



Stamford Green Primary School



Minutes of the Full Governing Body Meeting – Part 1

Thursday 8 December 2016 at 7.00pm

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

The meeting began at 7.20pm following Prevent Training.

Minutes	
	Agenda Item
1.	Apologies for Absence There were no apologies for absence.
2.	Declaration of Interest HV declared that she is on a governing body of a local school. AS declared that she is an employee of a school in Chessington.
3.	To agree reporting of minutes and papers DECISION: 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.
4.	Governance update Local Authority Governor Following no forthcoming endorsement from the Local Authority, the Chair and Vice Chair have taken the opportunity to review the skills required by the Governing Body before a nomination for Local Authority governor is made. Colin Taylor whose term of office came to an end in May 2016, will not attend governor meetings whilst his position is unclear.
5.	Chairs Actions An update was given by SW who shared that there has been a number of useful conversations between the Chair and Headteacher and the Academy Working Party has been extremely busy. LD shared that additionally they have been looking at potential changes to the staffing structure with regards to the Leadership team and also had received a resignation for the end of July.
6.	Agree minutes from meeting 14.7.16 and 8.9.16 Minutes were agreed and signed
7.	Matters arising from 14.7.16 and 8.9.16 There were no matters arising and all actions are complete. It was shared that there are now two new Health and Safety staff representatives.

8. Report and Self Evaluation by HT

LD shared that recent focus has been given to recruitment for staffing for the next academic year as there are five teachers to cover. Recruitment will commence prior to Christmas and it is likely that there will be particular focus on an Early Years specialist.

There are a few members of staff on induction and a resignation has been received from one member due to family life. One member of our support staff will be commencing Schools Direct ITT programme.

VS has undertaken an assessment update, personal development update and a teaching and learning update.

LD gave an update about the DfE teaching school application process. Four schools are putting in a multiple application to become a teaching school alliance. Stamford Green, Epsom Primary, Ewell Grove and The Meadow. Due to the importance of robust data, Ewell Grove Infant and Nursery School is applying to be the lead school. LD gave an overview of the process and how all schools will be scored. AS asked if successful do we become a teaching school. LD informed that the bid has been submitted under the Epsom and Ewell teaching alliance and Stamford Green would be part of it as teaching school. KDonald enquired as to whether it would make a difference with Ewell Grove moving from Infant to Primary school. HV shared that schools are only judged on where they are now. LD indicated that there various stipulations about when you can apply and what area so the opportunity had to be taken.

Regarding the staff vacancies for the next academic year, RB asked how confident the Headteacher is about filling the five places. LD indicated she was very confident and SW shared that the school would be considered an employer of choice apart from competition with nearby schools being able to offer the outer London allowance. Currently 77% of the school's leadership team had started at the school as an NQT.

LD shared that regarding vacancies, the school had been overstretched when using a Deputy in class and she would rather not have to use a Deputy again. KDonald asked if anything could be done with other local schools. VS and KD are attending a recruitment fair at St Mary's University in January and also there is succession planning with Schools Direct. SW asked if governor input would be needed on interview panels. LD indicated yes following teacher observation in their own classroom.

RB asked about the SED and what the common cause of vulnerability is which is mentioned. KD shared domestic abuse and alcohol dependency.

LD shared that across the year groups class teachers positively support one another. For example, Year 4 have changed their timetable to support Year 6. From a governance perspective if there was a downward trend in data over three years but pay had increased, that would be difficult to explain. The experienced staff need to be seen to influence across the school and the governing body must show there has been rigour and challenge.

VS shared all Year 2 teachers have visited Year 6 so they can see where they need to get the children to, academically. AS acknowledge this positive approach. SW asked if the current Year 1 children who were Reception last year, were making the progress required. HV shared that in the new EXaat software there is a measure to do with well-being which is traditionally very difficult to measure. The new measure will be comparable year on year and it will be interesting to compare with current Reception children. KD indicated that lots of strategies are in place to help them progress as this is a more vulnerable year group. SW asked if the momentum was sustainable. HV indicated that in Year 1 we had set a standard that required asking for additional support, in reading and in phonics. AS highlighted that there is an opportunity in addition to the risk, with this year group as their starting point was low. LD shared that 10% has been added from their early learning reading score. AS acknowledged the great achievement of this. SW thanked all for the encouraging feedback.

