



**Full Governing Body Meeting**

**MINUTES**

**17 May 2023, 6.00pm in school**

*Please note that advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors respect the confidential nature of discussions and do not disclose governor business or decisions. When minutes of Governing Body meetings, Part 1, are approved they are made available to any member of the public who requests sight of them.*

**Present:** Simeon Berends, Hannah Cole (Headteacher), Barry Firth, Rev Fi Gwynn, Jackie Holmes, Lauren Mason, Anna Rolfe, Richard Rowe, Fiona Tough (Chairman)

**In attendance:** Rachel Dunnage (Clerk); Jackie Simpson, School Business Manager

**Opening Prayer:** Rev Hannah opened the meeting with a prayer

*Meeting is quorate: 8/10*

|    | TOPIC  | ACTION<br><i>Who &amp; when</i> |
|----|--|---------------------------------|
| 1. | <b>APOLOGIES:</b> Lindsay Jack, Paul Heugh   |                                 |
| 2. | <b>DECLARATION OF INTEREST</b> ( <i>conflict and pecuniary</i> )<br>Governors declared no potential conflicts of interest in specific agenda items at this meeting.<br>The Clerk confirmed her general declaration that she works with the Godalming Learning Partnership.   |                                 |
| 3. | <b>SCHOOL IMPROVEMENT PRIORITY MONITORING: MATHS</b><br>The Governing Body received a presentation on the School Improvement Priority: Maths, from the Headteacher (see Appendix 1). The Headteacher responded to governors' questions after her presentation and the Governing Body noted: <ul style="list-style-type: none"> <li>i. The Headteacher is the school maths lead.</li> <li>ii. Daily mental maths sessions have been introduced for all classes except the Early Years Foundation Stage (EYFS); sessions last 15mins. On Monday, children take a mental maths test, on Tuesday they receive Teacher'led input on the areas that have been identified as troublesome which are reinforced during the Wednesday session. On Thursday, the children take the Big Maths timed test which they repeat on Friday to see if they can beat their own score or, if they had all correct the first time, beat the time in which they complete them.</li> <li>iii. The children's books show clear progress.</li> <li>iv. Assertive maths is an open source resource; staff compile the children's packs for each term.</li> <li>v. Teachers have introduced Key Instant Recal Facts (KIRFs) which each child must learn each half term and be able to use in answers to a quiz at the end of each half-term. The KIRFs are presented like key spellings and parents are expected to support children at home with learning them. Teachers reinforce the KIRFst during the mental maths sessions in school This approach is having a good impact.</li> <li>vi. Staff follow the <i>White Rose</i> maths scheme which has blocks of learning broken down into smaller steps. This means children don't suffer cognitive overload and teachers' workload is reduced by the planning provided. White Rose introduced a scheme of learning for EYFS in September 2022 which school EYFS staff have started using. External inspectors will be able to see how the learning</li> </ul> |                                 |

