



# Stamford Green Primary School



## Minutes of the Full Governing Body Meeting

Thursday 12 July 2018 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	Arrived 7.20pm	Karina Singh	✓
Louise Druce (Headteacher)	✓	Simon Williams	✓
Stuart Getty	✓	Helen Vidal	Apologies
Rebecca Jennings	✓	<b>In attendance</b>	
Kate Kellett	✓	Kathryn Dray	✓
Lucy Macaulay	✓	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	Apologies	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.05pm

Minutes									
	Agenda Item								
1.	<p><b>Apologies for Absence</b> Apologies for absence were received as above.</p>								
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>								
3.	<p><b>To agree minutes of 20 March 2018</b> Point 4 was amended from accept to except.</p> <p>The minutes were agreed and signed by the Chair of Governors.</p>								
4.	<p><b>Matters arising from 20 March 2018</b> All matters were done with the following exceptions to note:</p> <p><b>Part 1</b></p> <table border="1"> <tbody> <tr> <td>LW/LD to arrange visits links with SSP accordingly</td> <td>ONGOING</td> </tr> <tr> <td>All governors to share via email key points learnt from training courses.</td> <td>Governors reminded to book training</td> </tr> <tr> <td>VS to create SW a login so residential trips can be reviewed.</td> <td>OUTSTANDING - SW to view future residential trips.</td> </tr> <tr> <td>LW to amend Instrument of Government and send to Surrey for seal of approval.</td> <td>IN PROGRESS – awaiting seal from Surrey</td> </tr> </tbody> </table> <p><b>ACTION:</b> LW to circulate draft approved minutes from MAT Finance Due Diligence meeting in May.</p> <p><b>ACTION:</b> LD to follow up with other HTs regarding next meeting date for MAT HTs and Chairs.</p>	LW/LD to arrange visits links with SSP accordingly	ONGOING	All governors to share via email key points learnt from training courses.	Governors reminded to book training	VS to create SW a login so residential trips can be reviewed.	OUTSTANDING - SW to view future residential trips.	LW to amend Instrument of Government and send to Surrey for seal of approval.	IN PROGRESS – awaiting seal from Surrey
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5.	<p><b>Chairs Action</b> SW noted that residential trips had not been viewed this term and was still outstanding. Governors asked for thanks to be recorded for all the staff volunteering for the trips.</p>								

6.	<p><b>Governance Update</b></p> <p>SW welcomed KK as the new staff governor and asked for staff to be reminded that they are welcome to attend Part 1 of FGB meetings.</p> <p>SW gave an update regarding the vacant position of the LA governor and that this post would now remain vacant due to the ongoing academy discussions in place.</p>
7.	<p><b>Report and Self Evaluation by HT/DHT</b></p> <p><b>End of Year Factsheet</b></p> <p>VS tabled the End of Year Factsheet. VS noted to governors that the national data is provisional at the moment and that progress is based on VS's own calculations. The following facts were noted:</p> <p>EYFS data is above national average. The Year 1 Phonics screening, 21 didn't pass out of 120 so a phonics plan is in place to help them in Year 2. In Year 2 92% of children now having passed. All those who didn't pass in Year 2 have made considerable progress since Year 1.</p> <p>[KDonald arrived 7.20pm]</p> <p>The combined end of KS1 data is lower than national but it should be noted that the learning behaviours of this cohort have really improved this year. KD tabled a document titled Behaviour Analysis of Y1 and Y2 children. Governors noted the improving behaviour amongst the children.</p> <p>SG asked for clarification regarding what a Step 5 is and KD responded that Step 5 is a reflective session to discuss choices and different actions. Step 6 is removal from class to do their activities/work in LD/VS/KS's office.</p> <p>AS asked what was in place for child OE. KD responded that this child had high complex needs and was SEND but not EHCP. SG asked if the parents were supportive of the school's actions. KD responded that one parent was and she is still supporting their family on their journey.</p> <p>VS noted that for this year group, looking back at the end of Year 1, all the children have progressed in comparison.</p> <p>AS asked for the early learning goals and attendance of this year group to be added to the next Children and Learning agenda.</p> <p><b>ACTION: LW to add Year 2 (Year 3 from Sept) early learning goal and attendance to C&amp;L autumn agenda.</b></p> <p>Discussion took place surrounding the Year 2 moderation which had taken place earlier in the year. LD also shared the positive affect of the AIM meetings. KD shared that AB had 50% attendance and had additional needs and was waiting for a space at Cuddington Community, which has a specialist unit.</p> <p>Discussion took place surrounding fining for taking holidays in term time. It was agreed to maintain the current policy as the majority of poor attendance was not always due to holidays. LD noted that attendance will be on the SSP for the next academic year.</p> <p>VS drew attention to the results for end of KS2 with 85% achieved for those attaining reading, writing and maths. This is an increase on last year and is 20% above national average. Individually, governors noted the achievement of 92%, 90% and 87% for reading, writing and maths respectively. Governors asked for thanks to be noted for these excellent results to all staff involved all the way through the Year 6's education. LD shared the strategy behind smaller size mixed ability groups across this year group throughout Year 5 and Year 6. Small groups would be implemented for Year 5 and Year 6 going forwards.</p> <p>AS focussed on disadvantaged children and asked about their achievements at end of KS2. VS responded that of the four children, two had attained all three, thus resulting in 50%.</p> <p><b>SED</b></p> <p>LD highlighted that one teacher was leaving this year due to increase in pay at an outer London school and this needed to be reflected in the recruitment and retention statistics on the SED document.</p>

