



### Minutes of the Full Governing Body Meeting – Part 1

Held on 2 December 2021 at 7.00pm – In person

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

Agenda Item
<p>1. <b>Apologies for Absence</b> Apologies for absence were received and accepted as above.</p>
<p>2. <b>Declaration of Interest</b> There were no declarations of interest.</p>
<p>3. <b>To agree reporting of minutes and papers</b> Governors agreed to the minutes of the FGB Part 1 to be placed on the school website and this included the Extraordinary FGB Meetings Part 1. Part 2 Minutes of the FGB and Committee minutes would remain confidential.</p>
<p>4. <b>Constitution of the Governing Body</b></p> <p><b>LA governor vacancy</b> RJ gave an update relating to the LA governor vacancy. RJ had met with a prospective candidate and LD would meet with them in the new year. RJ shared that the candidate's skills set met with areas of need within the governing body.</p> <p>There were no terms of office expiring this term.</p>
<p>5. <b>To agree minutes of meeting</b></p> <ul style="list-style-type: none"> <li>6 July 2021</li> <li>28 September 2021</li> </ul> <p>KK asked for the minutes of 28 September 2021 and agenda item 7 to include the note that "it was discussed to raise the profile in light of OFSTED" to be added to the minutes, as the discussion related to the profile of the school with regards to OFSTED.</p> <p><b>ACTION: LW to update the minutes of 28 September 2021 to reflect the discussion relating to OFSTED.</b></p> <p>The minutes were agreed and would be signed once the amendment had been made.</p>

6.	<p><b>Matters arising from previous meetings</b></p> <p><b>6 July 2021</b>  <b>ACTION:</b> KD to investigate whether an outside agency could visit for online safety. <b>UPDATE:</b> This was still outstanding due to COVID-19 and would be rolled forward, KD shared that five Loom videos had been undertaken this year on online safety. <b>ACTION:</b> LD to add online safety to the newsletter with information shared in bite-sized chunks.</p> <p>All other items were complete.</p> <p><b>30 September 2021</b>  All actions were complete with the exception of the following items which were ongoing and would be carried forward:  <b>ACTION:</b> RJ to explore further the three key themes raised and to bring to CWP as a standing item.  <b>ACTION:</b> Governors to tweet (or ask school staff to) when visiting school.  <b>ACTION:</b> HV to email governors asking for a 100 word biography of themselves to then be included in the newsletters.</p> <p>JM asked about further training for the new Ofsted framework. LD recommended the half-termly SAfE webinar for governors, as well as the SAfE media library. Governors discussed useful processes to ensure that good practices were embedded within the processes of the school. Governors discussed ways the governing body can identify strengths and weaknesses in particularly through writing moderation, safeguarding audits and the external review conducted by Sue Child, an acting Ofsted inspector.</p>
7.	<p><b>Chair's Actions</b></p> <p><b>Action and Impact update</b></p> <ul style="list-style-type: none"> <li>• Ofsted - RJ gave an update on the Ofsted training and indicated the importance too of monitoring the school roll including why children had left. The governors agreed that this would be done through the Headteacher report at the FGB meetings.</li> <li>• Acadmisation – A brief update was given for newer governors regarding the explorative work undertaken in the past. RJ indicated this was an area that currently being monitored and emphasised the importance of not being isolated as a school nor forced to join a MAT.</li> </ul>
8.	<p><b>School Review</b></p> <p><b>HT/DHT/SBL Report</b>  Governors thanked the Headteacher and Deputies for the new style of school review and praised the comprehensive format. LD shared that the DfE document "Understand your schools data – a guide for governors" was used in underpinning content.</p> <p>KK asked about the SEND contextual information and the percentage. KD clarified that it was numbers rather than percentages. It was noted that the percentage of SEND children with cognitive and learning was higher than the national average: 44% of SEND children with SEND being 19.9% of all SGPS children. This contrasted with 2.6% of 12.6% as the national average. KD indicated it was a change in the categorisation of SEND within the school. Children were now represented in a scale of 1 – 5 with 1 being the starting point of the teacher implementing additional steps with a child.</p> <p>Governors discussed this change and recommended that the scale of 2-5 should be included rather than 1- 5, as 1 represented very low level. KD shared that for 2 – 5 scale to be included for SGPS, the result would be 9.2% of children in the school would have SEND, with it representing 66 children.</p> <p><b>ACTION:</b> KD to update table for future meeting to reflect 2-5, and 1-5 in the figures for the SEND contextual information.</p> <p>Governors also noted that 52 children had a Social, Emotional and Mental Health need currently. SW asked how many children would have a cross over, and KD indicated for the purpose of the analysis, the main need had been used. SH asked about the impact of COVID-19. KD indicated there was an increase in emotional needs and HV noted needs were greater with Reception and Nursery.</p> <p>SW asked how the staff absence had impacted the interventions for these children. LD shared that the school had tried wherever possible to continue interventions with particular focus on reading. VS gave a summary of the numbers of staff involved to ensure the programme ran and steps taken to ensure this continued even with staff absence. SW asked where the school were stretched. KD indicated children with EHCPs were supported but it was challenging to cover staff supporting children with ISPs when</p>

