

PART ONE

**MINUTES OF THE FULL GOVERNING BODY
OF DORMANSLAND PRIMARY SCHOOL
HELD IN SCHOOL on TUESDAY 12 JULY 2022 AT 4PM**

Present:			
Linda Jasper: LJas: Chair Item 1-3	Additionally Appointed	Marie Langer: ML	Co-opted
Alan Gardner: AG: V-Chair Item 1-3	Additionally Appointed	Ef시오 Gigliotti: EG	Co-opted
Keith Coleman: KC Vice-Chair from Item 4	Parent	Sarah Stokes: SS	Headteacher
Liz James: LJam/LJ Chair from Item 4	Parent	Hayley Cooke: HC	Staff
Jenny Ashley: JA	LA		
In attendance:			
Faye Davies: FD Item 1-5	Assistant Headteacher	Catriona Sanderson (CS)	Clerk
Louisa Blyde (LB) Item 1-6	School Business Manager		

1.	<p>WELCOME & ADMINISTRATION</p> <p>a) Apologies received and accepted from Alex Sweetlove</p> <p>b) AG declared an interest in Academisation in Part Two: His son was now on panel of Regional School Commissioners which would be involved in all school academy applications</p>	
2.	CHAIR'S ACTION: No emergency actions taken since last meeting.	
3.	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Governors noted that the terms of office were ending for LJ and AG following this agenda item</p> <p>Linda Jasper: LA Appointed Additional Governor:12 July 2022: Alan Gardner: LA Appointed Additional Governor – 12 July 2022 –</p> <p>Appointment of Liz James as Chair and Keith Coleman as Vice Chair. Commencing 12 July 2022 from the next agenda item.</p> <p>Vacancies: Currently one Co-opted vacancy. Noted that governors had held off making this appointment whilst they continued to bed into their roles and consider what other skills they might need. EG suggested some ideas for how to widen the application catchment area. It was agreed that once the FGB embarked on recruitment all members should pool ideas for how and where to advertise vacancies and consider skills required.</p> <p>LJAS thanked governors for their support over the last six months and staff for their support over the last 18 months. She commented that she and AG felt secure and confident that they were leaving behind a strong governing body able to fulfil all the designated roles. She and AG were carrying out housekeeping for various documents and would be sending contact lists and information to governors. They were also discussing with MC how to transfer email accounts from 19th July. LJAS was sad that she had been unable to get into the school more during her time as governor. She recognised that it had been a challenging year but was hopeful that the next year would bring more consolidation for the governing body.</p> <p>AG noted that he had been on many deployments for Surrey which had all been different; some ending in academisation and one in closure. He was pleased to be able to say that Dormansland was a 'Good' school as stated by Ofsted in 2016 and 2019 and could determine its own future for the pupils. He</p>	

