

PART ONE

**MINUTES OF THE FULL GOVERNING BODY
OF DORMANSLAND PRIMARY SCHOOL
HELD IN SCHOOL on Wednesday 6th March 2024 AT 2.30pm**

Present:			
Keith Coleman (KC) Chair	Parent	Jenny Ashley (JA)	LA
Helen Roe: (HR)	Co-opted	Hayley Clark: HC	Staff
Efio Gigliotti (EG)	Co-opted		
Faye Davies: FD	Co-Headteacher	Mark Cook: MC	Co-Headteacher
In attendance:			
Catriona Sanderson: (CS)	Clerk	Louisa Blyde (LB) Item 6	School Business Mgr

1.	<p>WELCOME & ADMINISTRATION</p> <p>a) Apologies received due to timing of meeting and accepted from Alex Sweetlove, Liz James & Marie Langer.</p> <p>b) No declarations of interest in specific agenda items.</p>	
2.	<p>CLERK'S UPDATE:</p> <p>Currently no vacancies. Training record to be updated and uploaded to Governor Zone. Clerk informed governors that she had attended a helpful course on Statutory regulations earlier in the day.</p>	
3.	<p>CHAIR'S ACTION</p> <p>No emergency actions taken.</p> <p>Chair accompanied Heads on a visit to Hamsey Green School (see Part Two). Prior to the meeting governors had hosted a "lunch and learn" session with the staff. This had provided a valuable opportunity for governors to get to know staff a little more. After lunch governors went to their newly allocated class to read a story, linking to World Book Day. Jenny Ashley was thanked for her hard work, time and effort in preparing the lunch. FD suggested this could become a regular annual event, with one meeting a year taking place within the school day after which there could be time for governors to be in school interacting with staff and pupils. Action: Clerk/Heads/Chair to consider this when dates set for the following year.</p> <p>Noted that nearly every member of staff attended. KC commented that some members of staff said they only had ten minutes to spare. He asked if governors should be concerned about this. FD explained that some TAs were employed 9-12 and 1.30-3.30, some also chose to do Midday Supervision 12.15-1.20, they received a 15-minute break within each three-hour slot. Some had chosen to be a mid-day supervisor and a TA; these were separate contracts and therefore affected the time they had for a break. FD was confident that governors did not need to be concerned about working hours. JA asked if the school employed any mid-day supervisors who were not TAs. Yes, there were two. This provided a fresh face to the children and one of them also provided relief to those supporting two students with high needs. They could also be called on to cover other mid-day supervisors if needed because they did not work every day.</p>	<p>CS, KC,FD MC</p>
4.	<p>SAFEGUARDING</p> <p>Governors had received Marie Langer's report ahead of the meeting. No serious safeguarding events had occurred since the last meeting. FD reported that staff had been asked to reread the Staff Code of Conduct at this mid-way point in the school year as a reminder of how they should be conducting themselves.</p> <p>Online interactions between pupils continued to be an issue. Several issues relating to Y6 pupils in messaging and WhatsApp groups. Within one of the groups there had been 300 messages in 2.5 hours between 17 pupils. School</p>	

