



Stamford Green Primary School



Minutes of the Full Governing Body Meeting

Thursday 13 July 2017 at 7.00pm

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

The meeting began at 7.13pm

Minutes	
	Agenda Item
1.	Apologies for Absence Apologies for absence were received as above.
2.	Declaration of Interest There were no declarations of interest.
3.	To agree minutes of meetings <ul style="list-style-type: none"> • 21 March 2017 • 23 May 2017 <p>Minutes for both meetings were agreed and signed.</p>
4.	Matters arising from 21 March 2017 All actions had been undertaken except for the following with additional updates: ACTION: LW/LD to arrange visits linked with SSP accordingly. UPDATE: Some SSP have been arranged. Still ongoing ACTION: SW to inform CT of decision regarding LA governor. UPDATE: SW to follow up with CT again ACTION: SW to speak to John Winter with regards to advice on the board of trustees UPDATE: Clarification sort with regards to John Winter and decision made that the AWP had moved on, so this was not now required. Matters arising from 23 May 2017 None. [KS arrived 7.16pm]
5.	Nursery JL gave a recruitment update and summary of the admissions numbers. There are some vacancies and the budget has been adjusted to cater for the adjustment in number. The financial year will run

until April 2018 and therefore includes two terms with a current deficit of around £20,000. JL noted to all that it includes premises costs of £20,000 which would not be replicated the following year. RB asked if when full it will generate enough. JL responded yes and that it wouldn't take long to recoup the money.

LD shared that establishing the nursery as governor led, has resulted in a grant for premises improvement, being unable to be accessed as originally planned.

The nursery has been staffed as full with the additional staff costs reflected in the Extended Services budget.

KDonald suggested offering any spare spaces to current children, for example, those doing 2.5 days if they would like to increase to 3 days. JL indicated she would explore this option if spaces remained.

KS asked what can we do to increase our income and decrease our costs and where will the £20,000 deficit come out of?

LD responded that until very recently advertisement had only been done internally and now external advertisement should increase revenue. AS highlighted that children could start mid year. JL also highlighted that since half term there has already been two days of teacher costs and admin costs.

SW requested that regular updates are given regarding the financial side. JL agreed but reassured that although it is governor led it is part of the whole school finances.

AS asked how much were set up costs for the nursery. JL responded about £27,000 which wouldn't be re-occurring next year. KS asked what the deficit as percentage of turnover is. JL responded that the income for the next two terms is £110,000 so approximately 20% for the first year.

AS asked for an update regarding other local establishments response to the nursery. LD replied that one local nursery is not offering the 30 hours so we are offering a different provision. Another nursery is still negative in its support of ours but it's not something which would stop the nursery from opening.

In relation to this nursery, RB gave a declaration of interest in that he had met with Christ Church to discuss extending their hall, which houses a local nursery.

KS congratulated all on being 80% full and SW asked for all those involved to be thanked particularly Vanessa Frost, Amanda Hughes and George Noble.

[JL left 7.40pm]

6. **Chairs Action**

Nominated Trustee

DECISION: It was agreed that Joseph Lambert would be the nominated trustee for the Trust Fund.

MAT update

SW gave an update regarding several meetings that had taken place with Epsom Primary and Ewell Grove. Wallace Fields have indicated they will be exploring other options. In principal, we are going to form a MAT with Epsom Primary and Ewell Grove with the process commencing in September.

LD shared that the Headteachers will be collaboratively putting together slides for the INSET day in the three schools so that staff are updated.

SW shared that a governor from Southfield Park has asked to meet with LD and SW.

KS asked what is needed now from the governors. SW responded that to revisit the AWP looking at skills set requirements. SW proposed a strategy meeting alongside the September FGB.

7. **Report and Self Evaluation by HT/DHT**

VS handed out an updated version of the Governor Factsheet which included national results.

SW reflected that this is outstanding and the work across the whole school is incredible and asked that thanks be passed on to everyone throughout the school. LD acknowledged this and thanked the

governors for their support and trust with regards to the whole plan to raise standards.

Regarding KS2 results, it was noted that the writing was incredible and VS shared that two children had missed it by one mark including one pupil premium child who was Level 1 at end of KS1. Their value added will be so high and their life chances increased greatly. AS noted it is an incredible set of results. VS particularly flagged that the children had implemented techniques taught to them.

Regarding Y1, SW asked if there was anything additional that can be implemented. LD flagged that the classes had been mixed up as per school policy for Year 2; a small group is being monitored who can be disruptive to others learning; attendance is being monitored. It was noted how much higher the attendance of Year 6 is in comparison. VS highlighted that spelling has been flagged as an area to improve on and the school had invested in a spelling scheme which would be introduced to staff on the INSET day.

LD noted the clear link between attendance and those that missed the standard. VS gave a summary of how the school set the target standard regarding accomplished and accomplished + and how individual targets are set for Year 6 children with the teachers. AS complimented the school on its attention to detail.

KS congratulated the whole team on the fantastic set of results.

8. **Survey Results**

Parent Survey

214 parents took part with the survey administered during the parents' evenings. VS noted that different points are now raised compared with a few years ago. The main concern this year is school dinners.

SW reflected on the positive overall responses with the lowest only being 96% who strongly agree or agree I am kept well informed about my child's progress. LD responded that parents would often like more parents' evenings or more reports but this has to be a realistic and achievable bearing in mind teacher workload.