School Success Plan

LD indicated the need to agree the outline in priorities and the governor involvement. JM asked the background to this document and LD explained that the SSP links into the SED. Priorities are based on MER school life. It links back to our 5 year plan and to points from our last Ofsted. Behind this document is a further document which outlines how the school then achieves the key priorities.

DECISION: The outline of priorities and governor involvement was agreed.

Area	Monitoring Governor
AC1	AS/SG
AC2	AS/SG/JM
AC3	AS/SG
AM1	KS/SW
AM2	SW
H1	SG
I1	RJ
I2	RJ/RB
L1	SW/KS
L2	LM
T1	SW
T2	LM/KS/KDonald
V1	SG

Lowering of school age

LD shared that she envisaged provision for approximately 40 children and that she supported the thinking of provision for across the age range rather than a two year olds room and a three year olds room. LD updated that she has evidenced to Surrey Early Years team that there is a need based on the 30 hours increase. AS asked what the proposal would be for. LD a provision for 8.45am to 3.00pm approximately with a view to extending it in the future to offer an extended day. Based on feedback from the parent survey, full days and some half days would be offered. We won't offer mornings or afternoons as this model hasn't worked for other nurseries and based on the parental survey this wasn't what parents wanted.

JM asked if the school would need to address numbers of traffic. LD responded yes but that parents were dropping off anyway was seen as a strong argument.

LD also shared that the school would manage the nursery's admissions like a 'private' nursery and then children would need to apply for a school place.

RB queried whether the school anticipated to make any financial gain. LD shared that there would be a small profit but this is outweighed by the educational value for children. Additionally, to this, it had been very encouraging to see how successful the Come and Play toddler sessions were with 45 toddlers at the last session.

AS reflected that this provided good possibilities for school leadership growth and the opportunity of attracting an early years specialist. LD asked that governors formally agree that she can pursue formally changing the school age. RB indicated the only resistance he believed would be from a traffic perspective.

DECISION: All agreed to the Headteacher formally pursuing the changing of the school age.

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| 9. | <p>School Strategy</p> <p>LD shared that the Teaching School application has been done.</p> <p>Regarding the review of the 5 year strategy, governors looked at whether it needed updating in light of the bulge class and the academy process. It was concluded that the strategy continued to be current and the associated documentation.</p> |
| 10. | <p>Safeguarding</p> <p>KD gave a safeguarding training update which all governors participated in, to ensure that all governors were up-to-date regarding safeguarding.</p> |
| 11. | <p>Governors Report</p> <p>All governors were reminded to ensure the reading of minutes to keep up-to-date with current items discussed at all committee meetings.</p> |
| 12. | <p>Governor Skills Audit</p> <p>All governors were asked to ensure that their Skills Audit was sent to SW by the end of term.</p> |

13. **Policies**

The following policies were all agreed:

- Audit of School Website
- Admissions
- Concerns and Complaints Procedure
- Emergency Closure Information
- Health and Safety
- Reporting of minutes and papers
- Register of Business Interests
- Safeguarding
- Staff Code of Conduct
- Whistleblowing

The only change required is to the Whistleblowing policy which gives the Chair of Governors as KS and this should be SW.

ACTION: LW to update Whistleblowing Policy.

KD has undertaken a yearly safeguarding audit. All was noted by the governors.

It was noted that school governor visits should be linked in with learning walks to do with the governor monitoring area. When a learning in walk is done, arrange for the appropriate governor to come in.

ACTION: LD/LW arrange governor visits.

The meeting finished at 9.17pm

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: _____