



### Minutes for the Full Governing Body Meeting Held on 7 July 2022 at 7.00pm

Attendance			
Karen Donald (KDO)	✓	Vicky Sumner (VSU)	✓
Louise Druce (LD) - Headteacher	✓	Rachael Wheeler (RW)	Apologies
Stephen Gee (SGee)	✓	Simon Williams (SW)	✓
Viv Gery (VG)	✓	Helen Vidal (HV)	
Stuart Getty (SG)	Apologies	<b>In attendance</b>	
Susie Hayward (SH)	✓	Kathryn Dray (KD) - Deputy Headteacher	✓
Rebecca Jennings (RJ) - CoG	✓	Joanna Lee (JL) – School Business Leader	✓
Kate Kellett (KK)	Apologies	Vicky Swann (VS) - Deputy Headteacher	✓
John Mackintosh (JM)	Apologies	Beth Saunt (BS) - Clerk to Governors	✓

	Agenda Item								
1.	<p><b>Apologies for Absence</b> Apologies for absence were received and accepted as above.</p>								
2.	<p><b>Declaration of Interest</b> There were no declarations of interest</p>								
3.	<p><b>To agree minutes of meetings</b></p> <ul style="list-style-type: none"> <li>• FGB - 24 March 2022 <ul style="list-style-type: none"> <li>○ Approved</li> </ul> </li> <li>• FGB Extraordinary Meeting - 9 June 2022 <ul style="list-style-type: none"> <li>○ First point of the feedback was provided by SGee not SG. BS to amend.</li> <li>○ Approved subject to amend.</li> </ul> </li> <li>• Resources - 4 March 2022 <ul style="list-style-type: none"> <li>○ Typo amend – change contact review to contract review – BS to amend.</li> <li>○ Approved subject to amend.</li> </ul> </li> <li>• Resources - 29 April 2022 <ul style="list-style-type: none"> <li>○ Approved</li> </ul> </li> <li>• Children and Learning - 10 March 2022 <ul style="list-style-type: none"> <li>○ KD to include data for progress and attainment broken down by ethnicity and gender in the next report.</li> <li>○ Minutes approved.</li> </ul> </li> </ul>								
4.	<p><b>Matters arising from last meeting</b></p> <p><b>FGB - 24.3.22</b></p> <table border="1"> <tbody> <tr> <td><b>ACTION:</b> LW to commence parent governor election in time for July FGB.</td> <td><b>Postponed until Sept 2022</b></td> </tr> <tr> <td><b>ACTIONS:</b> RJ to bring EVC risk assessment review and Single Central Record review to summer FGB Chairs Actions. LW to add to agenda.</td> <td><b>Done</b></td> </tr> <tr> <td><b>ACTION:</b> LW to add Well Being to CWP agenda, the timings of meetings to be discussed</td> <td><b>Done</b></td> </tr> <tr> <td><b>ACTION:</b> SW to write a Well-being email to staff before Easter on behalf of governing body</td> <td><b>Done</b></td> </tr> </tbody> </table>	<b>ACTION:</b> LW to commence parent governor election in time for July FGB.	<b>Postponed until Sept 2022</b>	<b>ACTIONS:</b> RJ to bring EVC risk assessment review and Single Central Record review to summer FGB Chairs Actions. LW to add to agenda.	<b>Done</b>	<b>ACTION:</b> LW to add Well Being to CWP agenda, the timings of meetings to be discussed	<b>Done</b>	<b>ACTION:</b> SW to write a Well-being email to staff before Easter on behalf of governing body	<b>Done</b>
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## Extraordinary FGB – 9.7.22

**ACTION:** LD to share (confidentially) our FGB update with EG and SP  
LD to meet with EG and SP Headteachers 10.6.22

**Meeting postponed  
due to Covid.  
Meeting  
rescheduled for  
13.7.22**

VS to email Rebecca English details of the Governor of the month for July.  
BS to source dates for Governor visits and a Governor Synopsis

### 5. **Chairs Actions**

- School Visit Risk Assessment Review
- Single Central Record Governor Monitoring

RJ assessment completed and approved.

### 6. **Governance Update**

- Staff Governor

Nominations were sought from all staff for the role of staff governor. Only one nomination was received (Kate Kellett) and therefore Kate was appointed for a further term. Many thanks to KK for agreeing to continue in this role.

