

PART ONE

**MINUTES OF THE FULL GOVERNING BODY
OF DORMANSLAND PRIMARY SCHOOL
HELD IN SCHOOL on Thursday 2 May 2024 AT 4pm**

Present:			
Keith Coleman (KC) Chair	Parent		
Helen Roe: (HR)	Co-opted	Hayley Clark: HC	Staff
Alex Sweetlove (AS)	Co-opted	Marie Langer (ML)	Co-opted
Faye Davies: FD	Co-Headteacher	Mark Cook: MC	Co-Headteacher
In attendance:			
Catriona Sanderson: (CS)	Clerk		

1.	<p>WELCOME & ADMINISTRATION</p> <p>a) JA and EG did not attend the meeting and no apologies received. Apologies received after the meeting. Meeting was quorate</p> <p>b) No declarations of interest in specific agenda items.</p>	
2.	<p>FINANCE</p> <ul style="list-style-type: none"> • SFVS: Governors noted that this was completed and submitted by the required deadline. • Submission of 2024-2025 Budget: Governors noted that Surrey had revised the deadline for approval. It was agreed that they would receive the budget by email by Friday 17 May. After this they must all reply with any questions and give their approval to LB by Tuesday 21 May, in time for the submission deadline of Friday 24 May. • FD reported that the new pay system was still not working 100% correctly: Some of the newest members of staff had not yet been paid. FD and MC had been in discussions with other Heads and some were choosing to hold back monies from Surrey for next year's SLAs. Another Chair of Governors was asking what Surrey would do to recompense the schools by writing a letter. Other schools were considering not paying outstanding debts to Surrey at the end of the year. KC declared an interest with Surrey being his employer. It was agreed that a letter written from all the governors would be more appropriate. KC suggested that if an SLA had been breached the school should be recompensed. Action: LB to write a list of bullet points of what she had to do/what had not been done/ extra time taken/knock on effects etc. Action: KC to draft a letter from all governors to be sent. 	<p>LB</p> <p>KC</p>
3.	ACADEMY FOCUS UPDATE: See Part Two	
4.	<p>CHAIR AND CLERK'S UPDATE:</p> <ul style="list-style-type: none"> • Emergency actions: None taken. • Chair's update: A historic Expo was happening in the village Memorial Hall and the school had been invited to attend. However, it fell on an inset day so parents were to be informed by newsletter and encouraged to take their children to the event. • Constitution update: KC had reached out to LJ to see if she still wanted to carry on as a governor. Due to increasing work and personal pressures LJ felt unable to continue and had formally resigned on 29 April. This left a parent governor vacancy and Vice Chair role to be filled. • Vice-Chair nominations: Governors were asked to consider the role. Action: Clerk to send out nomination form following the meeting. Anyone wishing to nominate themselves for the role should complete and return form to Clerk, Heads and Chair by 9am Tuesday 7 May. If more than one nomination received, they would be circulated 	<p>CS</p>