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|                  | <p>now progresses directly from the Early Years Foundation Stage to Key Stage 1.</p> <p><b>vii.</b> The principle of Maths Mastery is that children all work on the same topic. Staff have developed open stretch and challenge activities for those children who work through learning tasks quickly and with good understanding e.g. open-ended investigations for children to consider whilst the rest of the class is completing the tasks.</p> <p><b>viii.</b> Staff now refer to <i>adaptation</i> of teaching and learning activities, rather than <i>differentiation</i>. Teachers may need to make significant adaptations if children have very different learning objectives, even if everyone is learning the same topic.</p> <p><b>ix.</b> The Headteacher has focused lesson observations on maths this year. Staff have readily embraced any tweaks in delivery that she had proposed.</p> <p><b>x.</b> It has been a challenge to source an effective and appropriate maths intervention. Staff are trialling <i>Number stacks</i>, which gives a visual representation of maths to help children understand mathematical concepts, and are pleased with the impact so far.</p> <p><b>xi.</b> The end of spring term data show that children have made good progress compared to last year. Predicted results for the end of this academic year are:</p> <ul style="list-style-type: none"> <li>• KS1 - 80% children working at <i>expected</i> or <i>above</i> national averages, compared to 67% last year.</li> <li>• KS2 - 79% children working at <i>expected</i> or <i>above</i> national averages, compared to 63% last year.</li> </ul> <p>However, caution again need be taken with data because in a one form entry school each child represents a significant percentage.<br/>Working at <i>greater depth</i> is a sub-set of <i>working at or above</i>.</p> <p><b>xii.</b> Because the school does not have specialists in all subject areas, staff use the following curriculum resource packages:</p> <ul style="list-style-type: none"> <li>• <i>Kapow</i> for art, DT and Computing,</li> <li>• <i>Charange</i> for Music</li> <li>• <i>Real PE</i> for PE</li> <li>• <i>Diocesan</i> scheme for RE</li> <li>• <i>Twinkle</i> scheme for French</li> <li>• <i>Little Wandle</i> for phonics</li> </ul> <p>Bought packages are not required in:</p> <ul style="list-style-type: none"> <li>• Geography and History – the subject lead is successfully taking teaching back to first principles so that children have a clear foundation on which to build their knowledge progressively through the years. The governor monitoring confirmed that clear progression from the fundamental knowledge was evident in the planning and children’s work. Some areas will be developed further still e.g. in field work for Geography.</li> <li>• Science – the national curriculum content and progression steps are very clear.</li> </ul> <p><b>xiii.</b> Schools Alliance for Excellence (SAfE) adviser was very positive about the whole curriculum and feel of the school during her recent visit. The Headteacher has still requested that an external adviser review the curriculum in depth.</p> |  |
| <p><b>4.</b></p> | <p><b>FINANCE AND SCHOOL BUDGET 2022-2023</b></p> <p><b>a. Financial Monitoring Reports (FMR)</b></p> <p>The Governing Body reviewed the latest monthly FMR and asked questions of Jackie Simpson, the School Business Manager. The Governing Body noted that:</p> <p><b>i.</b> As it was the first month of the new financial year, there was very little variance to budget.</p> <p><b>ii.</b> The negative number in the school led tutoring line was because the grant would be clawed back by the DfE. Senior leaders had been unable to use the £2k grant as the school did not have funds available to contribute the required 60% of tutoring cost. The school’s required contribution rises to 75% next year and so the SBM anticipates that grant will be clawed back as well. The first year of the grant was fully funded and senior leaders were able to use pay for additional support for key children whose progress had suffered during the pandemic.</p>  |  |

- iii. The amount of the school led tutoring grant is based on pupil premium (PP) numbers which are low at Grayswood.
- iv. The Premises cost centre's apparent overspend was due to repairs to the school floor which would be reimbursed by the insurance payout and appear in the FMR2.
- v. The Service Level Agreements (SLAs) are not overspent and this is purely a product of profiling.
- vi. The ICT cost was not anticipated because an invoicing anomaly suggested that £2k was the cost of broadband for 3 years whereas it is in fact an annual cost. The unbudgeted cost will be covered by reserves. The broadband contract is for a minimum period of 3 years and the school is unlikely to be able to get out of this contract early. The SBM will look at changing the contract as soon as it is possible.

**b. Budget 2024-2025 & 3 year budget plan**

The Governing Body received the SBM's verbal update about the impact of additional funding from the DfE on the 2023-2024 budget and the senior leaders' plans to manage the school's budget deficit. The SBM responded to governors' questions and the Governing Body noted that:

- i. The carry forward from 2022-23 was higher than expected because of cautious accounting during that year and receiving reimbursement of maternity pay from the Local Authority (LA) at the last minute.
- ii. Senior leaders planned every cost centre very carefully to achieve a balanced budget.

**c. School Fund Account**

The Governing Body noted that the school fund account has been audited with no advisory comment made by the auditor.

**d. Contracts**

The Governing Body received a verbal report from the SBM on the one contract that required review at this meeting. The SBM responded to governors' questions and the Governing Body noted that:

- i. The catering contract with Twelve15 has new clauses:
  - It is to last for a minimum contract term of a rolling 3 years, rather than the current one year.
  - The school is to be made responsible for any repairs to catering equipment stored on site, with a stated limit of £500 for repairs.
- ii. Twelve15 has maintained that they are choosing to mitigate their costs with the new clauses rather than put up the price of school meals to £3, which is what other companies have chosen to do.
- iii. Twelve15 has committed to using their commercial purchasing power to buy replacement equipment and allowing schools to repay the cost over the financial year.
- iv. Some ingredients that the children have really enjoyed can no longer be purchased as they have become too expensive.

**The Governing Body agreed that the School Business Manager would:**

- Request that a break clause be added to the rolling contract.
- Investigate what contract terms the other widely used catering company *innovate* has and if it is taking on new schools at the moment.

**e. Governors Fund**

**A:** The Chairman will put the Finance Governor in contact with the previous Finance Governor to ensure management of the account is handed over.

The Governing Body proposed that a new Governors Fund account be set up into which the Chairman can transfer the current funds monies. The Governing Body agreed that signatories to any new account would be:

The Finance Governor and either the Chairman or Vice-Chairman.

