

Minutes agreed as accurate at FGB meeting on 20/5/2019  
Minutes proposed by SM, minutes seconded by SA

**Full Governing Body Meeting – Southam Primary School**  
**Monday 25<sup>th</sup> March 2019, 6.30pm**

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL), (Vice Chair), Emma Longworth (Head), Dan Hobson (DH), Sandy Marley (SM), Rowena Taylor (RT), Amandeep Ubhi (AU), Antonis Michailidis (AM), Katherine Latham (KL), Kimberley Hiles (KH), Sian Warner (Clerk).

Apologies: Janet Montague, Sue Abbott

2. Pecuniary Interests  
SM declared her role as a governor for Rugby High School for Girls.
3. Minutes from previous meeting  
Minutes declared as accurate by members present.  
SM proposed minutes as accurate, AM seconded proposal.
4. Section 106 Funding
  - Head advised that she had been contacted by the LA previously following her initial communications/enquiries regarding section 106 funding available which has been assigned to be used by Southam Primary School. This funding is provided by housing developers that are currently building new houses in the town, and is released in phases depending on occupancy of housing development, to the LA for them to pass onto the relevant school.
  - Head advised that the school has plans to develop and increase the size of the school to ensure that they can continue to provide enough suitable space to make sure children are taught in suitably sized environments.
  - Head advised that to access the funding the school has had to put in a bid itemising and detailing plans and requirements. Head said that initial bid had been submitted earlier in the year (February half term) with extremely little notice given by the LA as to when the deadline for submission was required. This meant little time to put bid details together before hand.
  - Head confirmed initial bid had been turned down, and now they were in the process of putting together information for a second attempt at a bid, which will include building quotes. Head emphasised that the money is to expand the school based on pupil numbers currently in school.
  - Head said that the work ideally would need to be completed and in place ready for September 2019, therefore it has been decided that the MAT would apply for planning permission now so that this part of the process will not hold up the project later on down the line.
  - Head said she had initially been advised that some of the funds that had been released ready to go to Southam schools, would possibly get transferred to school in 2020. This isn't acceptable as money is required this year for desired development.
  - *Governor asked how long it would take for a decision to be made on the 2<sup>nd</sup> bid that will be submitted.* Head said she was unsure and would try and find out when the panel next meet to make decisions. **ACTION: Head to check date of next panel meeting for decision to be made.**

5. Head teachers Report (report circulated to all members prior to meeting)
  - Head asked for governor approval for the following school trips/events:
    - Robinwood Residential Trip 2020, 12-14/2/20 – all approved
    - Yr4 Space Camp Activity, 29/3/19 at school – all approved
    - Yrs 3&4 Dinosaurs sleep over National History Museum, 12&13/7/19 – all approved
  - *Governor asked for clarification on prior attainment figures given in document.* Head said that figures are based on achievement in KS1. Head said that next year the data will be easier to interpret as the children coming through to record will have been the first cohort to take part in new key Stage 1 SATs. Head said that testing had recently been carried out and further testing will happen just before the Easter break (year 6).
  - *Governor asked why the CPD were colour coded in report.* Head presented & demonstrated to governor's new software school has bought into whereby all CPD, development plans can be recorded and viewed by staff. Head advised that governors will be given access to software so that they can access and view school development plans linked into development projects. Head said that the CPD colour coding is useful in that the different colours denotes the success and value for money of the individual CPD events.
  - *Governor asked if the 2 racism incidents recorded were separate incidents or linked.* Head advised that both incidents were linked and that they do not indicate any kind of worrying trend in this direction. Head advised she also reported them to the LA.
  - *Governor mentioned that to date not much of the curriculum resources budget had been spent, and asked why that was.* Head confirmed that the budget remaining had in fact been earmarked for particular projects coming up: renew IT servers, library upgrade.
  - Head reported an overspend on support staff & cleaning staff.
  - *Governor said not much had been spent from the pupil premium budget to date.* Head advised that although the pp budget currently does not appear that much of it is spent, in reality money will have been used from other budgets for this purpose.
  - *Governor asked what the time frame was for the reported number of safeguarding incidents logged.* Head presented & demonstrated to governor's new software now in use in school, CPOMS. Head explained the process and that it records the same information as the 'green forms'. Head said it enabled her to keep accurate up to date records of all incidents recorded, and also provided a useful tool for recording behavioural incidents as well in school. Head said some staff members, eg: lunch staff currently still use the green forms. Head confirmed time frame for incidents documented in report was since January 2019.
  
