

Minutes agreed and approved as accurate at governing body meeting on 26/11/18  
Minutes proposed by NL, proposal seconded by SM.

Southam Primary School – Full Governing Body Meeting  
Monday 24<sup>th</sup> September 2018 at 6.30pm

Present: Andrea Hugo (Chair), Nicola Lester (Vice Chair), Janet Montague (JM), Dan Hobson (DH), Sandy Marley (SM), Sue Abbott (SA), Emma Longworth (EL) (headteacher), Kimberley Hiles (KH), Rowena Taylor (RT), Sian Warner (Clerk)

Apologies: Antonis Michailadis & Anthony Dedekuma

Meeting is quorate.

2. Pecuniary Interests

SM declared her role as a school governor at Rugby High School.

3. Minutes from previous meeting

Chair went through actions arising from last meeting.

- Review of Effectiveness of Governing Body to be emailed to chair by 27/9/18 with any comments/additions.
- AH confirmed that Deputy Headteacher has been invited to meeting on 25/3/19.
- Roles & Responsibilities – agenda item at current meeting.
- New governor checklist to be reviewed - on-going. **ACTION: AH & NL continue to review.**
- Minutes agreed as accurate. SM approved minutes and NL seconded minutes. Minutes duly ratified as accurate at this meeting.

5. Review Strategic Priorities & Actions and SIP (refer to supporting documents for this agenda item circulated by EL via email prior to meeting to all members)

- *Governor asked what 'no nonsense' spelling programme was.* EL & RT advised that it is a spelling programme that is used throughout the school in KS2 to aid developing spelling ability and is very good to be able to establish who is accessing programme and when. They advised not used in KS1, instead they use phonics spellings, and introducing the Read, Write Inc Phonics programme this year.
- *Governor asked about the Maths of the Day programme and its impact.* EL said that it is very well used by staff and is particularly beneficial to certain cohorts of children in the school. EL said that she has received very positive feedback from staff on programme. RT said that is a really good way of making maths 'active' in learning, and means you can teach and access maths lessons in different ways, such as being able to use programme to deliver combined subject lessons eg: PE & Maths.
- EL said that the progress data for KS1 is very strong, and it's worth mentioning that the attainment doesn't always reflect the excellent level of progress made by some children from their starting point to end point, and doesn't always give a true reflection of achievement.
- *Governor asked why they was not a specific KS2 objective in SIP.* EL said that rather than an objective, EL has made reference to KS2 in the maintenance plan in the School Development Plan. The reason for this is that strategies in place are already working well, producing excellent results. Therefore no real need to keep changing anything, more a case of maintaining and tweaking.

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- *Governor asked if the entry ability point for children in EYFS has decreased in recent years.* EL said that entry level is slightly lower but not by that much. However, within the local consortium group, the school's entry levels were slightly lower. EL went on to say that on whole though the entry point levels have been decreasing year on year. KH advised that this year's cohort is a lot larger than in previous years with 53 children currently on roll in Reception year.

DH arrives 7pm.

- Chair wanted noted that end of year sats results were excellent and that all the governing body were thankful to all staff for their continued hard work and efforts. EL also noted that she also wanted to thank all the staff for their dedication and hard work in achieving great sats results.
- *Governor asked if any of the other local schools had approached them in light of excellent results for advice on how to improve.* EL said that there had been discussions, however staff are conscious of spending time out of their class and the impact that this could have. Any agreed support should not have a negative impact on the school.
- *Governor commented specifically on the excellent reading results.* EL said that this last academic year some of the school's vulnerable readers made real significant progress and ended up with very good results.

6. Review Governing Body Development Plan & Tasks

- *Governor said that really they need to look and review previously produced development plans to build on what has already been done.* **ACTION : JM to email previous plans to AH.**
- Governor advised that annual skills matrix will be due for review in February 2019.

7. Data Overview (refer to document circulated by EL prior to meeting)

- *Governor asked why EYFS Health & Self Care scores were lower than other scores within EYFS data.* KH said that within last year's cohort there were a number of children who were incredibly fussy eaters and also children that had speech and language issues which resulted in the overall score in this area to be lower. KH said that the children in question didn't reach the necessary targets for specific reasons, and although they had made significant progress from their starting point it wasn't enough to meet the necessary criteria, for expected standard.

