

Minutes agreed as accurate at Governing Body meeting on 15/7/19
Proposed by JM & seconded by NL

Southam Primary School – Full Governing Body Meeting
Monday 20th May 2019 at 6.30pm

Present: Andrea Hugo (Chair), Nicola Lester (NL) (Vice Chair), Emma Longworth (Head), Kimberley Hiles (KH), Sue Abbott (SA), Sandy Marley (SM), Janet Montague (JM), Dan Hobson (DH), Katherine Latham (KL), Sian Warner (Clerk)

Apologies: Aman Ubhi, Antonis Michalidis, Rowena Taylor

Guest Speaker: Bec Holmes

2. Pecuniary Interests
SM declared her role as a governor at Rugby High School for Girls
3. TLR English Report – Bec Holmes (refer to summary emailed out to committee prior to meeting for detail).
 - 2017-2018 Headlines
 - Year 1 phonics results not been as positive as they would have liked – National:83%, School:66%
 - They have introduced Read, Write, Inc Phonics scheme into year 1 with all teachers trained to deliver the initiative. Predictions for this coming years' results suggesting that a higher percentage of children will reach the required standard.
 - Head said that historically the pass mark has been , 32. Therefore staff have been aiming for children to be able to obtain a score of 34 to ensure that children would securely be able to achieve the required pass mark.
 - Children enter the school into reception with attainment lower than typically expected for their age.
 - Historically when monitoring KS1 books evidence was a little limited, however in the past year the volume of evidence in children's books has increased a great deal, with lots more writing.
 - End of KS2 results and progress were very good.
 - Monitoring continued, looking at writing in topic books, geography, history and all other subjects with less time spent on monitoring English books, to ensure that writing across all curriculum subjects is as strong as in English.
 - Schools bought into letter join scheme to improve the quality of handwriting and presentation.
 - No-nonsense spelling scheme that was introduced has helped improve spelling in school.
 - Assessments were more focused, using Pixl programme. This enables staff to gain detailed, specific areas for improvement.

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- 2018-2019 Headlines
- The impact of the introduction of the Read, Write, Inc Phonics scheme has already been seen in school, with 77% of children passing a recent practise phonics screening.
- Teaching of reading & writing across the school is securely good.
- Pixl scheme allows teachers to assess and then identify areas for improvement in children's work as scores are broken down into sections which mean they can really pin point areas for improvement and monitor those in detail.
- *Governor asked if it was possible for the committee to see one of these assessment papers and the scoring process that followed.* Head said that the scores are compared to other schools nationally that subscribe to the Pixl scheme. This means they can benchmark against other schools accurately, and is an incredibly useful diagnostic tool.
- *Governor suggested it might be useful for the committee to see the progress data within the same academic year.* Head said that they would receive progress data in readiness for the next governing body meeting in July so that data can be discussed within the same academic year.
- *Governors thanked Bec Holmes for her overview and for her continued efforts and praised all staff for their efforts.*

Bec Holmes left meeting 7pm.

4. Minutes from previous meeting
 - Actions Arising from previous meeting
 - Fact finding on hearing panel across MAT – Chair advised that there is a section within the appropriate SVMAT policy that covers membership of a hearing panel by local governing bodies, and states that emails will be sent out to all governors inviting them to attend such a panel if required, based on either a primary or secondary need.
 - All governors present agree minutes as accurate. SM proposed minutes as accurate and SA seconded proposal. Minutes of meeting on 25/3/19 duly ratified and agreed as accurate.
5. Governor Commitment & Training
 - Chair advised members present that information provided by The National Governors Association (NGA) suggest that governors should be expected to spend on average 5-8 hours a month dedicated to governor duties.
 - Chair said that committee meeting dates up to end July 2021 have been circulated.
 - Chair asked committee if they wanted her to re-book the previously cancelled in-house training session.
 - *Governor asked if going forward it might be better for the committee to participate in SVMAT organised training sessions rather than organising them, themselves.*
 - *Governor said that the school pay an annual fee to the county council for training subscription for each academic year, and she found the service very useful.*
 - *Governor said previously organised in-house training sessions had been very useful as generally they are bespoke to the school, and as such feels they should carry on with service.*

- Committee discussed and agreed minimum communication standards between members and pledged to ensure that emails are read regularly and responded to where appropriate in a timely manner.
- Committee discussed and agreed that they could be more 'visible' in school and that this may be easier to achieve for parent governors rather than co-opted governors due to the fact that the parent governors would more than likely be in school more often. Members discussed that going forward when they look to recruiting new parent governors they bear this in mind.
- Governors discussed and agreed that they should ensure that they commit to attending a least 1 event in school and 1 learning walk per academic year as well as attendance at committee meetings and training courses where appropriate and required.
- Chair advised that invites had been sent out for the next SVMAT conference in the summer, and that members should respond to the clerk to the trustees advising on attendance.

