

Minutes agreed as accurate at governing body meeting on 21/1/2019
Minutes proposed by DH, proposal seconded by SM

Southam Primary School – Full Governing Body Meeting
Monday 26th November 2018, 6.30pm

Present: Andrea Hugo (AH) (chair), Nicola Lester (NL) (Vice Chair), Emma Longworth (EL) (Head), Sandy Marley (SM), Dan Hobson (DH), Kimberley Hiles (KH), Rowena Taylor (RT), Antonis Michailidis (AM), Janet Montague (JM), Sian Warner (clerk)

Apologies: Sue Abbott

Guests: Andrea Heath (SENCO SPS) & Katherine Latham (SVMAT link trustee)

Overview of SEN provision – presented by Andrea Heath

- 65 children currently on SEN register, which is 21.5% of school population.
- Children on register have a mixture of needs, with 70% having their main SEN need, Cognition & Learning.
- 2 children on register have physical impairments.
- 1 child on register has an EHCP. School did apply for 2 further EHCP's but they were declined. School will be appealing decision on one of them and the other they will re-apply with further evidence towards the end of this academic year in the summer term 19.
- All children on register made progress this term based on their IEP targets.
- Each term, on average 70% of children on SEN register meet their IEP targets, with a large number making the expected progress.
- Parent/teacher meetings held last week for parents of children on SEN register. Andrea managed to meet a good proportion of parents at these meetings and continues to encourage parental engagement to aid communication and children's progress.
- Priorities for the coming year.
 - Making sure more children in KS1 successfully pass the year 1 phonics testing.
 - To aim for more children in KS1 to make expected progress in Maths.
 - To try and engage more with the 'hard to reach' parents.
 - Many interventions running this academic year: spelling, reading, maths, 1-2-1 maths groups in year 5/6 & year 3&4, times table groups, anger management & social groups.
 - Read, write, inc Phonics proving to be successful in school.
 - New intervention introduced – 'moves'. An 18 week programme to target children with poor gross motor skills, and to try and improve core strength. It's run in the mornings 4 times a week by Mrs Nixon, and this first programme has 4 children on it.
- *Governor asked if these interventions are available to children in reception classes.* AH confirmed that they can be for children of any age, if it's felt appropriate by her and staff.
- *Governor asked what reason was for the refusal of the 2 EHCP's.* AH said that 1 was refused on the grounds that they felt the school hadn't provided enough evidence to prove that the school had spent at least the £6000 effectively. AH said that they are planning on appealing this as the evidence the school submitted demonstrated that at least £9000 had been spent. The 2nd EHCP was refused based on the fact that the panel felt there was not enough evidence to suggest that the child in question would experience difficulties in school life. Child lives out of county and child's preschool has provided much evidence of child's difficulties and challenges. Child currently in reception year. School will re-apply in summer term 19 and submit further evidence.

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- AH advised that on-line booking system may be bought into for parents to use to book appointments, which might aid parental engagement.

Governors thanked Andrea for her overview. No further questions.
AH left meeting 7.05pm

2. Pecuniary Interests
 - SM declared her role as a governor at Rugby High School for Girls
3. Minutes of previous meeting
 - Actions – Checklist completed. AH to circulate
Governor Development plan – ongoing
Before & After School Club – legal meeting with Guy Darvill held on 20/11/18,
another follow up meeting arranged for w/c 3/12/18.
Minutes agreed as accurate. NL proposed minutes, SM seconded proposal. Minutes from meeting on 24/9/18 declared as accurate.
4. SVMAT Trustee Meeting Report (minutes circulated to head & chair only)
 - Brain Wallace re-elected as chair of trustees.
 - Peter Wain joined as a new trustee.
 - Mark Billsborough elected as vice-chair.
 - Chris Smart given extended leave as trustee until the end of December 2018.
 - Trustees have identified skills gaps in trustee board and are looking to recruit new trustees.
 - Temple Herdwyke & Rokeby Primary Schools looking to join academy trust in January 2019.
 - Chair advised that there is a 3rd secondary school potentially interested in joining academy trust.
 - Next trust board meeting 4/12/18.
 - EL asked Katherine why minutes from trustee board meetings could not be circulated to all local governing body members. Katherine said she would go back to board and find out reasons, and protocol. **ACTION: KL to report back on circulation of minutes.**
5. Head Teachers Report (circulated by email prior to meeting by EL & Pixl October 18 assessment results sheet handed out at meeting)
 - *Governor asked why there had been a recent spike in the number of logging a concern forms being submitted by staff members.* EL said that it wasn't due to an increase in the number of issues, more so that it's the same families who are currently being monitored, and staff are helping to build a picture of events through the forms.
 - Governor said that being asked to write an article in the parliamentary review was extremely good and prestigious for the school. EL said that it will raise the profile of the school, even taking into account the cost incurred of £700. All governors agreed was good publicity for the school.
 - EL referred members to latest set of assessment results following recent testing carried out in October. Year 4, 5 and 6 results extremely good, with results generally across the school above the average published for other school Pixl users. EL said that a number of lower ability children had made excellent progress in these recent assessments.

