

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 7th December 2023 at 6.00pm held at the school

Attendees: Ms L Porter (Acting Headteacher) Revd Dr N Peacock
Mr M Swain (Chair) Mrs S Sprange
Mrs R Brickwood Mrs S Santoro
Mrs N Carne Mr A Poh
Ms Alex Tanner

Also in attendance: Mrs H Cordery (Acting Deputy Headteacher)
Penny Garry (Clerk)

Apologies: Mrs J Pelling Mr D Jones
Mrs N Hollamby Mrs M Thorpe

	ITEMS	ACTION
	<i>The meeting opened with a remembrance of Poet Benjamin Zephaniah</i>	
1.	APOLOGIES FOR ABSENCE Apologies were received from Mrs Hollamby, Ms M Thorpe, Mrs J Pelling and Mr D Jones and were consented.	
3.	DECLARATIONS OF INTEREST There were no declarations of interest in any items on the agenda.	
4.	GOVERNING BODY MEMBERSHIP/COMMITTEE STRUCTURES/DATES OF MEETINGS Vacancies/Terms of Office There are still 2 Foundation governor vacancies but there are some potential candidates. It was noted that both Julie Pelling and Naomi Carne will be leaving in the Spring term. Welcome to new PCC Foundation Governor MS welcomed Alex Tanner to the meeting. She will join the Personnel and Admissions Committees. Committee Structures Enclosure B had been circulated but will now be updated again with AT's position on the committees. Some of the vacancies were filled as follows: Action: Clerk will update the Enclosure B (Committee List) and upload to the Google Drive.	PG

	<p>Updates to School Website and GIAS The Clerk will ask Mrs Bolt to add the new Foundation Governor to the website information.</p> <p>All necessary updates will be made to GIAS by Mrs Porter and the Clerk will continue to ensure that Merton & Sutton Governor support is advised of all new appointments/leavers.</p>	
5.	<p>MINUTES FROM THE PREVIOUS MEETINGS HELD ON 19TH OCTOBER 2023 AND THE EGMS ON 15TH NOVEMBER AND 30TH NOVEMBER.</p> <p>a) The minutes of the meeting held on 19TH October 2023, 15th November and 3th November were agreed as a true record and signed by the Chair.</p> <p>b) Matters arising There were no matters arising and all actions had been completed.</p>	
6.	<p>TERMS OF REFERENCE FOR COMMITTEES</p> <ul style="list-style-type: none"> ● Curriculum Committee ● Personnel Committee ● Finance Committee <p>All the above Terms of Reference had been finalised at committee level (with no changes) and were agreed.</p>	
7.	<p>COMMITTEE REPORTS</p> <ul style="list-style-type: none"> • Curriculum Committee NC reported that the committee had looked at pupil performance with a focus on reading and writing. They also talked about year 4 in particular and the interventions that have been put in place for some children. There will be a subject lead presentation in February. • Personnel Committee SSp reported that the committee had received a staffing update but that she was pleased to report that since the committee meeting, all of the vacancies for January had been filled. The committee also received a staff sickness update and noted that all policies and procedures in relation to this are being followed. Feedback from exit interviews was discussed. It had also been confirmed that MS has completed safer recruitment training. Performance reviews for teachers have all been completed and the TAs will be completed by the end of the year. Headteacher's performance review took place on 2nd November. The Pay Committee met to consider the recommendations for increases and also noted the 6.5% increase for teaching staff and the 13% increase for support staff (agreed centrally). The Pay increases were ratified at the EGM meeting. <p>NP asked if there had been any impact on the budget in respect of the vacancies. MS said that the carry forward is actually higher than had been predicted and also that those staff on long term sickness had been covered.</p> <p>NP asked about SBM support for the school and heard that MS had spoken to Leo and Nicky Gillhespy will come in and do the Payroll monthly and Shan will meet with LP weekly to talk about anything with which she might need support. LP said that they had met yesterday and talked about Premises and the contracts. Mr Carley has also met up with them to talk through these and also to look at the possibility of sharing contractors. Dee and Shan will</p>	

come over and meet with the office staff to explain who will be doing what. Shan will also have access to the FMS system. Mrs Pennant is taking on more also. NP said that all credit is due to the school for putting these arrangements in place but asked when there might be a resolution. MS said that there is an HR process in place that cannot be discussed but that he is confident that the arrangements for January will work and people will understand their respective roles and where to go to for help and support. MS wanted to record his thanks to Leo for all of their help with this.

SSa asked if the school is paying for this service and heard that it is a minimal amount. LP added that the borough is also really helpful in terms of HR support as is the Diocese.

MS confirmed that he had submitted the form for the payroll to the borough and so all staff will receive their back pay in December.

RS asked about the arrangements for exit interviews and heard that everyone is offered one.

