



Minutes for the Full Governing Body Meeting

Held on Thursday 24 March 2022 at 7.00pm

Attendance			
Karen Donald (KDO)	✓	Rachael Wheeler (RW)	✓
Louise Druce (LD) - Headteacher	✓	Simon Williams (SW)	✓
Viv Gery (VG)	✓	Helen Vidal (HV)	Apologies
Stuart Getty (SG)	Apologies	In attendance	
Susie Hayward (SH)	✓	Stephen Gee (SGEE) – Prospective LA governor	✓
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	✓

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>To agree minutes of meeting The minutes of 2.12.21 Part 1 were agreed following the amendment to point 14 below to include “and children” as the implications on children were discussed as well as staff. “and the implications for both male and female staff members and children.”</p>																		
4.	<p>Matters arising from previous meeting</p> <table border="1"> <tbody> <tr> <td>ACTION: LW to update the minutes of 28 September 2021 to reflect the discussion relating to OFSTED.</td> <td>Done.</td> </tr> <tr> <td>ACTION: LD to add online safety to the newsletter with information shared in bite-sized chunks.</td> <td>Ongoing.</td> </tr> <tr> <td>ACTION: RJ to explore further the three key themes raised and to bring to CWP as a standing item.</td> <td>Ongoing.</td> </tr> <tr> <td>ACTION: Governors to tweet (or ask school staff to) when visiting school.</td> <td>Ongoing.</td> </tr> <tr> <td>ACTION: HV to email governors asking for a 10 word biography of themselves to then be included in the newsletters.</td> <td>Amend to 100 word biography.</td> </tr> <tr> <td>ACTION: KD to update table for future meeting to reflect 2-5, and 1-5 in the figures for the SEND contextual information.</td> <td>Done.</td> </tr> <tr> <td>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.</td> <td>This was currently in progress.</td> </tr> <tr> <td>ACTION: LW to update the Terms of Reference for the Children and Learning Committee with recommendations made from the Children and Learning Meeting.</td> <td>Done.</td> </tr> <tr> <td>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.”</td> <td>Done.</td> </tr> </tbody> </table> <p>Governors agreed the C&L Terms of Reference.</p>	ACTION: LW to update the minutes of 28 September 2021 to reflect the discussion relating to OFSTED.	Done.	ACTION: LD to add online safety to the newsletter with information shared in bite-sized chunks.	Ongoing.	ACTION: RJ to explore further the three key themes raised and to bring to CWP as a standing item.	Ongoing.	ACTION: Governors to tweet (or ask school staff to) when visiting school.	Ongoing.	ACTION: HV to email governors asking for a 10 word biography of themselves to then be included in the newsletters.	Amend to 100 word biography.	ACTION: KD to update table for future meeting to reflect 2-5, and 1-5 in the figures for the SEND contextual information.	Done.	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.	This was currently in progress.	ACTION: LW to update the Terms of Reference for the Children and Learning Committee with recommendations made from the Children and Learning Meeting.	Done.	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.”	Done.
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5.	<p>Governance</p> <ul style="list-style-type: none"> • Staff governor vacancy is coming to an end in June. • Local Authority governor: To consider for appointment <p>Stephen Gee gave the background to his interest In the LA governor role and his professional experience.</p> <p>[SGee left]</p> <p>DECISION: Governors agreed to SGee being the nominated candidate for the Local Authority governor.</p> <p>[SGee returned]</p> <p>SH shared that she will be standing down at the end of summer term due to moving house.</p> <p>ACTION: LW to commence parent governor election in time for July FGB.</p>
6.	<p>Chair's Actions</p> <p>RJ shared the following actions:</p> <ul style="list-style-type: none"> • School visits risk assessment review (Evolve) – This will take place on her governor visit on Wednesday 25 May. • Single Central Record review – This will also take place on Wednesday 25 May. • Safeguarding meetings with Lead DSL – RJ shared that she meets half termly with the lead DSL to look at safeguarding matters. The next meeting will take place in May. <p>ACTIONS: RJ to bring Schools Visit Risk Assessment review and Single Central Record review to summer FGB Chairs Actions. LW to add to agenda.</p>
7.	<p>Report and Self Evaluation by HT/DHT/AHT</p> <p>LD shared that the Y2 Phonics Screening pass rate was 98% and governors commended the achievement.</p> <p>Governors discussed the attendance information and LD expanded how COVID-19 absence is categorised with sicknesses, where self-isolation if coded differently. Overall attendance was noted at 93.54%. Governors asked about attendance in normal years and KD indicated 97%. KD gave a further summary of COVID-19 this term and shared that there were 17 persistent absentees from school and these children were being targeted. KDO asked if numbers of children less than 90% is high. KD acknowledged that the numbers were higher due to COVID-19.</p> <p>RW asked about behaviour and whether there had been an increase in steps. KD indicated that the behaviour issues occurred within a small number of children, mostly only eight children. KD indicated there were a small number of step 5s. RW asked if there was more anxiety and behavioural issues since COVID-19. KD indicated it was normal levels, but during the lockdowns social media usage increased and inappropriate behaviour between children increased outside of school and then came into school following COVID-19.</p> <p>KDO asked what happened when an allegation of bullying was substantiated what the school did. KD indicated that as per the anti bullying policy, a log to record events would be used by the victim.</p> <p>Governors discussed the SEND figures and the low percentage was noted particularly in Year 6.</p> <p>RJ asked about the fence at the end of the field and also discussed the mesh fence by the bike area at the East Gate as it was lower than the iron gates. Plans to re-fence the area is in progress</p> <p>SH asked about procedures regarding referrals. KD outlined the referral responses and how some may take a few weeks, other a month or more. LD outlined safeguarding training with SAfE and timescales involved when escalating a response from Surrey.</p> <p>Governors discussed HR and LD confirmed that the teacher vacancies were now filled but a TA vacancy still remained. Governors discussed briefly the difficulties in filling positions. KD commended being able to utilise part timers since a TA role is spread across the school day and Extended Services.</p>

