



St Dunstan's, Cheam, C of E Primary School  
Anne Boleyn's Walk Cheam SM3 8DF

## Minutes

### GOVERNING BODY OF ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL

Thursday 8<sup>th</sup> December 2022 at 6.00pm held virtually using Google Meet

Attendees: Ms J Corby (Headteacher) Mrs M Thorpe  
Ms S Sprange (Acting Chair) Mrs H Blake\* from 6.53pm  
Mrs S Santoro Revd Dr N Peacock  
Mrs N Carne

Also in attendance: Mrs L Porter  
Mrs R Preedy  
Penny Garry (Clerk)

Apologies: Mr M Swain (Chair)  
Mrs N Cristie (Vice-Chair)  
Mrs J Pelling  
Mrs N Hollamby  
Mr D Jones

	ITEMS	ACTION
	<i>The meeting opened with prayer.</i>	
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Mr Swain, Mrs Cristie, Mrs Pelling, Mrs Hollamby and Mr Jones and were consented.	
2.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest in any items on the agenda.	
3.	<b>GOVERNING BODY MEMBERSHIP/COMMITTEE STRUCTURES/DATES OF MEETINGS</b>  <b>Governing Body Appointments</b> There had been no new appointments since the last meeting  <b>Vacancies/Terms of Office</b> There are still 2 PCC vacancies.  Mrs Cristie's term as LA governor ends on 10 <sup>th</sup> March and a nomination has been put forward for Mrs Preedy to take up the position. The Clerk had received confirmation today that this had been approved and governors voted unanimously at the end of the meeting, when Mrs Preedy had withdrawn from the meeting, to confirm this appointment effective 11 <sup>th</sup> March 2023 for a period of four years.  The two parent governors' terms of office both end in July 2023 and a parent election will be held in June 2023.	

	<p><b>Committee Structures</b> Enclosure B had been updated since the September meeting and noted.</p> <p><b>Updates to School Website and GIAS</b> The Clerk and NC liaise with Mrs Bolt in terms of any updates required to the website in terms of governance and with the School Business Manager in terms of GIAS. The Clerk advises Merton &amp; Sutton governor support of any changes in governor membership.</p>	
4.	<p><b>MINUTES FROM THE PREVIOUS MEETING HELD ON 13<sup>TH</sup> OCTOBER 2022</b></p> <p>a) The minutes, and confidential minutes, of the meeting held on 13<sup>th</sup> October 2020 were agreed as a true record subject to noting that the meeting was held in person and not online. These will be signed by the Chair.</p> <p>b) <b>Matters arising</b> Most actions had been completed or are on the agenda for this meeting.</p> <p>SSa asked about the Pupil Parent and Community committee and whether it was time to reinstate it in light of the marketing considerations and conversations around community in the Faith Group. The SDBE have a Terms of Reference for this committee. MT added that the PTFA will be changing as the existing Chair is stepping down after many years so it might be a good time.</p> <p><b>Action: JC will discuss with MS about reinstating this committee. SSa will look at the template TOR.</b></p>	JC/MS/ SSa
5.	<p><b>TERMS OF REFERENCE</b></p> <p><b>Curriculum Committee, Personnel Committee and Finance Committee TORs</b></p> <p>The Terms of Reference and agenda plans had been agreed at the committees with minimal changes as recorded in the committee minutes.</p> <p>Governors noted that the monitoring of RE was carried out by the Faith Group but that there is still a need for communication between the Curriculum Committee and Faith Group and that this would be possible because NCa sits on both groups.</p>	
6.	<p><b>MINUTES/REPORTS OF COMMITTEE MEETINGS</b></p> <p><b>Curriculum Committee – 10<sup>th</sup> November 2022</b> NCa talked through the highlights of the meeting:</p> <ul style="list-style-type: none"> <li>● The Chair and Vice-Chair were elected.</li> <li>● The committee received an update on Reception and Year 3.</li> <li>● Due to staff illness, the Art presentation was deferred.</li> <li>● MT corrected that she has not yet signed off the Pupil Premium statement.</li> </ul> <p><b>Finance Committee – 23<sup>rd</sup> November 2022</b> SSa talked through the highlights of the meeting:</p> <ul style="list-style-type: none"> <li>● The Chair and Vice-Chair were elected.</li> <li>● The Terms of Reference and agenda plan were agreed with no changes.</li> <li>● In PM's absence MS, SSa and JC have gone through the budget. The Pa increases have been included and back dated for teaching staff. There are some insurance claims to be made.</li> <li>● Agency staff costs are extremely high but this is to cover sickness and where it has not been possible to recruit.</li> <li>● Cost savings were explored in the budget lines for grounds and building maintenance. There is little room to cut back on learning resources.</li> </ul>	

