p>Safeguarding</p> <ul style="list-style-type: none"> Autumn term data for SCC termly collection <p>KD and RJ provided an update on the termly safeguarding meeting confirming that it had been a productive meeting where they had looked at the 26 items on Point 12 of the Safeguarding Policy to ensure that all members of the Governing Body fully understand their Safeguarding responsibilities.</p> <p>KD confirmed other that there were no areas of concern and that the recent external Safeguarding audit shared in the LMT Report had concluded that there was a solid culture of safeguarding within the school.</p>
13.	<p>Policies to be agreed</p> <ul style="list-style-type: none"> Equality policy - Policy approved <p>KD highlighted that the legal term for gender is 'sex' and the policy had been updated accordingly. Mrs Temlett our DEI Lead has checked this against the SCC model policy and made the minor amends.</p> <ul style="list-style-type: none"> Keeping School Safe – Policy approved <p>KK emailed: The opening paragraph states that 'The document is being reissued in September 2019 to take account...' should this be changed to December 2022? LD replied, No, as this is a Surrey document and they have not reissued it since 2019.</p> <p>KK: Where would I find the Schools emergency plan 1.d) if I wanted to look at it? LD: confirmed that the plan is in the 2nd tray down in her in tray or can be found in the policy section on the S Drive.</p> <p>KK: do we display the wording in Appendix A anywhere? LD: No. I have made the decision not to as I want to create a positive culture where the norm is to be kind. I believe this poster could highlight that there is a problem when there isn't.</p> <ul style="list-style-type: none"> Whistleblowing – Policy approved <p>KK emailed: the link on page 5 takes you to a Surrey website that needs a secure login. LD confirmed that this has been raised with our LA Officer and that the document can be accessed if there is an investigation.</p> <p>KK emailed to ask where she could find the policies referred to in point 14 that were not on the website? LD confirmed that the Clerk would be able to direct the Governors to the policies plus there is a spreadsheet which identifies policies for review and whether they should be on our school website. Ending Bullying and Harassment is now called Grievance, Anti-corruption and Business Interests.</p> <p>KK emailed asking if the Kathryn Dray's email address should be included in point 18 of the policy? LD confirmed that the policy has been updated to include the DSL email address.</p> <ul style="list-style-type: none"> Special Leave Policy – Policy approved <p>VG emailed: This policy covers paternity leave but not maternity leave. Is that covered in a different policy? LD replied that it is covered in individual staff contracts from Surrey.</p> <p>VG emailed: The policy states that paternity leave will be full pay not statutory. Is this new? How does this compare to the terms for maternity leave? LD confirmed that paternity leave entitlement was two weeks paternity leave on full pay. This is not new to the policy had been in place for ten years plus and seems equitable when compared with maternity as there are some full pay weeks too.</p> <p>VG emailed: Long Service Awards – why is there only a tea party at 10 and 30 years? LD responded that the tea party happens at 10 years only and there are other awards of the other categories.</p> <p>KK emailed: The date on the front cover and page numbers in the index should be changed. The Introduction needs the words 'and Nursery' adding. – Done</p> <p>KK emailed: the policy states that paternity leave can be taken as one whole week or two consecutive</p>

	<p>weeks. Is it possible to take it as two separate weeks? LD responded: No, not according to SCC policy that we have adopted.</p> <p>KK emailed: TOIL – Y2 sleepover shows as 1.5 days and the O2 as 0.5 days. LD responded: this is a typo that has been amended: Y2 Sleepover is 1 day and the O2 is 0.5days</p> <p>This policy is compiled by SCC. There have been no updates to this policy.</p>
14.	<p>Date of next meeting</p> <ul style="list-style-type: none">• 23 March 2023 at 7.00pm

The meeting finished at 11.05am.

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____