	<p>Governors discussed the difficulties in covering absence at the moment with supply agencies unable to fulfil needs. LD shared the pressures and stresses and thanked the governing body for support in moving resources around where needed and able.</p>
8.	<p>Raising Achievement Plan (RAP) 21/22</p> <p>Leadership LD gave an update on the Raising Achievement Plan sharing that a development day had been planned for the Extended Leadership Team. LD shared that the staffing structure was being updated and would be brought to FGB. Three TLR positions for sporting opportunities would be introduced and the introduction of a TLR2 Opportunities and Experiences Leader to focus on thrive experiences and on club opportunities for disadvantaged pupils.</p> <p>Curriculum LD reminded governors of the significant change to PPA provision this year, utilising a Spanish teacher, music coach and sports coach, resulted in each year group having time together in a block and also enabled the PPA time of 2.5 hours to be increased to 3 hours to allow PPA time for subject leadership too.</p> <p>LD outlined the work of CLTSA. LD shared training undertaken by staff and the SEND strategy being worked on plus the plans in place for SEND parent/carers meetings.</p>
9.	<p>Safeguarding KD shared that there was one Designated Safeguarding Lead (DSL) and two deputy DSLs. KD shared that the Family Support Worker was currently supporting nine children. KD also shared that an external safeguarding audit was planned for June/July 2022 following the last one in May 2019.</p> <p>Governors examined the Safeguarding Audit looking at the items partially met or not met. KDO asked about those that are partially met and whether there was a clear view of what needed to happen to be fully met next time.</p> <p>Honey Temlett was leading on diversity and inclusion, and had met with RW as governor with responsibility. LD noted that it is a large-scale project, in its infancy and LD and KD outlined steps taken with diversity and inclusion.</p> <p>Regarding safeguarding training, KD shared this was monitored through a grid of requirements and training. KD shared that ten members of staff had undertaken Safety Intervention training (previously positive touch training). KD shared that weekly safeguarding was mentioned in diary meeting so its drip fed to staff on an on-going basis to ensure a culture of safeguarding not just compliance. SH asked if the school was currently acting in compliance or whether it was embedded in a culture of safeguarding. LD shared that a recent event which was cause for concern, resulted in several members of staff whistleblowing so therefore, this suggests a strong safeguarding culture.</p>
10.	<p>Well-being RW shared that a year ago governors had looked at the NGA evaluation actions. One action was regular communication from governors. RJ had shared with governors before Christmas. SW agreed to write an email to staff before end of term.</p> <p>ACTION: SW to write an email to staff before Easter on behalf of governing body.</p> <p>LD shared there had been monthly meetings between the Headteacher and Chair regarding well-being and the Headteacher mid-year review had also looked at this. LD would also meet with the Chair next term. LD shared that Leadership Coaching had been rolled out with seven members of staff and that she had implemented a no meeting day once a week. Governors encouraged LD to work from home once a week/when completing projects.</p> <p>Governors discussed virtual meetings and in person meetings to support well-being. RW stressed the importance and balance of well-being.</p> <p>ACTION: LW to add to CWP agenda, the timings of meetings to be discussed.</p>

	<p>LD shared that staff 1:1s had taken place which has been well-received by staff and focussed on strengths. Health screening checks and stress awareness workshop had also taken place. RW asked if the well-being committee was still meeting. LD indicated that the next step was meeting to form a well-being charter. LD indicated that Andrea Spooner was looking to run school staff exercise; well-being was being looked at by Nancy Thorpe and the well-being survey would be repeated at the end of the summer term.</p> <p>SH asked about subscriptions. LD indicated all staff received Headspace as educators for free. LD shared her plans for the INSET days with one being utilised for first aid training; one day on SEND/RWI and spelling. Lastly, a half day on team well-being was being explored to bring the team together with laughter noted as a good stress release.</p>
11.	<p>Committees and Nominated Governors Report</p> <p>Verbal update from Children & Learning meeting and Resources meeting in the Spring term KDO shared that the new version of the governor visit template had been approved incorporating the curriculum following review of new framework. Reading visit had been undertaken by VG and governors had received an update on premiums and how income was being spent. KDO commended the 98% pass rate on the Y2 Phonics Screening check and also shared that Year 2 had been a group of focus previously but now was not of concern.</p> <p>JM shared that the Resources Meeting had looked at budget period 10, two FMRs, one for extended services and one for the school and nursery. The nursery budget very healthy following prudent budgeting with a carry forward of £270,000. Facilities income had been higher than expected and staff costs down. The profit share on free school meals from Aspens had also been received. Extended Services fee income was higher than anticipated with an in-year carry forward of £50,000. The meeting had also looked at premium strategies and catch up funding.</p> <p>Ratification of SFVS JM outlined the Schools Financial Values Standard with the focus ensuring that the school is obtaining good value for money. It had been agreed in Resources, but now required ratification at FGB. JM highlighted actions from it with JL to look at a sensitivity analysis surrounding less numbers on roll and implications of that. Staff Pay information for earners over £100,000 would also be on the new website.</p> <p>DECISION: Governors ratified the SFVS, as agreed at the Resources Meeting 10.3.22</p> <p>Training Governors to continue to share training information on SharePoint.</p>
12.	<p>Date of next meeting The date of the next FGB meeting is Tuesday 7 July 2022 at 7.00pm</p>

The meeting finished at 9.19pm.

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: _____