	<p>to all governors for consideration. Governors would be asked to vote, by sending an email only to the clerk with the name of the person they were voting for. It was agreed that Co-Head role would not vote so there was an uneven number voting in case of a draw. Clerk would announce the new Vice-Chair after deadline. If governors did not participate/vote during the agreed time, they would forfeit their right to vote and decision would be made based on votes and nominations received. It was agreed that the position would then be taken up with immediate effect and for the next academic year.</p> <ul style="list-style-type: none"> • Nomination for Chair: Governors noted that the role of Chair would also need to be reappointed for the next academic year. It was agreed that the same procedure noted above would be used to allow for the Chair to be appointed ahead of the final meeting of this term ready to continue for the next academic year. Action: Clerk to send out forms and prepare a timetable to allow this to happen. KC confirmed his willingness to stand for a further year and that he would therefore nominate himself for the position. This did not preclude others from putting themselves forward. • Parent Governor Vacancy: Following Liz’s resignation, there was a parent-governor vacancy. CS briefly explained process. The parent community would be informed of the vacancy and invited to contact clerk/head/chair to find out more about the role. They would then be sent a nomination form to complete. If more than one parent nominated themselves a ballot would take place. Clerk would follow pre-existing guidelines and timetable for this. Governors commented on the need for diversity and inclusion and that the Governing Body should reflect the make up of the school. FD confirmed that currently it did so. KC asked if there was a possibility of co-parent governors. CS to find out. Action: CS to find out and arrange what needed to happen starting next week. • Clerk’s Briefing: CS gave a summary. One governor strongly encouraged to do Cyber Security training. Action: HR agreed to do this. New Governance Guides from the DfE. New guidelines for flexible working in schools. Governors noted that the school had updated its policy for this. Pupil Attendance: FD informed governors that the school had already signed up to the “Share your attendance data scheme” and they were attending three seminars this term on Parent fines, Attendance Codes and Working with parents. 	<p>CS</p> <p>CS.</p> <p>HR</p>
5.	<p>CURRICULUM UPDATE: PE</p> <p>MC gave governors an overview of PE in the school, including a handout that he referred to. National Curriculum recommended two hours per week which was a mixture of indoor and outdoor activities. Some classes did this back-to-back in one afternoon and some over two different days. National Curriculum was sparse in its requirements. KS1 gave details of mastering basic movements such as running, jumping, throwing, catching as well as developing balance, agility and co-ordination. KS2 was more sport specific with a list of sports given and it included teaching the ability to compare performance, demonstrate improvement and the building of team ethos as well as individual goals.</p> <p>Teachers had access to a Progression of Skills document which was split according to year groups so each teacher knew exactly what needed to be achieved in their year. The school would then decide specific sports to focus on. Currently Tag Rugby, Cricket and Hockey were rotated every two years. School had recently bought into a scheme called P-Planning. This provided support for lesson planning. It supported the range of teachers some of whom were very confident in this area and others less so. It gave guidance in how to teach PE and aided the school being able to track progress.</p>	

	<p>Some external support for PE: East Grinstead Squash Club running an internal squash club for 10 weeks, East Sussex Cricket Club working with Y3/Y4 and Y5/Y6. Lingfield College provided support every Friday and were very adaptable to whatever the school required. Governors noted and confirmed that this external support happened within school time. There was also other ad-hoc support, for example East Grinstead Triathlon Club. All these clubs provided their own equipment and the aim was to give children a 'varied PE diet'. KC asked if the school had enough equipment. A few years previously the school had been able to stock up and buy equipment through the Sainsburys Active Kids Vouchers which had been an amazing help to schools. The scheme no longer existed and it was a challenge to keep equipment in good repair, it constantly needed replacing.</p> <p>A charge was now made for After-school clubs and the small amount paid helped buy equipment for those particular clubs and for the general equipment fund. The PTA applied for grants where it could and a recent donation of £100 was buying 10 footballs. There had also been a donation of equipment from a parent working at another school.</p> <p>Swimming: The national curriculum stated there was an expectation for schools to provide swimming lessons in either KS1 or KS2 and specifically they should be taught to swim competently and confidently for at least 25m. They should also be able to use a range of strokes and perform self-rescue and different water-based solutions.</p> <p>MC stated that the biggest barrier for the school was cost. The coach prices had doubled and there was also the cost of pool hire and instructors. The number of sessions had therefore been reduced to 6 per year. School was unable to use Sports Premium apart from buying in an extra instructor. Parents and guardians were not allowed to pay or contribute as it was part of National Curriculum. They could though contribute to transport. Governors discussed different pool options and noted how challenging this was for the school. KC asked how changing for PE worked. Children changed in their classes together up until the end of Y4. After that for Y5 and Y6 girls and boys changed separately. The school also accommodated some children in Y3 & 4 who wished to change separately. KC asked what the rules were. Confirmed the school complied with the rules that stated from Y5 children should change in single sex groups.</p> <p>HR asked if the school went to fixtures. Yes, there were a few. Although none had been able to take place at Dormansland due to lack of space.</p>	
6.	<p>HEADTEACHER REPORT</p> <ul style="list-style-type: none"> • VERBAL UPDATE: Easter Service had been hosted at Lingfield College including a Choir. This had gone very well and the school was grateful to Lingfield College for their support. There had been residential trips for Y4 and Y6, both of which had gone well. FD and MC were concerned about rising costs for next year. They had been able to subsidise coach costs this year but could not repeat this next year. School had therefore asked parents for expressions of interest for the trips for next year with an outline of costs. Currently interest was high. They continued to research new providers and venues but mainly coaches were the prohibiting cost. <p>A conditional site survey was carried out: Government were instigating these to look at buildings, plumbing and electrics. Nothing major had come up and it was unlikely that even if something did there would be resources to pay for it. The Inspector had told the school that in most cases, Village Schools in Old Victorian Buildings were in a far worse state. Survey had picked up some staining on ceiling tiles and it was</p>	