- Parent Governor Election

This has been postponed until September 2022.

- Expiring terms of office next term: Rebecca Jennings 27.9.22

### 7. **Positive reflections on the year**

SG acknowledged at the Resources Meeting that there had been a huge amount of effort and work put in over the year and that great strides had been made through RWI and the curriculum changes and that it was important to reflect on that successes.

### 8. **School Review**

LMT Report – Summer 2022

- SSP Priorities - SEND – Section 3 and 4

RW Governor Visit feedback report and the SEND survey analysis were presented. The survey had 24 responses from over 80 families targeted. KD explained the new ISP process. SEND PCTCs and general PCTCs would run each half term so SEND parents/carers would have an opportunity to see the teachers approximately every six weeks. Parents/Carers will also have the opportunity to attend a SEND Coffee Morning, KD presented the SSP SEND Priorities update and explained the current context where some parents had offered to pay for a TA or for additional therapy sessions at school, within the school day but unfortunately this would prove difficult as there is limited space within the school KD further explained that the staff would be receiving dyslexia, dyspraxia, autism and ADHD training across the next school year.

RW commented on the Action Plan to explain that by definition, people who complete a survey often have something to complain about but it was very reassuring that there were so few negative comments. KD agreed that the results had been very positive.

- SSP Priorities - Leadership – Section 4

An overview of the School Success Plan was presented. KDo asked if those members of staff who did not have a new role would be contacted via either a phone call or an email. LD confirmed it would be via a phone call and other opportunities e.g. NPQ would be offered.

- Professional Development – Section 5

HV detailed the different courses taken this year and the relationship with CLTSA, explaining that this training was free of charge for schools formerly in the Epsom and Ewell Partnership of Schools. This has had a huge impact for SG and for other local schools. It is important to look strategically at who should attend which course and whether the courses attended should be twilight courses, where everyone can attend, or courses that take place during the school day, as while the training is free there is a cost associated to staff being out of school. Training should be carefully targeted as there is a fine balance

between what is wanted and what is required. It was noted that there was a great benefit to having staff attending courses together, sharing knowledge and professional understanding.

- Data Update – EYFS

VS presented an update on the Statutory Assessments highlighting that 75% of EYFS children had reached a Good Level of Development. HV had been working very closely with the Early Year team and was confident with the integrity of the results. HV presented the breakdown of the areas in which the children had met their early learning goals.

It was noted that there has been a good level of development in YR and when the children entered, many were a long way off what would be expected both socially and academically. It was acknowledged that children were unable to start to learn academically until they had developed socially.

Moving forward, YR will work closely with Y1 to ensure that the children have a successful transition and RWI would continue until the end of term. While the progress of the children in YN could be demonstrated it was recognised that there would be a considerable number of children needing additional support going forward.

SH asked what were the expectations for the September YR intake and what SG would be doing differently. The children would start with RWI from day one, to ensure that no child falls behind. There were two children who had been identified as needing alternative provision but they would remain at SG in September as there was no alternative provision available so planning to meet their needs will take place.

- Attainment – Section 6

#### **EYFS & Phonics Screening**

VS presented the data on Phonics Screening, showing that across two year groups there was a 94% pass rate with two children not passing. Y1 had a 75% pass rate with a few who were very close to passing. It was noted that this figure may have been affected by one class teacher going on maternity leave unexpectedly and earlier than planned, along with the timing of the screening (straight after half term when it normally takes place two weeks into the term).

VG asked if the results were as had been expected in light of the investment in RWI. VS explained that it was slightly lower than expected; the figures had increased to 75% from the baseline of 21% in January 50% in April but have historically been 80%. The results may have been affected by staffing issues, with TAs being re-deployed to cover staff absence in YN and in light of the children not receiving a full RWI year while in Reception due to COVID-19.

#### **End of KS1 Results**

The End of KS1 results showed that the children had made significant progress and improved in comparison to the 2019 results. It was noted that there has been much disruption with SG taking a proactive approach to change in the English curriculum, with new reading material and writing opportunities. It was noted that the class mixes were very effective to ensure effective learning behaviours.

These results were very positive and above the national average in all areas. The Surrey figures would be available in September for comparison.

#### **End of KS2 Results**

VS presented the end of KS2 results, showing that despite having disruption for two years due to COVID-19, the children in KS2 had still achieved above the national average in reading, writing and maths.

