



Minutes for the Full Governing Body Meeting Held on 6 July 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)	✓		
Susie Hayward (SH)	✓	In attendance	
Rebecca Jennings (RJ) - CoG	✓	Kathryn Dray (KD) - Deputy Headteacher	✓
Kate Kellett (KK)	Apologies	Joanna Lee (JL) – School Business Leader	✓
John Mackintosh (JM)	Apologies	Louise Wheatley (LW) - Clerk to Governors	✓
Vicky Sumner (VSU)	✓		

The meeting was conducted virtually.

Agenda Item										
<p>1. Apologies for Absence Apologies for absence were received and accepted as above. The meeting was deemed quorate.</p>										
<p>2. Declaration of Interest There were no declarations of interest.</p>										
<p>3. To agree minutes of meetings</p> <ul style="list-style-type: none"> 25 March 2021 <p>The minutes of the above meeting were agreed and would be signed by the chair at a later date due to COVID-19.</p>										
<p>4. Matters arising from last meeting Actions from the previous meeting were discussed with the following updates:</p> <table border="1"> <tbody> <tr> <td>ACTION: KD to investigate whether an outside agency could visit in relation to online safety</td> <td>UPDATE: This would be rolled forward until children could meet for assemblies.</td> </tr> <tr> <td>ACTION: KD to find course for RJ to attend regarding managing allegations</td> <td>ONGOING</td> </tr> <tr> <td>ACTION: LW to update the IOG and submit to Surrey for sealing following the closing of the consultation.</td> <td>LW drew attention to the newly sealed Instrument of Government circulated in the papers and noted the changes were to take affect from 1 September 2021. This was now COMPLETE.</td> </tr> <tr> <td>ACTION: RJ to provide an analysis of the Skills Audit at the next FGB meeting.</td> <td>COMPLETE</td> </tr> <tr> <td>ACTION: LD/LW to review the next FGB meeting date and to confirm to governors.</td> <td>COMPLETE</td> </tr> </tbody> </table>	ACTION: KD to investigate whether an outside agency could visit in relation to online safety	UPDATE: This would be rolled forward until children could meet for assemblies.	ACTION: KD to find course for RJ to attend regarding managing allegations	ONGOING	ACTION: LW to update the IOG and submit to Surrey for sealing following the closing of the consultation.	LW drew attention to the newly sealed Instrument of Government circulated in the papers and noted the changes were to take affect from 1 September 2021. This was now COMPLETE .	ACTION: RJ to provide an analysis of the Skills Audit at the next FGB meeting.	COMPLETE	ACTION: LD/LW to review the next FGB meeting date and to confirm to governors.	COMPLETE
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<p>5. Chairs Actions</p> <p>[KDonald arrived 7.10pm]</p> <p>Skills Audit Analysis and Training RJ drew attention to the skills audit analysis circulated and in particular the spiders graph analysis. RJ highlighted that whilst the governing body was strong overall, areas for growth included education</p>										

	<p>policy, legal duties of governance, risk management, knowledge and skills of the community served by the school. Governors agreed that specific training may help to address some of the gaps and HV outlined a course run by CLTSA to be undertaken in the autumn term which would help further understanding of the new Education Inspection Framework.</p> <p>ACTION: HV to circulate the date for the CLTSA autumn term course run by an Ofsted inspector.</p> <p>RJ highlighted that regarding financial planning, experience of human resources and inspection oversight, these areas could be something sought for future governor recruitment. In relation to governor recruitment, RW highlighted NGA findings that 94% of governors were white and only 11% under 40, and emphasised the importance of diversity inclusion. Governors agreed this would be included when recruiting future governors.</p>
6.	<p>Governance Update</p> <p>LA Governor vacancy SW gave an update on the LA governor vacancy and it was agreed this role would remain on the agenda. KDO suggested whether there would be former pupils interested with links back to the school. Governors agreed this would be worth considering. No further action to be taken at present.</p> <p>Vacancies arising next term LW indicated that there were no terms of office expiring in the coming academic year.</p>
10.	<p>Safeguarding</p> <p>Statutory verbal update KD gave an update on her regular meeting with the Chair of Governors to examine current safeguarding issues. KD shared that the Everyone's Invited website contained current guidance and testimonials. Staff have been made aware of this aspect of Safeguarding through the weekly safeguarding update.</p>
11.	<p>Additional Classroom</p> <p>Project update JL drew attention to the current financial plans circulated and highlighted that 'Other plans' expenditure is currently at £65,000 with a few remaining still as estimates. JL gave a summary of the current plans for landscaping areas and highlighted items included in the plans and other items not yet included.</p> <p>JL gave a further in depth update of the landscaping and detailed extra costs. SW asked if the additional costs were covered in the contingency. JL indicated that covered extra costs were expected to be up to £10,000 and there was £15,000 in the contingency. JL asked if governors were happy to proceed with the costings and the contingency and to proceed over the summer. In total £50,000 was budgeted for and approximately up to £65,000 is anticipated. Governors discussed the landscaping in more detail.</p> <p>VG asked if the plans were on track for completion in time for September. JL indicated that obtaining the supplies due to short supply was the main concern. JL noted that there was a chance that landscaping would not be fully complete but emphasised that completion of the classrooms was the priority.</p> <p>DECISION: Governors agreed to proceed with the expenditure for the landscaping of the additional classroom area.</p> <p>SH asked about a contingency plan for September in the event of the classrooms not being complete and JL agreed that if needed, classes could be accommodated in the hall or studio short term.</p>
7.	<p>Report and Self Evaluation by HT/DHT</p> <p>Raising Achievement Plan Presentation LD, JL and KD presented an extensive update to governors surrounding the events undertaken for children this term. The LMT presented further items included in the raising achievement plan such as</p>