	<p>encouraged governors to familiarise themselves with the 2016 and 2019 reports as Ofsted often asked what had happened in the intervening period to address points raised in their reports.</p> <p>He noted that the new governing board was strong and developing well as a team. He highlighted responsibilities of strategic direction, financial sustainability and statutory compliance of the school and wellbeing of the pupils and staff.</p> <p>He thanked the staff who had helped ensure the school arrived at this point and wished them every success for the future. He also thanked the school Behaviour Ambassadors and Junior Leadership Teams who showed him round the school and briefed him on their projects and initiatives. AG thanked CS who had supported and clerked the IEB and continued to clerk for the new Governing Body providing professional guidance from her long clerking experience and briefings. He thanked all present for volunteering to become governors of the school. He was sad to be leaving the school but hoped it had benefitted from the intervention of the Surrey local leaders of governance. He was happy for governors to contact him in the future if he could ever help them.</p> <p>On behalf of the governors, LJAM thanked AG and LJA for what had been a difficult few years. She noted that she was acutely aware of how much work they had done behind the scenes for the school and the diligence and commitment they had shown. She wished them all the best as they moved on. SS echoed LJAM's sentiments. 4.15pm AG and LJA left the meeting.</p>	
4.	<p>GOVERNOR TRAINING CS thanked governors for informing her of training done which was all recorded. A new record would be started for the new academic year. Suggested that governors attend 1-2 training courses per term as appropriate.</p> <p>CS and SS had been in touch with Ruth Murton to organise SAFE Bespoke Training next term for Ofsted Readiness & Data Analysis. It had been agreed that Ofsted Readiness would be done first. Governors agreed to suggested date of Thursday 15 September. Action Clerk to inform SAFE</p> <p>KC asked when Ofsted might be likely to come. FD thought that if it had not been for Covid they would be likely to come in November, however all agreed it was unknown and governors needed to be ready.</p>	CS
5.	<p>SAFEGUARDING: FD FD, MC and Julie Lochhead (JL) had met regularly throughout the year to discuss safeguarding and other connected concerns. This term's topics had included a CPOM's refresher, being aware of your on-line presence and school monitoring of WiFi access. Governors learnt that currently MC could monitor what sites anyone accessed whilst connected to the school's WiFi, which included what staff did on their phones in break times etc. This was being changed.</p> <p>FD reported that ML had visited school the previous day to monitor the SCR. LB went through the layout and purpose of the register. FD completed the dip sample using form from school improvement advisor. ML reported that she was confident that all was in order and up to date on the register. She confirmed that in future if she spotted a problem this would be highlighted to governors. At a previous meeting there had been a discussion about who was able to check the SCR, FD had taken advice and as long as evidence given that it was done correctly, it did not matter. The school was using a checklist from Alison Day. Alan Gardner had previously asked how the template for SCR had been</p>	

	<p>arrived at. LB reported that it was Surrey's template of formal requirements. This was noted at the previous safeguarding meeting with FD.</p> <p>FD reported that the Safeguarding Termly Data Collection for the Summer Term closed on 1 August and the school's data would be submitted by that date.</p> <p>Training for staff completed as follows: Emma Higginson (EH) DSL training. FD, MC, JL and EH due to meet the following week to agree new KCSIE policy for 2022/23. MC: Bitesize training- Whole System Approach Health, Wellbeing, Inclusion & Achievement Holistic and Proactive Safeguarding, Inclusion of LGBTQAI+ in policy making and practice. FD: Trauma Informed Practice and Domestic Abuse, Surrey Safeguarding Children's Partnership 's Termly Briefing. SS and J Newns had also attended SCC's conference on Inclusion of LGBTQ+ pupils.</p> <p>FD reported that the latest update to Keeping Children Safe in Education for September 2022 stated that schools 'should consider carrying out an online search' for shortlisted candidates. These searches should only refer to publicly available information and would probably only be made on main social media platforms. Even so this could be a potentially time-consuming task as the correct person would need to be identified. To be more transparent, schools would have to ask each shortlisted candidate for their usernames on platforms they used (if they were public).</p> <p>Next steps relating to KCSiE 2022 September 2022 Updates:</p> <ul style="list-style-type: none"> • Update Safeguarding and Child Protection policy for September 2022. • Train staff on KCSIE 2022 in September- https://safeguarding.network/ termly subscription, 99p per adult quiz demonstrating knowledge and understanding by staff. • Check staff code of conduct up to date with new KCSIE • Make sure RSHE programme covers any new issues outlined in KCSIE <p>JA mentioned that another Surrey School had received training in Professional Curiosity: FD confirmed that staff had received this training in the spring.</p> <p>Priorities for 2022/23</p> <ul style="list-style-type: none"> • Continue to promote and raise awareness of Safeguarding Information to all staff • Implement CPOMS Staff Safe to host our Single Central Register. • Continue to raise awareness of Safeguarding topics with staff on a regular basis through the weekly staff meeting. • Research Safer Schools App with parents and staff with the possibility of using it as a resource for online safety and safeguarding <p>4.40pm FD left the meeting</p>	
6.	<p>FINANCE: LB</p> <ul style="list-style-type: none"> • May FMR: Governors had seen this document, but it was now slightly redundant as there had been so much change. The finance team had gone through the FMR prior to the meeting and were comfortable with what it showed. • 2022/2023 Budget: LB has received letter from Surrey to confirm that they approved the budget. However, the school now needed to go back to Surrey to report that there was a significant change to the budget. A carefully worded email needed to be constructed. Emphasis needed to be placed on whether the change would cause the school to go into deficit. This was not currently the case due to revenue from Amigos that could be set against the changes. It was likely that once Surrey received the correspondence, they would ask for a revised budget to be submitted. LJ commented that it was only through the 	