	<p>encouraging parents on best ways to monitor their children's phones. School was considering a new rule being implemented after Easter. If a pupil needed a phone for walking to/from school in future this could not be a smart phone. JA asked if the school had a policy to cover smart watches. Yes this fell under the 'Smart Devices' term in the policy. JA queried whether it might be considered to contravene a child's human rights if their parent monitored their phone. It was thought this could happen in the future, but unlikely for now. FD stated that there was constant re-education in this area through PSHE and Computing Curriculum relating to online safety, social etiquette and aiming to keep parents on board with the school's policies. Y6 parents had been sent two letters strongly advising that they monitored their children's phones.</p> <p>CPOMS to be updated.</p>	
5.	<p>HEADTEACHER REPORT</p> <p>Governors had received and noted the report. FD informed governors that Maggie Mackie an advisor from SAfE had visited the school for its yearly Key Skills Needs Analysis (KSNA). An audit had been carried out, meeting with heads, learning walk and she had spoken to Chair of Governors, KC. FD confirmed that it had been a hugely positive visit. Action: Report to be shared at next meeting. CS to note. Received a few tips about Ofsted. MM confirmed that she liked the SEF/SDP being in one document but it was still too long. She had sent some examples to help FD and MC shorten it. JA asked if the school would see her again. If the school could afford it, they would like to buy her in for a day next year. KC confirmed that she would interact with Ofsted and the school on the second day of an Ofsted Visit.</p> <p>Heads thanked Lingfield College for a recent inspiring Spanish Morning for Y5 & Y6 and an event the previous evening where some members of the school went to sing in the choir. A few others were going to attend a STEM session. Noted these were all good events linking the two schools.</p> <p>Attendance KC noted that the school had begun the process of fining parents who took children out of school unauthorised, and asked how this was going. MC reported that there had been no issues, parents understood and were aware that the fines and policy was set by Surrey. EG asked why the school was fining after five consecutive days rather than five cumulative days. Noted that this was an error in the report, it was after five cumulative days. Action: Heads to check the policy to ensure the wording was correct.</p> <p>KC commented that a greater issue was the declining attendance in school. He asked for further clarity on what declining attendance meant. If a child had under 90% attendance a letter was sent, if it then went down further another more strongly worded letter was sent. If attendance went up but was still below 90% a more encouraging letter was sent. KC asked when Surrey got involved. This happened less and less. The Inclusion Officer may send an email but since Dormansland was RAG rated green it was not a priority.</p> <p>FD reported that two children in school had Emotionally based school avoidance (EBSA) and had very low attendance. In cases such as these, letters were not sent, the school would have conversations with the family. HR checked they would not be fined. No, not in this scenario.</p> <p>EG asked how lateness was recorded. If arrival after 9.15am it was recorded as late, but still yes for attendance. If arrival after 9.30am, no attendance mark. FD commented that if a child had a medical appointment, it was preferable for the family to bring the child to school on time and then take out later for the appointment rather than hold them out of school.</p>	<p>CS</p> <p>FD/MC</p>

Curriculum

Y6 had completed their second round of mock SATS. Results were positive and it had been a useful exercise in determining the best environments for particular pupils to be in to take the tests. The majority were in the hall but some who were more 'wobbly' did test in the Aquarium with greater support and encouragement from teachers.

JA asked if writing was still what the school was most concerned about. Yes, and with only four months left until the end of the year there was a need for improvement and for pupils to excel in a range of writing skills.

KC noted the increasing pressure from SEND. FD concurred and reported that Surrey had closed its doors to further assessments for ADHD and ASD. She was directing parents to a website called Right to Choose which guided them in how to seek an assessment, it was a real crisis. **HR asked if this would ease by joining a Trust.** No. It was so hard to get support for pupils with SEND and there were ever more needs being identified. FD said school also trying to dispel the myth that an assessment automatically ensured an EHCP (Education Health Care Plan). A child in YR only received 50% of support time funded but the school put in full time support. FD provided a bank of ideas for parents to help them with structuring and setting boundaries for their children. **HR asked if it was usually the school or a parent who noticed when something didn't seem right.** HC said it would often be a bit of both.

Governors thanked FD and MC for their report.

How does Dormansland incorporate the National Curriculum into its own curriculum offer?

Following a question at the previous meeting, MC and FD had prepared a presentation for governors. National Curriculum came into force in 2013 and State Schools were obliged to follow it. MC handed out the DfE's current National Curriculum guidance for History KS1 and KS2. The school took this as the broad guide and then fleshed it out with more detail and lesson guides. All noted that it did not provide much information and learnt that academies did not need to follow this guidance, although many chose to. The school took the guidance and then either used it as a base to make its own syllabus or bought into some schemes for a range of subjects. **JA asked if they preferred to make it up or be told what to teach.** It varied depending on the subject and the teacher's specialism.

