



Full Governing Body Meeting

Part 1 MINUTES

FRI 24 January 2020, 8.15am

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.

Attendees: Charlie Lewis (Chairman), Monique Nanson, Angela Knight, Rev James McKeran, Ian Beaumont, Kate Evason, Georgie Lawson Johnston, Samantha Whyte

In attendance: Rachel Dunnage, Clerk; Jeni Smithies, School Business Manager (SBM); Nicky Payne, Senior Leader

Opening Prayer: Rev James opened the meeting with a prayer

Meeting is quorate 8/13

	TOPIC	ACTION Who & when
1.	APOLOGIES: Kate Turner, Sue Handforth, Phil Lewis, Penny Mainwairing (having to teach today as the school has a staff member off sick), Jeremy Reed	
2.	DECLARATION OF INTEREST (<i>conflict and pecuniary</i>) Governors declared no interests in specific agenda items at this meeting.	
3.	<p>FINANCE MONITORING</p> <p>a. Financial Monitoring Report (FMR) Governors reviewed the school’s current financial position via the latest FMR which Rev JMCK has already scrutinised with the School Business Manager (SBM). The SBM clarified for the benefit of new governors what the various columns represented. She explained that due to different timings of receiving income and having to cover costs, a cost centre may appear over or under spent at any one time. However, the final predicted position (outturn) may still be in line with our budgeted position.</p> <p>The SBM also highlighted:</p> <ul style="list-style-type: none"> We have had over 30 first preferences for entry to the Reception class in Sept 2020. Governors expressed their delight at this news and regard it as a testament to the positive atmosphere that the HT has created and senior leaders are now continuing. NP agreed and added that the excellent work MN has undertaken to get the Forest School up and running has impressed prospective parents as they have walked the school. JMCK re-emphasised the importance of full numbers in each class if we are to remain financially viable. The planned change to Special Needs Funding from a termly to an annual payment will have minimal effect on the school as our level of Education Health and Care Plans (EHCPs) is relatively low. The improvements to Yr1 outdoor area have gone out to quote but governors will need to give their approval before the next meeting if we are to be able to go ahead with the work in a timely fashion. <p>The SBM will email all governors once the quotes for improvements to Yr1 outdoor area are in to seek their agreement.</p> <p>b. Wrap around care provision Governors received the update on wrap around care provision (see Appendix 1). The SBM will ensure that the positive parental response to our new wrap around care provision is celebrated in the school newsletter today.</p> <p>c. Schools Financial Value Standard (SFVS) Governors received a report on the SFVS audit which JMCK has been working on with the SBM to identify any financial risks and issues. The new format includes a section on benchmarking which</p>	<p>J Smithies 10 Mar</p> <p>J Smithies 24 Jan</p>

	<p>the SBM cautioned governors against analysing in too much detail as it compares our school with all primary phase schools in the UK and takes no account of the fact that we are unlike the vast majority of schools in having to pay rent for our premises. She explained that she regularly benchmarks our costs with other similar local schools from the Godalming Learning Partnership and we are very much in line with them. The process of benchmarking has also been as valuable in the discussions that it has prompted between SBMs on procedures as much as cost. The SFVS submission will be ready for governors to agree at the next FGB meeting.</p>	
4.	<p>EDUCATION PERFORMANCE MONITORING</p> <p>Governors received the education monitoring report with a focus on pupil progress in Year 2. They congratulated senior leaders and staff on the strong progress that has already been made and regard it as a testament to their high quality teaching and care of children.</p> <p>NP highlighted:</p> <ul style="list-style-type: none"> We will have 2 children joining us in Yr2 and this will alter the end of term data. The use of the Kinetic Letters programme is having a positive impact on children's writing. The government is again modifying the Early Years Foundation Stage (EYFS) framework to bring it more into line with the National Curriculum framework. Teachers accept that this makes sense but will be affected by the additional workload to assimilate the changes. 	
5.	<p>SAFEGUARDING</p> <p>All governors have signed to confirm that they have read the entirety of the Sept 2019 update to the DfE's Keeping Children Safe in Education document.</p> <p>SW will meet with CL and NP to familiarise herself with the safeguarding audit.</p>	<p>S Whyte 09 Mar</p>
6.	<p>LEAD GOVERNOR MONITORING</p> <p>a. Statutory Inspection of School (SIAMS) monitoring and inspection</p> <p>CL thanked governors for undertaking the SIAMS monitoring that had had to be postponed at the last FGB meeting. It was particularly useful as we had our SIAMS inspection early in the new term. CL explained that the SIAMS Inspector met with some staff, governors and children; he did not review any of the considerable documentation provided to him apart from the SIAMS self-evaluation form. Governors who had been present expressed concern over the level of theological language that he had used with our young children which they had found confusing.</p> <p>CL reported that staff morale has been hard hit by the SIAMS inspection process and he is concerned that this has come at a time when staff are already working at stretched capacity.</p> <p>NP asked governors to reassess the Christian Distinctiveness of the school's vision, aims, values which were based around the core value of love and Proverbs 26:6 <i>start children off on the way they should go and even when they are old, they will not turn from it</i>. She has noted that our ethos does not appear explicitly on the school website which could be rectified easily once the staff are confident about doing the updates. She would like also to review the image that the website gives of the school.</p> <p>SW & GL-J will look at the website content and image of the school it portrays. IB will meet with JS to understand the technical side of the website. RD to keep website on FGB agendas for this year</p> <p>b. Governors received reports from lead governors.</p> <p>i. <i>Curriculum</i> Governors thanked SW for her curriculum monitoring report and noted that governor involvement with SIAMS inspection self-evaluation was under way in Dec 19.</p> <p>ii. <i>Website audit (AK)</i> AK's website audit highlighted two areas that will need to be addressed:</p> <ul style="list-style-type: none"> Information about how the school is complying with the public sector equality duty & progress towards completing our equality objectives The Pupil Premium report needs to include how Pupil Premium money was spent last year and the impact it had on eligible pupils. <p>iii. <i>Reports from other lead governors</i> There were no further governor reports ready for this meeting.</p>	<p>S Whyte G Lawson- Johnston I Beaumont J Smithies 09 Mar R Dunnage To note</p>
7.	<p>SCHOOL LEADERSHIP</p>	

