

Minutes agreed as accurate at Governing Body Meeting on 28/4/2020
Minutes proposed as accurate by MF, and seconded by SM

Full Governing Body Meeting – Southam Primary School
Monday 27th January 2020 at 6.30pm

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Marc Fulner (MF), Antonis Michailidis (AM), Emma Longworth (Headteacher), Sandy Marley (SM), Sue Abbott (SA), Janet Montague (JM), Rowena Taylor (RT), Katherine Latham (KL)(SVMAT), Sian Warner (Clerk)

Apologies: Peter Willis

Guest Speaker: Paul Willis (Maths lead)

Meeting is Quorate

2. Pecuniary Interests
 - SM declared her role as a governor at Rugby High School
 - Head declared her role as primary lead for the SVMAT

4. TLR Report – Maths – Paul Willis (refer to report circulated by PW at meeting)
 - Overview of last years results showed improvements in number of children achieving greater depth, with higher than national average statistics for EXP & GD in KS2 for another year.
 - PW outlined that results for 18-19 for KS1 were a marked improvement on the previous year and indicates that strategies that had been put in place were proving successful, whilst acknowledging that there is still room for further improvements to be made in this Key Stage.
 - PW said that results had been achieved by:
 - Setting children for maths lessons (KS2), allowing for teachers to be able to deliver lessons that meet the children's needs more accurately.
 - Using CPA approach (Concrete, Pictorial, Abstract) to deliver maths lessons in conjunction with the part/part/whole approach and number blocks in KS1 and the bar modelling in KS2.
 - Pixl testing resources which allow for continuing monitoring and accurate assessment of data to enable staff to pinpoint areas within the subject that require further work and attention.
 - PW outlined the focus for this academic year
 - To raise attainment in maths by the end of KS1
 - Holding regular meetings with yr2 staff
 - Planning using White Rose planning tool as a group to ensure continuity and accuracy.
 - Data so far this year (19-20) indicates that 76% are on track to make expected progress.
 - To raise attainment in maths in years 3 & 4
 - Pupil progress meetings
 - Book trawls

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- Raising attainment for vulnerable groups through bespoke and targeted interventions.
- Preparation underway for times tables tests
- To raise the profile of maths throughout the curriculum
 - Displays around school
 - Planned into every term
 - Evidence in topic books
- *Governor asked what PW felt the children's thoughts on the new timetable tests were.* PW said that whilst they are currently preparing for the upcoming tests, they are still discussing as a school the administrative direction of the testing, ie: ipad versus using desktop for online test.
- *Governor asked how they thought other schools felt about the tests.* PW said that as far as he was aware other schools felt the same way, the predicament lies within the implementation.
- *Governor asked how they ensure that the children in the higher maths sets are stretched.* PW explained that planning is such that they are able to deliver maths lessons to the more able children, encouraging revisiting work, looking at different ways of arriving at the same answers so that those children in that cohort are stretched and challenged suitably.

Governors thanked PW for his overview and outstanding results for another year.

PW leaves meeting 7.15pm

3. Minutes from Previous Meeting

- Chair went through actions from previous meeting
 - Training – GDPR, Prevent & Safeguarding Quiz. Chair requested that governors that have not completed training should do so as soon as possible.
ACTION: Governors to ensure they complete training.
- Governors agreed that minutes from meeting on 21/11/19 were accurate. SA proposed minutes as accurate, JM seconded proposal. Minutes from meeting on the 21/11/19 declared as accurate.

5. School Development Plan (refer to document circulated by EL prior to meeting)

- *Governor asked for clarification on the targets set and based on the fact that as the targets were annual ones, could they be updated to indicate whether the school was on track to achieve said targets.* Head advised governors that it is a working document that will be continually updated following pupil progress meetings this term.
- Head advised that all subject leaders are meeting with or have already met with Derek Watts to discuss 'deep dives' into their particular subject areas. Feedback from staff to date on this exercise has been extremely positive.
- Head said that part of the last inset day was used to finalise the curriculum which is and has been publicised on the school website for all to view.

- Head said that some subject leaders have been carrying out 'audits' to ensure quality and coverage.
 - Head advised that they are continuing to work to reduce persistent absenteeism. Head said that the absence data is slightly higher than previously due to increase in pupil numbers and represents a very small number of children within the school population. 1 pupil attends flexible learning sessions outside school due to illness, WAS is working with 1 family to improve attendance. Head said that absence data has been communicated with each class teacher so they can discuss with head if there are extenuating circumstances relating to absenteeism that the school can assist with to improve.
 - *Governor asked if the school authorised many holiday requests.* Head said that such requests are only authorised in exceptional circumstances, for instance, where parental work really restricts time available for holidays etc.
6. Budget (refer to November 19 report circulated prior to meeting by EL)
- *Governor commented on predicted overspend of £9.5k.* Head advised that whilst this is recorded, measures are already in place to counterbalance any predicted over spend.
 - *Governor asked what the pupil numbers for Reception intake in September 2020 are currently looking like, and sought clarification on funding and whether it was retrospective.* Head confirmed funding was and advised that at present the school has 52 1st place requests, all of which can be accommodated due to having the 2 reception classes even though published PAN is 42.
 - *Governor asked if it was possible to request that the PAN is increased to reflect the actual position and number capacity of the school.* Head advised that this has been attempted multiple times in the past, with reasons given for not increasing PAN including that it would be detrimental to the other schools in the town. The current status is that over time if the school numbers remain as is or higher, with 2 form entry across the school envisaged once building expansion work has been completed, hopefully the argument for increasing the PAN will be overwhelmingly in favour of an increase.
 - Head advised that the current status of the 1st phase of building work (pre-school) re-location is progressing: Arden Construction have been awarded the contract, planning permission has been granted for the actual building, however change of use of the land has not yet been given. The application for this change of use has been in progress since last June 19. Head also advised that the 2nd phase of section 106 money to pay for this work is being released in December 2020.
7. Derek Watts Visits
- Head advised that Derek has recently visited the school on a couple of occasions to meet with subject leaders to analyse in greater depth 'deep dives' into their subject areas in light of OFSTED direction. Head said that staff felt sessions with Derek have been useful and productive.

