



**Minutes of the Full Governing Body Meeting**  
Held on Thursday 28 September 2023 at 7.00pm

<b>Attendance</b>			
Julia Arnold (JA)	✓	Vicky Sumner (VSU)	✓
Karen Donald (KDO)	✓	Katie Turner (KT)	✓
Louise Druce (LD) - Headteacher	✓	Simon Williams (SW)	Apologies
Tim Galliver (TG)	✓	Helen Vidal (HV)	✓
Stephen Gee (SGee)	✓		
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	✓
Graeme Short (GS)	✓	Vicky Swann (VS) - Deputy Headteacher	✓
Karina Singh (KS)	✓	Beth Saunt (BS) - Clerk to Governors	✓

### Agenda

<b>Agenda Item</b>	
1.	<p><b>Apologies for Absence</b> Apologies were received and accepted as above.</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interests.</p>
3.	<p><b>Appointments for the Academic Year</b></p> <p><b>Chair of Governors</b> RJ was nominated (VG) and seconded (KK) as Chair of Governors. All governors voted in favour.</p> <p><b>Vice Chair of Governors</b> SW was nominated (RJ) and seconded (LD) as Vice Chair. All governors voted in favour.</p> <p><b>Governor responsible for Safeguarding and liaison with LA in the event of allegation (Safeguarding) against the Headteacher</b> This is traditionally a role taken on by the Chair of Governors. RJ was nominated as governor responsible for Safeguarding. All governors voted in favour.</p> <p><b>Committee Chairs</b> VG was nominated (LD) and seconded (KK) to continue as Chair of Resources. KDo was nominated (LD) and seconded (KK) to continue as Chair of Children and Learning.</p> <p><b>Health and Safety Governor</b> It was agreed that VG would step down and JA take on the role of link governor for Health and Safety.</p> <p>Action: JL to forward invitation for next Health and Safety governor visit to JA, details to be discussed in person in advance of the meeting. VG to attend the meeting and provide a handover.</p> <p><b>Headteacher Performance Management Review Panel</b> The following governors were agreed as members of the Headteacher Performance Review Panel: RJ, KDo and SGee.</p>

	<p><b>Membership of Pay Committee and Pay Appeals Panel</b> The following governors were agreed as members of the Pay and Pay Appeals Panel: RJ, SGee, VG.</p> <p><b>Governors Disciplinary Committee</b> It was agreed that membership of the Disciplinary Committee would be decided at the time when needed as the makeup of these committees are decided by external factors such as availability and any conflict of interests.</p>
4.	<p><b>Committees</b></p> <p><b>Resources Committee</b> The following governors were agreed as members of the Resources Committee: VG, SGee, RJ, KK, SW and LD.</p> <p><b>Children and Learning Committee</b> The following governors were agreed as members of the C&amp;L Committee: KDo, VG, RJ, KK, HV, VSu, and LD.</p> <p><b>Trust Fund</b> By virtue, all governors are trustees of the fund.</p> <p>It was agreed that the new governors (JA, TG, GS and KT) would attend two committee meetings to fully understand the committee role, prior to agreeing to committee membership.</p> <p><b>Terms of Reference</b> The Terms of Reference for the Resources Committee and the Children and Learning Committee had been circulated in advance. There were no changes.</p>
5.	<p><b>Constitution of the Governing Body</b> Terms of Office expiring 2023 - 2024:</p> <ul style="list-style-type: none"> <li>• 1 x Co-opted governor on 6/3/24</li> <li>• 2 x Parent governor on 26/2/24 and 22/4/23</li> </ul> <p>A short discussion was held and it was acknowledged that a Parent Governor election would take place in the spring term of 2024.</p> <p>Action: It was acknowledged that the new governor induction programme had been started. Meeting with JL to be scheduled and mentors assigned by RJ.</p>
6.	<p><b>Registers of Interest and Contact Information for Governors</b> Register of Interest was circulated prior to the meeting.</p> <p>Action: Governors who have not already done so, to complete Register of Interest to verify contact details and register of interests are correct and up to date. BS to then update the school website.</p>
7.	<p><b>Chairs Actions</b> There were no chairs actions to report.</p>
8.	<p><b>School and Nursery Overview Factsheet</b> The School and Nursery Factsheet for 2023 had been circulated prior to the meeting. VS explained that a lot of information had been absorbed into the LMT Report and this document was a factsheet to provide governors up to date information that was easy to hand.</p> <p>VS explained that the Factsheet contains more detailed data analysis of the attainment and progress of Pupil Premium (PP) and SEND children along with current and historical data for the last three years against Surrey and National data. The factsheet would be updated and distributed to governors on a termly basis.</p> <p>Governors were asked for questions: KK congratulated the school on the successful results.</p>

LD highlighted that while the safeguarding figures look low this was not representative of the work done, especially when looking at the school SEF (Self Evaluation Form context section). LD commended the successful work done by KD and recommended that SGPSN Early Help data be added to the data.