	<p>Governors reviewed the plan for school leadership for this term and their availability for parents.</p> <p><i>School Leadership</i> CL confirmed that the current leadership structure will continue this term as we anticipate a phased return of the HT by the Easter holiday. It has been agreed that additional support will be given to the senior leaders by improving learning and office support further down the school rather than bringing in temporary leadership.</p> <p>Governors agreed that:</p> <ul style="list-style-type: none"> • Senior leaders can spend up to £5k sourcing the additional learning and office support the school requires in this short term. • Senior leaders can advertise a temporary Teaching Assistant (TA) role and ask the Godalming Learning Partnership schools if they have any TAs who might like additional hours to ensure that Yr1 receives the experienced learning support it needs. • Senior leaders can advertise for temporary office support to ensure the SBM is able to focus on using her skills in the finance, personnel and premises areas of her job. <p>Governors thanked GL-J who has already been providing the office with additional support.</p> <p><i>Staffing</i> NP reported:</p> <ul style="list-style-type: none"> • We have been able to successfully recruit a replacement for a teacher who has resigned. • We are covering another long-term sickness in-house to save costs. • Staff are willingly pulling together to manage the school in the HT’s absence and ensure that children still have a fantastic educational experience. • Well-being has been identified as a priority by Ofsted. This is being addressed amongst staff by both office staff becoming Mental Health First Aiders; they will be running workshops in the near future. The SBM is also due to attend Mental Health First Aid training to help her in her role as she is often the first point of contact for staff who are struggling with personal matters that affect them at work. Governors wished to understand who is giving NP and the SBM the support they need. Both reported that the informal support provided by the other Headteachers and School Business Managers in the Godalming Learning Partnership had been, and continued to be, invaluable. <p><i>Governor presence</i> NP thanked governors for their commitment to being a more visible presence in the school playground and throughout the school; this had been received positively by staff and parents and she would like it to continue. Governors will review the playground rota and consider if there are other ways they can ensure staff and parents are aware of governor support. SW will send round the governor rota again and governors can confirm when they can attend. Governors will review the best way of maintaining their presence.</p>	<p>S Whyte 26 Jan All Gavs 15 Feb</p>
<p>8.</p>	<p>CONSTITUTION OF THE GOVERNING BODY (Statutory) Governors confirm that all appointments/elections will be informed by the skills required to ensure effective governance of the school.</p> <p>a. One governor has resigned since the last meeting Parent governor, Angela Knight, has resigned with effect from 31 January 2020</p> <p>CL confirmed that MN has decided not to step back at this time because she is able to manage the additional work of the Forest School and her governance role. Governors acknowledged that they will need to seek a replacement for AK’s financial skills for the Governing Body to remain suitably experienced.</p> <p>b. No governor’s term of office is due to end within the next year.</p> <p>c. There will be one governor vacancy 1 x Parent Governor Governors agreed to delay the election of a new parent governor until the HT has returned.</p>	
<p>9.</p>	<p>POLICIES & DOCUMENTS Governors reviewed how policies and documents are managed and updated effectively. They understood that the review schedule may slip this term. NP confirmed:</p>	

