

Minutes declared as accurate at governing body meeting on 25th January 2021.
Proposal by MF, proposal seconded by SA.

Southam Primary School – Governing Body Meeting
Monday 23rd November 2020 @ 6.00pm via TEAMS

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL) (Vice Chair), Sue Abbott (SA), Sandy Marley (SM), Marc Fulner (MF), Emma Longworth (Head), Sian Warner (Clerk)

Apologies: Janet Montague, Michelle Brierley

Headteacher was invited to join the meeting at 6.15pm to allow for the committee to discuss the headteacher pay & performance review.

8. Headteacher Pay & Performance Review
See separate sheet as confidential item for limited circulation only.

Headteacher joined meeting at 6.15pm

2. Declaration of Pecuniary interests
 - SM declared her role as a governor at Rugby High School
 - Head declared her role as MAT Primary Lead
 - AH declared her employment at the Priors School
3. Minutes from previous meeting
 - Actions outstanding:
 - Chair advised that ToR had been circulated to members 28/9/20
 - SEN Link governor reports – To follow
 - NL proposed minutes from previous meeting as accurate, SM seconded proposal. Minutes from meeting on the 21/9/20 declared as accurate.
4. Governing Body Membership
 - Chair advised committee that she had still not had any contact at all from Antonis and therefore as a period of more than 6 months has passed since his last attendance at a governing body meeting, and in line with the trusts articles of association, chair sought approval from the governing body to write to Antonis confirming his termination of his role as a school governor. All members present agreed. **ACTION: Clerk to write on behalf of chair & vice chair to Antonis.**
 - Chair advised that following discussions with JM it was decided that from 23/11/20 Janet would be stepping down as a school governor. Chair and rest of committee wanted minuting their heartfelt thanks to Janet for all her commitment, dedication and time given up to Southam Primary since 2006. All members agreed that she would be missed and wished her well.
 - Chair advised committee that 4 parents have expressed an interest in joining the governing body. Therefore chair said that once all formal applications had been received she would match the skills on offer with gaps in the most recent skills audit to decide who would be best suited to join the governing body to ensure a balanced cross section of skills and strengths on the governing body. Chair also advised that she had also received an expression of interest from someone in the community (non-parent) wanting to join which she will pursue and update the committee in due course.

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- Governor suggested that they place an advert asking for new members via social media platforms across the other schools in the academy trust. All agreed this was a good idea.
ACTION: Clerk to place advert.
 - SA in her capacity as safeguarding governor agreed to remain on the governing body until Easter 2021, when it was felt there would be the capacity within the committee for another governor to taken on this role. Governors thanked SA for offering to stay on.
5. Review of the Return to School Action Plan (refer to document circulated prior to meeting by Headteacher)
- *Governor asked if the 'gap' was beginning to close in terms of children's progress or was it just being maintained in as much as the gap isn't widening.* Head said that the gap is large. Year 6 had just undergone half termly assessments and the results have indicated that there are still very large gaps in children's knowledge which will need work.
 - Head advised that she has spent the majority of the school's catch up funding on extra staff across the school.
 - Head advised that for the younger children it was more the case of emotional issues that require attention due to having such a large amount of time away from school. Head said that it was an uphill struggle at the moment, but that they will continue to carry on the excellent work that's being done in school to narrow the gaps.
 - *Governor asked if head knew whether it was the same for other primary schools.* Head said that it was the same for other primaries and that these were long term issues that schools will have to deal with as a result.
 - *Governor asked if parents were supportive and understanding.* Head said that they were.
 - Head advised that she has bought into an online package 'Classroom Secrets' which can be used by children who are having to self-isolate. Children will have their own unique log on and will find a weeks' worth of lessons available to them. This means that the teaching staff will not be required to upload work to this portal as the tasks and lessons are already there.
 - *Governor commented that attendance to date this academic year overall has been good.* Head said that week on week she was keeping comparative attendance data from same periods last academic year.
 - Head advised that she had made 2 referrals to Warwickshire Attendance Service, however these were families that were already being monitored this way prior to covid-19 last academic year.
 - *Governor asked if the pupil premium attendance was showing a trend of some sorts.* Head advised that nothing unusual in pp attendance data, and no real trends forming.
6. Head teacher Report – (circulated prior to meeting by headteacher)
- *Governor queried the Ofsted targets noted in the report.* Head advised that they were the targets resulting from the last Ofsted inspection. Head advised that the school was in a very different place to the position when these targets were set.
 - *Governor asked if the number of safeguarding referrals (29) in the summer term 2020 was particularly high or comparative to previous years.* Head said that she would provide stats for previous years so that governors can make comparisons year on year. **ACTION: Head to provide safeguarding referral stats from previous years.**
 - Head said that there were many families at the moment needing extra support from school to avoid these families falling further into crisis.

