



### Minutes of the Full Governing Body Meeting

Held on 6 July 2023 at 9.00am

Attendance			
Juila Belling (JB)	Apologies	Vicky Sumner (VSU)	✓
Karen Donald (KDO)	✓	Katie Turner (KT)	✓
Louise Druce (LD) - Headteacher	✓	Simon Williams (SW)	✓
Tim Galliver (TG)	✓	Helen Vidal (HV)	✓
Stephen Gee (SGee)	Apologies		
Viv Gery (VG)	✓	<b>In attendance</b>	
Rebecca Jennings (RJ) - CoG	✓	Kathryn Dray (KD) - Deputy Headteacher	✓
Kate Kellett (KK)	✓	Joanna Lee (JL) – School Business Leader	✓
John Mackintosh (JM)	✓	Vicky Swann (VS) - Deputy Headteacher	✓
Graeme Short (GS)	Apologies	Beth Saunt (BS) - Clerk to Governors	✓

	Agenda Item
1.	<p><b>Apologies for Absence</b> Apologies for absence were received and accepted.</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>
2.	<p><b>To agree minutes of meetings 23 March 2023</b> Part 1 agreed subject to the following change: Point 12. Committees and Nominated Governor Report: JM requested that the Resources Report be amended to reflect that Governors were advised that the Travel Plan would be an operational document in the future.  Part 2 agreed.</p>
3.	<p><b>Matters arising from last meeting</b> Action: SG to complete Quality of Education – Teaching and Learning Governor Visit Feedback Report and add to SharePoint - the visit had not taken place.  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. Completed.  <b>Action: SGee to upload the governor visit feedback form to SharePoint. c/f</b>  <b>Action: RJ to upload Governor Visit Feedback form to SharePoint (Safeguarding). c/f</b>  <b>Action: SGee to attend the next Staff Wellbeing meeting in the autumn term. c/f</b>  Action: KD to amend the House Points to ensure consistent with the children's Learning Journals. Completed.</p>

<p>4.</p>	<p><b>Chairs Actions</b></p> <ul style="list-style-type: none"> <li>• Appointment of new governors – JB, TG, KT, GS. See Point 5.</li> <li>• Associate Governor for one year – Karina Singh(KS) The governors agreed to KS joining the governing body as an associate governor for one year due to a large proportion of the governing body being new and in light of the current educational climate. KS will be invited to come to meetings, model questions and help direct the meetings. Having previously been SGPSN Chair of Governors and a Governor at another school for a number of years, she has extensive experience and will provide extra capacity and lend expertise where relevant.</li> </ul> <p>KS will attend the C&amp;L and FGB Committee Meetings as an associate governor but will not have voting rights.</p> <ul style="list-style-type: none"> <li>• School Visits Risk Assessment Review RJ confirmed that the School Visits Risk Assessment Review is a record of all operational activity and confirmed that this was currently up to date.</li> <li>• Safeguarding and Single Central Record Governor Monitoring 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.</li> </ul> <p>RJ confirmed that the SCR Monitoring Review had been completed.</p>
<p>5.</p>	<p><b>Governance Update</b></p> <ul style="list-style-type: none"> <li>• Parent Governor Election</li> <li>• Co-opted Governor Election</li> <li>• Resignations: Stuart Getty and John Mackintosh</li> </ul> <p>RJ confirmed that four new governors had been appointed. JB and TG had been appointed as a result of the parent governor election. KT and GS were formally nominated as co-opted governors, seconded by VG. The nominations were ratified by the governing board.</p> <p>SG and JM resignations were accepted and thanks given for their contributions to the school and long service as a governor.</p> <p>JM thanked the governors and praised the exceptional work they do. JM wished the board well for the future.</p>
<p>6.</p>	<p><b>Positive reflections on the year</b></p> <p>SW reflected that, as 12 years as a governor, it is still hard to predict what is going to happen in any academic year and what challenges lie ahead.</p> <p>While it is important to spend time looking inwards at issues and problems facing the educational sector with high sickness and absence, recruitment issues, teacher strikes and pay disputes this then often overshadows the positives and it is of utmost importance to reflect the miraculous and fantastic work carried out by the school and the staff in the face of adversity.</p> <p>SW said thank you on behalf of the all the governors to the teaches and all members of staff, highlighting the importance of looking back on the children leaving and reflecting on their journey through SGPSN from YR to the confident young people who are leaving at the end of the summer term and what their achievements have been and the influence that all the staff at SGPSN have had in getting them to this point.</p> <p><b>Action: A governor to attend each year group Christmas event to introduce and welcome</b></p> <p>YN: 9.00am Wednesday 6.12.23 and 9.00am Thursday 7.12.23 RB: 9.00am Tuesday 12.12.23 RM: 9.00am Wednesday 13.12.23 RP: 9.00am Thursday 14.12.23</p>