It was noted that nationally, lots of papers had been lost and that one paper from SG had been lost. The parents of the affected child had been made aware. The results had been very successful overall and there were three papers that had been resubmitted for a remark.

Results letters were due to be sent to parents/carers in the following week and teachers were running one to one conferencing with the children to let them know their results sensitively.

	<ul style="list-style-type: none"> <li>• Quality Assurance – Section 9</li> </ul> <p>An update of SCITT and ECT teachers was provided. The moderator was very complimentary and the four SCITT trainees had been recommended to pass and all four had secured jobs for September. Overall, it had been a very successful year and VS is now a support tutor for Surrey South Farnham.</p> <p>The Safeguarding Audit was presented. The audit took place on 20.6.22, and it was very thorough, cross referencing staff. There were recommendations made that are currently being implemented. Another review has been booked.</p> <ul style="list-style-type: none"> <li>• Quality of Education – Section 10</li> </ul> <p>RWI</p> <p>It was noted that RWI had a significant positive impact with regard to getting children reading earlier, enabling them to access the rest of the curriculum.</p> <p>Sports Premium Update</p> <p>Path of Adventures – the track was now being used for the Golden Run.</p> <p>Raising attainment in swimming - Due to Covid-19 there were a number of Y6 children who had missed their swimming sessions and who were still unable to swim 25m. As a result 20 children in Y6 were offered the chance to join the Y5 swimming sessions with Pupil Premium children being prioritised as per the DfE guidance.</p> <p>A number of families were nervous and anxious about the sessions and needed nurturing. Four families did not want their children to attend despite the efforts made by staff to reassure them. LD explained the overwhelming success of the sessions being taken intensively as a block of two weeks, rather than taking place weekly over a longer period.</p> <p>School led tutoring</p> <p>The school was required to fund 25% of the tutoring this year and this was funded partly from the Pupil Premium budget for the children in receipt of this. Next year the grant would be reduced and the school would need to contribute 40% of the costs. Priority had been given to Y5 and Y6 children and all had been tutored by SG staff who are both quality assured and qualified. Children were given a package of either 15 or 16 hours tutoring.</p> <p>The project had been successful with 8 out of 9 children meeting expected standard in writing in Y6</p>
9.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Safeguarding – Section 15</li> </ul> <p>KD trained the Governors on Annex A of KCSiE. This involved checking their knowledge of the information in Annex A.</p> <ul style="list-style-type: none"> <li>• Safeguarding – Section 15</li> </ul> <p>There were no Governor questions.</p> <ul style="list-style-type: none"> <li>• Single Central Record (SCR) monitoring report</li> </ul> <p>RJ explained the Single Central Record (SCR) is a comprehensive monitoring form devised to follow the Keeping Children Safe in Education guidelines to ensure that every employee is fit to be a school employee. As part of the SCR process at Stamford Green all staff are required to update their DBS every three years and as such all staff have been asked to update their DBS at the end of the summer term and to sign up to the update service for an annual cost of £13.00.</p> <p>The Governor DBS' will be reviewed in September but as a volunteer, the update service is free.</p>
10.	<p><b>Wellbeing</b></p> <p>Governors revisited the evaluation from the autumn term. A copy of the staff wellbeing survey was distributed and it was acknowledged that information from results would help with planning for the next academic year, for example how PCTCs are organised. It was agreed that the leadership coaching was successful for the leadership team.</p>
11.	<p><b>Pupil Voice</b></p> <p>These sessions did not take place in the summer term. It was agreed that a more systematic approach was needed to be taken with regard to Governor involvement to ensure the sessions take place and the Governor reports from visits must be included in the school newsletters.</p>

	Action: RJ to email Rebecca English to set up a date and time to carry out the Pupil Voice sessions.
12.	<p><b>Sustainability Group</b></p> <p>The SWOT analysis from the Extraordinary FGB Meeting was presented and a discussion was had on all the options reviewed at the meeting.</p> <p>Action: LD to meet with other schools Wednesday 13.7.22 and the project to continue in the autumn term.</p>
13.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Resources</b> – Budgets approved.</li> <li>• <b>Children and Learning</b> – Maths and PSHER Policies approved.</li> </ul>
14.	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>

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: \_\_\_\_\_