LD summarised a recent LMT strategy day, sharing details of plans for the implementation of a NQT+1 training programme; development of middle leaders regarding moderation; continuation of the pupil leadership particularly with respect to office experience; plus the implementation of whole staff training on mindfulness in September.

LD additionally updated governors that she had recently been made aware that the school has been in breach of a planning condition since 2015. Planning for the West Wing was agreed subject to a travel plan. The school were unaware of this as the responsibility lay with Surrey. LD and JL are currently liaising with Surrey as the travel plan has been in place since 2015 so they need to sort out the resubmission to discharge the planning condition.

KS asked about the Nursery and after the first full year, what had they concluded/learnt. LD reflected that it had been particularly beneficial to work with and help the children at Nursery before they start YR. Nursery children who had particularly progressed with reading were able to access Reception materials in order to help take progress further. Also the Nursery children at the recent new Reception play visit, were very settled and came into the session without being upset as they are used to their school environment.

LM asked how many not coming from Nursery. KD responded that 30 were coming from Nursery out of the 90. LD shared that the school had received 326 preferences for the 90 places.

KS asked if the Nursery was full for September. LD responded yes and there is now a waiting list. KS asked if there was anything she would have done differently a year on. LD responded only to worry less about the financial deficit at the beginning. KS asked for thanks to be recorded to all those involved in bringing the Nursery into fruition.

LD gave a summary of staffing and recruitment surrounding the next academic year. SG asked whether the school anticipated another bulge year. LD indicated no. A further question was asked as to when the school would need the demountable classroom by. LD shared that it would be by 2021.

AS asked about the current timeline for the redevelopment of the library and Project Atlantis. LD shared that there was continuing work over the summer with the Curiosity Corridor and a few more things. The PTA are continuing with a great fundraising effort which is still in progress.

SG asked for the NPQML and the NPQH were completed. LD shared that they were still in progress and VS indicated that the final part of the NPQH will be submitted in October.

KDonald drew attention to page 4 point 4 of the SED and asked if anything had been implemented following on from it. KD shared that an assembly had been organised with a Police Officer.

### **NLE/DfE Report**

LD tabled an NLE/DfE report and gave a summary of her work over the last year. LD shared that Ewell Grove manage the budget and an admin person will be employed by them for the Teaching School. SGPS will run Epsom and Ewell Borough Opportunities for Children and have received ten hours of admin for the financial return. E.g. Art/Music/Dance Festival and lead on the facilitation of sports events.

## **8. Survey Results**

### **Parent Survey**

VS shared that the parent survey had been implemented differently from previous years with the questions asked to parents based on the values. VS shared the reports verbally including what the school does well and what can be improved on. One parent indicated more parental involvement in the PTA so as a result LD has promoted the PTA at all the new year group welcome meetings.

