



### Minutes for the Full Governing Body Meeting

Held on Thursday 1 December 2023 at 9.30am

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

	Agenda Item
1.	<p><b>Apologies for Absence</b> Apologies were received and accepted for KDo, SG, SW, VS, JL and VS</p>
2.	<p><b>Declaration of Interest</b> There were no declarations of interest.</p>
3.	<p><b>Constitution of the Governing Body</b> Two x parent governor vacancies will be in the new year VG 26.2.24, VS 22.4.24. KDo 6.3.24. There will be one governor election early in the spring term. One x co-opted governor KDo was due for re-election and RJ nominated and LD seconded so KDo was re-appointed for a further term.</p>
4.	<p><b>To agree minutes of meeting</b> Due to illness minutes were not available for this meeting. This was discussed and they will be approved at the next FGB meeting.</p>
5.	<p><b>Matters arising from previous meeting</b></p> <p>Action: It was acknowledged that the new governor induction programme had been started. Meeting with JL to be scheduled and mentors assigned.</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> <p>Action: Strategic Plan - KS, KK and LD to feedback at the FGB Committee meeting.</p> <p>Action: Governors to complete the google form to confirm they have read the Governor Code of Conduct.</p>
6.	<p><b>Chair's Actions</b> Mentoring for new governors VG will mentor JA VSu will mentor KT KDo will mentor TG SW (RJ as reserve) will mentor GS</p> <p>Action: Pay panel meeting minutes will be carried forward to the next FBG meeting.</p>

7. **School Review**

RAP Plan

- KK asked if the plan is too much too quickly. LD explained the priorities that have been reviewed and some have been removed e.g. SEND and Behaviour and Attitudes. The priorities identified are on there as we strive for excellence.
- KS expressed that governors need to consider the well-being of LMT and staff generally and this was discussed alongside the survey results reviewed at the last FGB.
- KS reminded the governors of the positives and that the action plans have been RAG rated as green so progress is being made and impact demonstrated.
- The link governors were reviewed.

RAP area	Link Governor	Date of Visit
EYFS	VS	tbc
Maths	JA	13.3.24 @ 9.00am (TBC)
Quality of Education – T&L	KT	31.10.23 @ 11.00am (Spring date TBC)
Quality of Education - Curriculum	KDo	tbc
Leadership and Management	GS/KS	19.1.24 @10.00am
Project Kaleidoscope	TG/SW	24.1.24 @ 1.00pm

Faculty Area	Link Governor	Date of Visit
STEAM	JA	25.1.24 @ 9.00am
Community	KK	6.2.24 @ 9.00am
World Around Us	SG	10.11.23 @1.45pm (Spring date tbc)
English	VG	tbc
Personal & Physical Development	KT	6.3.24 @ 10.00am (tbc)

LMT Report Autumn 2023 had been shared with Governors prior to the meeting. The following areas were discussed in detail:

- LD shared the feedback from Jamie Hallums (external consultant) that work for promoting clubs for children with SEND and PP is very positive. He feels that our personal development is exceptional at Stamford Green.
- In addition, the work on monitoring attendance can evidence that this is another area of excellence.
- JA asked about the boundaries for RAG rating attendance. We closely monitor 6% absence to pre-empt persistent absence (10% attendance).
- One x permanent exclusion this term was upheld by the governors and the local authority.
- RJ explained that governors need to ensure that they must be aware of any gate when using a fob, to ensure that the gate is closed to stop any children leaving and anyone entering.

SAfE KSNA Review

- KK questioned that the governance was scored as 3. LD responded that there had only been two governor visits this term so it was not reasonable to assess as consistent and embedded.
- LD clarified that the self-audit shows that some areas need embedding.
- GS queried CT subject knowledge assessment. LD explained that the National Curriculum is broad so CTs are required to complete background research prior to planning teaching.
- KT asked about if we had bought in to any schemes. LD explained that we do buy into Jigsaw (SPHE), Purple Mash (computing) and Get Set 4 PE. All the schemes need to be reviewed for relevance before teaching.
- KS mentioned that an advantage of being part of a MAT may help to share subject knowledge expertise and negotiating buying power for appropriate schemes.
- HV shared that the KSNA Review match the areas of our current RAP.