	<ul style="list-style-type: none"> The Travel Plan has received formal Local Authority acceptance. The Staff Code of Conduct has been updated and signed by all members of staff. Staff are reviewing the Behaviour policy. 																					
10.	<p>GOVERNOR TRAINING & DEVELOPMENT Governors reviewed their training and development plans for the term.</p> <ul style="list-style-type: none"> GL-J will attend the Diocesan Relationships & Sex Education (RSE): Permissions to discuss (https://gdbeonline.org/course/239) A governor will attend the Ofsted training RD will remind governors how to sign up to the NGA Learning Link online training modules 	<p>G Lawson-Johnston 30 Jan</p> <p>R Dunnage 30 Jan</p>																				
11.	<p>MINUTES & MATTERS ARISING (<i>statutory</i>) Governors agreed the Parts 1 and 2 minutes of the November meeting as an accurate record. The minutes were signed by the Chairman. Governors updated the FGB on their Actions (see table below) and matters arising from the last meeting.</p>																					
12.	<p>PART 2 BUSINESS Governors identified two items as confidential Part 2 business which will be excluded from the published minutes and papers.</p>																					
13.	<p>DATES OF NEXT MEETINGS AND FUTURE AGENDA ITEMS Governors confirmed the dates of meetings for the next academic year. <i>Note post meeting: the March FGB has been re-scheduled so that governors can meet with the Diocesan Assistant Director of Education.</i></p> <p>a. Dates 2019-2020</p> <table border="1"> <thead> <tr> <th>Period / Time</th> <th>Bias</th> <th>Date</th> <th>Day</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Spring 2</td> <td>Resources</td> <td>19/03/20</td> <td>Thursday</td> <td>8:15 am</td> </tr> <tr> <td>Summer 1</td> <td>Resources</td> <td>24/04/20</td> <td>Friday</td> <td>8:15 am</td> </tr> <tr> <td>Summer 2</td> <td>C&L</td> <td>03/07/20</td> <td>Friday</td> <td>8:15 am</td> </tr> </tbody> </table> <p>b. Future Agenda items: Website</p>	Period / Time	Bias	Date	Day	Time	Spring 2	Resources	19/03/20	Thursday	8:15 am	Summer 1	Resources	24/04/20	Friday	8:15 am	Summer 2	C&L	03/07/20	Friday	8:15 am	
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BREAK FOR COFFEE WITH STAFF																						
Note: the meeting continued with Part 2 business after the coffee break with staff																						

Meeting closed 12.10pm

Actions

	ACTION	Who
1.	A copy of the Safeguarding document will be kept in HT's office to be read by Governors over next week. Completed.	All Govs 05 Oct
2.	KT to review the school use of training platform Spongy Elephant in the new academic year to establish if it is value for money. This will take place after we have a full academic year. Carry forward	K Turner 15 Feb 2020
3.	KT will email her Governor Visits training notes to all governors. Carry forward	K Turner Sept 19
4.	MN to check if their safeguarding session is aimed at governors, and their responsibilities rather than staff. Carry forward	M Nanson 29 Nov
5.	MN to confirm if governance safeguarding sessions can be arranged with The Chandler Jnr. Carry forward	M Nanson 29 Nov
6.	RD to update IB on transferring the current documents over. Completed.	R Dunnage 05 Oct
7.	RD will check if any other GLP schools will need Governor Induction training to see if we can put together a GLP-wide course for lower cost. – The School has already signed up to the Diocese	R Dunnage 29 Nov

	package, but this could be useful for future requirements. Underway.	
8.	Induction pack to be sent to all new governors. Completed.	R Dunnage Sept 19

Chairman's signature:

Date:

Following the governors' decision to explore additional options for managing our wrap around care provision, including running in-house, senior leaders were in contact with the owner of Little Hens, a wrap around care provision operating in Haslemere. The owner expressed serious interest in taking on our provision, particularly as we were confident we could supply two very suitably qualified staff members.

We are delighted to confirm that we were able to agree a suitable contract to that all our wrap around care is now run by Little Hens. One of the SCL employees and one of our Teacher Assistants were pleased to join her staff team; this is particularly nice for children as they have continuity in staff relationships. Little Hens has had a very successful start to the term and no problems have been raised by parents.

The pricing is as follows:

- Breakfast club: £4.95 per morning per child and includes breakfast
- After school club: £14 per afternoon per child with an optional two course dinner for an additional £2.50
- Discount price for parents that need both clubs: £17 without dinner and £19.50 with dinner

Appendix 2

Summary of governance leads

Governor	Lead	Shadow
Charlie Lewis (Chair)	Strategic direction; Assessment; Safeguarding	--
Jeremy Reed (Vice-Chair)	Compliance	Strategic direction; Assessment
Ian Beaumont	Communications	Compliance
Angela Knight	Evaluation	Finance
Sue Handforth	Personnel	SEND
Georgie Lawson-Johnston	Premises	People
Kate Evason	SEND	Personnel
Sam Whyte	Curriculum	Safeguarding
Phil Lewis	People	Communications
James McKeran	Finance	Premises
Penny Mainwairing	--	Curriculum; Evaluation

