



## Minutes of the Full Governing Body Meeting – Part 1 Held on Tuesday 5 December 2017 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	Apologies	Karina Singh	✓
Louise Druce (Headteacher)	✓	Simon Williams (Chair)	✓
Kathryn Dray	✓	Helen Vidal	✓
Stuart Getty	✓	<b>In attendance</b>	
Rebecca Jennings	Apologies	Joanna Lee (School Business Leader)	Apologies
Lucy Macaulay	✓	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.05pm

Minutes	
1.	<p><b>Apologies for Absence</b> Apologies for absence were received and accepted as above.</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>
3.	<p><b>To agree reporting of minutes and papers</b></p> <p><b>DECISION:</b> It was agreed that the minutes from the FGB meeting Part 1 would be published on the school website and Part 2 would remain private. Committee meetings minutes would also be private.</p>
4.	<p><b>Constitution of the Governing Body</b></p> <p><b>Terms of Office Expiring:</b></p> <ul style="list-style-type: none"> <li>Kathryn Dray – 20 March 2018 – Staff Governor</li> </ul> <p><b>ACTION:</b> LW to undertake the necessary procedures for the Staff governor post.</p> <p><b>Vacancy to be filled</b></p> <ul style="list-style-type: none"> <li>LA Governor</li> </ul> <p>There is still a vacancy for LA governor.</p> <p><b>ACTION:</b> SW to identify the necessary skills required and to bring for approval at a future FGB.</p>
5.	<p><b>To agree minutes of meeting</b></p> <ul style="list-style-type: none"> <li><b>21 September 2017</b> The minutes were agreed and signed.</li> <li><b>13 July 2017</b> The minutes were agreed and signed.</li> </ul>

6. **Matters arising from previous meetings**

- **21 September 2017**

All actions were done except those below which had the following comments:

<b>ACTION:</b> LW to undertake necessary procedures for advertising staff vacancy in spring term	ONGOING	To be done next term
<b>ACTION:</b> KD to circulate safeguarding training dates for all later in term.	REQUIRES ACTION	"Keeping children safe in education" is currently being updated. Training dates will be circulated once this has been issued.

- **13 July 2017**

All actions were done except:

<b>ACTION:</b> LW/LD to arrange visits linked with SSP accordingly	ONGOING	LW to arrange with LD
--	---------	-----------------------

7. **Chair's Actions**

SW gave an update regarding a meeting with other governors of Epsom Primary and Ewell Grove where each gave a brief presentation about where the school is at and where it's come from.

LD updated all regarding an email received from a parent regarding the MAT. LW is currently responding and arranging for a possible meeting with a governor to share a better understanding of steps already taken.

AS asked to receive the newsletter.

**ACTION:** LW to add governors to the newsletter circulation list.

8. **School Success Plan (SSP)**

LD tabled an update of the SSP priorities, a pupil well-being plan and an EYFS Action Plan. It was noted: The Action Plan is part of L2; the Breck Foundation have been invited in to speak to staff and parents in April 2018; the Golden Run is being developed further to keep kids focussed and motivated; a mindfulness strategy is being developed for the whole school.

KS asked if Maths would be included as part of AC3. LD shared that the priority first would be on the more-able. HV and Anna Peters are taking part in a course where HV's project focus is on Maths. Therefore Maths will come under AC2. Anna Peter's focus is on disadvantaged pupils.

SW stressed the importance of keep a focus on staff well-being. LD shared that the staff well-being plan has developed further and that in January there would be a staff well-being fortnight.

KS asked if exit interviews were conducted for teachers. The benefits and difficulties of this were discussed with the practicalities eg. Only 1 weeks' notice sometimes being given.

**DECISION:** SSP priorities were agreed for this year and it was agreed governor involvement would remain the same.

**Self-Evaluation Document**

VS shared that this document had been written against the new framework issued in October. The Attendance figure at the top of p3 should read "0.6% arrive late but before the register and 0.6% arrive after the register".

LD reflected that fewer classes were achieving 97% compared with a few years ago. One class with a child on part-time attendance is removed from the data. KD informed that one family has been referred to the EWO since the document had been written for governors. LD shared that they are ensuring that all is being done to maintain attendance.

AS asked what the Whanau meetings are. HV explained the background and clarified that all children meet together in mixed age groups.

AS asked if the school monitored the fitness and obesity levels of children. LD shared that the school had taken part in a PSHE survey where data is compared bi-annually. Also the Golden Run highlights the children's progress and mindset physically. All children take part in this. Only one child in the school doesn't participate due to health. KD also reminded all of the policy to ensure healthy eating in packed lunches, no chocolate or sugary drinks. Additionally the school nurse has information regarding children's height and weight and any concerns are reported to parents.

The governors thanked the staff for the high quality documents produced to keep governors informed.

## 9. **School Strategy**

### **Strategic Plan 2015 – 2020 and review of strategy**

It was noted that the document needed updating branding wise in the future eg. new photos. There was a discussion surrounding the strategic objectives with amendments made to the document including a focus on well-being, resilience and a digital focus.