8. Sunny Days

- Chair advised that tender for running the club was put out with a closing date of 31/12/19. Chair advised only the 1 tender received. Chair advised that she consulted solicitor for legal advice and can confirm that they are able to accept the 1 tender.
- Chair advised that the process for drawing up a licence agreement now between the sunny days after school club and the SVMAT would only take approximately 5 working days.
- *Governor queried the length of time and suggested that they need to ensure that correct TUPE process is followed.*
- Head said that herself, chair and JM need to meet to go over the business plan tendered in the first instance, with the B&ASC committee formally writing to staff members advising them of process for transfer. **ACTION: Chair, JM & head to meet to go over business plan tendered.**
- *Governor asked for clarification as to who actually owns the school building.* Head confirmed that the LA/WCC do and that SVMAT are able to lease the premises for a period of 25years at a time.
- Chair advised that current solicitor is able to provide far more accurate advice as to the steps to follow and feels that the legal advice received from WCC legal team has, at times, been worded incorrectly and so when trying to find a solicitor has been not be asking for the service we need from them. Which in turn has delayed the already lengthy process unnecessarily.

9. Link Governor Meetings

- KL – Update from last SVMAT Trustees meeting in December 19 (refer to summary emailed out prior to meeting)
 - Annual report & accounts has been signed off. KL suggested that she obtain a copy of the accounts for the LGB to view. **ACTION: KL to circulate last set of accounts to SPS LGB.**
 - KL advised that trustees feel, following the cancellation of last governor conference, twilight sessions would be more suitable for members to attend going forward.
 - Head advised that The Priors School is currently in consultation period with a view to potentially joining the SVMAT.
 - Letter from the MAT to be sent to Southam Primary in recognition of results-letter not received
- H&S Link Governor Report
 - MF met with Chair & Caretaker on 3/12/19 to carry out H&S walk. MF advised all processes & measures in place seem robust. Report has been written, a couple of inspection dates need to be added in prior to circulation. **ACTION: SW to add dates into H&S report.**
- Safeguarding Link Governor Report (refer to report circulated prior to meeting)
 - SA met with Head on 15/10/19.
 - Nothing new to report, all measures in place and working well.
- SEN Link Governor Report
 - JM met with SENCO last term. JM said that feedback was that last term was particularly challenging due to the high needs of some of the children.

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- Head advised that SENCO has been given an extra half day release time to carry out SEN work, with SW (office) carrying out some administrative duties on her behalf. Head also advised that she has taken over 2 of the on-going EHCP applications to further alleviate the SENCO's time. Report and details to follow. **ACTION: JM to circulate SEN Link Governor report.**
- Curriculum Link Governor Report (refer to report circulated prior to meeting)
 - NL met with Deputy Head 11/12/19
 - Curriculum intent statement up on website
 - NL invited suggestions and direction for next meeting from members present.
- Maths Link Governor Report
 - No meeting arranged as yet. **ACTION: PW to arrange maths link governor meeting this term.**

10. AOB

- Head suggested that they utilise Derek Watts and arrange to meet with him to have a discussion on the type of questions they might expect and will be required to answer and have knowledge of during an OFSTED inspection. All governors present felt this was a good idea. Head put forward some suggested dates of: 4/2/20, 5/3/20 or 12/3/20 (pm only). **ACTION: all governors advise Head when they are free to attend to meet with Derek.**
- Head reminded governors present that they are required to complete and return their skills audit asap. **ACTION: Governors to ensure they complete and return skills audit.**
- Chair advised that she has been in contact with Amandeep and he has decided to resign from the governing body with immediate effect.
- Chair advised that following on from this resignation she will be inviting another potential governor **via SGOSS** to the next meeting as a guest in the first instance.

Meeting finished 8.40pm

ACTIONS – JANUARY 2020

ACTION	BY WHOM	DATE COMPLETED
GDPR & Prevent training to be completed	ALL	COMPLETED
Evaluate sunny days business plan tendered	EL, JM & AH	COMPLETED
Latest set of approved accounts for SVMAT to be circulated to LGB	KL	ONGOING
Dates added to H&S link governor report prior to circulation	SW	COMPLETED
SEN Link Governor Report to be circulated	JM	ONGOING
Maths Link Governor Report to be arranged	PW	AH CIRCULATED REPORT FROM DEREK WATTS
Governors advise Head by email dates they could be	ALL	COMPLETED - GOVERNORS MET WITH DW

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available to meet with Derek watts		
Completed skills audits	ALL	CIRCULATED TO GOVERNORS