**Action: KD to add data.**

LD noted the success of the Y2 Phonics Screening highlighting that all children going into Y3 are readers and expressing the importance of ensuring these results continue.

VS noted that the school investment in RWI had really made a difference.

KS recognised the fantastic results from KS1 acknowledging that the strategy was working particularly well with reading. KS highlighted the progress in KS1 maths that shows a positive trend through COVID. KS noted the slight drop in attainment in 2023 and asked if this was due to the cohort and what action was taking place to address this.

LD explained that maths had been included on the Raising Achievement Plan and that there was a new subject leader for maths, working to ensure progress. KS noted that there was a very strong Y5 cohort coming through this academic year.

It was acknowledged that the Y6 cohort has reduced from 120 to 90 pupils and that this would have an affect on future data analysis analysing.

VS informed governors that as a result of Jennell Chetty's Early Reading Review, there had been a change in the approach to how to teach reading that is now mapped out in the compendium and the leader of Reading for Enjoyment had started a project focusing on the enjoyment of reading to help challenge children. This includes a review of the book area in classrooms. This area will be made up of book donations that are relevant to the wider curriculum ensuring that there is a diversity in the books so that children can relate to the content and 'see themselves' in the books.

VG recommended that the initials be removed from the document and changed to a number as best practice and to ensure anonymity.

**Action: VS to remove initials and replace with numbers.**

KDo and VSu acknowledged that it was useful to see a comparison of results and the progress that is being made. Mixing the classes makes it harder to compare results across the classes.

GS asked what action is taken if teachers are not performing? VS noted that teachers sometimes hold back on their assessments, being over cautious and a third Pupil Progress Review tackles this. KS asked how staff were reacting to the extra data drop and the impact on their work load? VS explained that they understood the reasons why and the moderation was timed with parent/carers consultations (PCTCs) so that there was reporting of live data. The LMT are very supportive and the leadership had been expanded and ELT empowered to ensure progress in their year group.

There were no further governor questions.

## 9. **Pupil Voice**

KDo explained the Pupil Voice process where one child from each class across the school had been randomly chosen to participate in an interview with governors. The governors asked the children open ended questions to gain their feedback across a number of topics. The children were split into two groups, KS1 and KS2, to ensure all children had an opportunity to share their thoughts.

In advance of the governor visit feedback form, KT shared the following positive feedback:

- Curriculum – the children highlighted their enjoyment of history and art in particular, highlighting the variety included in the lessons and the different mediums available in art. Music was also highlighted and they showed a good knowledge of music vocabulary. Both groups loved the additional learning resources available.
- Behaviour – the children in KS2 talked knowledgably about the procedure they would follow if experienced bullying highlighting the role of the Behaviour Ambassadors and which teachers they would talk to in the event of an altercation. The children said that they felt well looked after and safe at school. The children in KS1 all loved the values buttons and the immediate recognition of their positive behaviour.
- New Playground Equipment – all the children loved the new play equipment.

Action: KDo/VSu/KT to complete governor visit feedback form and upload to SharePoint.

10. **Strategic Plan 2018 – 2023**

LD introduced the agenda item explaining that there had been a big change in society post COVID over the last 4-5yrs, notably with the increase in SEND and behaviour needs and the drop in support and services supplied from Surrey County Council. Where possible, the school has reacted promptly to address these needs for example the Club Room is now being used to meet the need of some of the children where national curriculum and mainstream provision is not meeting their needs as they transition from YR. This is currently being utilised by Y1 children with a class teacher / HV running the session and with VS teaching Y1 in the morning. This is benefiting both the children in the unit and those children in class who have uninterrupted learning. This project has been planned to last until October half term.

A discussion was held on why the services were not being provided by SCC to meet need and what the school would do to help the children.

and what the implication there would be if SGPSN joined a MAT. It was explained that SCC would still be responsible for providing services however additional resources may be available via a MAT for example specialist teachers.