- MS and NP have now been authorised by the bank for the FCCS accounts. RP has been helping with the administration/filing of these.
- Money has been received but will go back out to the Diocese. A letter will be sent to parents next term but will be sensitively worded in light of the current economic situation.

**Premises Committee – 23<sup>rd</sup> October 2022**

Governors noted the minutes – a verbal update had been given at the October FGB meeting. The front gates are to be repaired, new fencing will be put around the Nursery playground and the costs will be around £50k (from the capital fund).

**Personnel Committee – 9<sup>th</sup> November 2022 (Verbal update)**

SSp talked through the highlights of the meeting:

- The Chair and Vice-Chair were elected.
- The Terms of Reference and agenda plan were agreed with no changes.
- The committee heard about staffing matters including high levels of staff sickness.
- Governors asked that Feedback from Exit Interviews is included in the committee agendas going forward.
- The Headteacher’s Performance review is scheduled and the Pay Committee has met.

**Pay Committee – verbal update**

The Pay Committee met and followed the Pay Review Process. Teacher appraisals have all been completed in line with the policy. The Pay committee agreed the increase to teacher’s salaries of between 5% and 8% (depending on grade) and noted the support staff increases of up to 10%. Both will have a huge impact on the budget.

**RESOLUTION: Governors ratified the Pay Committee’s approval of the pay progressions and teaching staff increase.**

**Faith Group**

NP updated that the Faith Group had met. It is likely that the school will have a SIAMS Inspection during the next year. If the inspection occurs in the 22/23 academic year it will be under the current procedures but if from September ‘23 it will be carried out under the new framework. There is a new framework from September ‘23 and the school will not receive a grade but rather a new judgement. There is a huge requirement for a theologically routed vision and inspectors will look at the context of the school. It will, therefore, be really important to re-launch the new vision. An Inset session is planned in for January.

**Admissions Committee**

The Admissions Policy had been out for consultation (see Policy item)

**7. HEADTEACHER’S REPORT**

The Headteacher talked through the highlights and added that it has been a very busy start to the school year:

**Pupil Numbers**

Current numbers are at 439 (compared with 455 last year) and there is still high mobility. Year 6 now has 66 children under Sutton’s Fair Access Protocol. The school had already taken 2 children last year and was asked to take another 2 this year. Other schools are in the same position.

**INSET**

There was a successful INSET at the beginning of term in response to the Mental Health Survey. This will be followed up. MT agreed that this had gone well and asked about next steps. NP said that there is feedback available from the day but that the last survey was in Spring 22 and at the next meeting a further survey will be discussed.

### **School Improvement Work**

Staff are being proactive and positive in their approach and sharing good practice. Letters and Sounds is still in place and being embedded. Various advisers have visited to look at Early Years, Reading and Phonics and the school has received positive feedback.

### **Progress**

Progress meetings continue to be held half termly to discuss the lowest 20% of children. Data is only allowed to be recorded termly to reduce teacher workload. End of term data led discussions will take place this week. SSp added that governors see this information at the Curriculum Committee.

### **Attendance**

Attendance has dropped over the past year because of Covid as families were going abroad to see their families and taking holidays that had been postponed. The National figure is 94.5% so the school is just above national.

The absence always looks higher in the Autumn term and mobility affects the data. LP meets with parents about lateness and attendance and sometimes absence can be an indicator of a safeguarding issue. There has also been a spell of chicken pox which results in 5 days off school as well as lots of coughs and colds and some Covid illness. Parents have also been very concerned about Strep A and information about this was circulated to parents. Last week there were over 40 children off and 5 or 6 staff.