The Governing Body considered how it would raise funds to cover its 10% capital project contributions

**J Simpson**  
05 June

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|    | <p>and identified:</p> <ol style="list-style-type: none"> <li>1. Meal and wine tasting evening with food prepared by master chef who is parent at the school. To be organised by Simeon Berends.</li> <li>2. An auction of promises as has been done before. To be organised by Rev Fi Gwyn.</li> </ol>  | <p><b>S Berends</b><br/>Autumn 23<br/><b>Rev F Gwynn</b><br/>Spring 24</p> |
| 5. | <p><b>CHAIRS ACTIONS</b></p> <p>The Chairman confirmed that she has not had to take any emergency action on behalf of the Governing Body. The Governing Body noted tha the Chairman has attended the Schools Alliance for Excellence (SAfE) visit and the Diocesan Heads and Chairs meetings.</p>  |  |
| 6. | <p><b>EDUCATION PERFORMANCE MONITORING</b></p> <p>The Governing Body received the Headteacher’s verbal report on current arrangements for educational provision, including progress and attainment. The Headteacher responded to governors’ questions and the Governing Body noted that:</p> <ol style="list-style-type: none"> <li>i. The Assessment report covers spring term data. It shows: <ul style="list-style-type: none"> <li>— improvements in maths,</li> <li>— reading continues as good as usual.</li> <li>— trends show progress from a lower starting point due to the covid pandemic restrictions.</li> </ul> </li> <li>ii. The widespread media coverage of children struggling with the English Standard Attainment Test (SAT) was not replicated at Grayswood although one child became so anxious during the first two passages they were unable to complete the final piece. That child was predicted to have attained greater depth but will not be able to achieve it now. The actual word count of the pieces was much higher than in previous years.</li> <li>iii. 80% of Early Years Foundation Stage children were targeted to reach the end of key stage Good Level of Development (GLD). However, several children have not made the anticipated progress in their social and emotional, and speech and language development; this is holding them back across the other developmental areas.</li> <li>iv. Separation anxiety has been a significant factor since the pandemic restrictions. Anecdotally, EYFS teachers are seeing this picture of anxiety and delayed social and emotional, speech and language development across the country.</li> <li>v. Senior leaders are looking at what they can do to redress the gender difference in maths and writing and how they will ensure the school’s more able disadvantaged children (who could on on the special educational needs register or eligible for pupil premium) can make accelerated progress compared to their peers. Looking at percentages is not helpful as there are only 4 children who fall into this grouping.</li> </ol> |  |
| 7. | <p><b>SCHOOL DEVELOPMENT PLAN PROGRESS UPDATE</b></p> <p><b>A:</b> The Headteacher to issue a school on a page document for each Governing Body meeting. Carry forward whilst template is developed.</p> <p><b>A:</b> Governing Body to undertake Ofsted training sharing with another school: Clerk to arrange with Diocesan Deputy Director of Education, Matthew Rixson. Underway.</p> <p><b>A:</b> Governing Body to update Recruitment Pack. Almost completed.</p> <p>The Governing Body reviewed the progress against the Governance School Development Plan priorities. The Headteacher presented her report and responded to governors’ questions. The Governing Body noted that:</p> <ol style="list-style-type: none"> <li>i. Maths – see agenda item 3. above.</li> <li>ii. The development of the school’s vision and values is still a work in progress. The lead Foundation Governors are identifying bible stories, key people and a specific bible verse for each value.</li> <li>iii. Academisation – see agenda item 9a. below.</li> <li>iv. The new systematic synthetic phonics scheme continues to drive learning well. The phonics</li> </ol>  |  |

