

Minutes declared as accurate at Governing Body Meeting on 24/5/2021
Minutes proposed as accurate by NL & proposal seconded by HO

Southam Primary School – Governing Body Meeting
Monday 22nd March 2021 @ 6pm via teams

Present: Andrea Hugo (chair) (AH), Nicola Lester (vice chair) (NL), Sandy Marley (SM), Jess Marshall (JM), Helen O’Neill (HO), Emma Longworth (headteacher), Marc Fulner (MF), Michelle Brierley (MB), Sian Warner (Clerk)

Absent: Sue Abbott (SA)

Guest Speaker: Peter Robinson (SVMAT Company Secretary & Head of Compliance)

Meeting is Quorate

2. Pecuniary Interests
 - Chair declared her temporary role of school governor at Temple Herdewyke Primary School
 - SM declared her role as a governor as Rugby High School for Girls
 - Head declared her role as primary SVMAT Lead
3. Minutes from previous meeting
 - Actions arising –
 - Safeguarding link governor report to be circulated. **ACTION: Head agreed to circulate**
 - PP link governor report circulated to committee
 - Survey results forwarded.
 - NL proposed minutes from meeting on the 25/1/21 as accurate, MF seconded proposal.
4. Confidentiality
 - Chair took opportunity to remind governing body members of the protocols when attending governing body meetings online from a home location. Chair asked that consideration is given to location given the sometimes-confidential items discussed at meetings to avoid any breaches of confidentiality.
5. LGB Risk Register (template circulated to committee prior to meeting)
Item lead by Peter Robinson
 - Peter outlined the relevance of the risk register for committees and its importance within the school setting. Peter explained that this document is not the same as a risk assessment, it’s purely a document that should highlight the potential risks that SPS could encounter in the course of being open and running and what the school will do for each risk to mitigate any exposure.
 - Peter explained that it is for the local governing body to decide what the school’s risks are, as each school setting will have different risks.
 - Peter advised that attached to the document there is a change log, which should be used to document any changes that are made to the document.
 - Governors agreed that would be better if one governor took the lead for the production of this document. **ACTION: MF offered to take on this role.**

Chair thanked PR and PR left meeting at 6.20pm

6. Introductions

- Chair formally welcomed the 2 new governors to the committee – Helen & Jess. The committee then individually introduced themselves and gave a brief summary of their roles, how long they have been a governor and any other information that they felt would benefit Jess & Helen.

7. Staff & Student Wellbeing (refer to catch up plan circulated prior to meeting)

- Chair asked head how staff were. Head said that considering the circumstances, all staff have continued to deliver high quality education to all children in what has been extremely difficult circumstances.
- Head said that as a school they were re-prioritising the way forward.
- Head said that OFSTED had announced that they would not be resuming inspections until September 2021.
- Head said that they have put on hold requests to teachers from subject leaders for evidence for their subject, and instead teachers will submit work they believe are good examples of work as and when they occur. Head said that instead teaching staff will focus on 'bringing the class back together' after a very unsettling period of time for pupils.
- Head said that there still would be teacher assessments, as they felt that they were vital for them to see at what stage the children are at, and therefore in turn what areas they may need to provide extra provision for as a result.
- Head said that there is a high level of emotional need in the school currently and a lot of children are receiving 1-2-1 support as a result, however the school does not have enough funding for this provision.
- Head said that a key focus in the school at the moment is reading, trying to promote the love of reading. Head said that some children whilst at home have not either read or been read to at all.
- Head said that all schools in the country will be facing the same issues with children returning to school.
- *Governor asked in reference to the catch-up plan, where does the funding for this come from.* Head said that the funding comes directly from the DfE. Head said that the majority of the money received from the catch-up funding is predominately going towards staffing costs and some staff training.
- *Governor asked if there will be a second pot of catch-up funding available for schools.* Head not able to confirm if this will be the case or not.
- *Governor asked for further information on the 2 teacher assessment sections (academic & emotional).* Head said that assessments will cover reading, writing & maths and will also produce a reading age score for each pupil.
- *Governor asked how the school ensure consistency with their assessments.* Head said that staff take part in cross moderation within their phase groups and also across other year phase groups to ensure consistency. Head said that staff know the children well and therefore are able to accurately outline expectations. Head said that in the summer term the school will be carrying out more standardised assessments (not yr6) which will be used as diagnostic tools for the rest of the term and the next academic year.
- *Governor asked for clarification on how successful the approach is to identifying areas for development.* Head said that school have a lot of data to evidence what the impact of interventions has had. Head said that IEP targets will look at the impact and illustrate the