There was some flexibility for context, for example when teaching on WW2 local war heroes were included as well as history of East Grinstead Hospital. There was a big push on key knowledge. This was a focus for teachers to consider what were the key points they wanted children to have learnt by the end of a topic. **HR asked if the school worked in a cross-curricular way, for example using appropriate reading books related to what was being taught in a topic.** Yes this was considered and sometimes happened, but of greater importance was to ensure the reading books were the best they could be. **Action: HC to visit Lingfield College to look at Literacy Tree products.**

Governors noted that Ofsted considered how topics flowed and fed into each year group as a child went through the school. **EG asked if the schemes used could be enhanced by trips and experiences.** Yes, the school tried to include these as much as budget would allow. For example, when learning about the Great Fire of London – paper houses in the playground were set on fire. Trips were planned but the biggest deterrent was increasing costs, particularly of coaches. Governors thanked MC for the useful presentation.

HC

6.	<p>FINANCE LB joined the meeting.</p> <p>Review of latest FMR: Not much change from last report. A lot of payroll problems had now been solved, but not all. LB explained that she was having to adjust figures as one member of staff had been vastly overpaid and needed to work out how to reflect this in the accounts. As it was close to year end, this may not be reflected in the 2023/24 accounts.</p> <p>The school was moving to its new Management Information System (MIS) called Arbor at the end of the financial year and this would involve closing down with one system and opening in a new one. The timing might affect the 2023/2024 closedown process. Dormansland was not the only school in this situation. Strictly Education had still not received all the necessarily reports from Surrey to move over to the new system, it would therefore be a best guess for the year's outturn. Main areas of variance were from salaries which would initially reduce the carry forward. LB reported that most staff had now received their back pay, and this was reflected in the figures, but LB had not been notified directly by Surrey that these payments had been actioned.</p> <p>KC queried that the original budget showed Approx £52K in reserves and this was now down to £27K. Was this correct. Yes, related to teacher pay award being granted late, increasing need for funds especially in relation to SEN. LB hoped there would be some further positive adjustments before the end of the year. EG asked about salary sacrifice in relation to pensions. Noted that governors had discussed this at a previous meeting. Confirmed that this was not applicable to teachers, even though Surrey did operate a scheme. It was also confirmed that this was not included in figures. Staff did have access to the employee benefit scheme. Support staff could take up some of the benefits in the salary sacrifice scheme, eg Car lease, but not teachers.</p> <p>Amigos: There had been a few changes of children attending, it always fluctuated. Some of those who attended were in Y6 and would leave in the summer, but it continued to be popular with a waiting list as more people worked longer days. KC asked if it was still profitable for the school to run. Yes. School had made a decision not to run the club on the last day of each term as there had been some operational issues relating to parents not collecting children on time.</p> <p>JA asked if the school was still predicting that it would lose some support staff hours. Yes, due to the tightening of the budget and some who were contracted to work with a specific child who would be leaving. It was hoped they could be transferred to other children. Forms had been sent out for staff preferences for the next academic year, but this was still at an early stage and staff knew they were not guaranteed their first choice. LB commented that there would be tough staffing decisions to be made, but children had to be the priority. KC asked if anyone was leaving. It was too soon to know.</p> <p>Budget Approval. The budget needed to go to Surrey by 1 May. Governors agreed that they would approve this by email. LB confirmed that she would send it first to KC, but when governors received it, they must reply, comment if they wished to and confirm by email if they approved it. Action: All governors to be aware.</p> <p>Deadline for submission of SFVS: 15 March: LB would work with KC on this.</p> <p>LB left the meeting, following approval of financial policies.</p>	All gobs
7.	HEALTH AND SAFETY	

