



Minutes for the Full Governing Body Meeting – Part 1 Held on Thursday 17 November 2022 at 7.00pm

Attendance

Karen Donald	✓	Vicky Sumner	Apologies
Louise Druce (Headteacher)	Part arrived at 7.30am	Simon Williams	Part left at 8.25pm
Stephen Gee	✓	Helen Vidal	✓
Viv Gery	✓	In attendance	
Stuart Getty	✓	Jo Lee (SBL)	
Rebecca Jennings	✓	Vicky Swann (DHT)	✓
Kate Kellett	✓	Kathryn Dray (DHT)	✓
John Mackintosh	✓	Beth Saunt (Clerk to Governors)	✓

Agenda

	Agenda Item
1.	<p>Constitution of the Governing Body / Reconstitution</p> <p>Co-opted Governors: The following governors were re-elected for a further 4 year term as co-opted governors:</p> <ul style="list-style-type: none"> • Rebecca Jennings • Helen Vidal • Simon Williams <p>Parent Governors: There were two parent governors vacancies. It was agreed the parent governor nomination letter would be sent before Christmas and if an election was required, it would take place at the beginning of the Spring term.</p> <p>Action: BS to send Parent Governor recruitment letter to school parents/carers.</p>
2.	<p>Apologies for Absence</p> <p>Apologies for absence were received as above and accepted. LD attended from 7.25pm. SW left at 8.25pm. SGe left at 9.25pm, at the end of Part 1.</p>
3.	<p>Declaration of Interest</p> <p>There were no declarations of interest.</p>
4.	<p>Safeguarding</p> <p>Statutory safeguarding training conducted by KD, the Designated Safeguarding Lead, was undertaken by all governors present focusing on KCSIE 2022 updates.</p> <p>Action: KD to arrange an alternative date for safeguarding training for VSu</p> <p>The Safeguarding Policy was reviewed alongside the Safeguarding training, see point 14 below.</p>
5.	<p>Surrey County Council Catchment Consultation</p> <p>JL lead a discussion on the SCC Catchment Consultation. SCC is consulting on the removal of 'nearest school' as criteria for the 2024 admissions and replacing this with a catchment area with the</p>

catchment boundaries being modelled on the area that assessing 'nearest schools' had previously created. LD, RJ and JL had met with SCC and small adjustments had been made to include the small roads coming off Christ Church Mount within the catchment area. It was confirmed that the proposed catchment area covers both the Wells and Noble Park.

It was acknowledged that being within the catchment area did not guarantee a child a place at SGPSN as the school intake must be within PAN. It was further acknowledged that due to a predicted decline in birth rate, the school would be marketed to families outside the catchment area to ensure that PAN is reached in future years.

RJ explained that as part of their review, SCC considered the impact the of the change in criteria and concluded that over the last four years between six – twelve children would have been displaced if nearest school had not been used in favour of between six – twelve children who lived nearer.

Full details of the consultation and the changes being proposed area available at www.surreysays.co.uk

6. **Appointments for the Academic Year**

7.25pm LD joined the meeting

- **Chair**
Rebecca Jennings was nominated for Chair of Governors by SW and all voted in favour.
- **Vice Chair**
Simon Williams was nominated for Vice Chair of Governors by RJ & VG and all voted in favour.
- **Governor responsible for liaison with LA in the event of allegation (Safeguarding) against the Headteacher**
This is traditionally a role undertaken by the Chair of Governors, RJ nominated and all agreed.
- **Chair of Resources**
John Mackintosh nominated and unanimously agreed as Chair of Resources.
- **Chair of Children and Learning**
Karen Donal nominated and unanimously as Chair of Children and Learning.
- **Parent Governors x 2**
See point 1 above.

Action: Succession planning to be discussed at a future FGB meeting

7. **Committees**

Resources Committee

The following governors were agreed as members of the Resources Committee:
JM (Chair), LD, SGee, VG, RJ, KK, SW.

Children and Learning Committee

The following governors were agreed as members of the Children and Learning Committee:
KD(Chair), LD, VG, SG, RJ, KK, HV, VSu.

Health and Safety Working Party

It was agreed that the Health & Safety Working Party would be disbanded and a governor would be appointed to visit the school termly to have an oversight of health and safety across the school.

JM was nominated as the Health and Safety Governor. The nomination was agreed unanimously.

Trust Fund

By virtue of office all governors are members of the Trust Fund.

