



Minutes for the Full Governing Body Meeting Held on Thursday 23 March 2023 at 7.00pm

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

Agenda Item
1. Apologies for Absence Apologies were received and accepted for SG.
2. Declaration of Interest There were no declarations of interest.
3. To agree minutes of meeting Part 1 and Part 2 minutes agreed.
4. Matters arising from previous meeting <ul style="list-style-type: none"> • BS to send Parent Governor recruitment letter to school parents – carried forward. Action: Governor recruitment letter to be sent to parents Monday 27.3.23 • Succession planning to be discussed at a future FGB meeting – papers to be taken to CWP 6.1.23. – to be included on the Summer term FGB and Committee Agendas. Ongoing. • VS to agree monitoring governor status and arrange a date for VSu to meet with VS/HS. This meeting is scheduled to take place w/c 27.3.23. • LD to initiate a meeting between JM and KS – carried forward. Completed. • BS - Governor DBS to be completed – RJ, KDo, SW, JM. RJ, SW, JM complete. Action: KDo DBS in progress. SG DBS check to be done. • Catering Contract - JL to arrange a meeting with VG in new year. VG to be given access to the recruitment portal. Procurement complete, Accent contract to start after Easter. Completed. • KDo to complete a Governor Training Feedback Form and add to SharePoint. Completed. • LD to discuss the Governor Visit Feedback Form with SGee at Governor Visit 13.12.22. Completed.

	<ul style="list-style-type: none"> It was agreed that Governor training feedback will be included as a standing item on the FGB agenda moving forward. <p>Completed.</p>
5.	<p>Governance</p> <ul style="list-style-type: none"> There are no end of terms of office in the spring term. SG term of office finishes 16.6.23. Two parent governor elections are due to take place. <p>The Parent Governor recruitment letter to be sent to all parents/carers on Monday 27.3.23. Election process to open for ten school days - close date Friday 21 April. If there are more than two nominations an electronic ballot will take place within three school days.</p> <p>VG asked if the number of governors should be reduced. As per the current constitution, it was agreed that there is still a requirement for two Parent Governors. This will also help the new governors to become fully operational in the role and to ensure good succession planning for subcommittee leads along with the chair. LD confirmed that this had been specified in the governor recruitment letter.</p>
6.	<p>Chair's Actions</p> <ul style="list-style-type: none"> Single Central Record review <p>The governing board and the school's designated safeguarding leads (DSLs) are responsible for ensuring that safeguarding procedures, including the SCR, are appropriate and up to date.</p> <p>The SSR Monitoring Review for 6.12.22 and 21.2.23 had been shared prior to the meeting via SharePoint. There were no Governor questions.</p> <ul style="list-style-type: none"> Changes to the admissions criteria for September 2024 <p>LD confirmed that the changes to the admissions criteria for September had been approved and that the new SGPSN catchment area will come into effect for admissions for the academic year 2024 - 2025. The catchment area does not guarantee a place at the school, distance to the school will remain a factor if the school is over subscribed. Living outside the catchment would not prohibit an offer of a place if there was availability and as pupil numbers are projected to fall. The Equal Preference system would ensure that families would not be discriminated against if their first choice of school is not available.</p> <p>LD explained that parents/carers had been consulted regarding Surrey's introduction of a catchment area via the school newsletter and the Office Team had been fully briefed of the changes to ensure the correct message is communicated when prospective families enquire about admissions to the school directly.</p> <p>S Gee asked when the pupil numbers were projected to decline. LD explained that this may happen within five years. The YN admissions would change in line with the school policy and as the YN children typically come from further afield, this would help if the pupil numbers drop.</p> <ul style="list-style-type: none"> Children and Learning Terms of Reference <p>At the Children and Learning meeting (24.11.23) it was agreed that a SEND Link Governor would be appointed. However, the Governance Handbook, point 71 states that "There should be an individual on the board or a committee with specific oversight of the school's arrangements for SEND."</p> <p>Decision: It was agreed that that the Governing Body as a whole have specific oversight of the school's arrangements for SEND and the Children and Learning Terms of Reference had therefore been updated. Terms of Reference approved.</p>
7.	<p>School Review</p> <p>LMT Report Spring 2023 had been shared with Governors prior to the meeting. The following areas were discussed in detail.</p> <ul style="list-style-type: none"> Pupil Progress Review – Impact of previous term <p>VS confirmed that the report had been updated since the Children and Learning Committee Meeting</p>

on 9.3.23 to include data from the spring term. The data shows nearly all classes showed an improvement in attainment. One Y1 class was still showing a dip due to staff absence but all classes are expected to show improvement by the end of the year.

