



Full Governing Body Meeting

Part 1 Minutes

17 May 2024, 8.30am 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, Jackie Holmes, Anna Rolfe (agenda items 1-7), Fiona Tough (Chairman) (agenda items 4 onwards), Jane White (agenda items 1-7),

In attendance: Rachel Dunnage, Clerk; Kayleigh Atkinson, School Business Manager (agenda items 1-4); Angela Barnes, Writing Lead (agenda items 1-3)

Opening Prayer: Rev Fi opened the meeting with a prayer.

Meeting is quorate: 7/11

	TOPIC	ACTION <i>Who & when</i>
1.	<p>APOLOGIES: Paul Heugh, Lindsay Jack, Simeon Berends, Rosemary Jenkins. The Chairman had indicated that she would arrive at 9.00am. The Governing Body agreed that Jackie Holmes would chair the meeting in her stead.</p> <p>WELCOME: Jackie Holmes welcomed Kayleigh Atkinson, the new School Business Manager (SBM) to her first meeting. Jackie also welcomed Angela Barnes, the Grayswood Writing Lead.</p>	
2.	<p>DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared that they had no potential conflicts of interests in specific agenda items at this meeting.</p>	
3.	<p>GOVERNOR MONITORING: WRITING The Governing Body received a monitoring presentation on Writing from the school lead professional Angela Barnes. The Writing Lead responded to the governors’ questions and the Governing Body noted that:</p> <ul style="list-style-type: none"> i. The purchase of the <i>100 recommended reads</i> had been invaluable for providing children with high quality texts to access easily in class. ii. 84% girls achieved age-related expectations or higher. Girls outperformed boys by 15%. iii. Staff had adopted the strategies which research had shown were useful for developing boys’ writing skills: <ul style="list-style-type: none"> • Providing free play into Yr1 which leads to active learning e.g. providing objects to hold related to the story content. • Utilising positive discipline. • Scaffolding writing tasks. iv. In 2024-25 staff would develop: <ul style="list-style-type: none"> • Increasing the use of male role models by, for example, buddying Yr6 boys with KS1 boys to read together, inviting more men to come in as mystery readers (a parent or volunteer who comes in at end of day to read a book of their choice). 	

	<ul style="list-style-type: none"> • Focusing on having a clear purpose for writing e.g. if writing a letter, the letter would be sent to someone; if a story, it would be read aloud to someone. • Texts were chosen for their literary value and not just because they linked to topics. • Text scrutiny ensured that protagonists had equal gender representation to ensure that girls’ enthusiasm for writing was not diminished. The Writing Lead also regularly analysed the data to spot any reduction in girls’ progress. <p>v. Teachers were modelling writing more frequently in lessons and empowering children to regard their writing as a working document which could be edited as they wished. Teachers aimed to reduce any reluctance to begin writing and empower children to experiment with their writing.</p> <p>vi. Working walls would be developed further to ensure boys could use them as effectively as girls.</p> <p>vii. The use of IT to support writing was underway and would be developed further e.g. children could use stop-go animation to embody their character and give insight to their writing.</p> <p>viii. The Writing Lead ensured teachers had the same expectations for boys and addressed any unconscious bias.</p> <p>ix. Staff explicitly teach language relevant to the texts.</p> <p>x. Pupil voice monitoring demonstrated that all children, but particularly boys, valued the use of drama to support their writing because they could literally put themselves in the shoes of the character.</p> <p>xi. Writing attainment was beginning to show a narrowing of the gender gap. The strategies would continue into next year to ensure that the gap is narrow further and that teaching practices are fully embedded.</p> <p>The governors highlighted evidence of the writing attainment and strategies that they had noted on recent visits to school:</p> <p>xii. Exceptional quality of language in writing tasks in tests.</p> <p>xiii. A boy who was initially terrified of writing found that, after having scaffolding tailored specifically for him, combined with permission to make mistakes and a purpose for his writing, he could write and enjoy doing so.</p> <p>xiv. The previous day, YrR children had chosen to write a letter to the Headteacher about saving the environment.</p> <p>xv. The use of drama and encouraging children to see writing as a work-in-progress which should be edited had a very positive impact on their enthusiasm for writing.</p> <p>The Governing Body thanked Angela for her very informative presentation and for improving this area of writing, when standards at the school were already widely considered to be good.</p>	
<p>4.</p>	<p>FINANCE</p> <p>a. Financial Monitoring Reports (FMR) The Governing Body reviewed the latest monthly FMR. The new School Business Manager (SBM), Kayleigh Atkinson presented the report and responded to the governors’ questions. The Governing Body noted that the final FMR of the year was as expected.</p> <p>b. 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 it could only apply for CIL funding one a specific qualifying project had been identified. The CIL funding could be used on sports or play equipment, building the mezzanine floor and, potentially, landscaping works if negotiations to use part of the village green were successful (see c below). The Council consider projects twice a year at the end of May and end of September.</p> <p>The School Business Manager confirmed that the 2024-2025 Budget and 3-year plan would be submitted to the Local Authority (LA) by the May 2024 deadline.</p>	

