

STOCKS GREEN PRIMARY SCHOOL (SG)
MINUTES of Full Governing Body Meeting (FGB)
Held on Monday 11th July 2022 in the Music Room

No	Minute	Actions
Procedural		
<p>Before the meeting started there was a presentation from Governors to Pauline on the occasion of her retirement. She was warmly thanked for her excellent contribution to the education of the children at Stocks Green School. Governors recognise how difficult the last two years have been during the Covid pandemic and commended her for her leadership during that time and for successfully restoring the school routine and children's life chances.</p> <p>Pauline thanked the Governors for all the support they have given her over the ten years of her headship. She really values this and considers them to be the best Governing Body she could have worked with.</p>		
1.	<p>Election of Chair and Vice-chair for 2022 to 2023. The Clerk opened the Meeting by welcoming Governors and reminding them that the purpose of the Governing Body is to be strategic. All governors, including those elected as Chair and Vice-chair, only speak for the whole Governing Body unless delegated a minuted task.</p> <p>She asked for nominations for the Chairperson for 2022 to 2023. Rob Chewter was nominated by DA and JC and seconded by DW. Rob Chewter left the room for the vote. RC was unanimously elected.</p> <p>RC then took the chair and supervised the election of the Vice-Chair. June Cooke was nominated by DA and YB and seconded by DW. June Cooke left the room for the vote and was unanimously elected as Vice-Chair for 2022 to 2023.</p>	
1.	<p>Attendance: Di Ayling (DA), Yvonne Buckley (YB), Rob Chewter (RC) (Chair), June Cooke (JC) (vice-chair), Pauline Crowhurst (PC) Headteacher, Alan McLean (AM), William Moore (WM), Bridget Salmon (BS), Dave Wallace (DW), Andrea Woollett (AW) (clerk).</p> <p>Apologies for absence: Ruth Dixon (RD) – holiday – agreed; Joe Endersby (JE) appointment – agreed; Becky Mackay – in Scotland – agreed.</p>	
2.	<p>Declaration of Business Interests There were no new business interest declarations and no interest declared against an agenda item.</p>	
3.	<p>Membership Issues</p> <p>i. The committee organisation for the new academic year 2022 to 2023 was agreed as follows: Finance and Premises: Rob Chewter, Alan McLean, Will Moore, Janet Scott (Associate member) and Peter Hipkiss (PH) Pay and Performance: Di Ayling, Rob Chewter, Ruth Dixon, Bridget Salmon, Dave Wallace and Peter Hipkiss. Standards and Curriculum: Di Ayling, Yvonne Buckley, June Cooke, Ruth Dixon, Joe Endersby, Becky Mackay and Peter Hipkiss.</p> <p>The FGB approved all the committee membership.</p> <p>ii. Succession: BS is to mirror DA for the headship appraisal process.</p>	