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- *Governor asked how the newly configured years 5 & 6 set up is working this academic year.* (1 year 5 class & 2 year 6 classes with a few years 5's in each of the 2 year 6 classes). Head said that the new set up is working well, however due to current restrictions a downside is the lack of interaction between the children due to the bubbles.
- Head advised that Debbie Pittarello has agreed to work 4 days a week until the end of this academic year and Chris Dawes has withdrawn his request to reduce his week to 4 days and wants to remain full time. Head said that this has helped enormously with continuity for the children in the classes.
- *Governor asked if the school was still receiving many new applications for children to join the school.* Head said that they were still receiving applications steadily. However, head advised committee that the admissions team at WCC have withdrawn the use of the Change of School Application form. This means that schools are given little to no information about the prospective new pupil in advance. Head said that she has taken this issue up with the LA as its more beneficial for schools to have some idea as to the provision the prospective new pupil may require in advance e.g.: send requirements.
- *Governor asked why there were 2 children on reintegration programmes.* Head advised that they were due to behavioural issues.
- *Governor asked for more information on potential expansion of the school building and the reasoning.* Head said that the plan would ideally be for a 2-form entry. Strategically, this would mean that the school is more financially viable as opposed to the current situation of a 1.5 form entry which can prove very tricky for forward planning & staffing. Head said that lunches and breaktimes would be staggered.
- *Governor asked where the funding for these expansion plans would come from.* Head said that some would come from section 106 funding and the remainder from the school's capital budget.
- *Governor asked if any repair works were carried out using SVMAT funding.* Head advised that the remaining windows and doors were replaced in the summer holidays, along with removal of asbestos within the building structure. **ACTION: chair to check further funding opportunities from SVMAT.**
- *Governor noted that some of the CPD training that was scheduled appeared to have not taken place.* Head said that the training in question, in the end did go ahead as planned.
- *Governor asked for more information on the 'walk thrus' programme.* Head said that she has signed up for this for the spring term and it will be an online provision to assist teachers with development.
- *Governor asked if staff meetings were currently being held in person or online.* Head said that she is offering both options for staff for them to choose which ever they prefer. Each meeting is a mixture of the 2.
- *Governor asked what the £12,000 consortium funding will be used for and is it all for Southam Primary.* Head said that it was not all for Southam Primary and the consortium as a whole decide on how the funding is spent. Head said that some years, training that is provided this way is incredibly beneficial and value for money to the school. Action plan with funding details had been circulated to governors prior to this meeting
- Head advised that she has arranged for the lunchtime supervisors to take part in online training in December via the consortium.

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7. Pay Committee Report
 - See separate sheet as confidential item for limited circulation.

9. Link Governor Reports
 - Chair advised that governors have all scheduled in visits with the respective teachers to can out link governor role. Reports to be sent to Head before circulating to governing body.

ACTIONS – November 2020

Action	By Whom	Date Completed
Write to AM confirming termination of role as governor	Clerk	27/11/2020
Comparative number of safeguarding referrals from Summer term 2019 v Summer 2020	Head	2-12-20
Further funding opportunities to be explored via the trust	Chair	Completed
Link Governor Reports – Safeguarding, PP, EYFS & SEN	All members	SEN & PP to follow.