	<p>c. Contracts The Governing Body considered the contracts that required review at this meeting and noted that:</p> <ul style="list-style-type: none"> i. the Diocesan Memorandum of Understanding to release funding for classroom roof and decorating to happen over the summer holiday would be signed later that day. The affected classroom already had to have a dehumidifier in place and regular cleaning of mould from its walls. ii. The Community Day when parents help clean and carry out small maintenance tasks had had to be cancelled. iii. The village green project was still waiting to be reviewed by Waverley Borough Council, who had assured the parents leading the project that it was at the top of its list. iv. The potential development of a mezzanine floor above the school hall had stalled waiting for an indicative project price from an architect. The Headteacher confirmed that the project remained an important development because: <ul style="list-style-type: none"> • children with Special Education Needs (SEND) were having to use the music room or space in the corridor for their interventions, which was not at all ideal. • staff had no quiet space to carry out preparation, planning and assessment (PPA) in school. <p>The SBM to chase Diocesan building consultant’s DHP to ensure the roof and decorating project was completed over the coming 2024 summer break. The Headteacher to re-schedule a maintenance community day for a weekend in the summer term. The Headteacher to ask the parent body if anyone had construction skills sufficient to provide an indicative cost of building 3 rooms across one end of the hall.</p> <p>d. Governors Fund A FT will complete transfer of monies to new Governors Fund. as a priority and ensure the outstanding Diocesan debt is paid. Carry forward.</p> <p>The Governing Body reviewed the management of the Governors Fund and its plans for fundraising and agreed to organise a Quiz Night on 13 July.</p>	<p>K Atkinson 30 May H Cole 30 May</p>
<p>5.</p>	<p>CHAIRS ACTIONS The Chairman confirmed that they had not taken any emergency action on behalf of the Governing Body since the last meeting.</p>	
<p>6.</p>	<p>CONSTITUTION OF GOVERNING BODY The Governing Body noted the updates to the membership of the Grayswood Governing Body and confirmed that all appointments/elections would be informed by the skills required to ensure effective governance of the school.</p> <p>a. Resignations & appointments The Governing Body noted that:</p> <ul style="list-style-type: none"> i. There had been no resignations since the last meeting. ii. Anna Rolfe’s term of office as Foundation Governor (Diocese) ended on 14.05.24. iii. There had been one appointment. The Governing Body had appointed Anna as Associate Member with effect from 15.05.24 until her re-appointment as Governor was considered and hopefully approved at the Diocesan Governor Panel on 10 June 2024. <p>b. Governors’ terms of office due to end within the next year. The Governing Body noted that there were no governors’s term of office end within the next year.</p> <p>c. Vacancies The Governing Body noted it had the following vacancies:</p> <ul style="list-style-type: none"> i. 1x Foundation Governor Diocese: the Governing Body was seeking the re-appointment of Anna Rolfe (see a.iii above) 	