	<p>premises, SEND, Leadership, Website, Actions ready for September, Transition, Data/PPR and Appraisal; and actions carried over to 2021 - 2022.</p> <p>JL included a staffing update on the appointment of the Music Coach and the recruitment of three additional TAs. JL highlighted that the need for TAs was as a result of four SCITT students starting the programme in September and that previous recruitment rounds had not been successful. JL also highlighted that several Playworkers at Sunset were going to university and replacements were currently being sought.</p> <p>Governors discussed the extensive work undertaken despite the difficulties presented through COVID-19, self isolation and class bubbles and commended how much had been undertaken. KDO praised the opportunities for parental engagement at the end of term and recognised the high quality of staff through the work undertaken over the years with recruitment and retention. SW echoed the achievement and asked staff to be thanked.</p> <p>ACTION: LD to pass thanks on from governors to staff for all that's been achieved particularly relating to trips and events for the children this term.</p> <p>RW asked about diversity and inclusion which had progressed in the RAG rating. LD indicated a new member of staff had taken on the project and had commenced training with an external provider (SAfE).</p> <p>Impact from previous Self Evaluations</p> <p>LD gave an update on the change to swimming which was now more of an extensive swimming programme. LD also gave an update surrounding remote learning and the provision in place and its evolution since the last lockdown. A more detailed update surrounding other measures put in place to support staff well-being were also shared and LD additionally added that the Core LMT workload would now need to be addressed as looking after everyone else has come at a cost.</p>
8.	<p>Changing the school name</p> <ul style="list-style-type: none"> • Verbal update – This had already been covered under matters arising.
9.	<p>Wellbeing</p> <p>NGA Evaluation/Audit verbal update</p> <p>LD presented an update sharing that she had met with RW to examine staff well-being. It was recognised there were action points since having used the NGA well-being tool. The staff well-being committee had met and completed a survey and the results of this would be brought to the next meeting.</p> <p>ACTION: LW to add well-being and staff survey to December FGB agenda.</p> <p>ACTION: Governors discussed LMT work load in particular and asked for it to be added to the autumn FGB agenda.</p> <p>RJ thanks RW for her support with staff well-being.</p>
10.	<p>Pupil Voice</p> <p>Governor feedback from meeting with children</p> <p>VG gave an update on the recent Pupil Voice undertaken with KS1, KS2 and a Year 6 group. VG shared the positive comments especially relating to COVID-19 with the KS2 group and aspects they would like to retain after COVID-19.</p>
11.	<p>Committee Reports</p> <p>Resources</p> <p>RJ gave a brief summary in the absence of JM, Chair of Resources, which included the additional classrooms project, discussion of the travel plan and the impact on the community.</p> <p>Children and Learning</p> <p>RJ shared that SG was stepping down as Chair of C&L and KDO would be undertaking the role next</p>

	year. KDO gave a brief summary sharing that progress was on track and results were positive. Thanks were noted to SG for his work as Chair of C&L.
12.	AOB Governors discussed the expression of thanks to staff and agreed to recognise staff's efforts through the donation of cakes. The next meeting date would be circulated later.

The meeting finished at 9.10pm.

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: _____