	<p>Headteacher Performance/Appraisal Review Panel The following governors were agreed as members of this panel: KD, SGee, RJ and Sue Child (external consultant)</p> <p>Pay Committee and Pay Appeals Panel The following governors were agreed as members of the Pay Committee: RJ, SG, JM</p> <p>Governors Disciplinary Committee Membership of the above Governor Disciplinary Committee would be decided at the time when needed as the make up of this committee is decided by external factors such as availability and to ensure that is no conflict of interest.</p> <p>Terms of Reference for Committees Resources Terms of Reference approved, no comments. C&L Terms of Reference approved. It was noted that this document was updated in 2021 in line with the current Ofsted framework.</p>
8.	<p>Registers of Interest and Contact Information for Governors All governors are required to complete the Register of Interest annually.</p> <p>Action: Governors who have not already done so, to completed the 2022 – 2023 Register of Interest.</p> <p>Action: BS to update the school website and Constitution and forward details to Strictly Education.</p>
9.	<p>Chairs' Actions</p> <ul style="list-style-type: none"> • Resources and Sunset <p>LD updated governors on a meeting that had taken place between herself, JL, RJ and JM to discuss an action on Sunset and how it operates.</p> <p>Due to the increased number of children attending Sunset and coupled with the resignation of three members of staff within their probationary period, it became necessary to assess how Sunset was operating and to discuss how to improve the provision provided.</p> <p>During this meeting it was agreed that in order to aid recruitment of staff to 6.00pm and to prevent Sunset closing early, a job description with additional responsibilities would be created, along with enhanced pay, for five staff members to become Sunset Room Leaders, working until 6.00pm.</p> <p>The enhanced pay would be awarded as a special allowance.</p> <p>LD, RJ and JM also discussed and agreed the replacement of the carpet in the East Wing. This will be replaced when the school shuts down over Christmas break.</p>
10.	<p>Raising Achievement Plan</p> <ul style="list-style-type: none"> • Priorities for this year • Assign monitoring governors <p>Schools Alliance for Excellence (SAfE) is commissioned by Surrey CC to undertake it's statutory improvement function in order to know schools well and to support schools causing concern. All schools were asked to complete a Key Support Needs Assessment (KSNA) in the year 2022 – 2023 reflecting the Ofsted framework and including questions regarding the effectiveness of Leadership and Governance.</p> <p>LD presented the findings of the KSNA highlighting the need to ensure:</p> <ul style="list-style-type: none"> • Governors have a clear strategic overview. • Governors understand their roles and responsibilities and carry them out effectively. • Governors triangulate information to seek assurance and to hold school leaders to account. <p>A discussion was held and ideas for improvement included:</p>

- Governors to visit the school more regularly.
- Forward planning meetings, governor visits and Pupil Voice to ensure governor availability.
- Either the Resources or the Children & Learning committee meeting to take place during the school day each term to provide further opportunity for governors to visit the school during the 'working day'.
- A weekly action plan to be devised each term in advance and dates to be discussed at CWP and included on committee agendas.
- The governor visit feedback form to be updated to include the governor profile and a follow up meeting date.
- The SGPSN Strategic Plan to be used as a check against the RAP Plan. The Strategic plan to be revisited at the end of the academic year 2022 – 2023.

8.25pm SW left the meeting.

LD outlined the RAP 2022 – 2023 highlighting nine key priorities and monitoring governors were assigned as below:

Key Priority		Responsible	Monitoring Governor
Behaviour and Attitudes	To create a safe and happy environment where exemplary behaviour enable all to feel secure and respected within an atmosphere of learning without limits.	KD	KK
EYFS	To ensure the early Years curriculum is carefully planned to improve and engage all children; support early language development; ensure good progression for all and be consistent in approach across YN and YR.	HV	RJ
Personal Development	Develop the PSHE curriculum to ensure that all pupils become responsible, respectful and active citizens.	VS/HS	VSu
Quality of Education – Teaching & Learning	To develop continuing professional development coaching systems for all staff that impact positively on how learners engage in the classroom.	VS	SG
Quality of Education – Early Reading	A consistent approach to early reading ensures that all children make progress towards becoming confident, fluent readers in line with clearly laid out expectations for progression building strong foundations for future learning.	HV	VG
Quality of Education - Curriculum	To review and adapt the school's curriculum offer to ensure that it is taught through the lens of our seven commitments.	VS	KDo
Extended Services	To develop our Extended Services provision so the children are safe and happy; staff are confident in their roles and Parents/Carers are kept informed.	LD/KS	JM
Governance	Continue to develop a clear strategic overview, where information is triangulated to seek assurance and hold school leaders to account and to articulate the reasons for success.	LD/RJ	SW & HV
Leadership and Management	Develop capacity, expertise and experience to ensure good quality provision across the curve	LD	SGee

and opportunities through all areas of school life.