unsure if this meant the roof had leaks. The toilets had been inspected but it was noted that Surrey was still prioritising safety and warmth. A survey and quote for the toilets was to be done the following week. Provision of a Disabled toilet was ongoing. It had not happened over Easter and now unlikely to be done until the summer. Meanwhile the pupil had to make do with makeshift facilities. A hoist had been installed for her.

Before Easter FD had attended a 'Big Voice Ofsted' meeting – part of the National Big Listening Project for headteachers. At the event it was unanimous that heads wanted to get rid of one-word judgments. The event had felt collaborative with Ofsted wanting to improve the process and work more alongside schools. However, before the consultation period had ended it was announced that one-word judgments would continue. Although FD felt it made a mockery of much of the event, it had been worthwhile attending and some myths were dispelled.

New teacher in Y5 settling in well, they were beginning their ECT qualification in September, but already had experience as a supply teacher and TA. Y2 teacher had resigned, relocating to London. Advert had gone out last week and there had already been some interest. One mid-day supervisor had left, she would leave a big hole. Another advert going out. **KC asked where the school advertised:** E-teach for teachers and social media for mid-day supervisor.

Local heads were meeting next week, to consider the low pupil numbers for YR in September. One school with a PAN (published admission number) of 90 only had 61 applications. Dormansland was pleased to report it had 25 confirmed for September which felt positive, but it did have a financial implication. School was doing all it could to recruit more pupils. Pupil numbers had fluctuated a great deal during this current year. **KC asked if any children coming in were known to have a plan.** Yes, so far one was known to have a plan and already it was established that the funding was not enough to cover what they needed. School had gone back to Surrey regarding this. HC and FD had also visited them in pre school setting with Mum. MC and FD had attended a talk explaining the legalities around plans and what Surrey could or could not ask a school to provide. It meant they were in a stronger position to know what could be expected of them and were able to go back to Surrey if asked to do something saying they were happy to comply as long as Surrey could point them to the legal framework stating they must do this. However, FD said it was a fine line to tread because they wanted a good working relationship with Surrey and she was aware that Surrey had financial constraints too. JN had started her training to be a mental health lead. Budget would not allow school to purchase an Educational Psychologist (EP) for 6 days again next year, however there were glimmers of hope from Surrey that EP consultations from may slowly begin again next year.

IT Support: Just before Easter long-standing single contractor gave notice that he was closing with support to be terminated over Easter. School had to quickly get other contractors to visit and quote. MC was pleased to report that Sweethaven, based in Reigate who specialised in IT support for schools had come out cheaper and were providing similar support, coming into school once a week.

Curriculum work continuing and inset day in June to focus on this.

