



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 21st March 2024 at 4.00pm held at the school

Attendees: Mrs L Porter (LP) – Acting HT Mrs N Hollamby (NH) (*virtual*)  
Mr M Swain (MS) - Chair Mrs N Carne (NCa)  
Mrs R Brickwood (RB) Mrs J Pelling (JP)  
Mr D Jones (DJ) Mrs S Santoro (SSa)  
Mrs M Thorpe (MT) Mr Anthony Poh (AP)  
Mrs C Baird (CB)

Also in attendance: Mrs H Cordery (HC) – Acting DHT  
Penny Garry (PG) - Clerk

Apologies: Revd Dr N Peacock (NP)  
Ms S Sprange (SSp)

Absent: Ms Alex Tanner

|    | ITEMS  | ACTION |
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|    | <i>The meeting opened with prayer.</i>   |        |
| 1. | <b>APOLOGIES FOR ABSENCE</b><br>Apologies for absence were received from Revd. Dr N Peacock and Ms S Sprange and were consented. Mrs Baird was welcomed to her first meeting as a PCC Foundation governor.   |        |
| 2. | <b>DECLARATIONS OF INTEREST</b><br>There were no declarations of interest in any items on the agenda.  |        |
| 3. | <b>GOVERNOR MEMBERSHIP</b><br><b>Reconstitution of Governing Body</b><br>MS discussed the possibility of reducing the number of governors on the governing and, subsequent to the meeting, the Clerk provided information on the possible options. Governors will be asked to consider this more formally at the summer meeting.<br><b>Governing Body Appointments and Vacancies</b><br>There is still 1vacancy for a PCC governor and a parent governor. Mrs Catherine Baird has been appointed as a PCC foundation governor for a term of four years effective 5 <sup>th</sup> February 2024.<br><b>Terms of Office</b><br>Ms Sue Sprange's term of office is due to expire in June but, as previously discussed, she is prepared to be re-appointed for a further term. MS will speak to NP to ask that this be considered at an upcoming PCC meeting. NCa's term |        |

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|    | <p>MT commented that she had enjoyed seeing these values around the school.</p> <p><b>RESOLUTION: Governors agreed the new school Vision strapline and Values.</b></p>   |  |
| 6. | <p><b>HEADTEACHER RECRUITMENT</b></p> <p>MS updated governors that the recruitment pack has been updated and an advertisement placed through TES (as well as again with e-Teach) with a deadline of the first Monday after the Easter holiday and interviews at the end of April. The school has also bought a “ Advert of the Week” package (two weeks for the price of one).</p> <p>Two people so far have expressed an interest in coming to visit the school but noting there are twelve adverts for Headteacher positions within 10 miles of the school.</p> <p>The vacancy is also on the SDBE website.</p> <p>Jamie Hassan (LA), and Gwynn Basan (SDBE) will also attend the interviews. MT suggested that it would be good to have someone with an education background on the interview panel.</p> <p>Martin said that there may be a need for an EGM to be held on the day of the interviews should a suitable candidate be found.</p>   |  |
| 7. | <p><b>HEADTEACHER’S REPORT</b></p> <p>Governors had received the report and provided some highlights:</p> <p><b>SLT Capacity</b></p> <p>MS informed governors that there were previously 7 members of SLT and now there are now only 4, but with only 3 in school this week. There is a need to be mindful not to increase workload. There are two DSLs and only 2 Deputy DSLs. HC is back in class and LP and HC are also covering the SENCO role.</p> <p>With the SENCO being off until Easter, the school has been able to access 1 day of support from All Saint’s SENCO and 2 days support from Leo and are hoping for some support from the local authority.</p> <p>LP added that SEND work is huge – the EHCPs are legal documents and LP and HC had not previously been involved with them. Having All Saints’ SENCO support has had a really big impact, he is extremely knowledgeable and he will also do the review admin and invites to reviews.</p> <p>The school can claim back costs for SENCO cover from the insurance company.</p> <p>A midday supervisor is also off.</p> <p>MS added that in the case of the SBM, processes are being followed but he does not yet have an update. CB commented that it must be very difficult to manage without someone in that role. Governors noted that no insurance cover is in place for support staff and DJ suggested that this may need to be reconsidered.</p> <p>JP observed that with more children with needs, there might be a need for a Deputy SENCO. LP said that there are free government NPQs and the school currently has three staff completing leadership NPQs and two who may want to do the SENCO ones from September.</p> |  |

SSa commented that there is a lot of pressure on SLT and it must also be very difficult managing arrangements for so many external support people.

