



Full Governing Body Meeting

Minutes

07 February 2024, 6.00pm at 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: Fiona Bradley, Hannah Cole (Headteacher), Rev Fi Gwynn, Paul Heugh, Jackie Holmes, Lindsay Jack, Rosemary Jenkins (new Parent Governor), Anna Rolfe, Fiona Tough (Chairman)

In attendance: Rachel Dunnage, Clerk; Jacqueline Simpson, School Business Manager (agenda items 1-3 only)

Opening Prayer: Rev Fi opened the meeting with a prayer

Meeting is quorate: 9/10

	TOPIC	ACTION <i>Who & when</i>
1.	<p>APOLOGIES: Simeon Berends.</p> <p>The Chairman welcomed Rosie Jenkins, the new Parent Governor to the Governing Body. All governors introduced themselves and Rosie explained that she works as an Account Director at Advertising agency after working in theatre and arts.</p>	
2.	<p>DECLARATION OF INTEREST (<i>conflict and pecuniary</i>)</p> <p>Governors declared they had no potential conflicts of interests in specific agenda items at this meeting.</p>	
3.	<p>FINANCE</p> <p>a. Financial Monitoring Reports (FMR)</p> <p>The Governing Body reviewed the period 9 FMR as the period 10 data had only just been received in school. The School Business Manager presented her report and responded to questions from governors. The Governing Body noted that:</p> <ul style="list-style-type: none"> i. Staffing costs made up some 90% of the budget spend. The higher than national average percentage spend on staffing was largely due to having a stable, experienced and talented workforce. Whilst this was excellent for the children and their outcomes it made balancing the budget in a single-form entry school problematic. If an experienced member of staff left, the senior leaders would look to recruit an Early Career teacher in their stead. ii. The Local Authority (LA) payroll problems continued, with payroll inaccuracies including incorrect hours and pay adjustments for teachers and support staff, as well as pension and student loan payment discrepancies. Resolving the problems and managing their attendant impact on staff welfare had put unreasonable additional strain on the School Business Manager's (SBM) time. <p>b. Draft Budget 2024-25 & 3-year plan</p> <p>A Jackie Holmes will work with the SBM to access monies from the Community Infrastructure Levy (CIL). The Governing Body noted that mezzanine project in the new building was the main project that could attract the CIL funding. The purchase of the Green space might also be a feasible project if the school is allowed to go ahead with it.</p>	

	<p>The Headteacher will remind her contact to supply the governors with a likely cost of the mezzanine project.</p> <p>The Governing Body noted the Local Authority had not made any specific recommendation or conditions following submission of the draft budget plan for 2024-2025 & 3-year plan.</p> <p>c. Contracts The Governing Body considered the Strictly Education 4S Service Level Agreements (SLAs) and noted that the SBM was content that the service they provided represented value for money. The Governing Body approved their renewal to ensure continuity in services.</p> <p>d. Schools Financial Value Standard (SFVS) The Governing Body considered how the 2024 SFVS would be approved it so that it can be submitted to the Local Authority (LA) by the mid March 2024 deadline. The Chairman briefly described this annual governance review for the benefit of the newer governors and highlighted its importance in ensuring compliance with standards and in supporting financial benchmarking. The Governing Body noted that it must approve the SFVS review so that it could be submitted to the LA by the mid March deadline. The Governing Body agreed that the Chairman would review the SFVS with the SBM in the week of 19 February and finalise the report so that it could be agreed by all governors via Forms. Clerk to set up SFVS approval via Forms to be sent out week beginning 04 March.</p> <p>e. Governors Fund The Governing Body noted that the new Governors Fund online account had been set up. The funds raised at the recent governor event would be transferred in so that the Diocesan debt could be paid. F Tough to ensure transfer of monies to new Governors Fund.</p>	<p>H Cole 21 Feb</p> <p>R Dunnage 04 Mar</p> <p>F Tough 26 Feb</p>
<p>4.</p>	<p>CHAIRS ACTIONS The Chairman confirmed they had not had to take any emergency action on behalf of the Governing Body.</p>	
<p>5.</p>	<p>CONSTITUTION OF GOVERNING BODY The Governing Body noted the updates to the membership of the Grayswood Governing Body. All appointments/elections would be informed by the skills required to ensure effective governance of the school.</p> <p>a. Resignations & appointments There had been no resignations since the last meeting. There had been one appointment:</p> <ul style="list-style-type: none"> i. Rosemary Jenkins was the only nomination at the Parent Governor election and was duly appointed by the Governing Body for a four year term to run from 06.12.23 to 05.12.27. <p>b. Governors' terms of office due to end within the next year. One governor's term of office was due to end within the next year: Foundation Governor (Diocese), Anna Rolfe's term of office would end on 14.05.24. As Anna had indicated that she would be prepared to stand for another term, the Governing Body considered recommending her for appointment via the Diocesan Governor Panel in April 2024 and agreed that they would like to go ahead on that basis. Clerk to put Anna Rolfe forward to the Diocesan Governor Nomination Panel in April 2024.</p> <p>c. Vacancies The Governing Body had confirmed the skills to be sought when filling the Foundation vacancy as: Finance. The Governing Body received an update on steps being taken to fill the vacancy.</p> <ul style="list-style-type: none"> A RD to look for potential candidates on Governors for Schools. Completed. All vacancies now had to be registered before <i>Governors for Schools</i> staff would trawl its database for appropriate candidates. It was not possible for the Clerk to review the database. No candidates had yet been put forward. The Clerk had also looked on <i>Inspiring Governance</i> and there were no candidates with appropriate skills. i. <i>1x Staff Governor</i> 	<p>R Dunnage 15 Mar</p>