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- EL confirmed school currently has 302 pupils on roll with 3 further children in the pipeline for joining. EL said that ideally for next academic year, as the school is growing in size, she would like 2 reception classes, 2- year 1 classes, 2 - year 2 classes, 3 - year 3&4 classes and 3 - year 5/6 classes. This would mean 1 extra teacher.
- EL said that they are in the process of obtaining building quotes to turn one of the courtyards into 2 extra classrooms, as well as quotes for siting a portacabin outside on school grounds(to be used potentially to house the pre-school) as school would need to regain the use of the room that the pre-school currently use.
- EL asked trustee link governor, Katherine, for information on how potentially the academy would assist with funding in this matter. Katherine advised she would go back to trustees to find out and communicate back to governing body. **ACTION: Katherine to report back on funding for expansion plans.**
- *Governor said that the school's current PAN of 42 is no longer viable and probably should be 60.* EL said that she agreed and had already been in discussions previously with admissions regarding this issue. WCC admissions stated originally that by increasing the PAN at Southam Primary it could potentially have a detrimental effect on the other primaries in the town. However, as building has increased in the town, and the school currently is over on the PAN in reception, it may be that in the near future they will reconsider.

SM left meeting at 7.55pm.

- EL advised governors that the Pixl assessments that the school are currently using are an extremely useful diagnostic tool for teachers to use and assess gaps and progress. It's producing good results, and supports quality 1st teach.
6. Finance (refer to budget report circulated by EL prior to meeting)
 - Governors all agreed that budget currently as it stands is in a good position, and spending on track as per budget.
 7. Pay Committee Report
 - JM advised committee that all recommendations put forward to pay committee have been agreed.
 8. Link Governor Reports
 - DH advised that the maths link governor meeting has been scheduled for 20/12/18
 - JM advised that the SEN link governor meeting report will be circulated. **ACTION: JM to circulate SEN report.**
 - NL advised that English link governor meeting was held on 22/11/18. Clerk to circulate report. **ACTION: Clerk to circulate report to members.**
 9. Policies
 - English policy – approved
 - 1st aid at work policy – approved
 - Risk Assessment policy – approved

10. Governor Training Feedback

- Chair advised she attended headteacher appraisal & performance course and found it very useful
- DH advised he attended effective classroom visits course. He recommended that governors have a 'read by governors' stamp to use in children's books during learning walks to demonstrate that governors are actively looking in children's books and taking part in the learning walks. All other members present agreed was a good idea. **ACTION: EL to purchase stamp.**
- Governor suggested that all members should try to attend at least 1 training session a year.
- Chair asked for suggestions from members for the in-house training session that is still to be booked. Governor suggested that they try and book a session based around SEN provision and what it actually entails in school on a day to day basis. **ACTION: Clerk to email chair a list of in-house sessions already taken place.**
- Governor recommended that the committee have a link governor for EYFS as good practice. AH volunteered for role based on previous experience working in an early years setting. All members agreed this role.

11. AOB

- Head asked SVMAT link trustee, Katherine, how schools would receive the 'extra' £10,000 allocated to primaries in recent budget announcement, and head was seeking assurance that schools would get what they were entitled to. Katherine said that she would seek confirmation on this point and communicate back to head and committee. **ACTION: Katherine to feedback information regarding £10,000 extra funding.**

Meeting concluded 8.20pm

Next Governing Body Meeting 21/1/2019

ACTIONS – November 2018

ACTION	BY WHOM	DATE COMPLETED
Feedback on possibility of minutes circulated to all governors	KL	21/1/2019- minutes can be circulated but have to remain confidential.
Feedback on funding of expansion plans from trustees	KL	On going
SEN link governor report to be circulated	JM	ongoing
English Link governor report to be circulated	SW	27/11/18
Purchase of 'Read by Governor' stamp	EL	27/11/18
List of previous in-house training sessions run to be emailed to chair	SW	28/11/18
Feedback from trustees on extra £10k funding	KL	ongoing