

**MINUTES OF THE MEETING OF THE GOVERNING BODY  
 OF WALTON ON THE HILL PRIMARY SCHOOL  
 HELD ON WEDNESDAY, 27 SEPTEMBER 2023 AT 6.30PM**

**Present:**

Sarah Asher, Chair      Tim Samuel, Headteacher      Neil Skinner      Rachel Whitton  
 Caroline Kaegler Devine      Anne Edwards      Wesley Deavall

**In attendance:**

Sarah Westerman, SBM

**Apologies:**

Ruth Wilson      Nicola Fannin

**PART 1**

Item	Topic/Purpose	Action
1	<p><b>Board business</b></p> <p>a) <b>Confidentiality declaration</b> - Governors declared they were all in a secure and confidential environment.</p> <p>b) <b>Absence</b> – Apologies for absence were received from Ruth Wilson and Nicola Fannin. The meeting was quorate.</p> <p>c) <b>Constitution of the governing body</b>            Caroline Kaegler Devine – welcomed to the team as the new co-opted governor officially appointed on 27 September.  <b>Annual review of Register of Interests</b> – individual forms passed to governors for reviewing and updating as required.</p> <p>d) <b>Declaration of interests</b> – none declared.</p>	
2	<p><b>Appointments for the educational year</b></p> <p>SA confirmed as chair and CKD to be appointed co-opted governor and to take over vice chair role from NS. Safeguarding role will continue with RW. Other appointments and roles were discussed and agreed under item 15, Governors’ skills audit and training review.</p>	
3	<p><b>Governors’ details: contact information and publication of data</b></p> <p>Governors verified their contact details via Microsoft forms, and gave their consent for the information to be circulated amongst all governors, the school, Strictly Education 4S and SAfE.</p> <p>SW confirmed that emergency contact information for the school has been provided to Surrey.</p>	
4	<p><b>Chair’s action</b></p> <p>None to report at this meeting.</p>	
5	<p><b>Minutes</b></p> <p>Governors agreed the minutes of the meeting held on 05/07/23 as an accurate record.</p> <p>The Board agreed to publish minutes of FGB from January 2024 (November 2023 minutes will be first to be uploaded) in line with best practice.</p>	

<p><b>6</b></p>	<p><b>Matters arising from the minutes dated 05/07/23 (not covered elsewhere on the agenda)</b></p> <p>FGB discussed Fluency - new assessment system (FFT) now introduced, as championed by L Lacy (head of English) – LL will be holding staff meetings over the next month to run through the practicalities of using FFT        SA asked whether it will help to measure progress.        RL confirmed it will show achievement at end of KS1 and KS2. The diagnostic will be used against whole school (everyone gets assessed) not just those in interventions</p> <p>FGB urged importance of reading in the school. Need to target volunteer readers, and reintroduce guidance on how to read with children, for parents as well.        SA remarked on how helpful the teacher video was on Class Dojo by Miss Tutton of how to read with children. This reaches a wider pool of parents than attending a face-to-face workshop. RL agreed training videos to be explored.</p> <p>TS confirmed that Amy Cochrane is RE lead – the school is obliged to follow the Surrey Sacre as a maintained school. Mia from the church will meet with AC to enrich the syllabus. TS remarked that it is a better resourced curriculum.</p> <p>Revisited the new safeguarding requirement to carry online social media checks as part of recruitment process. TS confirmed the lowest level of social media checking is googling name of candidate, which should be completed by a member of staff outside interviewing team (eg SW). Anything adverse it highlights should then be brought to conversation within interview. As a small school this process is enough. TS to include in recruitment plan.</p>	<p>Recruitment plan to include social media checks</p>
<p><b>7</b></p>	<p><b>Headteacher’s update including Safeguarding</b>        TS shared his update with governors prior to the meeting. No questions raised. Plans to circulate a half termly letter to staff and governors for both schools, including safeguarding section</p> <p><b>Academic Outcome Report 22/23</b>        RL ran through Whole school Overview Assessment review for prior year (slides filed) and pulled out key messages.</p> <p>KS2 - consistent results with previous years        Successfully brought some lower prior attainers up        Reading results 85%</p> <p>RL looked at the results of those children with protected characteristics. Outcomes were positive and in line with or exceeding their peers.</p> <p>Multiplication check – increase teacher focus after 2022, hence improved results in 2023. School will continue to implement revised approach.</p> <p>KS1 - will do assessments but these are now optional, so reduces the stress attached.</p> <p>AE queried if the data highlighted the month born impact on the results at KS1, as she was aware it does have a massive influence        RL - will get those figures when receive formal results in Nov 2023.</p>	