**ACTION:** LD/LW to amend and distribute the Strategic Plan.

### **Collaborative Learning Teaching School Alliance**

LD gave an update regarding the teaching school with two bids recently submitted, one relating to recruitment and retention and the school surrounding coaching. Timescales for submission have been very short. CLTSA has also met with the Epsom and Ewell Partnership. Going forwards there will be opportunities for staff in this as well when the LMT are involved in teaching school activities. The action plan for the teaching school includes developing initial teacher training; developing a graduate TA and pre-SCITT programme; school to school support and to develop governance for changing structure of schools.

KS asked how governors are involved in the teaching school. LD indicated that the teaching school sat under the SSP Priority T1. Going forwards they are looking to develop governance under the teaching school structure.

**ACTION:** LD/LW to add to the terms of reference, NLE and CLTSA.

### **Academies**

SW gave an update regarding the academy progress and a recent meeting with the governors of the other two schools. Another meeting is set for early next year and the next joint meeting will look at drawing up a timeline. KS asked what we need to do as governors. LD said the next step is to get a meeting date and draw up a shared list. Discussion surrounding timing of extra-ordinary FGB currently 25 January.

**ACTION:** LW to email new date for Extra-ordinary FGB.

[LM left at 8.30pm]

## 10. **Update on new data documents**

VS gave a summary surrounding the new documentation for governors following the change from Raiseonline to Analyse School Reports. There was a discussion surrounding governors access to the data but this will be once it's been analysed by the LMT. Governors commended the transparency of the data provided.

Governors reviewed the analysis provided. LD shared that the school is looking at attainment across all three areas as there are variations in children not meeting ARE across all three subjects.

## 11. **Safeguarding**

KD updated all that the safeguarding audit has been postponed to the end of February by Surrey. Currently there are four children previously on a cp plan now no longer. Three children are in need and 1 early help. Heathers Owens, the Family Support Worker, has supported twenty one families this year of which she is now currently supporting seven. AS commended her work and the progress made with the other fourteen.

## 12. Committees and Nominated Governors Report

### Children and Learning

AS shared that the data had been thoroughly analysed and the following areas flagged for development: Maths, more-able, disadvantaged children. Gender was also looked at in the meetings and there will be a focus on boys writing on the next C&L agenda.

### Resources

JM shared that the three FMRs had been looked at. The wider picture is ok. The deficit on the Nursery FMR is down from £30,000 to £20,000. The Nursery is full for January and staff previously re-deployed in the school are in the process of being brought back to Nursery.

### Nursery Update

LD brought to governors for consideration the possibility of discounting Nursery fees for support staff and teachers. Currently a 3 – 4 year old place is funded for £7 per hour and the school receives £4.51. If staff are given a discount the following would be paid £5.35 (at 25% discount) and £5.60 (at 20% discount).

A discussion continued. SW queried if there would be a benefit-in-kind for the discount. LD responded that this is a possibility although this would be outside the 30 hours free funding but would investigate further. SW commented that there would be a limited number of take up and the positive effect would far outweigh the financial side. There was also a detailed discussion surrounding whether this benefit should be offered to both teachers and support staff in the light of Extended Services discount only being available to Support Staff. LD summarised the reasons behind this and the difference for offering this to both teachers and support staff.

Governors agreed in principle the support of a 25% discount but with LD/JL investigating the employment benefit rules and implications on support staff and on teachers. It was agreed that in order to move this forward quickly, it would report back in either Resources Meeting or as a Chairs Action.

**ACTION:** LD/JL to investigate Nursery discount and implications.

## 13. Update on Pupil Leadership

This was already discussed within the School Success Plan.

## 14. Policies to be agreed

KS asked how recently the Behaviour Policy had been reviewed and whether there was a link governor. LD clarified the changes and that if there was a concern following the SED analysis then something would be put in place. LD also reminded governors that when the pupil voice activities are undertaken with the children, any concerns would come out of that. Currently SG is the link governor for SSP priority H3 which is fits under. The following policies were all agreed:

- Accessibility Plan
- Behaviour
- Audit of School Website
- Admissions
- Concerns and Complaints Procedure
- Health and Safety
- Reporting of minutes and papers
- Register of Business Interests
- Safeguarding
- Staff Code of Conduct
- Whistleblowing

### Health & Safety Policy

LD shared that the policy is currently reviewed annually although this is not a statutory requirement. JL proposes to move it to three yearly which it was previously prior to the build. Now the building work is completed.

**DECISION:** All agreed to the Health and Safety policy being reviewed every three years.

15. **Date of next meeting**

- Thursday 25 January 2018 at 7.00pm – Extraordinary FGB  
This meeting will now be postponed and a new date circulated as per the previous action.
- Tuesday 20 March 2018 at 7.00pm - FGB

The meeting finished at 9.15pm

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: \_\_\_\_\_