	<p>outstanding financial prudence of the school that it would not go into deficit. LB mentioned that part of the increase in the budget was due to the salary review, but this did not need to be included as the school had to adhere to this. KC asked if the Amigos fund was ring-fenced. Yes it was, it did get included in year-end figures but was accounted for separately. The school would need to make a request to SCC to transfer monies from Amigos to the main budget. Noted that finance team was keeping a close eye on what was happening. Action: LJ and LB to meet to draft letter to Surrey. This would then be circulated to governors.</p> <ul style="list-style-type: none"> • Financial Benchmarking: EG questioned how the school benchmarked itself against other schools. LJ explained that the SFVS (Schools Financial Values Standard) was the process by which a maintained school ensured the effective financial management of its resources by submitting a self-assessment form each year to Surrey. Specific governors were involved in the process and LJ suggested it would be helpful for EG to look at this process in the next academic year so he could be assured of the school's diligence in this area. • Draft Budget: LB reported that much work would need to happen in November as draft budget was set. It was agreed that at the next Resources based meeting (November) more time to be allocated to finances on agenda. Action: CS to note. • 3-Year Budget Forecast: This showed the deficit and reliance on Amigos for at least the next three years. JA asked what support the school might get for rising energy costs. Noting specific, as it was such an unknown, but the school was currently part of a nationwide buy-in scheme for energy which helped. SS reported that after many years the school's financial adviser was moving on. A new one from September. School entitled to one visit a year and they would potentially use this for dealing with the budget deficit later in the year. LB reminded governors of the bespoke training session they got each year from Strictly. Action: CS to note for a session in the Spring. <p>Governors thanked LB for all she was doing to balance the budget and wished her well over the summer. 4.55pm LB left the meeting.</p>	<p>LJ, LB</p> <p>CS</p> <p>CS</p>
7.	<p>HEADTEACHER REPORT</p> <ul style="list-style-type: none"> • Data Headlines: SS reported that since sending these out she now had more detailed information for the interim age groups apart from Y2 and Y6. Overall SS reported delight with the outcomes and how they reflected the huge progress made by the children. Staff had worked extremely hard in order to achieve the results and they were at least in line with national data. Currently no Surrey data for comparison. Governors noted for early years the % of children achieving a good level of development (GLD) was 64% (national 65%). For phonics those reaching the threshold in Y1 was 78% and SS was confident that the 3 children not achieving this threshold would get there in Y2. (National data: 76%). Writing results slightly lower but in line with national. SS reported that Y6 writing had been fully moderated externally and none of the results were changed. This had greatly boosted the confidence of the Y6 teacher, that her moderations were accurate. KS2 Maths results: fantastic results with 84% achieving at or above expected level (only 53% at this level three years ago). This was due to the phenomenal work of the maths lead, Mel Pollard, supported by the School's Improvement Advisor, Alison Day. EG asked what the school had done to achieve such significant maths results. LJ also commented on the phenomenal results despite a national drop in results at KS2, she also noted that SS had not mentioned how this had been achieved, what was the success story. SS reported that it was partly cohort specific. A strong annual cycle of pupil progress meetings had been put in place. SLT and subject leaders were holding class teachers to account if a child started 	