### **Behaviour**

JC reported that behaviour is good and any serious concerns are now uploaded to CPOMS. We are proactive in signposting families to our new Family Support Worker for early help.

### **Accidents**

There was one incident during Tag Rugby, another on the Monkey Bars and a member of staff who hit her head.

### **Personal Development**

This is a strength of the school. Resilience is improving but lots of work is still being done through the teaching and learning strategies.

NP and NCa are coming in regularly and leading worship as well as the Sutton Support Worship. The children are also now leading worship

*HB joined the meeting at 6.53pm*

### **Fundraising**

Events are now taking place and it was great to be able to have the Christmas Fayre after a 3 year gap. People noticed and were pleased to see NP there. LP explained that some children from diverse communities do not understand what various events are. The school needs to make sure that they understand what these events are when they are asked to attend.

### **Leadership & Management**

SLT are working through the SDP and there is a lot of CPD taking place. Every staff meeting is now CPD orientated and, in addition, there are briefings now on Friday mornings. Subject leaders are being released to do some subject lesson monitoring and pupil voice. This helps them to really know how their subject is being taught and the impact on learning and standards across the school.

The DSIP has made three visits to school and she will have a focus which dovetails into the SDP.

### **Staffing**

In Year 5 and Year 6 there are currently two agency teachers. One is leaving (as they were covering maternity leave) and we are hoping that the other will be moving onto a permanent contract following the correct recruitment process.

There were two new TAs in early years but both have left for personal reasons. One new TA was successfully recruited. The school advertised twice for the other position but was not able to shortlist. Staffing in early years is in crisis nationally as is all recruitment for teaching and support staff.

The School Business Manager is off on long term sick leave and the school has had some hours from another school's SBM but this will cease after Christmas. The school is very grateful for this support. Everyone has been stepping up and particularly Mrs Pennant to cover the finance side of things.

MT asked if the organisational change including recruitment and retention might be a concern in terms of staff wellbeing and also the cost of agency staff. MT further asked if the current structure provides enough resources to act as a buffer. JC said that the situation is generally the same across Sutton and London. The school has fewer skilled TAs following the restructure and current budget restrictions mean that this can't be changed.

### **Safeguarding**

All staff and governors have attended safeguarding training and parents also had a session offered to them. RP referenced the requirement that the governing body ensures that the school has filters and monitoring systems in place for IT. JC said that the school has LGFL filters on all computers and have seen recently how effective these are. The school also has to confirm what is in place with the local authority.

NCa has been working alongside NCr to take over the safeguarding role when NCr's term of office finishes next March.

### **Parental Engagement**

JC said that, since Covid, it has been much harder to get parents and carers to come into school. There have been some virtual meetings with parents and uptake has improved when they are offered in this way. However, the school tries to balance this by having Open Days where parents come in to see the children's learning.

The school is mindful of the current economic crisis and year 1's are currently designing cards for people who are lonely and these will be given out in the community.

## **8. OFSTED**

The school is still awaiting a visit and it is stressful not knowing when this will be. Governors have access to all of the up to date information in the Google folder.