6. New OFSTED Framework (refer to summary document circulated prior to meeting)
  - Head advised governors that framework is currently out for consultation.
  - Head said that the framework looks at the whole curriculum:
    - Its design & implementation.
    - It does not look at in year data.
    - Lesson observations have more emphasis.
    - Looking at what the school as a whole has to offer

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7. Scheme of Delegation Working Group Feedback (provided by NL-Vice Chair)
- NL and AH have attended working party meetings with the aim of simplifying the document to make it more accessible than in its current format.
  - They looked at what worked well and what required clarification, simplification.
  - They were particularly looking at ensuring consistency across the MAT.
  - Newly drafted document much shorter and a lot easier to understand.
  - SoD will be a live document which will be uploaded to the SVMAT site for all to access, and document to be reviewed annually.
  - *Governor said that they would need establish a secure way to ensure that all governors are trained appropriately to help with consistency across the MAT.*
  - Governor application form to be reviewed. *Governor suggested that the first page could potentially be 'off-putting' for new recruits in that they are required to choose skills to offer from a very narrow selection. Governor suggested this be altered to allow for recruits to expand on what they in fact can offer.* NL said she would feedback to working party.

KH leaves meeting 7.40pm

8. Sunny Days B&ASC
- Chair advised that she, JM and Head met with Legal team recently, and have come up with an action plan. They are intending, if all goes to plan, for a handover of control of the club to Sunny Days in September 19.
  - Chair said that a licence agreement from the MAT will need to be drawn up so that Sunny Days can deliver the service, and they are currently working on a Service Level Agreement.
  - *Governor asked that when transfer takes place will parents be notified.* Head confirmed that they would be.
9. Training Feedback
- Chair attended Joint Hearing Panel training, and reported that it would be beneficial for all the schools within the MAT have a list of schools/governors that are recorded as being available to be called to sit on such panels should the need arise. *Governor said that really the MAT would need 2 sets of lists, one for primary & one for secondary.*
  - Governors present said that this was a good idea, and as such the Terms of Reference would therefore need to be altered to accommodate this. **ACTION: AH & clerk to begin liaising with other GB's.**
  - Chair also attended Handling Complex Complaints training, and reported that it might be of benefit to the school for them to adopt a 'managing aggressive behaviour' (applies to visitors into school, not pupils) policy in school. **ACTION: AH to summarise and suggest what the FGB could adopt into school.**
10. AOB
- Head thanked members for returning skills audits and asked for any remaining to be sent in.
  - Head asked members for approval to begin recruitment for an extra teacher in September 2019 in KS1. All members present agree recruitment.

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- Head said that the consortium were looking at employing a Parent Support Worker to work across a number of schools to provide vital support, and a point of contact for some parents that require a little extra assistance with parenting.
  - Cost to the school for this post would be approximately £4000 per year.
  - They were looking at advertising post over Easter break.
  - The role will work on a 1-2-1 basis with some families.
  - They will require specific skills from candidate, eg: triple p experience.
  - Currently Southam Primary, Newburgh, Emscote, AllSaints, Woodloes Primaries & Warwick Prep School plan to use this resource, however if more schools wish to utilise cost will reduce.
  - Post would be for 4 days a week, for a 2 year contract.
- *Governor said that they would need to ensure that the school is getting value for money in that the time is divided equally between the schools involved.*
- All members present agree post.
- Head advised members of current admission numbers for September 19 of 44. All members agree current admissions situation.

Meeting Concluded 8.25pm

**ACTIONS – MARCH 2019**

ACTION	BY WHOM	DATE COMPLETED
Head to check and advise on date of next section106 decision panel meeting	Head	Date of next panel meeting – 8 <sup>th</sup> April
Initial fact finding on implementation of hearing panel members across the MAT.	AH & Clerk	Refer to SVMAT policies
Summary and recommendations of policies to adopt following Handling Complex Complaints training	AH	Refer to SVMAT policies