



## Minutes for the Full Governing Body Meeting Held on Thursday 25 March 2021 at 7.00pm

Attendance			
Karen Donald (KDO)	✓	Rachael Wheeler (RW)	✓
Louise Druce (LD) - Headteacher	✓	Simon Williams (SW)	✓
Viv Gery (VG)	✓	Helen Vidal (HV)	✓
Stuart Getty (SG)	Absent		
Susie Hayward (SH)	✓	In attendance	
Rebecca Jennings (RJ) - CoG	✓	Kathryn Dray (KD) - Deputy Headteacher	✓
Kate Kellett (KK)	✓	Joanna Lee (JL) – School Business Leader	✓
John Mackintosh (JM)	✓	Vicky Swann (VS) - Deputy Headteacher	✓
Vicky Sumner (VSU)	Apologies	Louise Wheatley (LW) - Clerk to Governors	✓

The meeting was conducted virtually. Governors confirmed a secure environment.

Agenda Item	
1.	<p><b>Apologies for Absence</b> Apologies 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 minutes of meeting</b></p> <ul style="list-style-type: none"> <li>10 December 2020 Part 1 and Part 2</li> <li>3 January 2021</li> <li>8 January 2021</li> <li>9 February 2021</li> </ul> <p>The above minutes were agreed and would be signed at a later date due to COVID-19.</p>
4.	<p><b>Matters arising from previous meetings</b></p> <p>[HV arrived 7.13pm]</p> <p><b>10 December 2020 Part 1</b></p> <ul style="list-style-type: none"> <li><b>ACTION:</b> LW to identify a local database of governors to explore options. <b>UPDATE:</b> LW gave an update surrounding governorsforschools.org. SW shared conversations with a possible interested individual. No further action regarding a local database of governors would be taken at present.</li> <li><b>ACTION:</b> KD to investigate whether an outside agency could visit. <b>UPDATE:</b> This would be carried forward until children could meet for assemblies.</li> <li><b>ACTION:</b> RJ to write a thank you for LD to share with staff before Christmas. <b>UPDATE:</b> This was now complete.</li> </ul> <p><b>10 December 2020 Part 2</b> No matters arising</p> <p><b>3 January 2021</b> No matters arising</p>

	<p><b>8 January 2021</b> No matters arising</p> <p><b>9 February 2021</b></p> <ul style="list-style-type: none"> <li><b>ACTION:</b> JL to confirm receipt of Surrey's contribution in writing of £350,000 for the self-delivery agreement to governors.</li> </ul> <p><b>UPDATE:</b> JL shared the email from Jane Keenan at Surrey County Council on 1 March 2021 confirming monies would be received. JL indicated that discussions were now taking place regarding transfer of funds. JL will continue to press Surrey for the formal confirmation. JM asked when the first invoice would be and JL indicated she would be applying for money after Easter.</p>
5.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>There are no end of terms of office in the summer term</li> <li>Local Authority governor – This was discussed under matters arising.</li> </ul>
6.	<p><b>Chair's Actions</b></p> <p>RJ shared an update on the following actions undertaken since the last meeting:</p> <ul style="list-style-type: none"> <li><b>School residential visits risk assessment check</b> This was carried forward to when school residential visits resume.</li> <li><b>Single Central Record check</b> RJ shared that she had met virtually with JL to examine the single central record and was satisfied it was up-to-date with robust processes in place.</li> <li><b>Safeguarding meetings with DSLs</b> RJ shared that the DSL and CoG meet half-termly and this had taken place this term.</li> </ul>
7.	<p><b>Policies to be agreed</b></p> <ul style="list-style-type: none"> <li>Complaints Procedure</li> <li>Educational Visits</li> <li>Governors' Allowances</li> <li>Staff Pay Policy</li> <li>Safeguarding Addendum</li> </ul> <p><b>Safeguarding Addendum</b></p> <p>KDO asked regarding attendance if the school were able to report those children off in relation to COVID-19 compared with other absence. JL shared that different reporting codes were used to identify the different reasons.</p> <p>The above policies were agreed.</p> <p>The audit of school website was carried forward until the new website is launched. LD and LW gave a brief update surrounding the new website's progress.</p>
8.	<p><b>Report and Self Evaluation by HT/DHT/AHT</b></p> <p>LD drew attention to the Self Evaluation report and invited questions from governors. RW asked if the online gaming behaviour issues outside school had improved. KD indicated that this had improved.</p> <p>RW asked when the staff appraisals would take place and if they were undertaken together. LD gave an update on appraisal cycles prior to COVID-19 and current plans during this year including 1:1 meetings undertaken with teachers. KD gave an update on the TAs as well and LD recommended a similar conversation approach with all support staff. JL updated governors on the current structure in the office which was split into 2 teams to ensure continuity should there be a positive case requiring one team to self-isolate. KK asked if some Office staff could continue to work from home to free up space for others to work in school. JL said that whilst it had been very useful to have the capability to work from home during the pandemic, in the long term it would be important to get the whole team back into the office as soon as the risk of the team having to self-isolate was lifted. Some office tasks could be done from home but full capacity would be needed once parents and visitors were able to come back into school and even now dealing with the quantity of first aid incidents with half the team was challenging.</p>