	<p>iii. New co-opted governor: no new information from RD.</p> <p>iv. Code of Conduct: Governors approved the Code of Conduct which had been previously circulated. The Clerk informed governors that they should all print of an individual copy to read, sign and keep. At the FGB meeting on 17th October they will be asked to confirm this and it will be recorded in the minutes.</p>	<p>RD</p> <p>All</p>
<p>4.</p>	<p>Confidential and non-confidential Minutes of meeting of 16th May 2022 In the non-confidential Minutes a typo was pointed out in Item 8 and Item 11 should read “staff should only be expected” (not governors should only expect) With these amendments the minutes were agreed as correct and signed by the chair.</p>	
<p>5.</p>	<p>Action Points See Appendix 1</p>	
<p>6.</p>	<p>Matters Arising and A.O.B. There were no matters arising and nothing raised for A.O.B.</p>	
<p>School Improvement</p>		
<p>7.</p>	<p>Headteacher Update</p> <p>i. The Headteacher’s written report was circulated prior to the meeting. Governors asked her for Key points and any updates. She reported that the Budget forecast rollover is now £58.940, higher than stated in her report. This is because Jill Johnson (JJ) has taken off Becky Bass. The SENCO role is now going to be in house with JE taking on this responsibility. Pupil numbers have also increased to 32 in Year (Y) 3 and 30 in Y5, making the total 214. There are also other children who may join and it looks like the role could be 217 in September. Are they coming from different schools or moving into the area? From other local schools. Are there anymore Ukrainian children? Not at present. YB has secured support for these children three times a week from a local charity. The charity also brought in a big package of books for the children. Is this a local charity that the school could support? Yes it began by supporting Syrian children and has now incorporated Ukrainian children.</p> <p>PC has also corrected Janet’s surname to Scott.</p> <p>Questions Is the report treated confidentially? Yes it is filed in the confidential file and is not available for anyone outside the Governing Body. Governors asked that named staff absences should only be reported confidentially to P & P for monitoring. The HT report should only contain a general record of absences.</p> <p>Governors are pleased with the data recorded for the whole school which is substantially better than the national average and demonstrates that the additional finance and the quality of the interventions has paid off.</p> <p>PC reported that some children were only one mark away from achieving their target. JE is able to access the tests and has checked through to see if any additional marks can be picked up. It is a very good outcome. Governors noted that Writing at SG is 94% compared to 69% nationally which is Impressive.</p> <p>Does the English data in Years 1 to 5 include reading, writing, grammar and spelling? It is separated in class but has to be combined for assessments. It is recorded separately in Y6 due to SATs.</p>	

	<p>Has there been any moderation? Urzula Saganowska went to moderation for KS1 and JE has done some moderation looking at work in school.</p> <p>In Y1 the number below expected is 5 in maths, English and reading, whereas in other classes the numbers vary, is this correct? Yes as they vary according to the needs of the children in each year group.</p> <p>In Y4 there are 12 below expected in English, is there a problem here? There are no concerns. The figure is below due to the 2 new Ukrainian children who are not yet familiar with English and there are other children in the class whose first language is not English. There are also several new children who have come into school and are not yet up to standard but are receiving Interventions to address this. YB is also hoping to gain high needs funding next year for another child.</p> <p>ii. Staffing structure for September This was circulated prior to the meeting and reviewed by P & P. It was approved.</p>	
8.	<p>School Improvement Plan (SIP)</p> <p>i. SIP milestones 2021 to 2022 PC reported that much has been achieved but there are some targets to carry forward.</p> <p>Mainstream Core Standards need more training. PC has been looking at specific areas of the curriculum which may potentially be targeted by Ofsted. She has liaised with PH on subject areas to consider and courses available on deep dives. There will also be more training for TAs in this area. JC asked if training could also be given to governors? PC will ask PH to consider this.</p> <p>Girls maths and boys writing has been particularly successful and the library is working well. US has taken it over from Johnathan Dalton and is very proficient.</p> <p>Funding for SEN pupils. BB and YB have put in three applications for funding.</p> <p>Work on behaviour and bullying will continue across the school as well as wellbeing. A session on wellbeing is planned with Sam Payne (Sprint) next year.</p> <p>Re-establishing procedures has gone very well and has also given staff a chance to take a look at established routines and alter them to help streamline the school. School trips will be planned in future to take place through the year to fit in with curriculum enrichment and help with staff cover and transport.</p> <p>Personal and curriculum development is ongoing every year.</p> <p>Support staff have had training in teaching interventions which has gone very well. This has highlighted more specific needs in classes which means training next year will be tailored to specific needs. Outreach resources are available again and will be used as necessary.</p> <p>Forest School is going very well and being well used. Is there a budget for this? The PTA are willing to help fund this. The shelter still needs to be built.</p> <p>Pupil Assessment across school have been done 6 times this year. Staff will be considering if they will remain with this pattern or return to 3 times now school is re-established and good improvement achieved.</p>	PC/PH

Staff workload and mental wellbeing has been constantly considered and addressed well. Sam Payne (Sprint) has done two staff sessions and held individual meetings with staff.