	<p>to fall below expected levels. Staff were asked to provide data and narrative on any anomalies (pupil doing worse or better than expected). This was continuing and would be fed into a report in September. LJ asked that if results were cohort specific, did the school have an eye on future cohorts. Yes, it did and SS said governors must look at predicted targets because specific children changed in each cohort. Governors noted table in the report on Pg 3,5 for progress since the end of the previous key stage. LJ suggested that with the successful results, would now be a suitable time for a joint communication from the school and governors to highlight results and introduce the governors showing how they were working in a positive collaborative way with staff? Governors agreed. Action: SS to draft letter for parents to be sent jointly from SS and LJ.</p> <ul style="list-style-type: none"> • Outcomes for Vulnerable Groups: all data had now been analysed and was available for governors. JA had met with SS to monitor the groups. She commented on the amazing results and wished that her visit had happened after the results were available as they helped to make more sense of the discussions that had been held. SS wondered if it would be better to provide more of a progress report for children in these groups rather than attainment. HC agreed that many of the children had made significant progress but had not made national expectations at the end of Y2. SS reported that all children in the DP (Disadvantaged pupil) category now read aloud daily at school, and this was having a significant impact on their reading progress. EG queried how special education needs were managed at the school. HC explained that there were a number of children in the school with significant needs, but who for whatever reason did not meet the threshold criteria to be on the SEN register. This meant they were not tracked in this way and were carrying undiagnosed needs. The school still needed to meet their needs and create specific teaching programmes for them. EG asked how the school would cope if a child had a physical disability. SS confirmed that the school was fully accessible for any child with a physical disability and had hearing loop facilities if required. SS noted that the school would always make reasonable modifications where necessary to allow every child access to the physical environment with support from SCC's H&S Team. HC also reported that there were a number of autistic children in the school. Staff clarified that the school worked to accommodate any SEN needs that presented themselves, which could be by a child officially being on a register and hours assigned to them for intervention or just by teachers working to accommodate needs. Any child that had more complex needs would likely be referred to or would already have applied to a special school. • Numbers on roll: EG commented on data from previous meeting which stated that only 27 of 30 places had been offered for YR in September. He asked why more places had not been taken up. SS and HC explained that in a small village with one-form entry it could easily be affected by the number of families moving in and out or by the lower birth rate. Numbers in each year fluctuated over time and if families moved into the area, older years could easily go over PAN (Published admission number). The school did not see this as a significant risk factor, as it might easily change and were confident with their communication locally to fill places. • Teaching Learning and Assessment Framework: This was the culmination of a year's work to review the teaching learning and cultural framework of the school. A consultant had worked with SS initially to create a more efficient and usable document that would contextualise the curriculum offering at Dormansland. He had commented that for it to be effective the school ought to be able to tie 	<p>SS, LJ</p>
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	<p>all staff appraisals into the document. Ofsted would look at the Intent, implementation and impact of a school's curriculum offer and SS noted that the new framework highlighted this and set things out clearly for all stakeholders. Noted that an experienced teacher would be expected to achieve most of the statements over in a year and an ECT (Early Careers Teacher) would need to show at least 4 from each core principle's list in a year. SS hoped to build the document into staff appraisals from September. <i>KC queried some of the statements and wondered if there could be better clarity for example to show what does good, better and best look like.</i> What is my development, what does my "stretch" look like? JA commented that this would become the specific target for a teacher in their appraisal. SS agreed that the document should evolve as a teacher developed and could help them consider progress over a number of years, it could also help if a teacher wanted to apply to go through the threshold to the UPS (Upper pay Scale), as it provided evidence. Governors approved the Framework with the understanding that SS would build in narrative for more specific development goals. Also agreed that the document should evolve over time. If governors had further thoughts or questions, they should bring these to the inset day the following week. Action: Framework to be on next FGB agenda.</p>	<p>CS</p>
<p>8.</p>	<p>DATA Governors considered if they should set up a data working group that would meet separately from FGB to consider data in more depth and oversee reporting back to FGB. There had been a similar type of group in the past. If a group was set up it could meet at the beginning of each term. In September to look at national data and targets then each following term to assess how children were progressing. JA and EG volunteered to be part of this. Agreed that AS should also be invited to join. Action: CS to email AS. Action: JA to discuss logistics of group with SS.</p> <p>Governors also agreed that an Ofsted Crib-sheet should be created. Action: SS to work with LJ on creating this.</p>	<p>CS JA SS, LJ</p>
<p>9.</p>	<p>MONITORING</p> <ul style="list-style-type: none"> • Vulnerable Groups: JA had an introductory meeting SS • Website Compliance: HC had carried out extensive work in this area. Report enclosed with papers, showing school's compliance. • Carpark update: KC reported that he had met SS for a site visit to look at a strip of land behind the school that could potentially be used for additional parking and as a drop-off point for pupils. They had subsequently approached Tandridge Council with suggestions on how it could be used and turned into a community asset. A planning Officer had met with SS in June to discuss how it could be taken forward and what funding was required. PTA had separately offered additional funding for the project as part of its community support status. • Catering update: KC reported that the school had written to Twelve15, SCC's Catering Department about its lack of provision for the school and that it was in breach of contract. A response had eventually come, but they were reluctant to pay out for the extra costs the school had incurred. They now ensured that someone from Twelve15 was on site each day. In the meantime, the school had approached a catering company based in Westerham called Olive Dining. A parallel contract was being explored with Hurst Green Infants School, whereby food could be prepared in their kitchens and driven over to Dormansland. Noted that Twelve15 would allow the school to come out of its contract early to go to a new provider in September. Governors noted that Sir Nicholas White continued to campaign for the school to get a new kitchen. KC reported that they were continuing to pursue Surrey for the extra costs the school had incurred. LJ declared a possible interest. The school she worked at was considering the services of Olive Dining. 	