SA arrived 7.10pm.

4. Election of Chair & Vice Chair

- Clerk took over meeting at this point.
- Clerk advised members that AH had put herself forward to continue as chair for another year and NL had put herself forward to continue as vice chair for another year.

Chair Election – Clerk asked AH to leave meeting room so that governors present could vote. All governors present unanimously voted AH to remain in the post of chair for another year. Clerk asked AH to return to meeting room.

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Vice Chair Election - Clerk asked NL to leave meeting room so that governors present could vote. All governors present unanimously voted NL to remain in the post of vice chair for another year. Clerk asked NL to return to meeting room.

- Clerk confirmed that AH to continue as chair and NL to continue as vice chair for the next year as voted by governing body on 24/9/18.

Newly elected chair then re-took over meeting.

Chair took opportunity to confirm roles and responsibilities for the coming year.

SEN Governor – JM

Governor Training – DH

Communication – AH & NL

Finance - SA & DH

Health & Safety – AH

Head Teachers Performance Review – AH & JM

Exclusions – AM, JM & SA

Pupil Premium – SM

Complaints & Appeals – JM, SM & SA

English – NL

Maths – DH

Safeguarding – SA

Pay Committee – JM & SM

Patch Meetings – JM

#### 8. Staff Overview

- EL advised that:
  - Rachel Reed is planning on returning from maternity leave mid-December.
  - Kirsty Reeves is planning on returning from maternity leave at the beginning of December.
  - Sarah Allen who is currently covering for Rachel's maternity leave will take over from Karen Davies full time after Karen has left after the October half term.
  - Ruth White (worked for a number of weeks in school in the summer term) will be covering on a supply basis also.

#### 9. Policy Review (refer to child protection policy circulated prior to meeting)

- NL advised EL on a couple of minor amendments. Governors all agree policy.

#### 10. Sports Premium Report

- Governor mentioned how good it was that the school had recently been awarded the School Games Gold Award, and thanked staff for their efforts in gaining this award.
- EL advised that this academic year 6 and majority of year 5 children will not be swimming. Only those year 5 pupils that had yet to be able to swim 25 metres

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unaided were continuing with lessons. EL explained the reason for this change in provision.

- Governor asked what the current position was with payments for swimming. EL advised that position was a lot more favourable than in previous years largely helped by the introduction of parentpay, making paying easier for parents.

11. Pupil Premium Report

- Governor said that it was good to see pupil premium funding spend being so beneficial in school.
- Governor suggested their presence at the upcoming parents evening highlighting the benefits to the school for parents to sign up if eligible.
- Governor suggested creating 'a board' displaying all the activists, equipment that the school can purchase with extra funding.

12. SVMAT Scheme of Delegation

- Chair asked for a volunteer to be part of the SVMAT working party to further develop the Scheme of Delegation. NL agreed to volunteer.
- Governors review SVMAT newsletter. Governor comments that all other primaries and secondaries have benefited from improvements to buildings etc as a result of gaining funding with exception of SPS. EL said that she had been assured at recent head teacher meetings that the windows at SPS would be the first job to be undertaken once capital funding use has been agreed with the MAT.

13. Monitoring & Evaluation Programme for the Year

- SEN Learning Walk – 28/11/18
- Maths Learning Walk – 24/1/19
- English Learning Walk – 23/5/19
- Chair said that evaluation forms would be circulated for completion prior to learning walks.

14. AOB

- JM updated committee on current status of before & after school club arrangements. At present in final legal discussions with legal team at WCC to establish ownership. **ACTION: EL to arrange a meeting with legal team to discuss further.**

Meeting concluded 8.20pm

ACTIONS – SEPTEMBER 2018

ACTION	BY WHOM	DATE COMPLETED
Governor checklist review	NL & AH	Completed, to be circulated.
Governor development plan review	JM to email over to AH	On-going
Meeting to be arranged with legal team re: Sunny Days after school club	EL	25-9-18 EL Emailed Guy Darvill, waiting for a reply. Follow up meeting arranged for 1 <sup>st</sup> week December.