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|    | screening check pass rate is likely to be 93% which is significantly above national averages.   |                                    |
| 8. | <p><b>GOVERNOR MONITORING</b></p> <p><b>A:</b> AR to send out her Pupil Well-being report written report after the meeting.<br/>Carry forward.</p> <p><b>a. Individual governors</b></p> <p><b>i. Pupil survey results (HC).</b><br/>The Governing Body reviewed the pupil survey results and considered whether the parent or staff survey is conducted this term.</p> <p><b>ii. Safeguarding - Fiona Tough</b><br/>The Governing Body noted that the lead governor had witnessed rigorous safeguarding practices in action at the after-school club operated by Hen House. The Headteacher confirmed that she was prepared to cancel external after-school clubs if she was not satisfied with their safeguarding arrangements and had previously had occasion to do so.</p> <p><b>iii. Maths monitoring - Laureen Mason</b><br/>The Governing Body noted that the governor had seen pleasing evidence of children’s motivation and growing confidence with maths when they expressed delight in beating their own scores or times.</p> <p>The Governing Body noted that the Headteacher had carried out Ofsted-style deep dives with those staff who wanted them.</p> <p><b>b. Governing Body</b><br/>The Governing Body received the school professional’s presentation on developing Maths: see agenda item 3.</p>   |                                    |
| 9. | <p><b>STRATEGIC AIMS DISCUSSION</b></p> <p><b>a. Academisation</b><br/>The Governing Body received an update on academisation and joining a Multi Academy Trust (MAT) from the Chairman and noted that:</p> <p><b>i.</b> the governmnet’s focus on academisation has dropped now that its White Paper has been withdrawn</p> <p><b>ii.</b> the only options avaiable to Grayswood at the moment, because of the school’s Vountary Aided status which requires that the MAT operates with majority church Trustees are:</p> <ul style="list-style-type: none"> <li>○ the Good Shepherd Trust</li> <li>○ Enlighten</li> <li>○ The single academy MAT, Newark.</li> </ul> <p><b>b. Ofsted readiness</b><br/>The Governing Body noted the importance to the school’s financial sustainability of a <i>Good</i>, or better, Ofsted rating so that prospective parents are encouraged to join Grayswood Primary. The Governing Body agreed to set up a folder on the Governors SharePoint site for key documents that they will need to know in case of an inspection, to include:</p> <ul style="list-style-type: none"> <li>● Vision and vlaues</li> <li>● SDP priorities and progress towards achieving them.</li> <li>● Governor monitoring reports</li> <li>● Pupil Premium, SEND, disadvantaged children’s progress and attainment.</li> </ul> <p><b>Governors committed to:</b></p> <ul style="list-style-type: none"> <li>● Sending the Headteacher their safeguarding and <i>Prevent</i> training certificates.</li> <li>● Completing one training course before the end of the academic year</li> </ul> | <p><b>All gobs</b><br/>31 July</p> |

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|                   | <ul style="list-style-type: none"> <li>Ensuring they know the actions taken to address the last Ofsted objective and include a review of children’s books to see if the quality of English used is as high across other subjects as it is in English books.</li> </ul> <p><b>FT and Clerk to put together an Ofsted key documents folder on Governors Sharepoint.</b><br/> <b>FT to remind Matthew Rixson that a date for Ofsted readiness training remains outstanding.</b></p>  | <p><b>F Tough</b><br/> <b>R Dunnage</b><br/> 30 May<br/> <b>F Tough</b><br/> 30 May</p> |
| <p><b>10.</b></p> | <p><b>CONSTITUTION OF GOVERNING BODY</b><br/> All appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p><b>a. Resignations &amp; appointments</b><br/> There have been no resignations or appointments since the last meeting:</p> <p><b>b. Governors’ terms of office due to end within the next year.</b></p> <ul style="list-style-type: none"> <li><b>i.</b> Fiona Tough, Foundation Governor (PCC), 31.05.23. The Governing Body thanked Fiona Tough for agreeing to stand for another term and approved her nomination as Foundation Governor PCC.</li> <li><b>ii.</b> Richard Rowe, Foundation Governor (Diocese), 31.08.23. The Governing Body noted that Richard had indicated his intention to stand down at the end of the July but has offered to begin another term of office so that he can support the school and its leaders through its next Ofsted inspection. The Governing Body thanked Richard Rowe for agreeing to stand for another term and approved his nomination as Foundation Governor Diocese.</li> </ul> <p><b>c. Vacancies</b></p> <ul style="list-style-type: none"> <li><b>i.</b> 1x Staff Governor . The Governing Body noted that there had been no self-nominations received during the recent promotion of the vacancy.<br/> <b>FT will write an email to try and encourage staff to contribute to the governance of Grayswood Primary.</b></li> <li><b>ii.</b> 1x Foundation Governor (Diocese). The Governing Body noted that this is no longer a vacancy as Richard Rowe has agreed to stand for another term.</li> </ul> <p><b>d. Succession planning</b><br/> The Governing Body considered the succession plan for its leadership after May and noted that Fiona Tough has indicated her willingness to remain as Chairman so that she can support the school and its leaders through its next Ofsted inspection..</p> | <p><b>F Tough</b><br/> 30 May</p>   |
| <p><b>11.</b></p> | <p><b>POLICIES &amp; DOCUMENTS</b></p> <p><b>a. Policies</b><br/> The Governing Body reviewed the following policies, which have changes highlighted.</p> <ul style="list-style-type: none"> <li><b>i.</b> Charging &amp; Remissions</li> <li><b>ii.</b> Early Careers Teachers (ECT) Induction</li> <li><b>iii.</b> Finance</li> <li><b>iv.</b> Health, Safety and Welfare 2023 v0.3</li> <li><b>v.</b> Special Educational Needs &amp; Disabilities (SEND)</li> <li><b>vi.</b> Staff Capability</li> <li><b>vii.</b> Staff Disciplinary</li> <li><b>viii.</b> Staff Grievance</li> </ul> <p>The Governing Body had no queries about the content of all these policies and duly approved them without amendment.<br/> The Governing Body thanked the Headteacher and senior leadership team for tackling this significant body of work.</p> <p>The Governing Body confirmed receipt of the following updated or new policies:</p> <ul style="list-style-type: none"> <li><b>ix.</b> Family and Parental Leave</li> </ul>   |   |