	<p>ii. 1x Foundation Governor Diocese: the Governing Body confirmed it was seeking an individual with Finance skills or experience. Governors Anna Rolfe, Fi Gwynn and Jane White would approach work and community colleagues.</p> <p>d. Succession planning</p> <p>A Chairman to send governors a short job description for the Vice-Chairman role. Carry forward Clerk to send the job description out to all governors.</p>	<p>Relevant governors to note</p> <p>R Dunnage 25 May</p>
<p>7.</p>	<p>EDUCATION PERFORMANCE MONITORING</p> <p>A Headteacher to confirm a suitable date for the Pay Committee to meet. Completed.</p> <p>A The Headteacher will send out the SIAMS review to all governors. Completed.</p> <p>The Headteacher gave a verbal report on the current arrangements for educational provision, including the spring term performance data. The Headteacher responded to the governors’ questions and the Governing Body noted that:</p> <ul style="list-style-type: none"> i. The Early Years Foundation Stage (EYFS) spring assessment showed that 87% children were on track to meet the target Good Level of Development (GLD) at the end of the year. 37% of these children were already meeting GLD. The cohort’s weaker areas were self-regulation and listening, attention and concentration as noted before. The strategies staff had put in place were helping and would be continued into Yr1 to ensure continuity. Academically, the cohort were achieving well and were likely to be above national and Surrey county averages. ii. When assessment data was looked at in the key groupings it was important to bear in mind the actual numbers of children involved e.g. gender split = c90 children in the group so each child equated to c1%, pupil premium = five children in the group, so each child equated to 20%. iii. SEND children’s progress was good. Many children were making above expected progress even if their attainment had not reached nationally expected levels. iv. Reading and maths were still the strongest subjects across the school. v. The gender gap in reading was reducing. vi. The curriculum schemes were developing well. Staff had trialled <i>Language Angels</i> as an aid to teaching French as it was recommended by a French language teacher. Lessons were slightly shorter and children were more engaged and retaining more of the learning. 2024-25 was likely to be the first year in 4 years that staff would not be adopting new curricula or teaching programmes. <p>The Headteacher invited governors to send her any further questions after the meeting. Clerk to send Headteacher information on having a music statement on the school website.</p> <p><i>Jane White & Anna Rolfe left the meeting. The meeting remained quorate.</i></p>	<p>R Dunnage 30 May</p>
<p>8.</p>	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>A The Headteacher will send out the updated Red/Amber/Green (RAG) rated SDP after the meeting. Completed.</p> <p>The Headteacher highlighted the progress that had been made against the SDP priorities since the April meeting. The Governing Body noted that there had not been enough time for significant progress to have been made. The Governing Body also considered the related governor monitoring reports (see agenda item 10 below).</p> <p>The Headteacher confirmed that indicative development priorities for 2024-25 would be brought for consideration to the June FGB meeting.</p>	

