

Minutes declared as accurate at FGB meeting on 27/1/2020
SA proposed minutes as accurate, JM seconded proposal

Full Governing Body Meeting – Southam Primary School
Thursday 21st November 2019 at 6.30pm

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL) (Vice Chair), Janet Montague (JM), Rowena Taylor (RT), Peter Willis (PW), Emma Longworth (head), Marc Fulner (MF), Sandy Marley (SM), Antonis Michailidis (AM), Sian Warner (Clerk).

Apologies: Katherine Latham, Sue Abbott, Aman Ubhi

Meeting is quorate

2. Pecuniary Interests
 - SM declared her role as a governing body member of Rugby High School for Girls.

3. Minutes from previous meeting
 - Chair update on actions from previous meeting
 - SDP – circulated
 - Safeguarding quiz to be returned – members that have not completed this to do so as soon as possible and return, along with on line GDPR training.
ACTION – members to complete both asap.
 - Chair to contact OOSA –No cover provided. Complete.
 - Tender template to be adapted for Sunny Days – Complete
 - Advertise tender for before & after school club – Complete
 - Confirm length of TUPE process –45 days. Complete
 - NL proposed minutes as accurate, SM seconded minutes as accurate.

4. Headteachers Report (circulated to members prior to meeting)
 - Head briefed committee on staffing update
 - They have appointed a new class teacher to fill the full time teaching vacancy left by Mrs Allen. Successful applicant is currently teaching the class in capacity as a supply teacher through teaching agency. Head said she was best candidate interviewed.
 - *Governor asked why the Reception baseline data was lower than in previous years.* Head said that they are increasingly experiencing children starting school that are not 'school ready', and with an extremely high level of need. Therefore the staff are having to do more than they would have previously just to keep the status quo. Hence the reason for having to recruit an additional staff member for this area of the school. Head said that the reduction in the availability of sure start centres and other such community services available to families with pre-school age children could be a factor. Head said that it is becoming more challenging year on year.
 - *Governor asked if school staff liaise with the pre-schools before the children start school.* Head confirmed that they do over a lengthy period of time during the summer term prior to the September. Head said that it is very difficult to obtain an EHCP for a child, and the school has to be able to demonstrate at least 2 terms worth of evidence to prove that the plans in place for the child are not working.

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- *Governor asked if other schools within the consortium are experiencing the same. Head said that all the other schools within the consortium have completely different circumstances*
 - *Governor asked whether the new reception baseline testing is going to be introduced into schools. Head said that they were and that Southam is trialling the tests in readiness for next year. The school is also carrying out their own baseline testing in conjunction as school does not get feedback from the DfE baseline test.*
 - *Governor asked for further information on the high level of persistent absentees reported. Head advised that she is working with all the children and families that this relates to. One child currently attends flexible learning sessions outside school due to ill health, one family is being assisted to help reduce persistent lateness and attendance with the intervention of the Warwickshire Attendance Service. Lastly, one family has been advised that parents need to provide a doctor's note for any period of absence for the child.*
 - *Governor asked in which area of the school the new Teaching Assistant employed is working in. Head confirmed EYFS.*
 - *Governor commented from report that there were more safeguarding incidents reported during September & October and wondered if there was a reason for this spike during this period of time. Head said that this does not fit any particular pattern and there is no specific reason. Head said that the introduction of CPOMS has helped the logging concerns process. Head said that staff know the children well and are all very much committed to ensuring that all concerns are recorded.*
 - *Governor advised committee that in reference to audit of curriculum, as a governing body, they should focus on the 3 'I's, which are: Intent, Implementation & Impact.*
 - Head advised that all staff have had the opportunity to be able to attend training sessions on all subjects to help with the new curriculum framework and 'deep dives'. Head also said that the new framework focuses less on in year data and more on the work in children's books.
 - Head said that 'deep dive' sessions have been arranged this term & next for subject leaders.
 - *Governor asked why the response level to the recent staff questionnaire was low and that the majority of responses received were from support staff. Head said that all staff were aware of the questionnaire beforehand and possibly time constraints mean that teaching staff did not respond in time.*
 - Chair commented on the primary inspection data summary and praised Head and staff for their excellent results. Head confirmed results recently published in the Sunday Times top 250 schools was from 2018, however the IDSR document contains 2019 data.
5. Finance – SA not present to discuss and report back. Defer to next meeting.

EL & RT asked to leave meeting for next item.

6. Pay Committee Report – CONFIDENTIAL ITEM. Please see separate sheet. Limited circulation.

EL & RT invited to return to meeting.

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7. Link Governor Reports (refer to EYFS report circulated prior to meeting)
 - AH briefed committee on meeting with reception staff. *Governor commented that they were very surprised to learn that staff were having to change nappies for multiple children.* Head did say that there were medical grounds for this happening for 1 of the children.

8. Parents Evening Feedback from Questionnaire (refer to results circulated prior to meeting)
 - *Governor said that they received 187 responses, and on the whole very positive feedback.*
 - *Governors discussed other possible methods of connecting with parents in the future including 'drop in' sessions and online questionnaires. They felt that on balance this current approach seems to be working the best.*

9. Governor Training
 - NL attended a Handling Complaints course.
 - MF attending an Introduction to Finance 25/11/19.
 - MF was due to attend H&S course on 14/11/19 but has cancelled due to bad weather.
 - JM attended a SENCO course & Wellbeing/Mental Health session.
 - PW & AH attended the recent SVMAT in house safeguarding training session. AH advised members of a useful online course provided by the NSPCC that members could do if they wished. **ACTION: AH to circulate details of on line course to committee.**
 - Chair referenced operation encompass and asked whether children living outside Warwickshire eg: Northamptonshire would be covered under this arrangement. Head confirmed that Warwickshire was one of the last schools to adopt the initiative. Governor asked if following on from the introduction of Operation Encompass in the summer term whether Head could include a section with the headteachers report on contact received from police. Head agreed.

Meeting finished 8.15pm

Next Meeting 27/1/20

ACTIONS – November 2019

ACTION	By Whom	Date Completed
All members to complete Safeguarding quiz and return to clerk asap	ALL	Ongoing
All members to complete on line GDPR training if not done so asap	ALL	Ongoing (2 members still to complete)
Circulate details of NSPCC on line course to committee	AH	Chargeable course. Alternatives available FOC