Y1: 9.00am Tuesday 5.12.23  
Y2: 9.0am Friday 8.12.23  
Y3: 9.00am Monday 11.12.23  
Y4: 2.15pm Thursday 7.12.23  
Y5 and Y6: 1.45pm Wednesday 13.12.23

## 7. **School Review**

LMT Report Summer 2023

It was acknowledged that many areas of the LMT Report had been covered extensively at the Resources and Children and Learning Committee meetings.

### Project Kaleidoscope

It was explained to new governors that Project Kaleidoscope is a whole school shared strategy to prepare and practise to showcase our everyday excellence with positivity and confidence that is enabling and supporting. It is the shared strategy leading up to the next OFSTED visit and aims to showcase school excellence, reflect on what the school does best and the aims for the future.

### Subject Leadership Development

It was explained that Jamie Hallums, an educational consultant, had been working with English and geography subject leaders to develop vocabulary and language development and the geography curriculum. The CPD budget of £7,000 is being used for all teachers who are subject leaders to work with Jamie on leading their subject. CPD in geography and training has been arranged for the staff INSET day in September along with further vocabulary training.

KT asked if there was a theme of work that was followed?

LD confirmed that the school follows the Purple Mash programme, a cross curricular, cloud based website for primary school children.

KK asked the LMT how they felt the year had gone?

LD highlighted the success of the Y2 phonics screening check. Some of the children working in Y3 and Y4 are not reading properly as a result of COVID and some learning difficulties so in comparison the current Y2 are in a very strong place moving into KS2.

HV acknowledged that the effects of COVID were still being seen at the end of the academic year 2022 – 2023. There had been a lot of positive change this year with community work, assemblies and sports days restarting. There has been good development of new systems and changes to middle leadership that has grown and developed.

RJ thanked all the teachers and staff who have helped out on the Opportunities and Thrive Experiences. Over 40 members of staff had been involved in residential trips that had involved them going above and beyond to make it happen. LD agreed, acknowledging that there is also a knock-on affect to those members of staff still at school while the trips take place as they play a huge role in covering and adapting.

JM asked the LMT what elements of the Attainment and Progress stood out.

VS informed the governors that the additional PPR, moderation and the individual and class plans that were consequently put into practice had ensured strong end of year results. It had been worth doing and would be rolled out again next year.

LD informed governors that the SEND ISP targets met results are not reflective of the strong work taking place in class and that target setting and training will be reviewed to establish ambitious, granular targets in order to boost morale and performances for each child with SEND.

VG asked about behaviour and attitudes specifically whether the allegation of bullying had been substantiated?

LD said that the results of the work carried out by the primary council on how behaviours were changing would be presented at the FGB in the autumn term. There had been more suspensions this academic year than in previous years so support from outside agencies had been sought and our practice adapted e.g. individual behaviour plans and risk assessments. KD explained that a referral had been made for this child to attend a seven week programme at a specialist school to learn about cause and effect. Strategies were in place to keep disruption to a minimum for the rest of the term.

KDo acknowledged that the elements that have been put in place to ensure the children get the

best schooling possible despite the challenges.

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

- Quality of Education – Teaching and Learning
  - Action plan update

The coaching project is very successful with teachers reflecting on their own practice. By recording themselves and watching the recording back has helped with their development. The Walk Thru's will continue next academic year.

There is an audit to be completed for SAFE in the autumn term.

- Behaviour and Attitudes
  - Action plan update
  - KK Governor visit feedback

The CTs have been making positive phone calls home to parents/carers in order to build relationships with families and feedback positive messages about their children. These calls had been very well received both by families and the children.