there were no supply teachers available to cover staff absence.

KDO asked about the one incident of allegations of sexual harassment this term. KD outlined the incident that had occurred in Y1. KD shared that the Brook Traffic Light system for sexual harassment indicated that the incident was categorised as a green behaviour and parents were contacted. KDO asked about the categories and KD indicated that the categories would be updated to follow the Brook Traffic Light system and the RAG rating.

SW asked about the six allegations of bullying for the year 2021 and how it compared with previous years. LD indicated there was no significant difference. KK asked what constituted bullying and KD indicated repeated incidence and indicated this related to six different children.

JM asked about sections 6 and 7, attainment and progress. VS indicated the data represented things that have taken place this term. VS further explained the percentages given and indicated that in the spring term a comparison would be shared.

#### **School Success Plan (SSP) verbal progress update**

LD gave a verbal update on the SSP sharing that the areas had been RAG rated and focus had been given in different areas.

#### **Governor Visits – to be booked**

VS shared that VG would be attending the RWI development day and LD asked governors to identify available dates to undertake governor visits next term.

**ACTION:** All governors to send dates available for governor visits to LW by Friday 10 December, and LW to bring dates to CWP for planning governor visits.

[HV left 8.40pm]

### 9. **COVID-19 Business**

LD gave an update surrounding one class and a recent outbreak of COVID-19 amongst the class. LD outlined additional measures taken to control the outbreak, steps taken and extra measures to ensure a class were able to join in the PTA Christmas discos whilst remaining safe.

LD shared plans were being implemented to increase the HLTA support due to the large staff absence.

SH asked if parents had been requested to undertake a LFD Test when attending Christmas events and LD indicated parents had been asked to take a LFD Test and wear a mask unless exempt.

### 10. **Survey Results**

#### **Parents Survey – autumn**

LD shared the survey had been particularly useful in gaining parent feedback in relation to COVID-19. RJ commended the approach taken for Parent/Carer Teacher Consultations in providing the option of either in person and virtual appointments. LD indicated this was also implemented to support teacher well-being due to it requiring less evenings out and teachers allowed class release time to conduct virtual appointments.

JM noted the 132 responses and asked how many families there were at school. LD indicated around 400-500 families and although the survey had a quick turnaround usually a longer survey only received approximately 175 responses.

#### **Parents Survey – summer**

KD drew attention to the summer Parents' Survey results and indicated that references giving negative feedback and bullying had been identified. KD outlined the background to the comments and strategies that had been put into place with communication books, ELSA support and teacher meetings. KD indicated that the situation was no longer presenting as an issue. KD presented some further case studies.

JM asked about diversity. LD shared that RW, the inclusion and diversity lead and herself had met with a small team of parents. LD noted that there was a shortage of applicants so being fully staffed was an important priority along with diversity and inclusion, when recruiting.