	<p>The Governing Body recognised the additional expectations that school governance placed on an already stretched staff. The Governing Body agreed that the Chairman would again encourage staff to consider nomination and asked her to stress the option of joining meetings remotely, as well as 2 meetings a year now moved to during schools hours.</p> <p>ii. <i>1x Foundation Governor (Diocese)</i></p> <p>The Governing Body agreed to try their contacts within the community who had financial skills or experience. The Clerk proposed that if this approach were not successful that enquiries be made direct to local companies.</p> <p>d. Succession planning</p> <p>A Chairman to send governors a short job description for the Vice-Chairman role. Carry forward.</p> <p>The Governing Body noted that the current Chairman intended to step back from the role at the end of this academic year 2024. The Clerk urged the Governing Body to consider and agree on a succession plan for its leadership as a matter of priority.</p>	
6.	<p>EDUCATION PERFORMANCE MONITORING</p> <p>The Governing Body received an update on current arrangements for educational provision, including attendance. The Headteacher presented her report and responded to governors' questions. The Governing Body noted that:</p> <p>i. The Headteacher had received a letter from Minister for Schools congratulating the school on its excellent phonics results which put the school in the top 4% of schools nationally.</p> <p><i>Attendance</i></p> <p>ii. The school's proactive approach to monitoring and supporting families ensured overall attendance remained consistently above the national averages.</p> <p>iii. Only 0.5% of children fell into the category of persistently absent, defined as those with attendance below 90%, compared to national averages of 22.5%. External services (e.g. the LA's inclusion service) were supporting the family.</p> <p>iv. The school did not have any children classified as severely absent (under 50% attendance).</p> <p>v. Senior leaders were facing increased challenges following the LA inclusion service's reduced checks and support for schools and families.</p> <p>vi. Attendance issues were managed on a case-by-case basis, especially for children whose attendance might be falling due to legitimate reasons (e.g. hospital visits).</p> <p>vii. Seasonal illnesses had negatively impacted attendance rates as was regularly the case at this time of year, but general attendance concerns were manageable and the school remained above the national average.</p> <p>The Governing Body commended the Headteacher and staff on their steadfast work to drive up standards at Grayswood.</p> <p>The Headteacher will contact the Haslemere Herald to publicise the Schools Minister's congratulations. F Gwynn will similarly promote this recognition in the community news.</p>	<p>H Cole F Gwynn 01 Mar</p>
7.	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The Governing Body received an update on progress against the SDP priorities for this year and considered the related governor monitoring reports (see agenda item 9). The Headteacher presented her report and responded to governors' questions. The Governing Body noted that:</p> <p>i. <i>Writing and Gender Gap:</i> Changes in texts and materials used were already showing potential impacts. Fiona Bradley reported that the Governing Body's planned writing festival to encourage and celebrate Grayswood children and the local community was planned for the summer term. Local authors would be involved.</p> <p>ii. <i>Humanities and Science:</i> New schemes introduced in September for both subjects were proving successful, leading to more consistency across year groups from Reception to Yr 6. There was a notable increase in children's enthusiasm, particularly in geography, which now included fieldwork</p>	

