



Minutes for the Full Governing Body Meeting – Part 1 Held on Tuesday 28 September 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	Apologies		
Susie Hayward SH	Apologies	In attendance	
Rebecca Jennings RJ (Chair)	✓	Jo Lee JL (SBL)	✓
Kate Kellett KK	✓	Vicky Swann VS (DHT)	Apologies
John Mackintosh JM	Apologies	Kathryn Dray KD (DHT)	✓
Vicky Sumner VSU	Apologies	Louise Wheatley LW (Clerk to Governors)	✓

	Agenda Item
1.	<p>Apologies for Absence Apologies for absence were received and accepted as above.</p>
2.	<p>Declaration of Interest There were no declarations of interest.</p>
3.	<p>Safeguarding Statutory safeguarding training conducted by KD the Designated Safeguarding Lead, was undertaken by those governors present.</p> <p>ACTION: KD to arrange an alternative date for safeguarding training for SG, SH, JM and VS.</p>
4.	<p>Appointments for the Academic Year</p> <ul style="list-style-type: none"> • Chair of Governors Rebecca Jennings was nominated as Chair of Governors and all voted in favour. • Vice Chair Simon Williams was nominated for Vice Chair of Governors and all voted in favour. • Governor responsible for liaison with LA in the event of allegation against HT and Nominated Child Protection Governor This is traditionally a role undertaken by the Chair of Governors, RJ nominated and all agreed. • Chair of Resources John Mackintosh agreed as Chair of Resources • Chair of Children & Learning Karen Donald agreed as Chair of Children & Learning.
5.	<p>Constitution of the Governing Body / Reconstitution RJ summarised that there were no terms of office expiring this academic year and one LA governor vacancy. The LA governor vacancy was on-going but possible candidates were being explored and this would be carried over to the next meeting.</p>

<p>6.</p>	<p>Committees</p> <p>Resources Committee The following governors were agreed as members of the Resources Committee: JM, SH, RJ, KK, SW, VG and LD.</p> <p>Children and Learning Committee The following governors were agreed as members of the C&L Committee: SG, KDO, HV, RW, VSU, RJ, VG, KK and LD.</p> <p>Headteacher Performance Review Panel The following governors were agreed as members of the Panel: RJ, KDO and RW.</p> <p>Pay Committee and Pay Appeals Panel The following governors were agreed as members of the Pay Committee: RJ, SG and JM.</p> <p>Health and Safety Working Party The following governors were agreed as members of the H&S Working Party: JM and VSU. Joanna Lee (SBL), Paul Briggs (Premises Leader) and Rosie Stephens (Staff representative) also make up the working party.</p> <p>Trust Fund By virtue of office, all governors are members of the Trust Fund.</p> <p>Governor Disciplinary Committee Membership of the above panels/committees would be decided at the time when needed as the makeup of these committees are decided by external factors such as availability and any conflict of interests.</p> <p>ACTION: LW to update committee membership document.</p> <p>Terms of Reference The Terms of Reference for the Resources Committee and the Children and Learning Committee were reviewed. It was agreed to update the branding to reflect the change in name to Stamford Green Primary School and Nursery plus any references. It was agreed that KDO would review C&L Terms of Reference using the OFSTED framework as a guide and bring it to governors.</p> <p>ACTION: LW to update branding in Terms of Reference to reflect change in school name.</p> <p>ACTION: KDO to review Terms of Reference for C&L against the OFSTED framework.</p>
<p>7.</p>	<p>Registers of Interest and Contact Information for Governors Governors verified details within constitution. Governors completed the Register of Interest.</p> <p>ACTION: LW to update website with register of interests for this academic year and chase any outstanding.</p>
<p>8.</p>	<p>Strategic Plan Review</p> <p>Impact of strategic plan LD drew attention to the Strategic Plan and tabled a document outlining the impact of strategic objectives in 2020-20221. Governors discussed the importance of ensuring the school was full as future place planning in Surrey indicated numbers were falling across Surrey. Governors reviewed the strategic plan objectives and agreed were still currently applicable.</p> <p>Prospective parents events were discussed alongside ensuring existing parents/carers from Reception and Year 1 were invited in to school prior to the next cohort of parents.</p> <p>Feedback from Surrey’s Resilience & Sustainability Conference for Headteachers & Governors Notes from the above conference, attended by LD and KDO, were tabled and KDO presented a summary, outlining the key themes. There was particular focus on academisation, place planning, and the significant raise in the Ofsted bar for achieving outstanding.</p>

RJ outlined previous steps taken in exploring the academisation process over the last five years for the benefit of newer governors.