A weekly action plan was agreed:

Date	Action	Meeting
21.11.22		23.11 - Resources 24.11 - C&L
28.11.22		
5.12.22		8.12 - FGB
12.12.23	13.12 – Leadership & Management - SGee & LD 13.12 – Behaviour & Attitude- KK & KD	
2.1.23	3.1 – Early Reading – VG & HV	5.1 - CWP
9.1.23	10.1 – Q of E – Curriculum – KDo & VS	
16.1.23	16.1 – Q of E – Teaching & Learning – SG & VS	
21.1.23	25.1 – Extended Services – JM & LD	
30.1.23	2.2 – EYFS – RJ & HV	
6.2.23	9.2 – Early Reading – VG & HV	

Action: HV to agree monitoring governor status with SW and arrange a suitable time for meeting in time to report into the April FGB meeting

Action: VS to agree monitoring governor status and arrange a date for VSu to meet with VS/HS

Action: LD to initiate a meeting between JM and KS.

Action: LD to update Governor visit feedback form as above.

Action: Governors to bring diaries to FGB meeting on 8 December in order that future governor visit dates be agreed in advance.

Action: BS to circulate the Strategic Plan to all governors and include them with the papers for the next CWP.

11. Staff workload survey

The Staff Workload Survey results were discussed. LD confirmed that the survey had been very useful in gaining staff feedback focusing on workload and to find out what perks and benefits had been valued.

JM noted that the questions were different to last year and closed response type questions. LD confirmed that there was a free text box included with each question for staff to add additional comments but that the survey had been designed in order to answer specific questions to help with planning for the academic year 2022 – 2023. For example, as a result of the survey, teacher led after school clubs will run for four weeks rather than five weeks each half term, thus providing two weeks when the staff can be involved in after school PCTC meetings, without then having to run internal clubs in the same week.

HV explained that individual workload issues had been covered off in one to one meetings that provided a more fluid format. A staff survey, based on the Ofsted guidelines had been used previously to gain staff feedback regarding the wider picture.

12. Ofsted

- Governance within Leadership and Management
- Taking the Temperature with Governors

Did we cover this?

13. **Sustainability**

LD had a meeting with the headteachers of SP and EG to discuss the government white papers' ambition for all schools to be part of a MAT by the end of 2030, full details of which will be shared with governors at the FGB meeting on 8 December.

14. **Policies**

- Admissions* - The Admission Policy is compiled by Surrey County Council and can be found on the SCC website. Policy approved
- Attendance – Below amends completed. Policy approved.

Further to feedback from VG, point 8e had been changed to read:

Any child that is absent from school because they are on holiday for more than 20 consecutive school days will be taken off roll. In this event, we would notify the Inclusion Officer of a potential child missing in education.

- Behaviour* - Policy approved.

Further to questions from VG, KD confirmed that:

1. Homework point are still awarded and recorded in the pupil's Learning Journals
2. The Behaviour Code poster was being updated and would be included in the policy once it had been finalised.

No action required.

- Governor Code of Conduct – Policy approved.
- Nursery Admissions Policy – Policy approved.
- Register of business interests of HT/SLT/Governors* - ongoing, see point 8. Above.
- Safeguarding* - Below amends completed. Policy approved.

Further to KK feedback, the policy had been amended to remove the deputy DSL email address. It now mirrors the school website and includes only the DSL email address that links directly to KD, our designated DSL.

KK questioned if all governors were confident that they understood and were able fulfil their responsibilities as outlined in section 12 of the policy.

SW suggested that governors are complying to the policy but that there is no record of their actions.

Action: It was agreed that Section 12 be used as a template to record the governor visits and to ensure all areas are covered and reviewed – All.

When asked how the children's online activity is monitored, KD explained that Senso Cloud picks up and identifies any red flag words that are used by the children as they are being used and a live report is send directly to her. No action required.

- Reporting of minutes and papers* - It was noted that this agenda item is not a policy and will appear at the top of the meeting agenda moving forward.

	Action: BS to ensure all FGB Part 1 minutes are on the website.
	Action: BS to update the school website with approved policies
15.	Date of next meeting <ul style="list-style-type: none">• 9.00am Thursday 8 December 2022

The meeting finished at 9.45pm.

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: _____