- Leadership and Management
  - Action plan update
  - SGee Governor visit feedback

Work with Jamie Hallums to monitor, evaluate and review provision and learning in subject areas is continuing and the Subject Leaders are continuing work to implement and embed the curriculum.

- Governance
  - Link Governors for Faculties to be updated and RAP Lead Governor updated
  - Dates for school visits in Sep/Oct agreed

Faculty and RAP visits for the autumn term were set:

Faculty Leadership:	Coach	Lead and Link Governor
STEAM:	HV	KDo
Community:	LD	SW
World Around Us:	KD	
English:	VS	VG
Personal and Physical Development:	LG	VSu (meeting set for Tuesday 26.9.23 at 3.15pm)

RAP Governor Visit Dates:

Behaviour and Attitudes:	19.9.23 at 11.00am	KK / KD
EYFS:	11.10.23 at 8.40am	VSu / VS
Maths:	27.9.23 at 11.00am	VG / LG
Teaching & Learning:	11.10.23 at 9.00am	KT / VS
Kaleidoscope:	21.9.23 at 9.00am	SW / LD
Curriculum:	26.9.23 at 9.00am	KDo / VS
Leadership and Management:	TBA	SGee / LD

**Action: Governors to bring calendars to the next FGB Meeting**

- Project Kaleidoscope
  - Action plan update
  - SW Governor visit feedback

LD summarised Project Kaleidoscope for the benefit of the new governors present.

**Action: SW to upload governor visit feedback form to SharePoint.**

**Action: New governors to attend a governor visit to shadow existing governors**

**Action: Governors to complete Governor Visit Form at the time of the visit and upload to SharePoint.**

<p>9.</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Surrey Safeguarding Data Collection/Audit</li> </ul> <p>KD presented a brief summary of the Audit that had been circulated prior to the meeting. There were no governor questions.</p> <ul style="list-style-type: none"> <li>• Single Central Record (SCR) monitoring report</li> <li>• Safeguarding Policy into practice <ul style="list-style-type: none"> <li>○ RJ Governor visit feedback</li> </ul> </li> </ul> <p>KD/JL/RJ confirmed that governor visit to monitor the SCR and to carry out regular safeguarding audits had taken place. This included monitoring the implementation of the Safeguarding Policy.</p> <p>KD/LD/JL informed the board that they had completed the DfE webinar training and that the SCR had been updated as a result of the training. Actions would be undertaken in the autumn term.</p>
<p>10.</p>	<p><b>Well-being</b></p> <ul style="list-style-type: none"> <li>• NGA Evaluation/Audit Verbal Update</li> <li>• Stamford Green's Well Being Charter Update</li> </ul> <p>The Wellbeing Charter was circulated to governors prior to the meeting. The project was run by Susana Cater and Becky Costello who had developed the charter further to research from other school charters and examples from DfE models. The Charter will be presented to staff an INSET day in September.</p> <p>The governors reviewed the Wellbeing Charter and noted the positive work but recognised the challenge to provide a happy work place for all under difficult climate. A discussion was held where governors recognised the importance and challenge of providing a happy work place for all staff in a difficult climate.</p>
<p>11.</p>	<p><b>Pupil Voice</b></p> <p>Pupil Voice interviews are due to take place on Tuesday 11 July with KDo, VSu and KT. Governors to provide feedback at FGB Meeting in the autumn term.</p>
<p>12.</p>	<p><b>Parent Carer Survey</b></p> <ul style="list-style-type: none"> <li>• Analysis and actions</li> </ul> <p>The Parent/Carer Survey had been carried out in the spring term. 138 parents/carers responded and the results shared with the governors prior to the meeting. Survey results had been shared with parents via email.</p> <p>JM asked how the response compared to previous years and had the uptake had been greater via the i-Pads or QR codes?</p> <p>It was noted that both were successful and would be used for future surveys. QR codes had been placed on every classroom door around the school and i-Pads were distributed at the second parents evening. As the 138 results were generated by families, not for individual children, the response rate was deemed acceptable but we would look to increase it next time.</p> <p>Points identified:</p> <ul style="list-style-type: none"> <li>• The survey showed lots of areas of success with 99% of families reporting their child(ren) were happy at school and 98% reporting their child(ren) felt safe at school.</li> <li>• 14 parents felt that bullying at school was not dealt with effectively and a discussion was held. Governors were informed that Bullying is part of the PSHE Policy and is being monitored by the school. Bullying and a newsletter explaining how to cope with falling out with each other, as it happens, has been circulated to families and discussed with the children. Individual case was discussed and our Anti Bullying Policies was used to resolve.</li> <li>• Further communication promoting the changes to the curriculum will be communicated to families in the next academic year.</li> </ul>
<p>13.</p>	<p><b>Staff Survey</b></p> <ul style="list-style-type: none"> <li>• Analysis and actions</li> <li>• Extended Services Survey</li> </ul>