The Strategic Plan 2018 – 2023 was circulated prior to the meeting and the governors had been asked to be prepared to answer the questions below:

The governors split into four groups to brainstorm the following questions, taking behaviour and SEND into consideration when doing so.

1. Over the last five years, what have we achieved in relation to the objectives?
2. Are the commitments and objectives still relevant?
3. What do we need to keep, as it is still relevant?
4. Do any of the objectives need changing?
5. Is anything missing?

Each group presented their ideas and it was agreed that LD, KS and KK would review and transcribe the results. A full set of notes will be available to governors via SharePoint.

S Gee observed that there are 22 school values and questioned if some could be grouped together to avoid duplication. It was agreed that LD, KS and KK would review the wording of the values and the when looking at the brainstorm results.

**Action: KS, KK and LD to feedback at the FGB Committee meeting.**

11. **Raising Achievement Plan (RAP) 2023 - 2024**

- Priorities for this year
- Assign monitoring governors for RAP and Faculties

		Responsible	Lead Governor	RAG Status
1	EYFS	HV	VS – C&L	
2	Maths	LG	JA – C&L	
3	Quality of Education – Teaching and Learning	VS	KT – FGB	
4	Quality of Education - Curriculum	VS	KDo – C&L	
5	Leadership and Management	LD	KS /GS - FGB	
6	Project Kaleidoscope	LD	TG/SW/HV - FGB	

Faculty	Faculty Coach	Lead and Link Governor
<b>STEAM</b> Science – EJ/EO DT – HP	Helen Vidal	Julia Arnold

	Maths – LG Times Table Champion – JJ Computing and Digital Learning – JDA Art & Design – LV/HT		
	<b>Community</b> Community leader and Prefects – JJ Whanau – JB DEIB – HT Flying High Project – EP	Louise Druce	Kate Kellett
	<b>World Around Us</b> Geography – GB History – RV Climate Education/Eco School/Eco Warriors – SMC Languages – SC RE – LAH Music – SRS/SB	Kathryn Dray	Steve Gee
	<b>English</b> English including Vocabulary – KJ Library/Reading Heroes/Library Guardians – AS Reading for Enjoyment – DL Early Reading – HV	Vicky Swann	Viv Gery
12.	<b>Sustainability</b> The Extraordinary FGB meeting will be taking place on 9 November when the governors would receive a recap of the last 5 years, the results of the SWOT analysis would be shared again and next steps agreed.		
13.	<b>Policies</b> All policies had been circulated in advance and the below comments updated prior to the meeting <ul style="list-style-type: none"> <li>• Equality Policy including equality information and objectives – approved.</li> <li>• Governor Code of Conduct – approved subject to the below action.</li> </ul> <p style="background-color: yellow;">Action: Governors to complete the google form to confirm they have read the Governor Code of Conduct.</p> <ul style="list-style-type: none"> <li>• Lettings (part of Finance Policy) – approved.</li> <li>• Reporting – approved.</li> </ul> <p>It was explained and agreed that the FGB Part 1 minutes are uploaded to the school website but Resources and Children and Learning Committee minutes are only distributed to governors.</p> <ul style="list-style-type: none"> <li>• Safeguarding – approved.</li> <li>• YN Admissions – approved.</li> </ul> <p>VG asked what role the governors were required to provide in approval of this policy and if an admissions complaint were to be raised would it be presented to the governing body. It was confirmed that the YN Admissions policy is in line with the SCC YR Admissions Policy and SGPSN would be required to provide evidence that the policy criteria had been followed.</p> <ul style="list-style-type: none"> <li>• YR Admissions – approved.</li> </ul> <p>Governors were advised that the YR Admissions Policy was a Surrey County Council Policy and available via the school website.</p> <ul style="list-style-type: none"> <li>• Safeguarding – approved</li> </ul>		

- Lettings – approved.
- Finance policy – approved.

14. **Effective Governance**

### A competency framework for governance

The framework is made up of 16 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 we have addressed at this meeting.

1. Strategic plan review 1a 1b
2. Data educational improvement 2a 2b
  1. External accountability
  2. Staffing - pay committee etc
3. Governance - shadowing induction actions taken last year means we have a full team . support new governors with questioning
4. 4a. RAP and committees
5. Safeguarding
6. N/A

15. **Date of next meeting**

- 9.00am Thursday 1 December 2023

The meeting finished at 9.20pm.

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: \_\_\_\_\_