	<p>SW asked about attainment levels for Reception and HV gave an update of progress made particularly relating to reading. HV highlighted progress made whilst remote learning took place through online reading. HV highlighted that learning behaviours e.g. concentration, would take a little longer to return to normal following the lockdown.</p>
<p>9.</p>	<p><b>School Success Plan (SSP)</b></p> <p><b>Update on progress towards meeting priorities</b>  LD presented an update on the SSP and invited questions. RW asked if this coming term there could be a focus on T2. LD outlined the plans for the coming term, including plans to support the member of staff leading.</p> <p><b>AC1</b>  VS presented an update and highlighted the assessment strategy for identifying where the children were and checking progress against teacher assessment prior to this lockdown. SW praised the school for how well the children have done and asked for thanks to be minuted. JM asked if the assessment was in line with what the school expected. LD responded yes as engagement and parent/carer support was high. The assessment also highlighted which children to prioritise for daily reading and online comprehension when evolving our Remote Learning offer.</p> <p><b>AC3</b>  RW gave a brief update on her visit with KD surrounding a review of the provision for SEND regarding progress during lockdown.</p> <p><b>I2</b>  SH gave an update following her virtual governor visit, surrounding the use of digital technology during lockdown. SH highlighted that guidelines were changing with regards to remote learning and availability of tools. SH also praised the office staff for the support provided with the move to online learning. SH noted that digital devices were not currently being used in school for learning as per the risk assessment. KDO asked how devices use would be in school especially now that homework was being undertaken via devices and children were used to using them. LD highlighted that this was mainly at present due to the sharing of devices during COVID-19 lockdown was no current usage at present due to the sharing of devices during COVID-19 and would be reviewed.</p>
<p>10.</p>	<p><b>Safeguarding</b></p> <p><b>Safeguarding arrangements</b>  KD gave an update surrounding safeguarding drawing particular attention to videos put together by Richard Vidal relating to online safety.</p> <p><b>Safeguarding report for SCC</b>  KD shared the background to the audit. The importance of undertaking the diversity project was noted. KD shared a couple of areas which were partially met. VG asked about areas that were partially met such as 5.5 and 6.18. KD indicated these were in progress and the new CoG would attend the training.</p> <p><b>ACTION: KD to find course for RJ to attend regarding managing allegations</b></p> <p>VG asked about 6.18 and assessing volunteers. KD outlined procedures in place and steps undertaken. VG identified that the partially met was not a fair reflection of all the procedures in place surrounding volunteers. Governors discussed all the procedures in place. KD noted the points raised and changed the grade to met. 9.2 Are visitors and volunteers monitored whilst on site? KD indicated this was in light of builders but governors and JL reviewed the procedures and indicated that staff were always supervised on site and builders had undertaken a DBS check or were in a secure area which couldn't access the school so this grade was changed to met too.</p> <p>2.9 indicated this was misleading indicated partially met. LD highlighted that although this was an objective on the SSP, the work being undertaken should be viewed separately to the Safeguarding Audit as they were different. Governors noted that in some areas the school had been overly tough in their self-review. LD and KD agreed to review the document together in the future.</p> <p><b>ACTION: KD and LD to review Safeguarding Audit together when it was next due.</b></p>