The Early Year Foundation Stage (EYFS) new framework has been very well led by Claire Hodgson (CH) and her team. They have considered it carefully, adapted it to suit SG and attended training. The present Reception cohort have settled very well and are ready to transfer into Y1.

Transition arrangements are in place for September 2022. The induction time has been shortened in line with other schools and to make it easier for parents, most of whom are working.

Buildings and Grounds. Work has taken place on the forest school area.
Resurfacing of Playground. KCC have sent in a company to check on the drains and have found that tree roots are impacting the drains. **Will that be SG's cost to address? No as it is a major problem KCC will be organising and paying.** There is no news on when this may be completed. JJ is trying to ensure the school does not lose the money set aside for the playground markings.

The **Canopies** are being installed outside Y1 and 2 classrooms during the summer holidays. **Does this include the drainage suggested by governors? Yes.**

Y3 classroom enlargement project will not be undertaken as it is too expensive.

Parish Council funds PC, JJ and AM were thanked for their excellent bid to the Parish Council for two additional mobile classrooms which means SG is in line for any additional funds should they become available.

ii. **Proposed new SIP for 2022 to 2023.**

PH is coming into school on Thursday 14th July to look at the proposed SIP with PC and JE. **RC and JC were delegated by the FGB to represent governors at this meeting.**

9. Finance and Premises Committee (F & P). There has been no meeting held since May 2022. RC updated governors on the latest situation:

- i. **Latest budget monitoring to end June 2022** – The initial forecast Revenue rollover of £64,317.55 is now forecast as £58,940. This is lower than the original forecast now provision has been put in for an insurance disagreement over payment for sickness supply teaching. If the matter is resolved in SG's favour the budget will return to the original forecast. The rise in pupil numbers is very good news as this will increase the budget substantially. The Capital Rollover is £-5046 deficit figure due to the LED loan.
- ii. **Compliance audit** – this was a very arduous process. Only one point was raised and the auditor commended the school as being one of the best he has attended. AW was pleased to report to governors that all items they are responsible for were fully compliant. RC formally thanked JJ, JS and AW for the work they completed to ensure a good audit.

10. Standards and Curriculum Committee (S & C) There has been no S & C meeting held since May 2022. JC updated governors on the latest situation:

- i. **Governor monitoring visits:** JC completed a visit on Art & Design Technology (DT) with Emily Smith (ES). A key question raised with

	<p>Governors focused on the use of funding Steams and the school Budget to support creation/development of a designated DT area. PC replied that a funding stream is available for developing DT and action plans demonstrate development. ES has also created a specific DT vision for intent, implementation and impact. EYFS is separate.</p> <p>ES is responsible for PE and has adapted the assessment format for PE.</p> <p>JC completed a monitoring visit with Liz Dargie (LD) on Humanities - geography, RE and history. LD has been subject leader for these subjects on her own since Easter. The time of lockdown was discussed when Humanities was not a priority. JC also discussed, from a governors' perspective, LD's wellbeing working on her own. JC will be following up to ensure monitoring and assessment is manageable for all teachers.</p> <ul style="list-style-type: none"> ii. Reading Data Summary Sheet · Not available. iii. Progress on Out of school clubs analysis · see pupil survey. 	
<p>11.</p>	<p>Pay and Performance Committee (P & P)</p> <p>A meeting was held on 4th July 2022, followed by a confidential Pay committee meeting.</p> <ul style="list-style-type: none"> i. Pupil wellbeing survey – the data was not available at P & P but was circulated prior to the FGB meeting. BS suggested that the school should use the survey recommended by Ofsted as an inspection is expected soon. JE took this advice but it does mean that for this year the data cannot be compared with last year's data. An additional question regarding friends to play with at playtime was added as this is a good marker of wellbeing. Governors are concerned that 25% of children did not respond positively to this question as, if children are unhappy at playtime, it not only impacts their wellbeing but also reflects on their readiness to learn. The school recognise which children these may be and will be observing them and considering how to address the concern. One improvement is that the monitors have an individual year group to watch. <p>Bullying is mentioned as an issue which is being addressed as well as possible. It is encouraging that, although 45% of children think it happens, they consider it is good at being resolved. Social media is an additional stress for children now and complicates resolution but the school has a very good anti-bullying programme in place.</p> <ul style="list-style-type: none"> ii. Staff wellbeing – see Item 8 iii. Headteacher appraisal – Tel German has been appointed advisor for headteacher appraisal 2022 to 2023. RC has an action to agree a date suitable to PH and the Appraisal Panel. iv. Policies - The Complaints Procedure and Governor Recruitment Policy review was postponed to October as the policies were not ready. P & P discussed appointing a member of staff with the dedicated task of monitoring website compliance and responsibility for maintaining the policy timetable to ensure policies are correctly updated on the website. The FGB endorsed this suggestion and RC will ask PH to consider this. v. Pay and Reward meeting. The FGB delegate this responsibility to the Pay Committee to maintain confidentiality. PC went through the recommendations for staff pay rewards for 2022 to 2023 with the Pay Committee. The committee agreed them and recommended them for approval by the FGB. The FGB approved the pay recommendations. 	<p>RC</p> <p>RC</p>