MS advised that he will be meeting with the Chair of Governors at All Saints' Benhilton to talk about the possibility of having a joint Headteacher. LP said that they currently have an interim arrangement in place with the Headteacher doing 2 days and the Deputy Headteacher doing 3 days.

#### **Attendance**

There is now an EWO who comes in and tracks attendance and who has recommended some things to put in place for some of the children with poor attendance.

#### **Behaviour**

Personal Development is still strong. There have been a few concerns around behaviour and all staff have been helping out with cover at lunchtimes when needed. JP commented that governors can see how hard everyone is working to meet the challenges. LP agreed and said that the office team and site supervisor are also really stretched and everyone is doing more than usual.

NCa said that it is a real credit to LP and the team for handling all of these challenges.

MT said that there is a really good approach to changing things and providing information to those who have asked for certain things. NCa said it helps to building a community and strong culture.

#### **Year 4**

SSa asked what is being done for year 4. LP replied that it is a year of concern. The plan had been that DS would look after year 4. There are two new teachers and agency cover. Discussions have taken place about supporting in English and extra moderation will take place with them. NCa asked if there are high numbers of SEN children and this was confirmed.

HC said that there have been issues with socialisation (these were the Reception children that were not brought into school during Covid). MT said that it is very difficult with the current staffing situation. LP agreed that said that the school needs to ensure that these children have a good year 5 and 6. Resources will also be diverted once SATS are finished.

RB commented that during her visit she had seen lots of children who were really engaged and many had high levels of need.

LP said that there were two terms of additional support provided for a child and this will end next week. MS said that another conversation is needed with the local authority.

#### **Years 1, 2 and 3.**

In response to a question from AP as to how the other years are doing, governors heard that year 1 Phonics is looking good and that the number of children now expected to achieve a Good Level of Development at the end of Reception is increasing.

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#### **SCHOOL CHANGES**

##### Year 1 and 2.

There has been a major piece of work to start the combined curriculum for years

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|     | <p>1 and 2. Helen Poyton is leading on the plan to implement this. LP has seen the plan and will be reviewing it weekly. Teachers will need some time for planning.</p> <p>RB mentioned that there was a suggestion that staff might visit other schools who are working in this way. LP confirmed that there is a school in Tooting that they hope to visit.</p> <p><u>Nursery and Reception</u><br/>MS said that there is now 1 school moving to the same arrangement and another 2 possibly doing the same who want to come and visit the school.</p> <p>LP advised that until final numbers are known, a decision cannot be made.</p>   |  |
| 9.  | <p><b>2023/2024 SCHOOL IMPROVEMENT PLAN (SIP)</b></p> <p>The SIP priorities are teaching and learning and moving forward on skills and knowledge (a priority identified by Ofsted). CPD for the summer term has been mapped out to help support these areas. Staff are also having leadership time.</p> <p>Writing remains a focus area.</p> <p>EYFS – a lot of work has been done in this area and an improvement has been seen.</p>   |  |
| 10. | <p><b>SAFEGUARDING</b></p> <p>This item is covered in the Headteacher’s report. NCa has visited school. LP undertook a spot check of the Single Central Register. Isabel Ramsey will also look at this during her Summer term visits. Safeguarding is very challenging due to the nature of family dynamics and the expectation on schools to support and intervene at a significant level. The school directs families seek help from the right professionals.</p> <p>Team Around the Child/Family meetings, Child in Need meetings etc are on the increase and there is only LP and HC available to attend these.</p> <p>MT asked if the school still has a Family Support Worker and heard that it does but the provision is only two mornings per week.</p> |  |
| 11. | <p><b>MENTAL HEALTH &amp; WELLBEING</b></p> <p>There is a lot of stress on staff. LP thanked Pauline and Tracy who are working with the DDSLs.</p>  |  |
| 12. | <p><b>DIVERSITY &amp; INCLUSION</b></p> <p>The working group has not met due to other priorities and the Diocesan training is still awaited.</p>  |  |
| 13. | <p><b>REVIEW OF POLICIES</b></p> <p>Governors noted the following statutory policies reviewed by committees below:</p> <p><u>Reviewed by Premises:</u></p> <ul style="list-style-type: none"> <li>• Emergency Plan</li> </ul> <p><u>Reviewed by Personnel:</u></p> <ul style="list-style-type: none"> <li>• ECT Policy</li> </ul>   |  |