success any interventions have been and if they are not successful, they will not continue with them.

- *Governor asked why the year 6 children were not going to be assessed.* Head said that the secondary school that pupils will be going to will carry out their own assessments as part of any induction process.
- Chair asked specifically about headteacher wellbeing. Head thanked chair for asking about welfare.

8. Return to School Update (School Development Plan & Headteacher Report circulated prior meeting)

School Development Plan

- *Governor asked if there were any further updates on the Early Years Transition Plan.* Head said that there were no further updates. Head said that the new framework becomes statutory in September 2021. Head said that the statutory framework was a much better document. Head said that she is working with the Reception teachers to prepare for September.
 - *Governor asked whether there were any updates on the new reception intake for September 2021.* Head said no information yet as it was still quite early, places for next year have not been offered. Head went on to say that she anticipates the intake may have a number of speech & language issues and socialising skills needs.
 - *Governor asked Head what her biggest current challenge is in school.* Head said staffing, due to the high level of need of children in school it is quite challenging to ensure provision is given to all those that require it across all the year groups.
 - Vice Chair offered to oversee the completion of the annual governor skills audit. NL requested to governors that the template circulated prior to meeting by Head be completed and returned to her by the end of April. **ACTION: NL to complete & analyse skills audit.**
- Headteacher Report
- Head advised that Lorraine Howes retired in the middle of March.
 - Head sought agreement for the year 6 trip to Robinwood next February 2022. All members agreed.
 - *Governor asked when swimming will resume.* Head said that pool is currently closed, therefore until restrictions in this area are lifted, she is unable to say when it is likely to resume.
 - *Governor asked for further information on the kickstart programme that the school has signed up to.* Head said that a Government-based initiative whereby people are given the opportunity to gain valuable work experience within a school setting. She has requested 4 people for various support roles throughout the school. Interviews will take place in the Autumn term with a start date in November 2021, which will be fixed term.
 - *Governor asked if some children were still working from home.* Head said that no children are currently working from home.
 - *Governor asked about the Classroom Secrets package that the school recently bought and whether it has been successful and could it be targeted by age.* Head said that it has been successful, it can be targeted by age for provision and as well it has been useful for supporting parents.
 - *Governor asked what provision the school was giving the more able children currently.* Head said that since returning to school they have been focusing on getting those more able

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children to develop their hunger for knowledge and success again. They noticed that this cohort of children whilst home schooling, some developed a 'that will do attitude'. The school is now encouraging these children to push themselves and get back into the habits they had before lockdown in order to reach their full potential.

- Governor asked about any updates on building work.
 - Head said that the years 5 & 6 toilets were being re-built over the Easter holidays to allow for more cubicles.
 - Head said that a planning application has been submitted for the development of the courtyard area into 2 classrooms.

AOB

- *Governor asked how the parents were adjusting to the children returning to the classroom.* Head said that overall parents have been extremely supportive throughout.
- *Governor asked MB if there was any specific feedback from the SVMAT Trustees.* MB said that funding had been secured for building works at Kineton High School and Southam College which will begin in the summer.

Meeting concluded 7.30pm

ACTIONS – MARCH

ACTION	BY WHOM	DATE COMPLETED
Safeguarding link governor report to be circulated	Head	23/3/21
Skills audit analysis	NL	23/5/21
Risk Register completion	MF	Ongoing – reoccurring agenda item