- **Finance Committee**

The committee met and were pleased to note that the in-year position is better than expected with a predicted in-year surplus of £10k. There will be top slicing for SEND funding of £11k next year and this will affect the budget. The FCCS accounts have been completed and need to be filed online. Gift Aid can be reclaimed.

The committee talked about the lettings costs and, in particular, the fact that the football club had been paying a reduced fee due to low numbers of children when they started and this should be increased back up to the full amount as the club has grown substantially. LP advised that it had been felt that they could not be increased now as no notice had been given but governors asked her to check the contract. The committee will review all of the other rates in due course.

Action: LP will check the lettings contract for the football club and arrange the increase as soon as possible.

LP

Due the digital switchover a new phone system will need to be installed at the school. A quote has been received and is being reviewed..

NP explained to the new foundation governor that the FCCS was a charitable fundraising organisation and that she will need to be added to the list of members.

- **Premises Committee**

Feedback had been given at the last meeting but MS updated governors that there is a fault with the burglar alarm system and this may need to be upgraded (which will be an additional cost to the budget).

The five year electrical testing has reported that there are several things that need to be addressed at a cost of around £30k. MS is going to consult with the Diocesan surveyor to check his opinion and other quotes will be sought for any required work.

The kitchen are asking to move across to induction hobs from gas hobs and this will be very expensive as the main board will need upgrading. RB asked

	<p>if the school could apply for a grant but heard that the school had already received lots of money to fix the roof so it would be unlikely it would be successful.</p> <ul style="list-style-type: none"> ● Pay Committee See update under Personnel Committee. ● Faith Group The Faith Group talked about the Vision and would like to suggest that it is changed. The school's values are Love, Trust, Hope and Service and the proposal is that the new Vision Statement is St. Dunstan's: guided and inspired by God to Love, Trust, Hope and Serve. <p>LP commented that it would still link to all of the work that the school does on the Good Shepherd and Psalm 23. AT asked if governors were struggling with the Hope value. HC said that is about being able to define the work that is taking place on this. MS asked if the staff have been consulted and LP advised that this is the next step, the children will also be asked for their views. LP said she would like the Vision to be more visible as you come into school and set out her ideas for a display.</p> <p>The committee also looked at the self-evaluation form for the SIAMs Inspection.</p>	
8.	<p>ST. DUNSTAN'S FUTURE STRATEGY</p> <p>Consultation on Nursery/Reception MS reported that the consultation for the Nursery/Reception went out to stakeholders and is also on the website. MS was informed that it does not need to go out to parents.</p> <p>Timeline <i>Tuesday 5th December</i> – the information was shared with Mrs Merova about Nursery and Reception merging from January.</p> <p><i>Thursday 7th December</i> - Mrs Sharafali (CT), Mrs Durie and Mrs Bhuiyan (TAs) were informed about the change (and were very positive)</p> <p><i>Friday 8th December</i> – Teaching Staff will be told about the merging of Nursery and Reception from January 2024 and Years 1 and 2 from September 2024.</p> <p><i>Monday 11th December</i> – all other staff will be told about both proposed mergers of classes/year groups.</p> <p><i>Monday 11th December</i>- a letter will be sent out to parents about the proposed changes with a separate one for Nursery parents and a separate one for Reception parents.</p> <p><i>Wednesday 13th December</i> – there will be a short meeting for Nursery and Reception parents.</p> <p><i>Thursday 14th December</i> – a further letter will be sent out addressing any concerns or comments if needed.</p> <p><i>Monday 18th December (at 5pm)</i> – there will be a meeting inviting all parents with Pia and SLT/governors.</p>	

NP asked how best the governors can support the SLT and heard that MT and DJ had started work on the letters and want to ensure that there is factual information and that it provides reassurances. The Nursery and Reception letters will be much more personalised.

Action: Governors to read and comment on the proposed letters.

NcA asked how Early Years would make the necessary changes for the new arrangement. LP advised that Mrs O-Hanlon is already looking at the planning and she will have some PPA time next week to talk to the two TAs. Mrs Merova is already looking at the split of the class with a balance of girls/boys/ EAL/ SEND. Discussions are taking place with Mrs Shaparelli about using the space and there will be a timetable of activities.

NcA further asked about the staffing arrangement and heard that the TA from Nursery will come from Reception. The Nursery teacher will move into Key Stage 1. No-one will be losing their job.

AT commented that this period in the term is a really busy time and staff wellbeing needs to be considered. LP agreed and said that it is a challenge and she knows that teachers will find it difficult. NP visits regularly and is available to talk to staff.

SS asked about Spring 1 progress reviews and heard that HC will pick things up if there are any issues but it will only be one month into the change. It will be easier to see any impact from the first data drop and Autumn 2 data will be used as a comparison.

NcA asked about the staffing for Year 1 and heard that SLT will start working with staff so that they are ready to implement the change.

Headteacher Recruitment

MS has spoken to the Diocese about a possible sharing of resources with All Saints Benhilton. The diocese are willing to explore this. If this does not come to fruition then the school will look to recruit in March.