9.	<p><b>MENTAL HEALTH &amp; WELLBEING</b></p> <p>PM is part of the working group. There will be a wellbeing breakfast with staff on Wednesday 14<sup>th</sup> December. There is regular input from staff and a wellbeing page in the newsletter. The group will be meeting with JC and MS as soon as possible.</p>	
10	<p><b>DIVERSITY AND INCLUSION</b></p> <p>MT said that the SDBE now has an Anti-Racism Charter.</p> <p>The group will extract some information around EDI from the parent survey as currently, apart from SLT, only those working on marketing, have done so.</p> <p>JC said that she and LP had attended the STHTA Residential Conference over two days and the focus was on EDI. JC Chairs the committee and will feedback from this to the working group. All of the speakers of ethnic heritage said that they still wanted people to speak about it even if they use the wrong language.</p> <p>MT added that she is hoping that the SDBE will run some governor training on EDI.</p>	
11.	<p><b>ENVIRONMENT &amp; SUSTAINABILITY</b></p> <p>This item will be deferred to the next meeting.</p>	
12	<p><b>MAT/SDBE</b></p> <p>MS has spoken to Mark Burnett about the process. A working party of two governors, the Headteacher and another member of staff will be convened. A conversation will then take place with Mark and two other schools in the MAT to ask questions about their experiences. JC does speak with other schools already in the MAT so can see some of the benefits.</p> <p>There will be a question sheet on Google for staff to put forward their questions.</p> <p>There would be a 5% top-slice to the MAT and this is calculated before the local authority top slice for High Needs. The MAT would provide all of the support except for ICT and some SEND but the process would take a minimum of four months (i.e. to join the MAT in April or September 2023) and due diligence would be carried out. A consultation with all stakeholders would need to take place.</p>	
13	<p><b>2022/2023 SCHOOL DEVELOPMENT PLAN</b></p> <p>MT commended the school on the new format and content which has more specific detail.</p> <p>JC said that the updated Rag ratings are included for the autumn term and a lot has been achieved. All of the Early Years actions have been put in place and will be on-going.</p> <p>SSp asked what the biggest challenge is currently. JC said it is writing and but that it is good to see progress across the school. Drop-ins have been successful and some good practice has been seen. Whole school moderation has taken place.</p>	

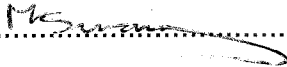
14	<p><b>REVIEW OF POLICIES</b></p> <p>Statutory Policies for approval from committees:</p> <p><u>Reviewed by Curriculum:</u></p> <ul style="list-style-type: none"> <li>• No statutory policies to approve.</li> </ul> <p><u>Reviewed by Personnel:</u></p> <ul style="list-style-type: none"> <li>• <b>Pay Policy</b></li> <li>• <b>Teacher Appraisal Policy</b></li> </ul> <p><u>Reviewed by Finance:</u></p> <ul style="list-style-type: none"> <li>• None (Charging &amp; Remissions deferred to Spring)</li> </ul> <p><u>Direct to FGB:</u></p> <ul style="list-style-type: none"> <li>• <b>Admissions Policy 2024-2025</b> MT highlighted the change to be inclusive of foundation open places. The consultation has finished and the Nursery Policy can also now be updated at the next meeting of the Admissions Committee as it does not require consultation.</li> </ul> <p>MT will work with Mrs Mellor (the Admissions Officer) to look at whether admissions applications can be moved online using a Google form.</p> <ul style="list-style-type: none"> <li>• <b>Prevent Policy</b> (not statutory but for Governors to note).</li> </ul> <p><b>RESOLUTION: Governors agreed to ratify the Charging Policy that had been agreed by the Finance committee, the Pay Policy and Appraisal Policy agreed by the Personnel Committee and the Admissions Policy brought directly to the FGB. They also noted the Prevent Policy.</b></p>	
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15	<p><b>SCHOOL WEBSITE</b></p> <p>The Clerk will advise Mrs Bolt that the Admissions Policy for 2024-2025 has been approved and will need to be uploaded to the website as well as the September FGB minutes.</p>	
16	<p><b>GOVERNOR TRAINING</b></p> <p>There was no governor training to report.</p>	
17	<p><b>GOVERNOR VISITS</b></p> <p>SSp has visited year 6 and found the children to be really motivated and engaged. She also attended the Joint Worship.</p>	
18	<p><b>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION</b></p> <p>There had been no correspondence to the Chair and no Chair's Action.</p>	
19	<p><b>ANY OTHER BUSINESS</b></p> <p><b>LA Governor nomination</b> As recorded under item 4, the vote took place at the end of the meeting.</p>	

20	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting of the Full Governing Body is on:  <b>Thursday 23<sup>rd</sup> March 2023 at 4.00pm at St. Dunstan's School</b></p>	
21	<p><b>CONFIDENTIAL MATTERS</b></p> <p>There were no confidential matters to report.</p>	

The meeting closed with a prayer.

Closing time of meeting: 7.48pm

Chair's Signature .....  .....

Date ..... 29/3/23 .....