VSu asked if the assessments have been carried out in the same way. VS confirmed that yes, the Year Group Leads had moderated the assessments and agreed the levels.

- Teacher Absence

JL led a discussion regarding teacher absence. The report shows a comparison in school IDSR data showing a marked increase, in the period of absence and number of days absence, from September 2022 in comparison to previous years. It was recognised that staff were not taking unnecessary leave and often tried to return to work when not fully recovered. While COVID-19 had contributed to the level and duration of staff absence this could also be attributed to low immunity, other illnesses, hospital catch up appointments, dependent illness and more.

It was further noted that the data did not take into account support staff absence which replicates that of the teachers.

It was noted that staff absence had a knock on affect to other areas of the school as staff had been redeployed from their other responsibilities. When there is absence in YN, staff from elsewhere in the school have been redeployed to cover in YN in order adhere to pupil ratio requirements.

- SEND

KD highlighted that the SEND numbers had doubled. There is a new PSHE curriculum being introduced at the INSET day on 17.4.23 and our curriculum offer also includes a Mind Up lesson to discuss mental health and wellbeing. KD informed Governors of the Anxiety Workshop that had taken place with parents/carers that was attended by over eighty families across all year groups highlighting the number of parents/carers concerned about their children's level of anxiety and looking for advise and direction in how to deal with the anxiety.

KD highlighted that currently EP services are running at 50% staffing and that if there had been capacity, one pupil would have been referred to short stay school. KD explained further that there are a minority of pupils who are resource heavy and that this has a large impact on workload for the LMT who had been involved with pupil suspensions, risk assessments, safeguarding and meeting with parents/carers to manage the risk to other pupils or staff members or the pupils themselves.

There were no further Governor questions.

8. **Raising Achievement Plan (RAP) 2022 - 2023**

- Quality of Education – Teaching and Learning
 - Action Plan update
 - SG Governor Visit Feedback

VS provided an update on the Teaching and Learning Action Plan, stating that it is going very well. The Walk Thru coaching had been very successful. It was noted that there is a consistent approach to questioning where children were being given the opportunity to 'Think. Pair. Share' with thinking time being proportionate to the age group. Teacher coaching sessions are taking place once a fortnight and teachers have been positive and very reflective about the sessions. The next step is to involve the HLTAs/TAs/Other Support Staff.

VS explained that SG had attended a recent governor visit where the Action Plan and the results of the Walk Thru sessions had been discussed with VS and a number of teachers.


Action: SG to complete Governor Visit Feedback Report to be completed and add to SharePoint.

- Behaviour and Attitudes
 - Action Plan Update
 - KK Governor Visit Feedback
 - Behaviour principles and policy review

KD provided an update on the Behaviour and Attitudes Action Plan confirming that further to training from Paul Dix the new school behaviour code had been introduced and posters sited throughout the

