

Minutes agreed as accurate at governing body meeting on 21/11/19

NL proposed minutes as accurate, SM seconded proposal.

Minutes duly ratified and agreed as accurate on 21/11/19.

Full Governing Body Meeting – Southam Primary School
Monday 23rd September 2019 at 6.30pm

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Rowena Taylor (RT), Peter Willis (PW), Marc Fulner (MF), Janet Montague (JM), Emma Longworth (Head), Sue Abbott (SA), Sandy Marley (SM) (arrived 6.40pm), Antonis Michaliadis (AM) (arrived 6.45pm), Sian Warner (SW) (Clerk)

Apologies: none received

Absent from meeting: Aman Ubhi & Kathryn Latham

2. Pecuniary Interests
 - None declared.
3. Minutes from previous meeting
 - Actions arising:
 - EYFS report to be circulated to governing body by AH – completed.
 - SVMAT Code of Conduct signed – completed
 - Governors agreed minutes from previous meeting as accurate.
 - SA proposed minutes as accurate, NL seconded proposal. Minutes from meeting on 15/7/19 declared as accurate.
4. Governor link roles agreed for academic year 19/20
 - Safeguarding – SA
 - Finance – SA
 - SEN – JM
 - Governor Training – SW (governing body agreed minimum of 1 individual training session to be attended by each governor every year).
 - Communication – NL and AH
 - Health & Safety – MF
 - Pay Committee– AH, JM & SM
 - Pupil Premium – SM
 - Maths – PW
 - English – NL
 - EYFS – AH
 - Complaints & Appeals panel – NL, SA, SM, JM
 - Exclusions panel – AM, SA, JM & PW
6. Terms of Reference
 - Chair asked members to review SVMAT document and email her with any comments by Friday 27th at noon, whereby after that time/date governing body will adopt document.

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7. Review Strategic Priorities (refer to documents emailed out to members prior to meeting by Head)
 - Head advised members that priorities of school remain largely the same as were identified at the end of the last academic year based on data from the summer term.
 - Head said that school development plan is a working document constantly under review by herself and SLT with a view to finalising in the coming days.
 - Head advised that upon completion the document will be available for governors to view on Blue Wave Swift. **ACTION: Development plan to be made available on Blue Wave Swift when complete.**
 - *Governor asked if it would be sensible for them to appoint a governor to each priority area noted within the plan.* All members and head agreed this would be a good idea. Head suggested that a governor should be assigned to the curriculum and meet with deputy head who is responsible for curriculum development in light of new OFSTED guidelines. NL offered to carry out this role, and all members present agreed.
 - *Governor asked whether the persistent absenteeism/lateness reported is classed as a safeguarding issue as well as just an attendance issue.* Head said that the particular families this issue is relating to, and the fact that she knows the issues the families have, means currently not being dealt with as a safeguarding issue, however they are noted within the termly safeguarding report that she carries out with SA.
 - Head advised that this academic year she has bought into Warwickshire attendance service to help tackle the particular families who struggle with attendance and lateness.
 - Head advised that the vast majority of absenteeism that isn't due to sickness is authorised due to exceptional circumstances eg: family weddings.
8. Governing Body Annual Review of Effectiveness (circulated prior to meeting by AH)
 - Chair asked members to review document and respond with any comments to herself by Friday 27th September.
9. Data Overview (refer to documents circulated prior to meeting by EL)
 - Head advised that no real change in data from the summer term.
 - KS2 results excellent once again.
 - Good progress being made in EYFS.
 - The introduction of Read, Write, Inc Phonics has had a positive impact on phonics results in year1.
 - Head said that all cohorts were performing above the national average with girls in school performing better than boys in reading & writing and boys in school performing better at maths. Head stressed that initiatives are in place to improve girl's performance in maths, and similarly boys in reading & writing.
10. Staff Overview
 - Head advised that she has increased 1 TA's hours by 0.5hours per day due to the high level of needs in the Reception cohort, and a second TA's hours increased by 2 hours.

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- Head advised that she is currently looking at recruiting 2 lunchtime supervisors to fill vacancies. In the meantime head said she is planning on utilising a previous lunchtime staff member on an ad-hoc basis until such time as positions are filled.
- *Governor asked if the number of staff needed as lunchtime supervisors had to adhere to children/adult ratios.* Head said that the number of staff required was dictated by safety of children not ratios.
- Head advised that deputy headteacher MS, has reduced hours and now works 4 days a week with Kirsty Reeves who is a trainee teacher taking the class on the 5th day.
- *Governor asked if the school had a maximum number of SEN children that the school could admit.* Head said that there wasn't, however she ensured that prospective parents of children with specific needs were completely aware of exactly what the school could offer within its provision v's what's needed. However ultimately, they have to accept children of that's what parents have chosen if space available.

