

Minutes declared as accurate at governing body meeting on 23/11/2020  
Proposal made by NL, proposal seconded by SM

**Southam Primary School – Full Governing Body Meeting**  
**Monday 21<sup>st</sup> September 2020 at 6.00pm via TEAMS**

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL) (Vice Chair), Sue Abbott (SA), Emma Longworth (Headteacher), Sandy Marley (SM), Janet Montague (JM), Karen Boucher (KB) (SVMAT Trustee), Marc Fulner (MF), Sian Warner (SW) (Clerk)

No apologies received

Members Absent: Peter Willis & Antonis Michailidis

Meeting is quorate.

Vice Chair advised committee that further to previous correspondence and attempts to contact Peter Willis, no successful contact made. Therefore, as he has not attended a governing body meeting since January 2020 and not made any contact with the chair since 7/4/20, committee decide unanimously that vice chair should write to him to advise that this position as a governor is no longer. **ACTION: Vice chair to write to Peter Willis.**

2. Pecuniary Interests
  - Head declared her role as Primary Lead of the SVMAT.
  - SM declared her role as a governor at Rugby High School.
  - Chair declared her employment at Priors Primary School.
  
3. Minutes from previous meeting
  - Actions arising from last meeting:
    - SEN report to be circulated to governing body. **ACTION: JM to circulate.**
    - Vice Chair did write to AM & PW as discussed.
    - Committee advised they had read the new KCSiE document.
    - Sunny Days update – JM advised that even with limited capacity, the club is still making a profit. JM said that the club will qualify for the £1k grant from government in January 2021. Head said that parents have to pay in advance now and that places limited each day. Head said that it's not possible to run the play scheme on the 2 training days either side of the half term due to staff training. Head said that parents had already been advised of this so that they can make alternative provision. JM said that the club was running smoothly.
    - All members agreed minutes of previous meeting as accurate. NL proposed minutes as accurate and SM seconded this proposal.
  
4. Governor Roles for 2020-2021 (refer to governor roles document circulated to members prior to meeting)
  - Chair advised that JM & SA had made the decision to step down from their governor roles and resign from the governing body. SA offered to remain a member for this Autumn term 2020 until a replacement can be found. Chair to have a separate

discussion with JM to agree her resignation date. **ACTION: Chair to update committee following discussion with JM.**

- Chair advised that as a result of the 2 pending resignations and the departure of Peter Willis, it would leave 5 governing body members plus head & clerk. Therefore, they would need to attempt to recruit more governors. Clerk advised that she would make contact with the town council clerk to discuss the possibility of recruiting community governors.
  - Members discussed the value that a staff governor brings to the governing body, and it was agreed that a notice would be sent out after this October half term to ask staff members if they felt they would like to sit on the governing body. **ACTION: Head/Clerk to send notice to staff asking for volunteers after half term.**
  - Chair said that she would write an advert that can be published via Inspiring Governance, and a suggestion to advertise on local Facebook pages. **ACTION: Chair to communicate.**
  - Roles for 20-21
    - Chair – AH
    - Vice Chair – NL
    - Safeguarding Governor – SA (until a replacement found when she resigns)
    - SEN – MF
    - Governor Training – SW
    - Communication – NL & AH
    - Finance – All governors
    - H & S – MF
    - Head Teacher Performance – AH & Ranjit Samra
    - Pay – AH, MF & SM
    - Pupil Premium – SM
    - Maths – NL
    - English – NL
    - EYFS - AH
    - Curriculum – NL
5. Child Protection & Safeguarding Update (refer to information emailed to governors Head prior to meeting)
- Head advised that all staff members had read the new KCSiE guidance.
  - *Chair asked how the children had coped coming back to school this term.* Head said that reactions had been mixed and was inevitable as some children had not been in school for so long. Head said that some children are finding the school day tiring, purely down to the fact that they had not been used to being in school every day. Head said that some children were receiving extra support as a result, and that she was using the catch-up funding from the government to fund the employment of 2 new TA roles, and also has increased the hours of 2 existing TA contracts for this academic year.
  - HeadTeacher Report (circulated prior to meeting by Head)
  - *Governor asked if remote learning this term might be different.* Head said that if its required, the hope is that this time it's only for a short period of time, ie: 2 weeks.

Head said that work had been posted onto school website for each year group, so that if children are having to self-isolate etc, they can access work. Head said that if in the event that a teacher has to self-isolate, they would be expected to still continue delivering lessons remotely, which would be sustainable for a 2-week period.

- *Governor asked if events have changed how the school now measures progress.* Head said that whilst to date they have not been able to carry out all the usual key progress stats, in school assessments will be carried out during autumn 2 she was waiting for an update, due in October with regards to SATs & their content next year. Head said that moderation will continue.
- *Governor asked whether there had been an increase in the number of safeguarding issues due to current situation.* Head said that there had been, and the situation had proved difficult of a number of families.
- *Governor asked how staff welfare was.* Head said that staff were all coping well and working hard to 'get going again' in spite of the current circumstances. Head said that with each new week, things are becoming more settled.
- *Governor asked if the staggered drop off and pick up times were working well.* Head said that they were, and in fact made the start of the day a lot calmer.
- *Governor asked how the reception children were settling in, especially with not having year 6 buddies this year.* Head said that their start times had been staggered for the first week, and were only in until after lunch for the first 2 weeks, starting full time on Monday 28<sup>th</sup>.
- *Governor said that the summer reading challenge had been a positive activity for the children over the summer.*
- *Governor asked whether the pre-school had completely moved out of main school building now.* Head said that they had and are now occupying the new building from the beginning of Autumn term.
- Head advised the governors that she had sent off for & received a batch of 10 home test covid-19 kits for staff should they be required if they can't get a test themselves, or for pupils only in extreme circumstances. The reason for this is that if a staff member requires testing it could be done relatively quickly to avoid too much disruption.
- *Governor asked of the head would like link governor meetings to resume.* Head said that she would after October half term.
- *Governor asked if head wanted any governors present at upcoming open evening on the 22/10.* Head said that it would be good of maybe just 1 or 2 could attend and be present.

6. Terms of Reference

- Chair advised that these have not changed and that she would circulate again for all members to agree. **ACTION: Chair to circulate ToR**

8. Governing Body Review of Effectiveness

- Item deferred to next meeting

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9. Staff Overview & Wellbeing
  - Committee discussed in item 5
  - Chair & Vice Chair acknowledged the amount of extra time the Head had had to work over the summer period considering current circumstances.
  
10. Child Protection Policy (SVMAT Policy) for approval
  - All members approve policy.
  
11. Sunny Days Update
  - Discussed at beginning of meeting
  
12. AOB
  - Chair asked members to acknowledge and agree to the new code of conduct for governors 20-21. All members agreed and Chair signed document on behalf of the governing body.

Meeting concluded 7.15pm

Next meeting scheduled for 23/11/20 at 6pm via TEAMS

#### ACTIONS – SEPTEMBER 2020

ACTION	BY WHOM	DATE COMPLETED
SEN link governor report to be circulated	JM	On going
VC to write to PW	NL	28/9/2020
Communicate to staff regarding governor role	HEAD/CLERK	HT- 22-9-20
Chair to update committee on JM resignation date	AH	23/11/20
Chair to draft and publish advert for governor vacancies	AH	Completed
Terms of Reference to be circulated	AH	Circulated 28/9/20