	<p>Difference between national level and school level is not significant at KS1, but widens at KS2. Demonstrates the progress the school makes with the children as they move through the school.</p> <p>CKD - challenge whether less experienced teachers would impact results - RL noted there may be small impact of settling into new year group, but experienced TAs and the learning practices witnessed by SLT were strong.</p> <p>Disadvantaged children have shown improvement, in line with Surrey-wide priorities for this group. NS asked if it was possible to unpick to see when those children improve. RL to investigate.</p> <p>In summary the Whole School Results tend to Improve as the years progress. Governors commented on how impressive the results were in relation to National benchmarks.</p>	
<p><b>8</b></p>	<p><b>Safeguarding</b>        Review of final KCSIE 2023 completed by RW (slides filed)        Pulled out key points for FGB, these included:</p> <ul style="list-style-type: none"> <li>- Need for safeguarding lead to spot check school policies in action – RW will complete spot visit</li> <li>- Working Together to Safeguarding Children – ensure any lone working is very transparent</li> <li>- Declaration of Change in DBS – reliant on declaration but this will change in future, currently not statutory</li> <li>- Affluent neglect is becoming more apparent</li> <li>- SEND and LBGQ - increases likelihood of safeguarding issue</li> <li>- Peer on peer now referred to as child-on-child abuse</li> <li>- Must report any form of sexual abuse</li> <li>- FGM – all staff must know to call 999</li> <li>- Must be evidencing school approach to child well-being</li> </ul> <p><i>Filtering &amp; monitoring</i></p> <ul style="list-style-type: none"> <li>- RW to provide checklist - RW will be responsible for this on the FGB.</li> <li>- Instant alerts &amp; auditing of these - what do you do when you get alerts, need to demonstrate how we are using and recording</li> <li>- All staff need to be trained on the filtering and monitoring actions</li> <li>- Training parents to add F&amp;M at home</li> </ul> <p>Safeguarding to be added to LINK governor checklist – ACTION to witness policy in practice.</p> <p>Safer recruitment - raise safeguarding within interview process</p> <p>Individuals using the premises - when children are involved the school must ask renter for safeguarding policies        Letting policy need to include DSL paragraph        DSL also can random spot check when premises in use.</p>	<p>Safeguarding to be added to Link governor checklist</p> <p>SW to update lettings agreement where required</p>

9	<p><b>Attendance</b>          Attendance at acceptable level. Have issued first fines to parents for unauthorised absence.</p>	
10	<p><b>Diversity and inclusion</b>          Diversity audit complete and forms a basis to progress from. Board diversity paper approved by FGB for action this academic year.</p>	
11	<p><b>Finance and school budget update</b>          Turn out for the current financial is positive.          SW informed governors that current expenditure is as expected against the budget except for teacher and support staff pay rises, which have been provisionally agreed at a higher %age than originally advised. However, much of this increase should be funded (not yet aware of when this funding will be received). Income generation is higher than predicted due to income received by TS for his SAFE &amp; SCITT work.</p> <p>The 2022-23 School Fund audit was shared with governors and no issues were raised. SW advised that the 2023-24 accounts were now being prepared.</p> <p>SW confirmed that the Draft Budget 2024-25 will be available for governor approval at the next meeting.</p>	
12	<p><b>Premises and Health &amp; Safety update</b>          The updated Premises and H&amp;S Overview was shared with governors.</p>	
13	<p><b>Climate Action Plan</b>          Condition survey now received from Surrey! This will inform prioritisation of capital spend planning.          Work in progress, update in future FGB.</p>	
14	<p><b>Policy review</b>          The following policies were presented to governors for annual review:</p> <ul style="list-style-type: none"> <li>• Pay</li> <li>• Staff Appraisal</li> <li>• Child Protection &amp; Safeguarding</li> <li>• Complaints Policy &amp; Procedure</li> <li>• SEND (Special Educational Needs &amp; Disability)</li> <li>• RSE (Relationship &amp; Sex Education)</li> </ul> <p>SW confirmed no major changes from the prior year aside from pay levels. Governors approved all the policies.</p> <p>Governors challenged use of certain more user-friendly policies. SW agreed that Surrey model policy not always the easiest to follow, although ensures we are fully compliant. Consider introducing a simpler safeguarding policy for children and condensing certain policies.</p>	
15	<p><b>Governors' skills audit and training review</b>          Full skills audit still to be completed – SW to chase outstanding governors</p> <p>Governors reviewed the FGB portfolio matrix and agreed the following responsibilities and membership for committees:</p>	<p>SA to liaise with TS re dates for HT appraisal</p>

	<p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Pay Committee – SA, NS &amp; CKD</li> <li>• Headteacher’s Appraisal Panel – SA, NS &amp; CKD</li> <li>• HT Recruitment Panel (when required) – SA, NS &amp; CKD</li> <li>• Grievance &amp; Appeals – TBC dependent upon nature</li> </ul> <p>Link governor/matrix arrangements need to be reviewed and refreshed asap (before the next FGB). RL to share teacher led timelines to set schedule for governors – teacher review meeting 1</p> <p><b>Training:</b>        Rachel Whitton now Surrey Safeguarding trained.        Noted that Surrey SEND review process (whole of Surrey exercise) is currently ongoing        SW attended Clerks update – heavily focused on housekeeping and ensuring records up to date.</p>	<p>and Pay Committee.</p> <p>SA to update and circulate FGB portfolio matrix.</p> <p>RL to share teacher led timelines</p>
<p><b>16</b></p>	<p><b>Self-evaluation of governance</b>  <i>‘What have we done at this meeting that has improved the education for the children in our school?’</i></p> <ul style="list-style-type: none"> <li>• Appointed new vice chair</li> <li>• Reviewed and challenged attainment and progress data to consider impact to children’s learning, and impact of previous interventions, as well as interrogating outcomes for disadvantaged children and children with protected characteristics.</li> <li>• Safeguarding update for FGB</li> <li>• Considered our approach to Reading to bring results in line with best local performance for value added</li> <li>• Discussed and adopted a Board diversity plan</li> <li>• Carried out annual review of policies in line with the agreed schedule</li> </ul>	
<p><b>17</b></p>	<p><b>Dates of future meetings and agenda items</b></p> <p><b>FGB Meeting Autumn 2</b>        Wednesday, 29 November, 2023 at 6.30pm</p> <p><b>Future agenda items</b></p> <ul style="list-style-type: none"> <li>• Draft SFVS</li> <li>• Draft Budget 2024-25</li> </ul> <p><i>The meeting closed at 8.40pm.</i></p>	