RJ asked how many responses there were and VS indicated approximately 127 and of those only 85 shared what could be improved on with many of those saying nothing. Three shared concerns over the school losing its community feel but other responses also counter balanced that. LD highlighted further the aspects of school life, which give the school its community feel.

KDonald asked if the school start and finishing times would be looked at when the school is full. VS shared that most people drop off at the start, before the gate opens, irrespective of when the start is. The main stress point at the East Gate is where the path narrows. Consequently LD shared that they are re-looking at tree protection orders and whether anything further can be done.

KS asked for the survey results to be shared with the governors.

**ACTION:** VS to distribute the parent survey results to governors.

AS asked if there was anything surprising. VS responded that one parent had wanted the behaviour step system removed. Another asked for meals for Extended Services. LD shared that this is being implemented along with hot meals for Nursery. An increase in Extended Services fees to accommodate food costs were discussed, along with the financial benefit of not having to purchase the food and LD gave a local comparison to illustrate how the Sunset offering is good value for parents.

#### **Pupil Voice – Governor feedback from meeting with children**

RJ gave an update regarding the recent visit to meet with children from Nursery to Year 6. She summarised that all children were polite and took turns to speak. LD asked for the report to be shared with Nancy Thorpe given the hard work undertaken in organising school trips which the children had particularly shared that they liked.

**ACTION:** LW to circulate Pupil Voice report to Nancy Thorpe.

AS asked if there was an awareness of values. LM responded that they hadn't asked specifically about values but will include this in the questions next year.

RJ shared that there had been both positive and negative feedback regarding the mixing of the classes at the end of Y1 and Y3. A discussion followed surrounding this and LM asked if the school would consider mixing again after Year 5. LD indicated that stability was needed quickly in Year 6 due to the learning focus in preparation for NCTs and VS added that the year is mixed much more as they work in groups of 20.

AS shared that one school spend the last week of term with their new teacher. LD responded to this indicating that in principle this is a great idea but if teachers are contracted at other schools it makes it tricky. There is a meet the teacher day and the welcome meetings for parents were brought forward, as parental anxiety often existed surrounding the start of the academic year.

#### 9. **Safeguarding**

KD gave an update on Surrey Children's Services and indicated that there was no one on a 'Child Protection Plan' at the school at the moment. Four are on 'Team around the Family '(TAF). The school received an FOI which required 30 hours of work due to safeguarding issues and associated paperwork for seven years.

Governors thanks KD for all has done and does ongoing regarding safeguarding.

#### 10. **Academy Update**

Following the Finance Due Diligence meeting in May, SW shared that there had been a lot of questions created by the event as well as some answered. SW indicated that this gave a chance to reflect on whether we are going in the right direction.

A discussion took place regarding governors' views since the MAT meeting and LD gave an update of Browne Jacobson who had been employed to handle some of the legal matters and a vision and ethos event with all the schools involved.

#### 11. **Governor Visits**

KDonald gave a summary of her visit to discuss EYFS and indicated that there had been great focus on improvements for Phase 1 and meeting the challenges of an increase in pupil numbers. Particular emphasis had also been shared on the benefits going forward for the Nursery children joining Reception.

#### 12. **Committee Reports**

##### **Resources**

SW shared that the main thing arisen from the meeting was the increase in staffing costs totalling up to £50,000 which had been agreed. KS asked what the national benchmarking data would then be of teaching and non teaching staff. LD indicated it would be higher but teachers are not doing administrative jobs and we will have smaller class sizes for English and maths in Y5 and for maths in Y6.

	<p>KS asked if the number of TAs needed to be reviewed and LD responded that there were lots more starting with one member of staff training to be an EYFS HLTA.</p> <p><b>Children &amp; Learning</b> AS shared that the meeting had given particular focus to discussing Emerging + in maths and also girls confidence in maths. Also the Inclusion Report was given particular focus, due to a different agenda order.</p>
13.	<p><b>Policies</b> There were no policies to be adopted.</p>
14.	<p><b>Date of next meeting</b> Dates for all governor meetings next year will follow. Governors were all thanked for their time.</p>

The meeting finished at 9.19pm

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: \_\_\_\_\_