	<ul style="list-style-type: none"> <li>• JA reminded governors about the training offered and governor responsibilities.</li> </ul>
8.	<p><b>RAP Priorities – Impact Update</b></p> <p>Action: Governor Visits were shared. To manage workload governor visit feedback forms should be completed before leaving Stamford Green and uploaded to SharePoint.</p>
9.	<p><b>Well-being and workload</b></p> <p>RJ reflected that the primary council's Behaviour survey shows that the challenges that Stamford Green are having are happening in all schools that completed the survey across Surrey.</p> <p>LD requested that a governor supports a review of the NGA audit. KS volunteered as this is part of Leadership and Management.</p> <p>The staff well-being charter survey was discussed.</p> <ul style="list-style-type: none"> <li>• HV explained that the charter has not been translated to specific questions effectively so responses are sometimes vague. In the future, these questions will need to more clear.</li> <li>• HV also commented that the whole questionnaire was issued to staff and in future it would be more effective to break the sections up so actions can be timely and thirty questions aren't asked all at the same time.</li> <li>• RJ queried answers to 12 and 14 around equity. LD explained that preparation time has now been given to TAs for RWI and WRM Subject specific provision.</li> <li>• RJ felt that there were many areas that were very positive e.g. 8, 9, 10, 11.</li> <li>• HV mentioned that it is led by the Wellbeing Team rather than the LMT which is a positive.</li> </ul>
10.	<p><b>Committees and Nominated Governors Report</b></p> <p>A Children and Learning Meeting took place during the autumn term but KDo was not in attendance so a brief summary was shared by LD re PPR for the autumn term.</p> <p>Resources Meeting has been rescheduled for 8.12.23</p>
11.	<p><b>Safeguarding</b></p> <p>Not discussed at this meeting.</p>
12.	<p><b>Strategic Plan 2023 - 2028</b></p> <p>RJ feels that this should be discussed at the next FGB due to meeting time restrictions.</p> <p>Louise mentioned that when working on the draft, she added in recruitment and retention to one of the objectives as this needs to be at the forefront of our work to ensure that we are fully staffed with quality – world class people for the children.</p>
13.	<p><b>Policies to be agreed</b></p> <ul style="list-style-type: none"> <li>• Whistleblowing</li> <li>• Behaviour</li> <li>• Health and Safety</li> <li>• First aid; Supporting pupils with medical conditions and Children with health needs that cannot attend school</li> </ul> <p>All policies were agreed but the following comments were made:</p> <p>KT: The link to Surrey's Fraud and Corruption document doesn't work. LD: The link has been removed and reference to the document has been made instead.</p> <p>VG: The policy needs amending to reflect the fact that there is a now a governor representative to work with Jo, on Health and Safety, and that it is not a separate committee anymore.</p>
14.	<p><b>Effective Governance</b></p> <p>It was agreed that Governors had address all the competencies highlighted below during the meeting.</p>

## 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.



1. 1a, 1b, 1c, 1d, 1e
2. 2a, 2b, 2e
3. 3a,
4. 4a
5. –
6. 6a, 6b

15. **Date of next meeting**
- **21 March at 7.00pm**
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JA and GS left at 11.21am  
 TG and KS left at 11.29am  
 The meeting finished at 11.33am

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: \_\_\_\_\_



Governor Visit Schedule  
Spring 2 and Summer 1 2023

w/b	RAP Priority Visit – Date and Time	Faculty Link Governor Visit – Date and Time
17.4.23	18.4.23: KD / KK - Behaviour & Attitudes	
24.4.23	24.4.23: HV / VSu - EYFS 27.4.23: LD / HV / SW - Kaleidoscope	
1.5.23	5.5.23: VS / KDo - Curriculum	3.5.23: LD / SW - Community
8.5.23	10.5.23: LG / VG - Maths	10.5.23: VS / VG - English
15.5.23	19.5.2: LD / JL / SGee - Leadership & Management	18.5.23: KD / SGee - World Around Us 18.5.23: LG / VSu - Personal & Physical Development
22.5.23		
	Half term	
5.6.23		6.6.23: VS / KDo - STEAM
12.6.23		
19.6.23		
26.6.23		
3.7.23		
10.7.23	14.7.23: VS / KDo Curriculum	
17.7.23		

NB Chair of Governor visit to also include

- School visits risk assessment review (Evolve)
- Single Central Record review
- Safeguarding meetings with Lead DSL