<p>9.</p>	<p>SAFEGUARDING</p> <p>A Chairman will sign off the Local Authority biennial safeguarding audit on 01 May. Completed. FT to complete managing allegations against staff.</p> <p>The Safeguarding Governor confirmed that there was no issue for the Governing Body to note at this meeting and that a full report would be brought to the June meeting following her Safeguarding visit the following Monday.</p>	<p>F Tough 15 July</p>
<p>10.</p>	<p>GOVERNOR MONITORING</p> <p>a. Individual governors The Governing Body reviewed the individual governor monitoring reports that were ready for this meeting:</p> <ul style="list-style-type: none"> i. Geography (AR) – carry forward. ii. Health & Safety site visit (SB) – carry forward. <p>b. Whole Governing Body The Governing Body considered the monitoring presentation on Writing from the school lead professional Angela Barnes. See Agenda item 3. The Governing Body noted that the staff and pupil voice surveys would be reviewed at the 03 July Governing Body meeting.</p> <p>c. Monitoring plan The Governing Body planned the governor monitoring to take place in Summer 2 and confirmed the following:</p> <ul style="list-style-type: none"> i. Writing (FB) – 17 May 2024 from 10.30 onwards. ii. Safeguarding (FT) – 20 May 2024, to include the Values Award assembly. iii. Music (RJ) – 06 June 1.15pm iv. Geography (AR) v. Health & Safety site visit (SB) 	<p>Relevant governors to note</p>
<p>11.</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> <ul style="list-style-type: none"> A P Heugh will circulate the presentaton slides after the meeting. A R Jenkins, L Jack and F Bradley will carry out guided research and consultations with MATs and staff members before the 03 Oct meeting. FT to email governor Paul Heugh regarding the research and consultations that should be carried out over the summer term and break. RD set up academisation folder on the Governors SharePoint. <p>b. SP priority 2: Grayswood Primary will consistently have over 200 children on roll. The Headteacher confirmed that:</p> <ul style="list-style-type: none"> i. There were likely to be 30 children joining in Reception in September 2024 but two or three families had not yet confirmed whether they would be joining or going into private education. There are currently several families on the waiting list. It was frustrating for families on a wait list and the school when parents held out making a decision until the last minute. ii. Several children would leave at the end of Yr2 to join private education. <p>c. SP priority 3: The school and local community will know all the school’s unique selling points.</p> <ul style="list-style-type: none"> A 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. 	

Governor Rosie Jenkins is still to write the press release.

12. POLICIES & DOCUMENTS

The Governing Body considered the policies and documents which were provided for approval or information:

For approval:

- i. Charging and remissions**
The Governing Body approved the policy without amendment.
- ii. Data Protection 2024**
Carry forward.
- iii. Early Career Teachers (ECTs)**
The Governing Body approved the policy without amendment.
- iv. Early Years Foundation Stage (EYFS)**
The Governing Body approved the policy without amendment.
- v. Finance**
The Governing Body approved the policy without amendment.
- vi. Health and Safety**
The Governing Body approved the policy without amendment.
- vii. Staff capability**
The Governing Body approved the policy without amendment.
- viii. Staff discipline**
The Governing Body approved the policy without amendment.
- ix. Staff grievance**
The Governing Body approved the policy without amendment.

For information:

The Governing Body confirmed they had received the following documents for information:

- x. Privacy notice for governors.**
- xi. Freedom of Information Publication Scheme & Guide to Information**

13. MINUTES OF PREVIOUS MEETING & MATTERS ARISING

a. Minutes

The Governing Body agreed the draft minutes 24 April 2024 FGB meeting as an accurate record. The minutes would be signed digitally by the Chairman and published on the school website.

b. Matters arising

The Governing Body noted that matters arising from the previous FGB meeting were covered in this agenda apart from the governor fundraising event date, which will be decided via WhatsApp (probably 12/13 July).

14. TO NOTE ANY PART 2 BUSINESS

The Governing Body confirmed two items were to be considered Part 2 business and excluded from the public copy of the minutes.

15. DATES OF 2023-24 MEETINGS AND FUTURE AGENDA ITEMS

a. Meeting dates

The Governing Body confirmed the date of the final FGB meeting of the academic year.

Agenda a Setting	Proposed FGB Meetings	Key Topic(s)	Notes
FRI 9am	WED 6pm or Fri 8.30am Hybrid		

Online			
07 JUN 2024	Wed 26 JUN, 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 key dates for the remainder of the term:

- 07 June Sports Day
- 17 July Governors to provide afternoon tea & scones for staff – 2pm.

c. Future agenda items

- 26 Jun 24 – staff and pupil voice survey review.
- 03 Oct 24 – Hybrid academisation workshop, starting at 9am at Grayswood School and online.

Meeting closed 10.20am

Chairman's signature: *Fiona Tough*

Date: 26.06.24