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|            | <p><u>Reviewed by Curriculum:</u></p> <ul style="list-style-type: none"> <li>• Pupil Premium Statement</li> </ul> <p><u>Reviewed by Finance:</u></p> <ul style="list-style-type: none"> <li>• Lettings Policy (also through Premises) – for noting only</li> <li>• Data Protection Policy</li> <li>• Charging &amp; Remissions Policy</li> <li>• Finance Procedures (Covered under Finance update). In addition there is a need to refer to “back-ups”.</li> </ul> <p><b>Direct to FGB:</b></p> <ul style="list-style-type: none"> <li>• Governor Visits Policy</li> <li>• Complaints Procedures</li> <li>• Children with Medical Needs Who Cannot Attend School*</li> <li>• Healthy Eating</li> <li>• SEND School Offer (Whole School Provision Map)</li> <li>• SEND Special Educational Needs Policy</li> <li>• SEND Report 2023-2024</li> </ul> <p>*The government have issued an update to the Children with Medical Needs policy so LP will check what needs to be changed.</p> <p>Governors had no further questions about policies.</p> <p><b>RESOLUTION: Governors agreed the statutory policies as detailed above.</b></p> |           |
| <p>14.</p> | <p><b>GOVERNOR TRAINING</b></p> <p>Governors were reminded to undertake training. New governors should complete the New to Governance training through the Diocese.</p> <p>All governors are recommended to complete the Cyber Security training (link in Clerks’ briefing document).</p> <p><b>Action: The clerk will upload a new Google training document which all governors should add to as they complete training.</b></p>   | <p>PG</p> |
| <p>15.</p> | <p><b>GOVERNOR VISITS</b></p> <p>MT had visited year 5 and said that she had seen children’s enthusiasm for reading and also some PE taking place. The SEND children did a Panathon. Miss Ford had also talked about the support she is receiving as an ECT.</p> <p>Governors were reminded of their year group allocations:</p> <p>Reception – Julie P<br/> Year 1 – Dan J<br/> Year 2 – Sarah S<br/> Year 3 – Naomi C<br/> Year 4 – Ruth B<br/> Year 5 – Melody T<br/> Year 6 – Nick P &amp; A Poh</p> <p>CB and AT will be added to the list at the next meeting in the summer term.</p> <p><b>Action: The Clerk will ask Pauline Bolt to set up a Year Group folder</b></p>   |           |

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|     | <b>within the Governors Visits folder and an annual visit form will be created that governors can simply complete online each term. Both LP and the class teacher will have access to their year group folder.</b>          | PG           |
| 16. | <b>CORRESPONDENCE TO THE CHAIR AND CHAIR'S ACTION</b><br>There had been some correspondence to the Chair but no Chair's Action.   |              |
| 17. | <b>ITEMS TO BE UPLOADED TO THE SCHOOL WEBSITE FOLLOWING THE MEETING</b><br>The Clerk will advise the Headteacher's PA of the need to upload the Minutes, and relevant policies. DJ will look at the website for compliance. | Clerk/<br>DJ |
| 18. | <b>NATIONAL AND LOCAL NEWS</b><br>Governors noted the Sutton Information Sheet and the Clerk's Briefing.  |              |
| 19. | <b>DATE OF NEXT MEETING</b><br><b>Wednesday 19th June 2024 at 4.00pm</b><br>Preceded by Finance at 2.00pm.  |              |
| 20. | <b>CONFIDENTIAL MATTERS</b><br>There were no confidential matters to record.  |              |

The meeting closed with a prayer.

Closing time of meeting: 6.00pm

Chair's Signature  .....

Date 19/6/24.....