12.	<p>Governor Training and Development RD circulated the latest training possibilities to all governors. There are no outstanding training needs at present but all governors are expected to do safeguarding training for the new academic year.</p>	All
13.	<p>Website RD revisited the audit she completed in March and circulated the document to governors, highlighting areas still to be completed. See Item 11 iv.</p>	
	<p>Behaviour & Safety (Safeguarding)</p> <p>JC circulated a safeguarding report on SP. PC is the Designated Safeguarding Lead (DSL). PH is taking part in safeguarding training to cover this but it will not be completed until the end of September. JE has the relevant training and will be DSL until PH's training is complete.</p> <p>All governors should complete safeguarding training for the new academic year 2022 to 2023. RD is asked to send the relevant information regarding the training to all governors.</p>	RD
12.	<p>SEN</p> <p>DA circulated the latest Inclusion Report, June 2022. She met with YB and BB on 21st June and the report contains the data from that meeting. At present counting there will be three less Pupil Premium children. The school is investigating if the Ukrainian children should have Ever 6 free meal entitlement.</p>	
13.	<p>GDPR</p> <p>WM reported that there are no issues of which he is aware. He will arrange a monitoring visit in the Autumn Term.</p>	WM
14.	<p>Governor Newsletter JC was thanked for compiling the newsletter which gives a good summary of the governors' work and responsibilities over the year. She highlighted the fact that the PTA have raised a fantastic total of £9100 from various fund raising activities. Governors thanked the PTA for the wonderful support they give the school. The newsletter was approved for circulation.</p>	
Other		
15.	<p>Chair's Actions</p> <ol style="list-style-type: none"> i. Correspondence - RC reported that he was copied into a couple of letters from parents to PC. JC helped advise and PC has taken action which is ongoing. ii. New headteacher – PC was asked when she would like PH to have access to Office 365 and Sharepoint. She agreed that, although she remains headteacher until 31st August 2022, he should be given access next week to allow him time to prepare. AW will ask JS and Andy Holden to do this. Governors thanked PC for the positive support and shared information she is offering PH to ensure a very smooth takeover and good continuing education for the students iii. Governor impact statement. The Governors had two main areas of focus this year – the safe return of learning in school, with an intensive catch-up education programme for the children, and the recruitment of a new leader to take the school forward. 	AW

The Governors supported the Senior Leadership Team in their management of the school, in monitoring staff and pupil wellbeing and ensuring appropriate interventions are in place. Additional funds were agreed to continue catch-up interventions for as long as needed. The excellent assessment data at the end of the year evidenced the success of this.

The recruitment of the headteacher is a major task. Governors composed an advert in line with the school's vision and held a rigorous two day interview process, guided by the School's Advisor. They are delighted to have recruited Mr Peter Hipkiss who they believe will fulfil the school's vision and guide the school forward. Governors have met with him on several occasions and agreed the School Improvement Plan for 2022/23 to ensure smooth transition.