	<p>activities that had not been common before. The curriculum aimed for students to have a clearer understanding of geography and history through a balanced approach.</p> <ul style="list-style-type: none"> iii. <i>Practical Science:</i> The shift to a more practical and hands-on science curriculum had significantly boosted student engagement. Examples included experiments on evaporation and studying rocks and soil through the context of chocolate bars, making learning more exciting and relatable for children. iv. <i>Reading for Pleasure:</i> The school had invested in improving its reading resources, purchasing 100 key books for each year group. The books had broadened the variety and improved the quality of texts available to children in their classrooms. v. <i>Outdoor Learning and Play:</i> Investment in outdoor play equipment, including a mud kitchen and den building equipment, had enriched the children’s learning environment, supporting both physical activity and creative play. The initiative aimed to reduce playground accidents and foster a more engaging and versatile outdoor space. vi. <i>Emotional Literacy in the Early Years:</i> staff had responded to the increasing need for emotional support for the youngest children by incorporating strategies and tailored activities within the classroom to help them recognise and articulate their emotions. <p>The Governing Body thanked the school leaders and staff for their commitment to providing an improved rich, varied, and engaging learning experience for Grayswood children, ensuring both academic and personal growth.</p>	
<p>8.</p>	<p>SAFEGUARDING</p> <p>The Governing Body received an update on current arrangements for safeguarding and the Safeguarding Governor’s report (see agenda item 9a) on the Single Central Record (SCR). The Safeguarding Governor presented her report on the Single Central Record and, for the benefit of the new governor, explained the critical importance of safeguarding practices within the school, including maintaining and reviewing a single central record, which comprised checks for staff, governors, contractors, and volunteers to ensure compliance with safeguarding requirements. The Safeguarding Governor responded to governors’ questions and the Governing Body noted that:</p> <ul style="list-style-type: none"> i. Conducting randomised checks on the SCR within the planned Safeguarding Monitoring visits permitted the Safeguarding Governor to ensure school leaders were upholding the required standards for qualifications, Disclosure and Barring Service (DBS) checks, and other safeguarding measures. ii. Staff understanding of the procedures to follow if they had concerns about another staff member was well embedded. Where minor nuances in some responses suggested scope for improvement the Headteacher had already put in place training opportunities to ensure a completely clear understanding of the processes to follow in different safeguarding scenarios. <p>This summary reflects the school's proactive approach to safeguarding, focusing on regular checks, staff training, and clear communication of procedures to ensure a safe environment for both students and staff.</p> <p>In addition, the Governing Body noted:</p> <ul style="list-style-type: none"> iii. the December 2023 changes to Working together to safeguard children which focused on strengthening multi-agency working across the whole system of help, support and protection for children and their families, keeping a child-centred approach while bringing a whole-family focus, and embedding strong, effective and consistent multi-agency child protection practice. The update included: <ul style="list-style-type: none"> • principles for working with parents and carers that centre the importance of building positive, trusting and co-operative relationships to deliver tailored support to families • expectations for multi-agency working that apply to all individuals, agencies and organisations working with children and their families, across a range of roles and activities • new national multi-agency child protection standards that set out actions, considerations and behaviours for improved child protection practice and better outcomes for children 	