|                   | <p><b>x. Mental Health and Wellbeing</b></p> <p><b>b. Documents</b><br/>The Governing Body reviewed the following documents:</p> <ul style="list-style-type: none"> <li><b>i.</b> Emergency Plan including lockdown procedures. The Governing Body approved the Emergency Plan without amendment.</li> <li><b>ii.</b> SEND Information Report (included in the SEND policy) The Governing Body approved the SEND Information Report without amendment.</li> </ul> <p>The Governing Body confirmed receipt of the following document:</p> <ul style="list-style-type: none"> <li><b>iii.</b> Managing School Polices and Documents- updated April 2023</li> </ul> <p>The Governing Body noted that the following document is now published on the school website:</p> <ul style="list-style-type: none"> <li><b>iv.</b> Freedom of Information Publication Scheme</li> </ul>  |   |   |              |       |           |           |   |   |  |
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| <p><b>12.</b></p> | <p><b>MINUTES OF PREVIOUS MEETING &amp; MATTERS ARISING</b></p> <p><b>a. Minutes</b><br/>The Governing Body agreed the Part 1 and Part 2 draft minutes of the February 2023 FGB meeting and 26 April 2023 budget meeting as accurate records.</p> <p><b>b. Matters arising</b><br/>The Governing Body noted that all matters arising from the last meeting are already covered on the agenda.</p>  |   |   |              |       |           |           |   |   |  |
| <p><b>13.</b></p> | <p><b>TO NOTE ANY PART 2 BUSINESS</b><br/>The Governing Body confirmed no item is to be considered Part 2 business and excluded from the public copy of the minutes.</p>   |   |   |              |       |           |           |   |   |  |
| <p><b>14.</b></p> | <p><b>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS</b></p> <p><b>a. FGB Meetings</b><br/>The Governing Body confirmed the dates of meetings for the remainder of the year.</p> <table border="1" data-bbox="236 1294 1283 1581"> <thead> <tr> <th data-bbox="236 1294 389 1384">Agenda Setting</th> <th data-bbox="389 1294 539 1384">GB Meetings</th> <th data-bbox="539 1294 863 1384">Key Topic(s)</th> <th data-bbox="863 1294 1283 1384">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1384 389 1581">16 JUN 23</td> <td data-bbox="389 1384 539 1581">05 JUL 23</td> <td data-bbox="539 1384 863 1581">Agree governance arrangements for 2022-2023<br/>Headteacher report<br/>Staff voice survey</td> <td data-bbox="863 1384 1283 1581">Review FMR<br/>School SIP progress update<br/>Governor SIP monitoring report<br/>Fundraising plan 2023-2024<br/>Governor CPD programme.</td> </tr> </tbody> </table> <p><b>b. Other Key Dates</b><br/>None highlighted.</p> | Agenda Setting  | GB Meetings   | Key Topic(s) | Notes | 16 JUN 23 | 05 JUL 23 | Agree governance arrangements for 2022-2023<br>Headteacher report<br>Staff voice survey | Review FMR<br>School SIP progress update<br>Governor SIP monitoring report<br>Fundraising plan 2023-2024<br>Governor CPD programme. |  |
| Agenda Setting    | GB Meetings  | Key Topic(s)  | Notes   |              |       |           |           |   |   |  |
| 16 JUN 23         | 05 JUL 23  | Agree governance arrangements for 2022-2023<br>Headteacher report<br>Staff voice survey | Review FMR<br>School SIP progress update<br>Governor SIP monitoring report<br>Fundraising plan 2023-2024<br>Governor CPD programme. |              |       |           |           |   |   |  |

Meeting closed 8.30pm

Chairman's signature: *Fiona Tough*

Date: 05.07.2023