	<p><b>Staff Well-being Survey</b></p> <p>Governors moved examined the wellbeing survey results and SW indicated that the staff felt trusted, valued and were able to talk to someone if needed, but felt there wasn't a policy surrounding well-being. LD shared the Well-being team would be implementing a charter. This was further examined under agenda item 11.</p>
11.	<p><b>Well-being and workload</b></p> <p><b>Update against the audit and review of workload update</b></p> <p>LD shared that regular meetings with the Chair had taken place. Coaching was taking place for four members of staff. Due to necessity, VS had taken a greater involvement in Extended Services at the moment, and teaching in Year 6 was on hold so ensure balance of workload. LD shared that was strong agreement in people feeling valued but people feeling over worked. Governors acknowledged the difficulty as much regarding COVID-19 was beyond the control of the school.</p> <p>Governors examined the wellbeing survey, reduction in workload and flexible working and time off.</p> <p>SW noted that two questions, line managers support and LMT take actions to support my mental health, were both agree rather than strongly agree and that six staff members disagreed. VSU asked if governors could help with well-being. LD asked governors to be aware when undertaking governor visits. LD also noted that when conversations with staff around accountability happen, this may affect responses in surveys.</p> <p>JM noted that on 'tick as many as you feel apply', that 43 feel listened too, which seemed to disagree with other responses in the survey and noted that the results were a bit contradictory. LD shared that knowing the context is always helpful, but that people did not necessarily elaborate. It was also noted that the time of year it was conducted, after a difficult summer term, could impact the results.</p> <p>LD shared steps to be taken by the Well Being Team and LD, in response to the results, to include one-to-one catch ups and the well being charter.</p>
12.	<p><b>Committees and Nominated Governors Report</b></p> <p>KDO presented a summary of the Children and Learning Meeting, sharing that a detailed update regarding RWI had been given which also highlighted the positive changes already seen. KDO indicated the committee were to monitor progress in relation to reading and the committee terms of reference had been updated. KDO shared the changes to the terms of reference and governors agreed the addition as detailed in the Children and Learning Meeting.</p> <p><b>ACTION: LW to update the Terms of Reference for the Children and Learning Committee with recommendations made from the Children and Learning Meeting.</b></p> <p>JM shared that the Resources Meeting had met to review the draft budget for 2022-23 and the four year plan up to 2024-25. JM shared that the Nursery FMR had now been incorporated in to the school balance and the final balance at end of Year 3 showed a positive surplus of £200,000. JM shared that the building work had been discussed along with staffing and steps to alleviate staffing pressures. In addition to this the committee had approved the contract for the telephone system.</p>
13.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Safeguarding SCC data collection and SCC Statutory Audit arrangement updates</li> <li>• Autumn term data for SCC termly collection</li> </ul> <p>KD shared that she met half termly with RJ met to discuss safeguarding. The audit had flagged items the governors were already aware of. VG asked about training regarding physically restraining children and LD shared that ten members of staff were booked to undertake positive touch training in the spring term, including the leadership team, two ELSAs, and the class teachers with children of need</p> <p>KD shared that RJ would also be attending managing allegations of abuse training in January with LD.</p>
14.	<p><b>Policies to be agreed</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Behaviour</li> <li>• Governor Code of Conduct</li> <li>• Register of Business Interests</li> <li>• Safeguarding</li> </ul>

- Staff Code of Conduct
- Whistleblowing

**Educational Visit Policy**

LD gave an update on the Educational Visit policy and training being undertaken by staff. Staff had noted that Surrey guidance was to recommend that one female member of staff should be present on every trip, but this was felt by staff to be discriminatory to male members of staff. Governors discussed discriminatory actions in the policy and an extensive discussion took place surrounding removing this statement and the implications for both male and female staff members and children. Governors also discussed the implications for both local visits and residential trips. Governors concluded that a mixed staff group, on school trips, wherever possible should happen to benefit all children.

**ACTION:** LW to update the Educational Visits policy and to replace the requirement for a female to be on every trip with "Wherever possible a mixed staff would be on residential trips."

Governors agreed the above policies.

15. **Date of next meeting**  
24 March 2022 at 7.00pm

16. **Tour of Club House and Additional Classrooms**  
The meeting took place in the Club House and an external tour of the Club House and additional classrooms would be undertaken in the daylight.

The meeting finished at 9.44pm.

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: \_\_\_\_\_