	<p>iv. Ofsted inspections had been paused at the beginning of the calendar year to allow for all Inspectors to undergo new safeguarding training on mental health awareness in the light of the tragic death of Headteacher Ruth Perry following an inspection.</p>	
<p>9.</p>	<p>GOVERNOR MONITORING</p> <p>A the following monitoring reports would be sent round after the meeting:</p> <ul style="list-style-type: none"> • Health & Safety (SB) • Forest School (AR) <p>The Chairman explained, for the benefit of the new governor, the various aspects of governor monitoring, focusing on the processes and different lead governor responsibilities. All governors:</p> <ul style="list-style-type: none"> • agreed that monitoring was a crucial part of ensuring the school's strategic priorities were being met and that the educational environment remained supportive and effective for both children and staff. • highlighted the importance of visiting the school to observe its operations so that they could assure themselves that what school leaders reported during meetings was taking place, including curriculum developments, health & safety, and other school activities. • not only regarded these visits as a crucial part of their role to support and challenge the school leadership, but also a highly rewarding opportunity to witness the children's engagement and pleasure in learning. • recognised that written monitoring reports were a key tool for governors to communicate their findings and provide feedback to the school leaders and fellow governors. • recognised the importance of keeping up-to-date with developments and policies in their lead areas as well as more broadly. <p>The Clerk reminded governors that their reports should be uploaded to the Monitoring section of the governors SharePoint so that she could include them in the next Full Governing Body meeting paperwork.</p> <p>a. Individual governors</p> <p>The Governing Body reviewed the individual governor monitoring reports that were ready for this meeting and had no further questions:</p> <ol style="list-style-type: none"> i. Health & Safety (SB) - 12 Dec 23 ii. Safeguarding (FT) - 12 Jan 24 Review of Single Central Record iii. Progress on Early Years development priorities (FG) - Mon 22 Jan 24 iv. SEND (LJ) – July 2023 and January 2024 <p>The Governing Body noted that the pupil voice survey had not yet been issued as work was on-going on improving the wording of questions around bullying so that they were not open to interpretation.</p> <p>Clerk to upload Jackie Holmes' monitoring from the autumn term and check if Simeon Berend's original report had been sent.</p> <p>c. Whole Governing Body</p> <ol style="list-style-type: none"> i. The Governing Body monitored arrangements for suspensions and exclusions. Governors confirmed that they had read the following document prior to the meeting: https://www.gov.uk/government/publications/school-exclusion <p>Following discussions on the Government document and school policy, the Governing Body agreed that:</p> <ul style="list-style-type: none"> • Non parent governors would undertake the National Governance Association (NGA) e-learning module on Governor Panels. • An external, experienced governor would be sought to be on a Governor Panel, should one be required. 	<p>R Dunnage 21 Feb</p>

	<p>ii. The Governing Body continued to draw together its evidence in the various sections of its quality & assurance document.</p> <p>d. Monitoring plan</p> <p>A Simeon Berend to attend the December Governor award celebration. Completed. The awards assemblies were on-going and well received by children and parents.</p> <p>The Governing Body noted the governor monitoring already planned to take place in Spring 2.</p> <ul style="list-style-type: none"> i. Reading (SB) - 22 Feb 2024 ii. Writing (FB) - 01 Mar (at drop off) 2024 iii. Geography (AR) - 19 Apr 2024 iv. Assessment in music and RE (JH) - 24 Apr 2024. 	
<p>10.</p>	<p>STRATEGIC PRIORITIES</p> <p>The Governing Body reviewed the actions being taken towards its strategic objectives.</p> <p>a. SP priority 1: Grayswood Primary will become part of the right Multi Academy Trust (MAT) at the right time for the school community. (PH)</p> <p>The Governing Body received an update from the Lead Governor, Paul Heugh. The Lead governor presented his report and responded to governors' questions. The Governing Body noted:</p> <ul style="list-style-type: none"> i. The long-term significance of this decision demanded careful consideration of a detailed examination of potential MATs, with an emphasis on ensuring the chosen MAT aligned with Grayswood Primary's values and educational goals. ii. The cautionary note on the challenges of exiting a MAT once joined, highlighting the importance of carrying out due diligence and making a measured decision. iii. The draft timeline for research and decision-making recognised the importance of, and allowed for, a consultative approach, involving both the Governing Body and the school leadership team. iv. The potential impact on the school's autonomy and ethos, allied with a need to ensure quality of education does not regress due to academisation. Whilst the government's push towards MATs originally intended to improve school performance, evidence supporting this as a continued outcome was not conclusive. <p>The Governing Body thanked Paul for his thoughtful and structured approach to exploring academisation, and supported the action plan's focus on thorough research, stakeholder involvement, and alignment with the school's strategic goals and values.</p> <p>The Governing Body agreed to hold a half day hybrid academisation workshop on Thurs 03 October 2024, starting at 9am at Grayswood School and online.</p> <p>R Jenkins, L Jack and F Bradley will carry out guided research and consultations with MATs and staff members beforehand.</p> <p>P Heugh will circulate the presentaton slides after the meeting.</p> <p>b. SP priority 2: Grayswood Primary will consistently have over 200 children on roll.</p> <p>The Hedteacher reported that Admissions numbers for September in the Haslemere area were a real worry because the LA had identified a surplus of 30 school places. The LA Place planning officer had confirmed that no schools in the area were full. The Governing Body noted that:</p> <ul style="list-style-type: none"> i. Grayswood had received 26 first preference applications and 50 second preferences (111 in total when third preferences were added). Some children would potentially join Grayswood from the West Sussex area as had been the case in previous years. ii. The birth rate trajectory continued downwards. 	<p>R Jenkins, L Jack & F Bradley 15 Jul</p> <p>P Heugh 14 Feb</p>