6. Section 106 funding

- Head advised that following previously unsuccessful bid, it had been re-submitted and has passed the first committee process, with the second committee process scheduled for 6/6/19. If bid passes this second committee successfully it then goes to cabinet for approval.
- Head confirmed that the LA have now spoken to Pre-School regarding their relocation, and Pre-School have expressed a desire to be involved in the process. Head said that she was more than happy to have them involved in the discussions.
- *Governor asked if the proposed portable cabin would be a 'permanent' fixture?* Head said that they would be looking for a long term use, and went on to state that due to the location of the cabin it would mean that the pre-school could potentially open in school holiday times.
- *Governor asked if the new cabin would mean a loss of the forest school area.* Head confirmed that the forest school area would not be affected.
- Head has said all along that they were aiming for building work to be completed by September 2019, however realistically will more than likely be January 2020 when completed, which means that the RWNN would be used for a classroom until such time as the room currently occupied by pre-school becomes available.
- *Governor commented on the new housing development to the north of the town whereby 500 new homes are being built, which would ultimately mean an increase in demand for school places. Therefore potentially an impact on SPS.*
- *Governor asked what the intake numbers were for Reception places in September 2019.* Head confirmed currently 42, with 2 on waiting list. However due to PAN of 42 the 2 on wait list cannot be offered a place, however they will ultimately gain a place due to the 2 reception classes if they haven't already accepted a place at another school.
- Head commented on school condition allocation fund (refer to document circulated during meeting) and said that the windows to the front aspect of the school will be replaced from this fund.

7. School Development Plan

- Governor advised that following on from recently attended training in this area they as the committee need to think about how and when they look and analyse the SDP, and that they need to ensure that priorities are linked in with the headteacher report.
- Governor said that the Blue Wave Swift software used for CPD and school improvement recording is a really useful tool to provide evidential information to link into SDP.
- Governor suggested it is good practise to allocate a link governor to each priority in the development plan and that they need to ensure clear focus whilst conducting learning walks and then linking feedback to SDP. Head mentioned that she does provide governors with a clear proforma template on which to base findings that link in with the SDP.
- Governor requested if Head could circulate an updated school self-evaluation plan to governors. **ACTION: Head to circulate SEP.**
- Governor suggested that maybe governors could be involved in drawing in the document. Head said that she has invited and involved other parties input in the past, and that the document is always a work in progress, and sometimes the document doesn't need vast amounts of changes, just a little amending.
- Governor said that the simpler the SDP is the better which allows the school to really focus on the priorities identified. Head agreed and said that's why the document only has the 3 main priorities listed.
- Governor said that going forward it might be good practise to have a standing item on each meeting agenda to ensure that discussions takes place regarding the document, if only just to conclude that the document remains accurate and on course. All governors present agree a good idea.

8. Sunny Days Before & After School Club

- Chair advised committee that they are still waiting for legal department to come back with the licence, and they are still aiming for transfer in September 2019.

9. School Improvement Partner Report (refer to document circulated prior to meeting)

- Chair asked if any members had any questions regarding report. Members present had no questions.
- Chair said that it was a very positive report and all members agreed.

10. Link Governor Report

- SM- PP Link Governor meeting on 20/5/19
 - Governor said 42 chn eligible for pp however school currently only gets funding for 39.
 - Governor said that progress overall good.
 - Governor said that school receives £46000 pa funding for pp, most of which is spent on staffing.
 - Governor pleased that priority regarding as post important and effective in progression off pp chn is quality first teach.
- SA – Safeguarding Link Governor.
 - Report following previous meeting already circulated to committee.

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- Next meeting scheduled for 24/6/19.
- DH- Maths Link Governor
 - Next meeting scheduled for 27/6/19

11. AOB

- Head circulated new ofsted framework guidance for governors.

Meeting concluded 8.20pm

ACTIONS – MAY 2019

ACTION	By whom	Date completed
Self -Evaluation plan to be circulated	EL	