NcA asked MS what his view is and heard that it would make good sense as both schools have not been able to recruit and ASB's Headteacher is currently only working 2 days per week.

Other Business

MS raised that MT had heard from the LA that there is a pre-school looking for space as their lease is running out in February. MS said that it was probably not the time to take this on with all of the changes taking place at the moment. NP agreed and said that the changes need to be embedded first. SSa asked if it would affect the school's nursery if the pre-school can't find alternative premises. MS said that he could contact them and advise that if they were to take a short term lease somewhere the school could consider offering space later in the year.

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9. HEADTEACHER'S REPORT

Pupil Numbers

Governors noted this and this had been the subject of discussion at FGB and EGMs in the Autumn term.

Quality of Education

Staff are building on the work begun last year and focusing on the foundation subjects and skills and knowledge progression. Pupil progress meetings take place tomorrow for Reading, Writing and Maths. LP confirmed that SLT are not able to read with children at the moment due to capacity.

Attendance

A meeting has taken place with the EWO as it is now a statutory requirement to improve attendance. The school is tracking the ten lowest attenders, persistent absentees and those who consistently arrive late.

The local authority's attendance document has been sent out to parents and there are some templates for attendance passports.

Some families are still taking extended holidays over Christmas and these have not been authorised. Letters are written, meetings take place and we also ask that children access work and touch base with the school. This is all recorded on CPOMS.

Safeguarding

Under the revised KCSIE the school has a responsibility to monitor access to every device and the filtering system has been looked at closely. The Acceptable Use Policy will be covered in the first lesson in January and children will sign it and a copy will be sent to parents.

Accidents.

SSa asked about the rise in accidents amongst year 5 girls and heard that there had been some incidents on the play equipment. The provider came in and looked at how children were using the equipment. All of the documentation has been sent to David Charles at the borough who said that the reports were thorough.

Collective Worship.

Services have been going well. Children are enthusiastic and passionate and keen to help with worship. Harvest celebrations were really lovely and for Christmas local members of the community have been invited to a service. Although Mrs Merova is off the children will still sing for the parents.

Leadership and Management

CPD is continuing to take place across the school. The DSIP has carried out her Autumn term visits. During her first Spring term visit, she will be working with the new Maths subject lead carrying out a triangulation exercise across the school.

Staff Changes

Governors noted the information and had no further questions.

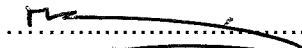
RB noted that the forest school is really good and LP agreed and said that the children are progressing well.

10.	<p>MENTAL HEALTH & WELLBEING</p> <p>In PM's absence, it was agreed that this would be put on hold.</p>	
11.	<p>DIVERSITY AND INCLUSION</p> <p>This will be carried forward to the next meeting.</p>	
12.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>This will be reviewed by SLT for Autumn 2. The quality of education item has not yet progressed and more time will be spent on subject leadership in January.</p> <p>Writing has progressed, particularly handwriting.</p> <p>SIAMs is moving forwards.</p> <p>Behaviour and Attitudes – staff are continuing to work on this</p>	
13.	<p>REVIEW OF POLICIES</p> <p><u>Statutory Policies requiring FGB approval:</u></p> <p>Behaviour Policy Governors noted the Behaviour Policy and had no further questions.</p> <p>Home School Agreement Governors noted the Home School Agreement and had no further questions.</p> <p>Teacher Appraisal Policy Governors noted the Teacher Appraisal Policy and had no further questions.</p> <p>Collective Worship Policy NP explained that this is based on the Diocesan model and is now much shorter. The content is in line with what the school is doing.</p> <p>Managing Abusive Parents Policy Governors noted the Managing Abusive Parents Policy and had no further questions.</p> <p>RESOLUTION: Governors agreed all of the statutory policies</p>	
14.	<p>SCHOOL WEBSITE</p> <p>The Clerk will advise PB in relation to the policies agreed after the meeting and also the addition of the new foundation governor.</p>	
15.	<p>GOVERNOR TRAINING</p> <p>Governors noted that free training is available through the SDBE. The latest training brochure is available online.</p> <p>Alex Tanner will need to complete Induction training through the SDBE.</p>	
16.	<p>GOVERNOR VISITS</p> <p>AP had visited Year 6 on Friday and noted that there was some concern around year 6 progress as there is a high level of need. They have done mock SATS this week. AP had also noted that there is a new scheme in place around house points to help reduce anxiety and SLT are looking at the</p>	

	introduction of a new reward system. AP will visit to look at the transition work in the summer.	
17.	CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION MS said that he had not received any correspondence or taken any Chairs action.	
18.	DATE OF NEXT MEETING Thursday 21 st March 2024 at 4.00pm	
19.	CONFIDENTIAL MATTERS	

The meeting closed with a prayer.

Closing time of meeting: 7.55pm

Chair's Signature 

Date 22/3/24