Safeguarding transition arrangements have been agreed to ensure good safeguarding continues and PH will receive further training by the end of September 2022 as the Designated Safeguarding Lead.

Governors have agreed leadership and committee structure in readiness for next year and considered succession to ensure good continuity.

This has been a very successful year for the school and Governors thank Pauline Crowhurst and her team for the excellent work, resilience and commitment they have all demonstrated. The school is losing several long term employees who are retiring and will be very much missed. Effective succession planning however means that good education will continue to be delivered.

Governors are looking forward to continuing this progress into the new year alongside PH.

16. **Monthly governor and NGA newsletters**

[The scheme for financing schools](#) has been updated in line with latest DfE guidance, Attention is drawn to item 2.17 Fraud: **Governors are addressing this through F & P and P & P committees.**

Keeping children safe in education

The [KCSIE 2022](#) document has been added to the DfE website for information only and **does not come into force until 1 September 2022. It is on SP for Governors to read.**

Consultation - SEND review: right support, right place, right time

[The DfE are seeking views on the green paper](#)

DfE publish resources for schools to help support children and young people

arriving from Ukraine The DfE has published various [resources.](#) **YB will have a look.**

The power of music to change lives

Schools should provide at least one hour of music a week as part of the curriculum in key stages 1 to 3 as outlined in the [national plan for music education](#) – **S & C Committee priority**

School inspection data summary report (IDSR) - updated guidance

[This guide](#) gives an overview of the IDSR for primary and secondary schools, along with information to help interpret the charts; it has recently been updated with absence

JC

	<p>and finance data. Agenda item for FGB for October 2022</p> <p>White Paper Update - update. NGA's summary -summarised the key parts of the plan. use our updated guidance to evaluate their options.</p> <p>NGA's cyber security information sheet - F & P committee</p> <p>NGA has published new guidance to support governing boards in achieving a whole school approach to environmental sustainability.</p> <p>Webinar - Ofsted: inspection and governance Our final webinar of the summer term will take place 14 July 2022, 12.30 – 1.10pm. Book your place now</p> <p>PE and Sport Premium funding, online reporting - must publish details of how PE and sport premium funding has been spent by the end of the summer term or by 31 July 2022 at the latest.</p> <p>Cost of school uniforms - Statutory guidance – P & P committee agenda statutory guidance on the cost of school uniforms November 2021 should be read alongside the non-statutory guidance on school uniforms. Governing boards should be compliant with much of this guidance by September 2022.</p> <p>School-led tutoring: year-end statement - The school-led tutoring year-end statement form has been released; all schools that have received funding will be expected to complete and return the statement detailing how much tuition has been delivered. Governors should ensure that this mandatory return is completed by the school. The deadline is 6pm on Friday, 16 September 2022.</p> <p>Key stage 1 and 2 results show a drop in pupils meeting expected standards Latest key stage 2 SAT results show a fall in attainment from pre- COVID-19 results. Governors are pleased to note that SG children have recovered well from missed schooling and additional interventions demonstrated by better results than the national average. A to staff</p> <p>Visit the Knowledge Centre to download the skills audit and collate your scores using our skills dashboard. Downloaded to Induction Folder on SP.</p>	<p>AW</p> <p>AW</p> <p>YB</p>
17.	<p>A.O.B.</p> <p>PC circulated revised entry and exit times for the school day which are in line with new guidance. PH has agreed them. It is a requirement that they are published on the website. PC will arrange this. These arrangements will be in place at the start of the new academic year and have been shared with parents and carers.</p> <p>RC thanked PC again for all the hard work and commitment she has given to the school. He particularly thanked her for taking on the caretaker role while a new member of staff is being sought and for continuing this through to the end of August.</p> <p>PC expressed her thanks to the governors for all the support they have provided during her 10 years of headship.</p> <p>AW was thanked for her support of the governing body.</p>	<p>PC</p>

18.	Date of next meeting: Monday 17 th October 2022 at 7pm Dates for 2022 to 2023: The proposed dates for 2022 to 2023 were circulated. They were agreed.	
19.	Confidentiality There were no confidential items.	