11.	<p><b>Well Being</b></p> <p>RW gave an update on the meeting with LD relating to Well Being and drew attention to the NGA evaluation document with their assessment of the school being between adhoc and strategic. RW highlighted the importance of well being on the FGB agenda termly. RW updated governors on key actions from the evaluation document. RJ gave thanks to RW for her work on well being. RJ noted the importance of her regular meeting with LD on a regular basis.</p> <p>RW asked if there was plans for a staff survey including plans for this to subsequently feed into a well being policy or charter document. LD shared indicated that the Well Being Team were meeting this week and this would be discussed. JM asked how this would be monitored going forwards and LD indicated that an action plan for priority V1 incorporating this document will ensure there is a strategy in place. Governors discussed further the importance of well being.</p>
12.	<p><b>Additional Classrooms</b></p> <p>JL gave an update to work undertaken to far and the forthcoming timeframe for completion. Currently the structure is due to be erected the last week of April for the following five weeks, resulting in the fit out taking place May half term onwards. JL indicated that commencing two weeks earlier has given a little bit of flexibility at the end should dates change.</p>
13.	<p><b>To agree changing of the school name</b></p> <p>JL shared that the consultation was in place to lower the school age and change the Nursery from a section 27 governor led nursery, to it becoming part of the school. JL outlined the benefits of lowering the school age and highlighted the need for agreeing the change of school name to Stamford Green Primary School and Nursery, which is a separate process. JL indicated the change would be from September.</p> <p>RW asked why not Stamford Green Primary and Nursery School. LD indicated that this was to differentiate between the two distinct phases and two admission processes.</p> <p><b>DECISION: Governors formally agreed to change the school name to Stamford Green Primary School and Nursery from September 2021.</b></p> <p>SH asked what further changes were needed and JL highlighted that the governors needed to agree to change the Instrument of Government which would then be sent to Surrey to be sealed. In addition, the signage would need updating and LD shared that the school uniform would change to just show Stamford Green.</p> <p><b>DECISION: Governors agreed to change the Instrument of Government to reflect the name change.</b></p> <p><b>ACTION: LW to update the IOG and submit to Surrey for sealing.</b></p> <p>LW gave an update on a previous outstanding action that had asked for the Instrument of Government to be changed from "The school is a community school" to "The school is a community school with a governor-led nursery provision". Following a lengthy process involving Strictly, Cognus and Surrey, Surrey had indicated that this was not possible as set categories were used to describe the school and this was not one of the categories. LW noted that the change in school name would now negate the need for this previous request.</p>
14.	<p><b>Committees and Nominated Governors Report</b></p> <p><b>Verbal update from Children &amp; Learning meeting and Resources meeting in the spring term</b></p> <p>RJ noted the constructive C&amp;L Meeting and gave a brief update regarding discussions and attendance from the leaders of learning. JM gave brief update on Resources Meeting summarising briefly discussions on the additional classroom, examination of the FMRs, changes to the Staff Pay Policy with impact on four members of staff. JM also gave an update on the SFVS following his meeting with JL and sharing via email to the Resources Committee who formally agreed it.</p> <p><b>Ratification of SFVS</b></p> <p><b>DECISION: Governors ratified the decision to submit the SFVS for 2020 - 2021.</b></p> <p><b>Training</b></p> <p>RJ gave a brief update surrounding the Skills Audit highlighting an area for possible development being</p>

	<p>HR/legal. A further update would take place at the next FGB.</p> <p><b>ACTION:</b> RJ to provide an analysis of the Skills Audit at the next FGB meeting.</p> <p>It was noted RW had attended well-being training since the last meeting.</p>
15.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"><li>Tuesday 13 July 2021 at 7.00pm. It was noted this date was in the last week of term and would be reviewed.</li></ul> <p><b>ACTION:</b> LD/LW to review the next FGB meeting date and to confirm to governors.</p>

The meeting finished at 9.00pm.

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: \_\_\_\_\_