	<p>iii. An additional concern was that potentially 6 children from the current Yr2 would leave at end of the academic year to enter the private education sector. The long-term impact of losing 6x per pupil funding for the cohort's remaining 4 years could be devastating (at this year's rates of £4,405 per pupil, a total loss of c£106k).</p> <p>iv. Admissions dynamics were complex and could be influenced by a key parent's choice affecting others within a cohort. These dynamics could work against and in favour of the school e.g. just as a group of parents were likely to leave the school at the end of Yr2, other children were joining the school from the private sector as the higher cost of living puts additional pressure on family budgets.</p> <p>v. The school leaders continued their proactive steps to address the admissions challenges.</p> <p>c. SP priority 3: The school and local community will know all the school's unique selling points. R Jenkins will write a press release and prepare a banner to promote the school's excellent results to hang on the school gates.</p>	<p>R Jenkins 13 Mar</p>								
<p>11.</p>	<p>ADMISSIONS 2023-2026 The Governing Body noted that the determined school Admissions arrangements for 2025-2026 were posted on the school website and had been sent to the Diocese and Local Authority as required.</p>									
<p>12.</p>	<p>POLICIES & DOCUMENTS The Governing Body noted the policies which had been provided for approval or information: <i>For approval:</i></p> <p>i. <i>Performance Related Pay 2023-24</i> The Governing Body approved the above policy without amendment.</p> <p><i>For information:</i></p> <p>ii. Attendance iii. Family and Parental Leave iv. Lettings v. Staff sickness and absence</p>									
<p>13.</p>	<p>MINUTES OF PREVIOUS MEETING & MATTERS ARISING</p> <p>a. Minutes The Governing Body agreed the draft Parts 1 and 2 of the 01 December 2023 FGB meeting as accurate records. The minutes would be signed digitally by the Chairman and published on the school website.</p> <p>b. Matters arising The Governing Body noted that all matters arising from the previous FGB meeting were covered in this agenda.</p>									
<p>14.</p>	<p>TO NOTE ANY PART 2 BUSINESS The Governing Body confirmed no items need be considered Part 2 business and excluded from the public copy of the minutes.</p>									
<p>15.</p>	<p>DATES OF 2023-24 MEETINGS AND FUTURE AGENDA ITEMS</p> <p>a. Meeting dates The Governing Body confirmed the dates of the FGB meetings for the remainder of the year.</p> <table border="1" data-bbox="177 1944 1337 2098"> <thead> <tr> <th data-bbox="177 1944 292 2098">Agenda Setting</th> <th data-bbox="292 1944 568 2098">Proposed FGB Meetings WED 6pm or Fri 8.30am</th> <th data-bbox="568 1944 871 2098">Key Topic(s)</th> <th data-bbox="871 1944 1337 2098">Notes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Agenda Setting	Proposed FGB Meetings WED 6pm or Fri 8.30am	Key Topic(s)	Notes					
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FRI 9am Online	Hybrid		
22 MAR 2024	W 24 APR, 6pm	Agree budget Headteacher report Pupil voice survey	Review FMR School SDP progress update Governor SDP monitoring report
26 APR 2024	F 17 MAY, 8.30am	Monitoring meeting Improvement Priorities progress	Review FMR Curriculum lead SDP presentation/learning walk Governor SDP monitoring report monitoring presentation on Writing from the school lead professional Angela Barnes.
14 JUN 2024	W 03 JUL, 6pm	Agree governance arrangements for 2024- 2025 Headteacher report Staff voice survey	Review FMR School SDP progress update Governor SDP monitoring report

b. Other key dates

The Governing Body noted any other key dates for this half-term.

c. Future agenda items

- i. Apr 24 – parent voice survey review
- ii. May 24 – monitoring presentation on Writing
- iii. Jul 24 – staff voice survey review

Meeting closed 8.10pm

Chairman's signature: *Fiona Tough*

Date: 24.04.2024