	<p>EG commented on the need to consider food miles, environmental impact and sustainability. KC agreed that all catering companies must have a statement on how they managed environmental impact etc, but Twelve15 had failed completely in their delivery of contract to Dormansland.</p> <ul style="list-style-type: none"> • Health and Safety: SS reported that the contract to replace the carpark gates had now been offered and confirmed. A pre-meet was planned before the work started. 	
10.	<p>POLICIES Governors approved the following policies.</p> <ul style="list-style-type: none"> • ECT Policy – annual statutory (noted that now this had been in place a year, it would only need to be reviewed every three years). • Pay and Appraisal - annual statutory • Allegations against staff - annual statutory <p>Governors noted the following policies</p> <ul style="list-style-type: none"> • Curriculum - annual • Emergency plan - annual • Financial information - annual statutory • Infection control - 2 years • Premises and Lettings - annual statutory • SEND offer – annual statutory <p>Confirmed that policies were based on Surrey model policies and adapted to specific requirements of the school. Policies were always updated if statutory changes came through from Surrey or the DfE.</p>	
11	<p>CLERK'S UPDATE</p> <ol style="list-style-type: none"> 1. CS to update constitution and governor lists for start of new year. 2. Governors noted that a meeting of the pay review committee had taken place on 28 June and minutes were taken. 3. LJ, SS and CS had a planning/Handover meeting in the morning for LJ as she took over role of chair from LJAS. This had been a productive meeting and CS would share annual schedule and planning documents for the new year. 4. Date for SAFE bespoke Training on Ofsted Readiness confirmed as Thursday 15 September 5-7pm online. Post meeting note. Ruth Murton had sent a link for this that CS would forward to governors. 	<p>CS</p> <p>CS</p>
12.	<p>MINUTES: Governors approved the minutes of the meeting held on 5 May 2022 as an accurate record and signed by the Chair. Outstanding action. Staff wellbeing survey to be carried out in the autumn. Action: LJ</p>	LJ
13.	<p>WHAT HAVE WE DONE AT THIS MEETING TO BENEFIT OR IMPROVE THE EDUCATION OF THE CHILDREN IN OUR SCHOOL?</p> <ul style="list-style-type: none"> • Received the Safeguarding Review • Received and discussed the pupil data • Received and approved the new Teaching, Learning and Assessment Framework • Good comms between SLT and new FGB, working well together. 	
13.	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> • Wednesday 14 September 2022, Monday 21 November 2022 • Monday 23 January 2023, Wednesday 8 March 2023 • Thursday 4 May 2023, Wednesday 12 July 2023 	
	Meeting ended at 5.40pm	

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a governing body decides and not disclose what individual governors have said or how they have voted within a meeting.

Signed..... Date.....