Travel Plan Decision Notice
January 2019



WA/2019/1613 amended/amplified by Witley C of E Infant School Travel Plan January 2020

County Hall
Penrhyn Road
Kingston upon Thames
Surrey KT1 2DN

TOWN AND COUNTRY PLANNING ACT 1990

PURSUANT TO REGULATION 3 OF THE TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992 SURREY COUNTY COUNCIL AS COUNTY PLANNING AUTHORITY DO HEREBY **APPROVE** THE DETAILS OF SCHOOL TRAVEL PLAN SUBMITTED PURSUANT TO CONDITION 3 OF PLANNING PERMISSION REF: WA/2014/1093 DATED 23 OCTOBER 2014.

AT WITLEY C OF E INFANT SCHOOL, CHURCH HOUSE, CHURCH LANE, WITLEY, GODALMING, SURREY GU8 5PN

INFORMATIVE:

1. In determining this application the County Planning Authority has worked positively and proactively with the applicant by: entering into pre-application discussions; scoping of the application; assessing the proposals against relevant Development Plan policies and the National Planning Policy Framework including its associated planning practice guidance and European Regulations. Further, the County Planning Authority has: identified all material considerations and determined the application within the timeframe agreed with the applicant. This approach has been in accordance with the requirements of paragraph 38 of the National Planning Policy Framework 2019.

DATE 15 January 2020

Caroline Smith

INTERIM PLANNING GROUP MANAGER

Third Party Rights

Anyone seeking to challenge the lawfulness of this decision may make an application to the High Court for permission to bring a claim for judicial review. You should seek legal advice promptly if you wish to challenge this decision.

This note provides a readout of a meeting between Sam Whyte as lead governor for the curriculum, and Penny Mainwaring in her capacity as shadow lead on the curriculum and as subject leader for English and RE. This was undertaken as an orientation session.

We discussed how the teaching staff focused on the curriculum-related priorities within the School Development Plan, and the progress being made towards the stated goals.

Curriculum planning and monitoring

Given the small size of the school, subject leads have been established within the teaching staff rather than appointing a single curriculum co-ordinator:

- English and RE – Penny Mainwaring
- Maths, Art, ICT – Sarah Callaghan
- Science, PE, external trips – Charlotte Burgess
- Humanities – Susie Page
- Early years, phonics, music, RSE, SMSC (spiritual, moral, social, cultural education) – Nicki Payne (note: NP also leads collective worship, and holds the roles of SENCO, designated safeguarding lead, and LAC lead).

The subject leads regularly monitor the delivery of the curriculum within their subject area. This is primarily undertaken through conversations with class teachers, regular “book sweeps”, and curriculum co-ordination meetings with other schools. As well as routine internal moderation and conversations with partner schools, formal external moderation of Witley student outcomes takes place at the end of Year R (end of EYFS) and the end of Year 2 (end of KS1), in English, Maths and Science, with other schools across the Godalming Learning Partnership. Previous experience of these moderations has shown that Witley teaching staff are pitching their assessments at the right level.

Breadth and depth of curriculum

With regard to priority 3 within the SDP (to develop teaching and learning through the curriculum at wider community), Maths and English are taught each day in the morning, with the remainder of subjects divided across the week, and topics divided by term. Teachers are encouraged to plan and deliver cross-curricular activities to ensure all areas of the curriculum are covered in appropriate depth. We discussed the focus on “deeper questioning” and its added value for all students as well as the most able, and noted how this is aided considerably by the delivery of P4C (Philosophy for Children) – among other things P4C encourages children to explore and think about the “why” and make inferences about the world around them.

Forest School has been a new introduction to the school during the last two terms. At present the predominant focus has been on Year 1, who visit Forest School each Thursday (half the class on alternate weeks due to Forest School ratios). There have also recently been renewed efforts to mainstream outdoor learning within normal lesson planning (for example, in taking a class outside to draw the church as part of an RE lesson, or through science lessons at the school’s newly created pond). Staff have all received either Forest School or outdoor learning training.

Priority 1 within the SDP focuses on providing learning opportunities for the most able children. Termly data is produced and shared with the governing body on progress towards the targets outlined in the SDP. We discussed the need to keep the characteristics of the cohort in mind when reporting on and reviewing progress on this priority, as each can differ considerably and this will naturally have a significant impact on the top level data given the relatively small number of students at Witley.

Actions identified

- James McKeran to set up a conversation with Penny Mainwaring (RE subject lead) to assist in SIAMS inspection self-evaluation – under way
- Governors to consider coming in to listen to readers as part of their wider observations

Sam Whyte, 20 December 2019