	<p>New flooring had been installed for the outside classroom. Part of the playground had been retarmacked where it had been uneven and a potential safety hazard.</p> <p>Trim trail still taped off and out of bounds for use. Surrey was coming to repair parts of it. Noted that in the future it was likely to need replacing and this could be an area that PTA was asked to contribute to.</p> <p>Governors noted that sometimes there were problems with the toilets for Y1 and YR. Someone from Surrey had informally inspected them. Currently the school was managing them and understood it was not a priority for Surrey. Governors were confident they were safe and hygienic for pupils.</p> <p>KC asked if the school had the correct ratio of toilets, and what would happen if toilets were out of action, would the school have to close. The school was in ratio. If a toilet was out of order, the school would make things work and not close the school.</p> <p>JA asked what role the caretaker played in this. He did not work in the school day.</p> <p>Governors noted that it was hoped that work on the disabled toilet would start after Easter. The school had confirmed they were happy for work to start whilst children were in school, rather than wait for summer holidays and they would adapt routes through the school accordingly.</p>	
8.	<p>POLICIES:</p> <p>To review: Charging and Remissions Policy: Keith Best Value Statement: Keith Finance Policy: Keith Finance Procedures in School: Keith</p> <p>KC had reviewed the above list of policies and some small tweaks referring to jargon and acronyms had been updated. He recommended approval. Governors approved the policies.</p> <p>Supporting children with health needs who cannot attend school: AS had reviewed this policy and asked the following questions which were answered outside the meeting by FD. <i>Do we have any pupils who currently aren't able to attend school due to health needs that are using remote learning? Have we ever in the past, not including Covid times?</i> The school currently did not have any children who fell under this policy or had ever in the past according to FD's Knowledge.</p> <p><i>Do we have a remote learning platform like Firefly or Google Classroom where resources can be uploaded and work marked electronically/remotely? I only saw reference to 'hard copy' and generic websites like BBC Bitesize? It would be good to have teachers setting the same work as the pupils are getting in the classroom and for it to be marked electronically/done on a laptop/computer rather than paper.</i> Children had access to google classroom through school, but don't currently access it as a home resource. FD agreed to add this into the policy as an option that could be used.</p> <p>Following these answers, AS had confirmed she recommended approval of the policy. Governors approved the policy.</p> <p>Flexible Working requests: Governors noted this policy would be reviewed next term, pending new legislation.</p>	

	Governors noted that school had reviewed and updated the following policies: Fairness and dignity at work, Supporting Children with Medical needs.	
9.	<p>MONITORING</p> <p>Since last meeting, KC had carried out a monitoring visit on Leadership & Management: SLT and Middle leaders: Action: KC to send report to CS. KC reported that Jess Newns had joined the leadership team, (governors already aware) and there were no concerns. He was happy with the new structure. He also carried out visits to most classes and talked about the Speed watch campaign in the village.</p> <p>Action: JA to book a date for visit on SEND/Vulnerable learners</p> <p>EG had a date booked for a Health and Safety Monitoring Visit on 17 April. HC was working on remote monitoring of website compliance.</p> <p>Governors noted that today had also involved monitoring with four governors and the clerk visiting nominated year groups to read to them and they had a chance to meet and mingle with staff at lunchtime, building relationships and understanding of staff well-being.</p> <p>Action: CS Update schedule. Action: HR to write a short article for newsletter in two weeks.</p>	<p>KC</p> <p>JA</p> <p>CS HR</p>
10.	<p>MINUTES</p> <p>Governors approved the minutes of the meeting held on 22 January 2024 as an accurate record and they were signed by the Chair.</p> <p>No outstanding actions.</p>	
11.	<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"> • Met children in their classes and read stories to them. Governors were encouraged that they were now attached to a class, to get involved. • Considered the finances, ensuring the school is financially fit. • Gained a greater understanding on how the school delivers the national curriculum , tailoring it as appropriate to Dormansland. <p>JA was thanked for the amazing lunch she had prepared for staff and governors.</p>	
12.	<p>DATES OF NEXT MEETINGS</p> <ul style="list-style-type: none"> • Monday 18th March: Training • Thursday 2 May 2024 4-6pm • Wednesday 3 July 2024 4-6pm <p>Meeting ended at 4.15pm</p>	

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.....