<p>school to reinforce the message. The code takes on a new approach based on respect, kindness and empathy and supports the 'are you ok' message. It aims to help dysregulated children to return to the classroom and learning. KD confirmed that HLTA/TA/Support Staff training had taken place and that recognition are boards displayed in each classroom and further training for both teachers and parents/carers is due to take place in the summer term.</p> <p>KD confirmed that Establishing Weeks had been introduced, teaching children about high expectations regarding behaviour. These will run for a full half term to ensure the learning is embedded with the pupils (do it right, do it again). The focus points in the Spring 2 half term were:</p> <ul style="list-style-type: none"> • FAB Walking - Face forward, Arms by your side, Be on the left. This aims to ensure a smooth transition around the school and prevents behaviour issues occurring between activities and therefore reduces disruption to learning. • Relationships – Saying hello or good morning at the start of every day. Staff have noticed a positive change in the children's manners, politeness and their communication with staff in the hallways throughout the day. • Environment – Showing respect for our school library. <p>The focus points for Summer 1 will be:</p> <ul style="list-style-type: none"> • Working together to be the best we can in books/folders/whiteboards. • We wear our school uniform with pride. • We enjoy a calm lunchtime. • Leadership and management <ul style="list-style-type: none"> ◦ Action Plan Update <p>LD provided an update on the Leadership and Management Action Plan explaining that the Faculties are working together. Planning for the INSET day which has incorporated the new launch of the PE and PSHE Curriculum. VS explained that the Action Plan is on target and it is very exciting and encouraging to see the different Subject Leaders and Area of Responsibility Leaders working together in their areas. PSHE and PE will be trialled out at the INSET Day and results fed back at the ELT meeting at the end of the day.</p> <p>HV highlighted how useful it had been mixing the new and experienced teachers, sharing different perspectives and approaches to leadership as a group.</p> <p>There were no Governor questions.</p> <ul style="list-style-type: none"> • Governance. <p>Governor Visits</p> <p>The RAP and Faculty Link Governors were agreed for the summer term priority areas. Meeting dates were agreed with all governors present (see end).</p> <p>Action: VS to follow up with SG regarding the Teaching and Learning meeting date and JM to follow up with Kerry Senior regarding the Extended Services meeting date. Dates to be fed back to BS.</p>
<p>9. Training</p> <p>KDo provided a brief update on the SAfE Governance Update training focusing on Sustainability Strategy and Equality, Diversity and Inclusion. Training feedback form was circulated to Governors in advance of the meeting. There were no governor questions.</p>
<p>10. Safeguarding</p> <ul style="list-style-type: none"> • Update on arrangements/plans for ensuring well-being of pupils <p>KD informed governors that RJ had attended a governor visit with JL and KD and confirmed that the SCR and the Governor Safeguarding Check 2022 - 2023 (based on the 26 points of section 12 of the Safeguarding policy) had been completed.</p> <ul style="list-style-type: none"> • Safeguarding data collection for SCC Spring 2023 <p>KD updated the governors on the safeguarding figures highlighting the large increase in numbers for Early Help. The many families who had reached out for help based on special needs had resulted in a substantial increase in referrals made and accepted.</p>

	<ul style="list-style-type: none"> RJ Governor Visit Feedback <p>Action: RJ to upload Governor Visit Feedback form to Sharepoint.</p>
11.	<p>Well Being</p> <ul style="list-style-type: none"> Verbal update <p>LD provided a verbal update on staff well being. A meeting had taken place between LD and the two members of staff heading up Well Being. Topics covered included children behaviour, areas of staff personal lives that have a knock on effect to their wellbeing, what can be done to reduce stress points for example teacher and TA cover.</p> <p>The Wellbeing Charter is in it's final stages. The Charter has been based on the DfE model and adapted to include areas important the SGPSN Staff specifically. There are a number of initiatives that can be easily and cost effectively implemented to help with staff wellbeing. It had been recognised that not all staff know each other by name or exactly where they work within the school. This will be addressed at the staff INSET Day 17.4.23 where mixed groups will be formed to encourage staff to form relationships.</p> <p>It was further recognised that an alternative provision for PPA will be looked at when teachers are required to remain in class with particular children in order to manage the risk to both that child and the learning of the other children in the classroom.</p> <p>LD confirmed that the Staff Well Being Survey will be carried out in the summer term.</p> <p>Action: SGee to attend the next Staff Well Being meeting in the autumn term.</p> <p>There were no further governor questions.</p>
12.	<p>Committees and Nominated Governors Report</p> <ul style="list-style-type: none"> Resources Committee Meeting <p>JM provided a verbal update from the Resources Committee meeting 3.3.23:</p> <p>School and Extended Services FMRs: JM informed Governors that the School Period 10 FMR was showing an improved in year deficit. JM explained that the Extended Services carry forward was better than forecast, as the allowance for the postponed hall refurbishment project had not been utilised. JM noted that staff absence and the budget constraints continued to be challenging. JL is currently working on the 2023 – 2024 budget for submission at the end of April.</p> <p>Catering Contract: JM confirmed that the catering contract had been awarded to Accent who would be starting at the beginning of the summer term.</p> <p>SFVS: The SFVS had been ratified at the Resources Meeting and submitted to SCC.</p> <p>School Website: JM confirmed that the LMT are working on the school website audit and review project to ensure that all statutory information is on the website.</p> <p>Travel Plan: JM informed Governors that it is not a statutory requirement to have a Travel Policy and it had been agreed that the Travel Plan would be a live operational document rather than a school policy document.</p> <ul style="list-style-type: none"> Children & Learning Committee Meeting <p>KDo provided a verbal update from the Children & Learning Committee meeting 9.3.23.</p> <p>RAP Plan: A lot of RAP areas had been developed, a number of Governor visits had taken place and action plans to updated accordingly, details of which had been made available to Governors via SharePoint.</p> <p>Data: The current data is showing a dip in attainment across the school. However, it was noted that this does not triangulate with what is being seen in the classroom. As a result an additional data point had been added and VS is conducting a deep dive into the data to establish the reasons for this.</p> <p>There were no Governor questions.</p>