11. Policies

- Child Protection Policy – all members present approve policy.

12. Finance Risk Review (refer to document emailed to members prior to meeting by EL)

- Members all agreed report good.
- SW was thanked for her efforts in getting minor issues sorted promptly.

13. Sports Premium Report (refer to report circulated prior to meeting by EL)

- Head summarised how the money received by the school is spent:
 - Subsidising swimming lessons.
 - On -side sorts provision for pe lessons in school.
 - Buying new sports equipment.
 - Bought into a new PSHE programme called Jigsaw for whole school.
- Head said that the highly successful change makers after school club will be returning in the Spring term.
- *Governor asked where the school had a particularly high percentage of pupil premium pupils in school.* Head said not a large number, but that a large number of the pp pupils in school were also on the SEN register.

14. Pupil Premium Report (refer to report circulated prior to meeting)

- Head explained that report illustrated where the school has/is spending pupil premium funding, providing evidence for interventions and the reasons behind them.
- Head said that they have been focusing on key barriers to learning for this particular cohort of children and trying to break them down. This might be through engaging in extracurricular activities/ after school clubs or other such activities as well as in the classroom.
- RT said that the trip for pupil premium pupils to Warwick University last academic year was a huge success and very inspirational for the children.

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- *Governor asked if it might be a nice idea to invite past Alumni of the school back to speak about their lives/jobs, what they have gone on to do.* Head said that she had already been speaking to the headteacher at Southam College about this initiative.
 - *Governor asked if the school assisted families who needed help with the provision of school uniforms.* Head said that they did assist some families.
15. Monitoring & Evaluation Schedule for 19-20 (refer to calendar circulated prior to meeting by EL).
- Governor asked for confirmation on which SLT member would attend which governing body meeting. Head and governors suggested:
 - PW – January 2020
 - RH – March 2020
 - AH – May 2020
 - Governor said that she (NL) would meet with MS in January for an update on the curriculum to feedback to governors.
16. Sunny Days
- AH advised that the club had previously been vat registered in error. Therefore, as of 15/8/19 club no longer vat registered.
 - AH met with Ranjit S and Clare C as they were keen to know current status. AH stated they were still waiting for an answer from GD at Legal Services. At that meeting they spoke to GD (legal dept) and AH advised that they intend to put out tenders for legal services. AH is to contact OOSA to see if they can support as we are registered with them. If not then to look locally. **ACTION: AH to contact OOSA.**
 - AH now has a tender template which can be adapted to our requirements.
 - Clare suggested we write to Sue @ Sunny Days, St James BASC and St Mary's BASC inviting tenders and giving a date for those to be received. Legally that will cover us for advertising. We need to get it sorted before club hits £100K otherwise we have to advertise in EU as well. **Action: Tender to be advertised.**
 - Staff will need to be TUPE'd across – when club is out to tender need to talk with all staff to agree transfer from us to whomever is successful tender. **AH to confirm with Legal Services timeline for TUPE. Action: AH to confirm time scales.**
17. Chair & Vice Chair elections (SW took over meeting at this point from AH)
- SW advised that AH had put herself forward to continue as chair for a 2-year term and that NL had put herself forward as vice chair for a 2-year term. No other nominations received.
 - SW asked AH to briefly leave meeting whilst all members present were asked to vote on AH continuing as chair of governing body. All members present unanimously voted for AH to continue in role of chair. AH returned to meeting and SW declared AH as chair of governing body at Southam Primary School for 2 years from 23/9/19.
 - SW asked NL to briefly leave meeting whilst all members present were asked to vote on NL continuing as vice chair of governing body. All members present unanimously voted for NL to continue in role of vice chair. NL returned to meeting and SW

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5. Child Protection Safeguarding Update (refer to quiz sent circulated prior to meeting by EL)
 - EL discussed that governors to complete and return to her. **ACTION: All governors to complete and return.**
18. AOB
 - Governor asked about the status of the proposed building works at school. Head advised that they are still awaiting planning approval for outside classroom. Funding for this is coming from section 102 funding.
 - Head advised that they are currently seeking quotes for converting the courtyard into 2 classrooms.

Meeting concluded 8.10pm

ACTIONS – September 2019

ACTION	BY WHOM	DATE COMPLETE
School development plan to be made available on blue wave swift	EL	25/9/19
Safeguarding Quiz – complete & return to EL	All members	On going
Contact OOSA – do we have legal support?	AH	29/9/19
Tender template to be adapted for Sunny Days	AH, JM and EL	completed
Advertise tender	AH, JM and EL	completed
Contact Morton Michael insurers – legal cover	AH	completed
Confirm length of TUPE process	AH	completed

