

Minutes declared as accurate at governing body meeting on 22/3/2021.  
NL proposed minutes as accurate & MF seconded proposal.

Southam Primary School – Governing Body Meeting  
Monday 25<sup>th</sup> January 2021 @ 6.00pm via TEAMS

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL) (Vice Chair), Emma Longworth (Headteacher), Sue Abbott (SA), Sandy Marley (SM), Marc Fulner (MF), Sian Warner (Clerk), Michelle Brierley (SVMAT Trustee link governor)

Apologies: None

Guests: Helen O’Neill & Jess Marshall both joined meeting in capacity as potential new governors, in observation status only.

Meeting is quorate.

2. Pecuniary Interests

- AH declared her employment at Priors School
- Head declared her role as Primary SVMAT Lead
- SM declared her role as governor at Rugby High School for Girls

3. Minutes from previous meeting

- Actions arising:
  - Clerk written to Antonis Michailidis confirming no longer a governor. Action completed.
  - Notes from Safeguarding link governor meeting. Completed, need to be circulated to committee. **ACTION: SA to circulate notes from meeting.**
  - PP Link governor report to follow. **ACTION: SM to circulate notes from pp link governor meeting.**
  - EYFS, Maths, English & Curriculum link governor reports all circulated prior to Christmas by NL & AH to members.
  - SENDCO link governor meeting scheduled in next few weeks by MF.
  - Chair asked heads opinion on whether link governor meetings should take place this term. Head suggested that, apart from safeguarding, all other link governor meetings do not need to take place this term considering current situation. Chair and members agreed. Chair and Head also agreed that the termly checking of the school’s SCR should continue.
  - Finance – Head advised committee that she was hoping that the school would receive funding for the refurbishment of one of the toilet blocks in school to make room for more cubicles that will be needed following courtyard conversion into 2 extra classrooms.
- MF approved minutes from previous meeting as accurate, SA seconded proposal. Minutes declared as accurate.

Remote Learning & School Update (refer to policies & school report circulated prior to meeting)

- Head advised that Remote Learning & SEND Policies require approval by governors.

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- Remote Learning Policy – Head added that the policy is a ‘blended learning’ approach, and not all lessons have to be ‘live’ lessons. Policy approved by all members.
- SEND Policy – approved by all members.
- Head advised that the Before & After School Club staff have been furloughed. Head said that interest for the half term play scheme was also not sufficient to make it financially viable to run the club.
- Head said that 11 laptops had been distributed to children and that she had applied for additional data for pupils so they can access online learning.
- Head advised that she had registered the school with ‘Business to School’ for laptop donations for children. The school currently has a couple of laptops that have been donated that the IT team are re-setting for pupils to use.
- Head said that attendance in school each day was around 25%, and that she expected this figure to rise as the weeks go on.
- Head confirmed that all the children with EHCP’s are coming into school each day as are some of the more vulnerable children. *Governor asked is the number of vulnerable children coming into school each week is expected to rise and are more children likely to become vulnerable due to the current situation.* Head said that she did expect the number to increase, and that yes, some children will become vulnerable as a result of current situation.
- Head that the year 5 & 6 classes had the lowest number of pupils in school each day and the year 2 classes had the highest numbers of pupils in each day.
- *Governor asked about the plans for Year 6 transition and what it might look like this year.* Head said that at this stage difficult to say as she does not know when schools will be reopening, therefore unable to plan in any great detail.
- *Governor commented that the responses from the parent survey came back very positive.* Head said that they were very positive and reflected how hard the staff are working to support the children with their work. Head also said that the staff survey results were overall very positive and that staff had reached out to her independently, commenting on how they felt supported despite the current difficult situation. **Action: Head to forward survey results and comments.**
- *Governor asked if there were any pupils that were not engaging with school at all?* Head said that there were not. The school is in contact with all pupils to varying degrees. In the instance where no contact had been made, staff made welfare calls home to check that everything is ok.
- Head advised that the government had not put anything in place ready for the beginning of the school term for welfare free school meals, so for the 1<sup>st</sup> week of the term Head arranged supermarket food boxes to be delivered to those families. The 2<sup>nd</sup> & 3<sup>rd</sup> weeks, the trust arranged Tesco email vouchers to be sent to those families. From the 4<sup>th</sup> week onwards, the school used the government voucher scheme for food supermarket vouchers. Head said that the Local Authority would also be sending food vouchers for the February half term week, covering 10 days.
- *Governor asked how the food bank set up in school was working.* Head said that it runs on donations and that any family can come and help themselves on any day of the week during school time to items if they are in need.
- *Governor asked how the testing of staff in school would operate and whether there were many staff taking up the offer.* Head said that staff can opt in and out at any time and that there is no obligation to take the tests. However, if they decide to, then testing is twice a

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week on a Wednesday and Sunday. Staff are required to inform head of positive results by a certain time on these days so that there is sufficient time to inform all necessary parties if a bubble must be closed. Head said that not all staff for various reasons are wanting to take the tests, which is fine as it is not compulsory.

- Governor asked what the capacity is for children coming into school currently. Head said that the requests for places seem to be rising week on week and that very soon they will have reached the maximum. This is will possibly mean having to introduce rotas and a waiting list.
- *Governor asked if there will be changes to the remote learning policy in the coming weeks.* Head said that possibly there will be as it is a document that's always 'work in progress'. Any changes will be in consultation with staff.

Meeting concluded 7.10pm

Next Governing Body Meeting 22/3/2021 @ 6.00pm via TEAMS

#### ACTIONS – JANUARY 2021

Action	By Whom	Date Completed
Safeguarding Link Governor meeting notes to be circulated	SA	23/3/2021 – By Head
Pupil Premium Link Governor Meeting Notes to be circulated	SM	17/3/2021
Survey results to be forwarded	Head	21/1/2021