Staff Survey

VS highlighted that one represents 4% and that one person slit their answers hence 2% was recorded in each box.

JM flagged that 4 people don't "strongly agree" that children are safe at this school. Questioned whether this was a style of ticking with regards to all "agrees" were ticked. LD followed up that staff go above and beyond to care for children and without a comment, it is hard to know how to move this from "agree" to "strongly agree".

VS highlighted responses to questions 1 and 12, I am proud to be a member of staff at this school and I enjoy working at this school, with strongly agree being 95% and 92% respectively.

Pupil Voice – Governor feedback from meeting with children

RJ shared that following last year's feedback, the children were split into two groups of KS1 and KS2 which definitely worked much better. A child was selected at random from each class. They talked about all the things they enjoyed such as trips, Golden Run, Lego. Year 6 liked working across the year group. All children were happy using the worry box, liked talking to the Office staff and enjoyed the buddy system. Only negative raised related to the school dinners, which ties in with the parent survey feedback. LM also added that children had raised the issue of being squashed in assembly. LD highlighted measures taken to resolve this. RJ said overall children were very happy and liked being here. What they liked doing was a mixture of fun and academic.

SW thanked RJ and LM for their time spent with the children.

9. **Recruitment and Retention**

Well Being Strategy

VS shared that teachers had highlighted the need for more time marking and hence the marking policy is being reviewed. Also it was requested that staff receive an INSET day for report writing.

SW asked how many INSET days are their currently. LD responded 5 statutory plus an additional one

granted for pupil progress with it totalling 7 if another day for report writing is granted. There was further discussion surrounding the use of INSET days across schools locally and the need to make our school attractive to staff.

DECISION: All agreed to formally increasing to 6 days each year to include an additional INSET day for report writing.

LD shared plans for the school to pay for the food at the end of year staff social at Christmas and July. The money is already in the budget but this is a way of recognising what really makes a school outstanding is the people in it and it's about going the extra mile as staff volunteer above and beyond.

KS highlighted an air of caution in the public sector regarding hospitality. LD highlighted that other headteachers have a hospitality budget. A robust discussion ensued regarding managing it and whether to set a flat rate or cap. LD stated the need for transparency and all agreed that it would be reviewed each time by the Chair of Governors and the Chair of Resources.

DECISION: All agreed to the school paying for the food at the staff social this Summer with the COG and the Chair of Resources approving any future school contributions at Christmas and onwards.

LD shared her vision for maintaining and building a team and requested that at the end of term the school finishes at 1.00pm to allow staff to come together as a whole team.

DECISION: All agreed to finishing at 1.00pm from the end of the Autumn term 2017 onwards.

Values – Governor feedback report

Following SG's SSP meeting with Hannah Smith yesterday regarding the school Values, SG tabled a report. He asked the question how the school knows there has been efficiency and effectiveness. SG met with the pupils and was impressed that even when they couldn't remember a value, they knew where the board was to find out. He noted really good embedding. The school is working on the Values Mark and Hannah Smith had visited Wallace Fields and Epsom Primary. SG highlighted the HPVB and that good work is recognised by being placed on display so children can see they are valued. Hannah Smith also spot checks values in books by working with and through the teachers. Also going forward it will be written in books if HPVBs have been achieved in relation to values. Celebration assemblies are also utilised. When children have not demonstrated good values, spot check are undertaken to ensure they are. Going forward, instead of independence, resilience would be one of the local curriculum drivers.

In September there will be a school Hope and Aspiration event for a whole week. The school is going for the Values Quality Mark which requires a lot of evidence. The work undertaken is impressive and there is a good unpinning of academic work.

SW thanked SG and was pleased to note that the children know the values and are values driven.

10. Pupil Leadership update

Pupil video

This will now be shown in September.

Plans for next year update

LD shared that Prefects will be launched next year in Year 2 so to allow for responsibility opportunities lower down the school. Anyone with repeated step 4s or 5s wouldn't be considered in order to encourage good behaviour. LD also shared the introduction of a Head boy and Head girl in Year 6. VS gave a summary of how applications would work compared to the House Captains. In addition to this, Office experience would be implemented with Year 6 helping to answer the phones and deliver messages.

11. Safeguarding

LD shared that all staff would undertake the safeguarding training in the new academic year and KD would be in touch with regards to necessary governor training in the new academic year.

12. Committee Reports

All governors were reminded of the need to ensure reading of the draft committee minutes to ensure they were up-to-date with all committee meetings.

13. Policies

SW thanked JL and LD for the hard work undertaken for producing such a robust Emergency Plan. LD updated all that there would be staff training on "sheltering" (lockdown) during the INSET day. KS asked how frequently it would be used. LD said it would be in every classroom, with sheltering and fire drills undertaken termly.

SW suggested laminating and colour coding for quick and efficient access. KS asked about the plan to communicating to parents in the case of an emergency. KS also asked if all the bags have personal details in. LD shared that just the Office bag would contain parent contact details. KS asked how governors would be informed in the case of an emergency and LD informed that in the case of snow closure for example, governors are consulted but in an emergency situation it would be as and when. VS added that the ELT would come together if a situation arose when on a trip for example.

RJ added how impressed she had been by the response to the Year 3 trip to the Golden Hinds and asked for this to be formally minuted.

The Emergency Plan was agreed by all.

The meeting finished at 9.30pm

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: _____