

Minutes agreed as accurate at meeting on 23/9/19
Minutes proposed by SA, seconded by NL

Southam Primary School Governing Body Meeting
Monday 15th July 2019 at 6.30pm

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Emma Longworth (Head), Janet Montague (JM), Sue Abbott (SA), Kimberley Hiles (KH), Rowena Taylor (RT), Dan Hobson (DH), Antonis Michailidis (AM), Sian Warner (Clerk)

Apologies: Aman Ubhi, Sandy Marley

Absent: Kathryn Latham

Chair welcomed Peter Willis & Mark Fulner to the meeting in capacity as guests with a view to joining the governing body. The SVMAT Open meetings protocol was observed.

Meeting is Quorate

2. Pecuniary Interests
 - Head declared her additional role as interim headteacher at Stockton Primary School.
3. Minutes of previous meeting
 - Action arising – SEF to be circulated. Completed by EL.
 - JM proposed minutes, NL seconded minutes. Minutes from meeting on 20/5/19 duly agreed and ratified as accurate.
4. TLR presentation on Curriculum and OFSTED changes by Mandi Startup – Deputy Headteacher
 - MS advised committee that OFSTED have changed their guidelines in terms of the curriculum and what they look at, which now focuses more on curriculum 'intent' – what we plan to teach, 'implementation' how children are taught and assessed, ensuring that we deliver what we say we are going to and in the way we said we were going to do it with desired outcomes.
 - They will be looking in more depth at the foundation subjects, eg: history, geography
 - School is currently working on a new intent statement.
 - MS said that they need to ensure the school has a clear intent which is reflected in each subject. The SLT are working to ensure that the intent publicised for the curriculum is reflected in each subject and that the planning matches what is actually occurring in the classroom, and matches to the teachers and TA's deliver lessons.
 - MS said that OFSTED will be looking at how the school interprets the guidelines and implements them.
 - MS said that they review skills for every subject on a bi-annual basis.
 - MS said that they continue to put together and build on portfolios of evidence for each foundation subject, with examples of each age related expectation of work evident.
 - MS said that OFSTED will assess how British values are taught in class. MS explained that these are delivered (sometimes indirectly) during the course of teaching other lessons, and that they need to ensure that they are identified correctly by staff.
 - MS said they are looking at the PSHE curriculum, and introducing a new scheme of work which will focus a lot more on mental health.

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- MS explained that they ensure that within the curriculum they build in consolidation time for pupils to re-visit subjects to ensure that key skills and knowledge are secure. They continually make sure that what is being taught & learnt by children is evidenced in their books, and that evidence required goes beyond book work.
- MS said they try to build in as many 1st and memorable experiences as they can into the curriculum to broaden their horizons and increase opportunities.
- MS said FOSPS have been very supportive in helping funding towards school trips.

Governors thanked MS for her presentation. MS left 6.50pm

5. Headteachers Report (refer to document circulated prior to meeting)
 - *Governor asked why the number of safeguarding incidents reported has increased.* Head said that it is not necessarily that they have increased, more due to CPOMS, the reporting has become more rigorous. However, many refer to the same families.
 - *Governor asked why the Year 4 times tables results had not been included in report.* Head explained that whilst she had the results, no guidelines/threshold marks had been issued therefore unable report on results, and reminded committee that this was part of pilot scheme.
 - *Governor asked if the children could take the times table tests in written format.* Head said no, either on Ipad or PC.
6. KS1 & KS2 Data
 - Chair congratulated school and head on another set of excellent results.
 - *Governor asked if the results were what the school has expected.* Head confirmed that they were on the whole.
 - *Governor asked if the school were appealing any of the results.* Head said that they had looked closer as a couple of sets of marks that were very near the threshold, however they felt that the marking was accurate and have only submitted the 1 paper for remarking.
 - *Governor said that the phonics results were good.* Head said that the introduction of the Read, Write Inc Phonics initiative has really paid dividends this year.
 - *Governor asked if the school were concerned about the EYFS results.* Head said that they were not concerned as the baseline starting point this academic year was significantly lower than previous years, and also the lowest within the consortium.
 - Governor said that the reason why some of the children did not quite make targets was mainly down to maturity and that given a few more months, the targets would probably be met securely.
 - *Governor asked why it was that the new reception cohorts were starting school at a lower ability level.* Head said that there are many theories generally as to why children are starting school without certain skills, eg: too much exposure to electronic devices.
 - *Governor asked further about the KS1 results.* Head explained that there are a number of children with specific learning difficulties, and that some of the children that missed out on the targets only did so by very small margins. Head said that booster sessions were run to help children that required a little extra assistance.
 - *Governor asked if the KS1 children (year2) had starting points in reception as low as the current reception cohort.* Head said no, that wasn't the case.