	<p>The results from the Staff Survey were circulated prior to the meeting. VS explained the survey had taken place in the first week back after the Easter holidays. It was an intensive week that included an after school teacher weekly meeting and a disaggregated INSET session. Questions had been generated to reflect OFSTED questions and therefore cannot be compared to previous surveys.</p> <p>Two areas of concern discussed were:</p> <ul style="list-style-type: none"> <li>• The challenge of managing particular children</li> <li>• Staff absence</li> </ul> <p>Overall, results were very positive and a list of action points had been generated for implementation in the autumn term to address any areas where staff felt the school could improve.</p>
14.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Resources</li> </ul> <p>There have been two meetings this term.</p> <p>18.4.23: JL presented the 2023 – 2024 accounts and three year budget plan. Governors approved the 2023 – 2024 budget.</p> <p>The 2022 - 2023 accounts showed a carry forward of £363k which was £140k more than budget. This is positive looking forward as there is a forecast to have an in year deficit each year, though the three year plan still ends with reserves of 2-3% of funding. It was agreed within the budget that there would be funding for part time support staff and the replacement of 4 TAs.</p> <p>23.6.23: The following items were addressed:</p> <ul style="list-style-type: none"> <li>• The P2 FMRs which showed no material deviation from the budget</li> <li>• There were no contracts for renewal this year that required governor approval.</li> <li>• Feedback from the Health and Safety visit and governor visits on Extended Services were discussed.</li> <li>• There was a discussion on staffing matters such as recruitment (as since the previous resources meeting there had been one TA resignation and Mrs Garner, sports coach, resignation</li> </ul> <p>It had been acknowledged that a Chairs Action to approve the installation of new artificial grass on the banks near the tepees would be required before the end of term. Approval is required for items exceeding £10k. The estimate for the artificial grass was £12k and within budget.</p> <p>KDo reported that there had been an excellent update from HT on the Art Compendium work in practice and from LG on the Maths Curriculum and looking forward to the introduction of this into the curriculum in the next academic year.</p> <p>As discussed, the attainment achievement and progress results were very positive and a comparison with national data will be presented in the autumn term.</p> <p>11.15 – KK and SW left</p>
15.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Emergency and Business Contingency/Critical Incident Plan</li> <li>• Induction and Probation</li> <li>• Statement of procedures for dealing with allegations of abuse against staff</li> <li>• Supporting pupils with medical conditions &amp; children with health needs who cannot attend school</li> <li>• School Uniform and Nursery Uniform</li> <li>• Staffing Code of Conduct</li> </ul> <p>Policies had been circulated to all governors in advance, comments fed back to policy owners ahead of the meeting had been updated.</p> <p>A short discussion was held as to whether policy changes should be uploaded to the website prior to governor approval. It was agreed that where operational, rather than strategic, and where the</p>

necessary changes needed to be implemented in between meeting dates, the website would be updated and changes presented at the following governor meeting.

All policies were approved.

16. **Effective Governance**

### A competency framework for governance

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.



Governors to summarise what competencies had been addressed at this meeting.

1. Risk assessments educational visits in school governor safeguarding and SCR check
2. Sustainability and MATS, surveys, data, committee feedback, feedback on RAP action plan, Shaun Jarvis external visits
3. Staff survey
4. New gov elections and meetings
5. Safeguarding and policies
6. Management – school visits to triangulate evidence and Faculty Leaders and KS joining

17. **Date of next meeting**

- TBC

The meeting finished at 11.35am

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: \_\_\_\_\_