13.	<p>Policies to be agreed Minor policy amends supplied by KK in advance had been incorporated.</p> <ul style="list-style-type: none"> • Behaviour – Approved subject to amend below. <p>Action - KD to amend the House Points to ensure consistent with the children's Learning Journals.</p> <ul style="list-style-type: none"> • Continuous Professional Development and Learning (CPDL) - Approved
14.	<p>Effective Governance It was agreed that Governors had address all the competencies highlighted below during the meeting.</p> <p>A competency framework for governance</p> <p>The framework is made up of 18 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.</p>  <p>The diagram consists of six interconnected hexagons arranged in a circle around a central text. The central text is 'Principles and personal attributes'. The hexagons are:</p> <ul style="list-style-type: none"> 1. Strategic leadership (top): 1a. Setting direction, 1b. Culture, values and ethos, 1c. Decision-making, 1d. Collaborative working with stakeholders and partners, 1e. Risk management 2. Accountability (top-right): 2a. Educational improvement, 2b. Rigorous analysis of data, 2c. Financial frameworks and accountability, 2d. Financial management and monitoring, 2e. Staffing and performance management, 2f. External accountability 3. People (bottom-right): 3a. Building an effective team 4. Structures (bottom): 4a. Roles and responsibilities 5. Compliance (bottom-left): 5a. Statutory and contractual requirements 6. Evaluation (left): 6a. Managing self-review and personal skills, 6b. Managing and developing the board's effectiveness
15.	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Tuesday 18 April 2023 at 8.00pm (virtual) • Thursday 6 July 2023 at 9.00am

The meeting finished at 11.45am.

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: _____

AOB – do you want this discussion recorded and should it be in Part 2 with sustainability?

LD discussed the pressure on the LMT of the heavy workload and resulting level of stress of their jobs. Before Covid-19 there were flash points across the year however it has now become the norm with a higher base line of stress and pull on resources with the increased work load. Work is over flowing into the evenings, weekends and holidays. It was noted that there is currently a 25% shortage of primary school teachers next year with many staff leaders taking early retirement due to burn out. LD also noted that with the budge year going, from September 2023 the school would be a Band 4 school and as such the salaries of the LMT would be reduced accordingly.

KDo acknowledged that there are more blurred lines between the expectations school and parent responsibilities and how much is expected of the school.

KK asked if there is anything that the Governing Body can do to help?

VSu noted that the LMT are doing an incredible job under difficult circumstances

The meeting finished at 9.20pm.

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Signed: _____

Date: _____

Governor Visit Schedule
Spring 2 and Summer 1 2023

w/b	RAP Priority Visit – Date and Time	Faculty Link Governor Visit – Date and Time
17.4.23	18.4.23: KD / KK - Behaviour & Attitudes	
24.4.23	24.4.23: HV / VSu - EYFS 27.4.23: LD / HV / SW - Kaleidoscope	
1.5.23	5.5.23: VS / KDo - Curriculum	3.5.23: LD / SW - Community
8.5.23	10.5.23: LG / VG - Maths	10.5.23: VS / VG - English
15.5.23	19.5.2: LD / JL / SGee - Leadership & Management	18.5.23: KD / SGee - World Around Us 18.5.23: LG / VSu - Personal & Physical Development
22.5.23		
	Half term	
5.6.23		6.6.23: VS / KDo - STEAM
12.6.23		
19.6.23		
26.6.23		
3.7.23		
10.7.23	14.7.23: VS / KDo Curriculum	
17.7.23		

NB Chair of Governor visit to also include

- School visits risk assessment review (Evolve)
- Single Central Record review
- Safeguarding meetings with Lead DSL