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- Governor said that there are a larger proportion of children joining the school with speech and language issues, some of which are not always flagged up before the children start school.
 - *Governor asked about the small number of children that are persistently absent or late from school.* Head said that she is working with the families to improve absenteeism, and that referrals may be made in the Autumn term if situation does not improve. Governor noted this was touched upon and recorded within safeguarding meeting minutes also.
7. Development Plan (refer to document circulated prior to meeting)
- Head said that subject leaders are becoming more strategic with monitoring.
 - *Governor asked for clarification on 'opportunities for explicit employment links'.* Head said that employers and careers guides would be invited into school to talk to the children about their professions with the aim of trying to inspire children for the future.
8. Budget & Budget Forecast
- *Governor asked if the changes in teacher salaries and pension contributions had been built into budget.* Head confirmed they had.
 - *Governor asked about the recent government consultation regarding pension contributions and whether the government will take them on.* Head advised that consultation had only just finished, however she hoped they would as school budgets could not sustain the costs.
 - *Governor asked about the maintenance budget, and that whilst it hadn't all been spent, would it be a good idea to spend some on preventative measures.* Head said that there were a number of recent incidents whereby maintenance work has had to be carried out that have yet to be paid for. This money will come out of the maintenance budget before the end of the financial year.
 - All members present agreed budget forecast presented for 2019/2020 academic year.
9. Governance Charter (refer to SVMAT document circulated prior to meeting)
- All members present agree charge and all agree to collectively sign the governor's code of conduct. Chair & Vice Chair to sign document. **ACTION: NL & AH to sign Code of Conduct document.**
 - *Governor asked about the committee's annual review of effectiveness.* Chair confirmed the matter would be on the agenda at the meeting in September.
10. Sunny Days Before & After School Club
- Chair confirmed that they had receive the licence for the club from WCC legal team and that the next step is to put the club provision out to tender.
 - *Governor asked if any other providers are likely to put forward a bid.* Chair said that highly unlikely due to the hour's provision required for.
 - *Governor asked how often the tender would be put out for new bids.* Chair confirmed every 2 years.
 - Chair advised that currently the club pay £9000 per annum for rent of hall and facilities. This is to be increased to £15000 per annum from September 2019. This figure will include utilities as well.
11. SEND policy review

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- All member's present agreed policy and chair signed and approved the front cover sheet of policy to go onto school website.

12. Link Governor Feedback

- NL – English Link Governor
 - NL met with Bec Holmes in last week.
 - Good KS2 results
 - Next year emphasis on improving KS1 attainment
 - RWI implementation successful
 - School has purchased a new set of Oxford Reading Tree books.
- SA – Safeguarding Link Governor (refer to report circulated by SA at meeting)
 - School has signed up to Operation Encompass. An initiative in conjunction with police whereby if an incident involving the police occurs in the home of a pupil at the school, the school would be notified. No specific details would be disclosed, merely flagged up so the school can provide support for child of required.
 - Governor suggested they think of new ways to try and encourage a bigger attendance by parents an e-safety seminars laid on by school.
- AH – EYFS Link Governor
 - AH advised that notes from recent meeting will be distributed shortly. **ACTION: Link governor to circulate.**

KH & DH will be stepping down from their governor roles after this meeting. NL thanked the both of them for all their continued efforts over the years on behalf of all the committee members.

Meeting concluded 8.05pm

Next Meeting 23/9/19

ACTIONS – July 2019

ACTION	By Whom	Date Completed
EYFS link governor report to be circulated	AH	Completed by AH
SVMAT Code of Conduct for Governors to be signed	AH & NL	COC signed