Signed
 Questions/comments

Answers

Date
 Impact

Appendix 1

Completed or ongoing actions from the meeting of 16th May 2022

Item	Action	Action by
1.	Governors to consider succession and where they might offer to partner with another governor or do appropriate training. Agenda item 3.ii.	All
2.	RD to report on progress with seeking 2 new co-opted governors. Agenda item 3.iii.	RD
3.	All governors to consider nominations for election of chair and vice-chair in July. Completed and election took place.	All
4.	RC to meet with the Chair of Slade Primary School to agree funding of mentoring for the new headteacher. RC contacted the chair of Slade School but has not yet received a reply of possible charges for mentoring PH. He will send a reminder.	RC
5.	JC to send amendments for Best Value Statement to Jill Johnson for amendment. RC, JC and PC to arrange to sign. Amended copy to be posted on website. Completed.	JC/PC/RC/JJ
6.	PC to finalise the staffing structure and circulate to governors for 11 th July 2022 meeting. Completed – Agenda item 7.ii.	PC
7.	JE to complete pupil survey and Y6 exit survey, share with BS and report back to the FGB on 11 th July 2022. Completed see Item 11 i. Y6 Exit Survey will be done after the school play is complete.	JE/BS
8.	JE to prepare reading data to share with governors at 11 th July 2022 meeting. Not available yet. To be done at next meeting.	JE
9.	JE and PC to assess SATS data and decide on any further resources needed. Completed and in SIP.	JE/PC
10.	DA to provide a written SEN report for the 11 th July 2022 FGB meeting. Completed and circulated to all governors.	DA
11.	JC to circulate her monitoring visit report to governors on her curriculum subject leader visits. Completed.	JC
12.	Governors reminded to put PREVENT certificates on-line and in the white folder. Completed.	All
13.	WM and BM asked to return their completed induction check lists to RD. Outstanding.	WM/BM
14.	BM to circulate the slides from the Governors Briefing. Circulated.	BM
15.	PC and AM to complete request for funding of mobile classroom on Parish Council format before 11 th June. Completed.	PC/AM

Appendix 2

Actions from the meeting of 11th July 2022 to be completed asap or by October FGB meeting.

Item	Action	Action by
1.	RC to send a reminder to the chair of Slade Primary School about the charge for mentoring PH.	RC
2.	Y6 Exit Survey will be done after the school play is complete. JE to circulate for P & P meeting in October.	JE
3.	JE to prepare reading data to share with governors.	JE
4.	WM and BM to return their completed induction check lists to RD.	WM/BM
5.	Update from RD on co-opted governor recruitment.	RD
6.	Code of Conduct. All governors to print, read, sign and keep. All then to go to Governor Hub/Declarations and sign that they have completed the task.	All
7.	PC to ask PH to consider Mainstream Core Standard training for governors.	PC/PH
8.	RC to agree proposed dates for headteacher appraisal with PH. RC to agree date with appraisal panel.	RC
9.	RC to discuss dedicated member of staff for policy review and website compliance.	RC
10.	All governors to complete safeguarding training for 2022 to 2023.	All
11.	RD to send relevant training course to all governors for completion.	RD
12.	WM to arrange GDPR monitoring visit in the Autumn Term.	WM
13.	AW to ask JS and Andy Holden to organise access to Office 365 and SP for PH.	AW
14.	Music curriculum NGA resources and information for S & C.	JC
15.	IDSR to be on the FGB agenda for October 2022.	AW
16.	NGA's cyber security information for F & P agenda – October 2022.	AW/JS
17.	Cost of school uniforms for P & P agenda.	AW
18.	YB to complete mandatory school tutoring return by 16 th September 2022.	YB
19.	PC to arrange for the school entry and exit times to be posted on the website.	PC