	<ul style="list-style-type: none"> • SPRING TERM DATA: No questions from governors. It was hard to use the spring term data as many teachers were still making judgments on where children would be by the end of the school year. • SAFE KSNA Data report: This was discussed at last meeting and governors had now received the report. 	
7.	<p>SAFEGUARDING</p> <p>FD gave an update on mobile phones. From last year the new policy stated that children could only bring a phone to school if a parent first attended a face-to-face briefing at school. This had reduced the number of phones coming to school significantly but there continued to be issues relating to phones and group chats outside school. From the autumn term the policy was changing again. Children would no longer be able to bring smart phones into school. If they needed a phone, it would be non-smart allowing only for phone calls and texts to be sent. Parents had already been advised of the changes so this could be considered if or when purchasing a phone for their child. FD reported that so far, she had not received any negative feedback from parents. She said it gave power back to parents and they were happy for parents to 'blame' school for the decision. Lanyard system continued to work well.</p> <p>KC asked if there had been any safeguarding incidents. No ML had a meeting booked on 20th May to monitor Online Safety. 5.30pm CS left meeting</p>	
8.	<p>HEALTH AND SAFETY</p> <p>Nothing to report. Noted that EG was nominated Health and Safety Governor but was not at this meeting.</p>	
9.	<p>POLICIES:</p> <p>Named governors had reviewed the policies below and recommended approval. Governors approved the policies.</p> <p>Disciplinary and Capability: Alex Sweetlove Grievance Procedure: Marie Langer Early Careers Teacher: Helen Roe</p> <p>Jenny Ashley had been allocated Special Leave of Absence Policy to review. She had not been heard from and the policy was therefore not reviewed or approved. Action: clerk to check and carry over to next meeting.</p> <p>Governors noted that school had reviewed and updated the following polices: Flexible Working Requests, Premises Management and Lettings Policy.</p>	CS
10.	<p>MONITORING</p> <p>Governors noted that HR had carried out More Able Learners monitoring visit on 26th March. Report on Governor Zone.</p> <p>Hayleigh had carried out a website audit using a checklist. Report to Follow Keith had carried out SLT Monitoring: Report to follow.</p>	HC KC
11.	<p>MINUTES</p> <p>Governors approved the minutes of the meeting held on 6 March 2024 as an accurate record and they were signed by the Chair.</p> <p>Review of Actions</p> <p>Visit undertaken to Lingfield College to consider using Literacy Tree products. SFVS has been completed. Helen wrote the article for the School Newsletter. Jenny to book a date for monitoring visit for Vulnerable Children.</p>	JA
12.	<p>WHAT HAVE WE DONE AT THIS MEETING TO BENEFIT OR IMPROVE THE EDUCATION OF THE CHILDREN IN OUR SCHOOL?</p> <p>We discussed academisation and approved the choice, giving Faye and Mark permission to start that process. We discussed improvement of the premises – getting one set of toilets done/refurbished before academisation.</p>	

	We approved the policies above. We discussed Spring Term Data.	
13.	Keith gave feedback from some parents about the amount of money parents are being asked for. It wasn't so much the amount, it was often 50p here and £1 there, more the constant requests that are hard to keep on top of. He suggested having an amount at the beginning of the year that parents give and then this being like a kitty. Faye said they had tried this, and some found this hard as it was a bigger amount all at once. PTA are doing a book drive that was £10 a book and then there was the PTA event, to 'decorate a t-shirt' which Hayleigh said is quite stressful/expensive to do. Could they ask for the PTA to spread these events out a little more? It was also suggested that communication with parents could be streamlined as they get a lot of different emails every week for different year groups. Faye said there is a newsletter every two weeks but emails on top of this.	
13.	DATES OF NEXT MEETINGS <ul style="list-style-type: none"> • Wednesday 3 July 4-6pm • Thursday 12 September 4-6pm • Tuesday 19 November 4-6pm • Monday 20 January 2025 4-6pm • Tuesday 4 March 2025: Lunch followed by FGB 2.30-4.30pm • Wednesday 7 May 2025 4-6pm • Wednesday 2 July 2025 4-6pm 	
	Meeting ended at 6.10pm	

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.....