ACTION: RJ to explore further the three key themes raised and to bring to CWP as a standing item.

9. **Raising Achievement Plan**

Priorities for this year

LD outlined the RAP this year and the focus of three main areas for Raising Achievement. The addition of well-being was discussed and it was subsequently agreed that this would not be added to the RAP, as it was included within the Strategic Plan.

Assign monitoring governors

Monitoring governors were assigned as below:

SSP Priorities (Change)	
1. Phonics and Spellings	VG
2. SEND	RW
3. EYFS	VSU
4. Leadership	SW
5. Curriculum	KDO
Systems (Maintain)	
1. Data	SG
2. Pupil Progress Review	SG
3. Staff Development	SH
4. Monitoring, Evaluating and Reviewing (MER)	KK
5. Appraisal	RJ
Initiatives (Develop)	
1. Reading for enjoyment	VG
2. Diversity, equality and inclusion	RW
3. Premises	JM
4. Website	RJ
5. Digital Project	RJ
6. ECF and NQT+1	SH
7. Sporting opportunities	KDO

Governors were also assigned alongside the impact of the strategic objectives:

Initiatives (Develop)	
Creating a virtuous circle of great quality teaching and leadership with a focus on continuous learning, support and challenge.	SH
Providing an innovative curriculum embracing digital opportunities, technology, the arts and sport, whilst retaining focus on the core subjects.	RJ
Being a centre of excellence for leadership in our educational community, to create mutually beneficial partnerships.	SW
Investing in a dynamic, high quality learning environment to support the curriculum and wider school life.	KDO
Ensuring the school's financial stability to enable future choices.	JM
Being a focal point for the local community.	HV
Promoting well-being and resilience for the whole school community.	RW

Governors discussed raising the profile of the Governing Body in the school community in light of OFSTED and it was agreed to share information about the governors through the newsletter and to encourage tweeting when governor were visiting the school.

ACTION: Governors to tweet or ask school staff to when visiting school.

ACTION: HV to circulate email to governors asking for a 10 word biography of themselves to then be included in the newsletters.

10.	<p>Chairs' Actions</p> <p>Path Widening Project RJ updated governors on the widening of the path approaching the school.</p>
11.	<p>COVID-19 Business</p> <p>Risk Assessment update LD presented the Risk assessment and gave a brief update.</p> <p>Outbreak Management for 6C LD drew attention to the outbreak management for 6C paper and shared that parents appreciated the additional steps put into place for 6C following a number of cases and the school appreciated the support of the parents too.</p>
13.	<p>Policies</p> <p>Nursery Admissions Policy RJ indicated that the Schools Admissions Code now catered for looked after children adopted outside of the country and asked for the Nursery Policy to reflect this change as well.</p> <p>VG asked regarding 4b), how the Governing Body created a mixed aged cohort with preferred attendance pattern. LW shared that the Nursery Administrator informally ensured this was in place through the allocation of places and LD indicated the governors delegated this responsibility to the Nursery Administrator in her role.</p> <p>KK asked under the Distance criteria, how the random allocation of places would be administered. LW shared that whilst this situation had not yet arisen, in the event of it doing so, the Nursery Administrator would ensure a random selection would be administered through an appropriate procedure.</p> <p>ACTION: LW to update the Nursery Policy to reflect the school admissions code.</p> <p>Governors agreed the policy.</p>
14.	<p>Date of next meeting To be circulated asap due to ensuring dates corresponded with recently added school calendar events.</p>
15.	<p>Additional Classroom Project Update and Tour – the tour was postponed due to extreme weather and would be rescheduled for the daytime.</p> <p>ACTION: LW to add tour of additional classroom project to the next FGB agenda.</p>

The meeting finished at 9.20pm.

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: _____