

Minutes declared as accurate at governing body meeting on 15/7/2021  
Minutes proposed as accurate by NL, proposal seconded by MF

Governing Body Meeting – Southam Primary School  
Monday 24<sup>th</sup> May 2021 @ 6.00pm via TEAMS

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Emma Longworth (headteacher), Sue Abbott (SA), Helen O’Neill (HO), Jess Marshall (JM), Sian Warner (Clerk)

Apologies: Marc Fulner, Sandy Marley & Michelle Brierley

Guests Present: Marie Percival & David Moran in capacity as observers with a view to joining the governing body from September 2021.

Meeting is Quorate

2. Pecuniary Interests

- AH declared her role as a member of governing body at Temple Herdewyke Primary School.
- Head declared her role as Primary Lead for SVMAT.

Chair wanted to start the meeting by paying thanks & a fond farewell to Sue Abbott who has been a governing body member at Southam Primary since 2014, with this meeting being her last. All members present thanked Sue for her dedication to the school over the last 7 years and wished her well. SA left meeting at 6.10pm.

3. Minutes from previous meeting

- Chair went through actions arising from previous meeting:
    - Safeguarding link governor report to be circulated – completed.
    - Skills Audit Analysis – completed. Will be discussed as separate agenda item.
    - Risk Register – 1<sup>st</sup> draft has been started by Head & MF – ongoing item.
- ACTION: Agenda item for next meeting.**
- All members declared minutes from previous meeting as accurate. NL proposed minutes as accurate, HO seconded proposal.

4. Introductions

- Chair welcomed Marie Percival & David Moran to the meeting in capacity as visitors. Chair asked members present to introduce themselves for the benefit of Marie & David.

Chair took opportunity to advise the committee that Michelle Brierley (link trustee) has stepped down from the role with immediate effect. Chair advised that a new trustee link governor will be appointed in due course.

5. Head Teacher Report (refer to report circulated by Head prior to meeting)

- Head advised that they have been recruiting for 3 new class teachers to start in September 2021, with the 3<sup>rd</sup> to cover maternity leave for Mrs Taylor.
- Head advised that potentially they will need to recruit for a 4<sup>th</sup> class teacher as a current class teacher is possibly relocating. Head said that she will know more on this situation at the end of this week. Head said that during the interview process a strong

candidate was identified, and therefore this person will be offered the position should the relocation go ahead.

- Head advised that from September 2021 it has been agreed that the school will be a 2-form entry with a pan of 60, previously the pan was 42 which made it difficult to plan for. Head said that due to the amount of building work that is taking place in the town, enquiries for school places is steady. Head did say that numbers would not go above 30 on any of the classes.
- *Governor asked if there was a change process that the school had to go through to get the pan changed.* Head said that there was a process of sorts they had to go through.
- Head said that parents of the new reception intake children have been invited to an online information meeting after half term.
- *Governor asked if all applicants to the school for reception places got offered places.* Head said that they did.
- Chair wanted to take opportunity to congratulate Paul Willis on his new role with the teaching school primary programme.
- Head said that one of the new members of staff that will be joining the school in September to cover a maternity leave is an NQT. They will be following the support programme offered, with the nearest teaching hub based in Solihull.
- *Governor asked if there had been a dip recently in the uptake of lateral flow tests by staff members.* Head said that the testing is voluntary and whilst some staff are using tests supplied from school others may be sourcing tests from elsewhere as they are readily available now. Head said that staff are still notifying her of results.
- *Governor asked if the school residential trip will be going ahead for next academic year.* Head confirmed that a year 6 residential trip had been booked for February 2022.
- *Governor asked if/when swimming lessons will resume.* Head said that currently they are in the process of reviewing the provision they offer for next academic year, with the possibility that only years 3 & 4 will have swimming lessons. Previously all year groups, with the exception of year 6 went every week, however this takes up a large portion of the school day and relies heavily on volunteer help. Head advised that the reason for prioritising years 3 & 4 is that swimming is a KS2 objective, not a KS1 objective.
- *Governor asked if the school had considered utilising the national tutoring programme for lockdown catch up.* Head said that currently they are not as it is geared more to secondary schools. Head said that they have the capability in school to be able to provide any catch-up provision that is required.
- *Governor asked how the hot meal service back in the main hall was going.* Head said that the hot meal service in hall is going well and they are now back to offering the 4 options for school meals. Head said that lunch staff have been working extremely hard to ensure that the service is provided safely. Seating plans have been arranged so that head can identify close contacts in the event of the having to close a bubble or send contacts home to self-isolate.
- *Governor asked how the new sign in system was working.* Head said that it was working well, making the process of signing in and out of school much more seamless. Head said that in the event of a school evacuation it would be a useful tool for identifying absentees or visitors on site. *Governor asked if new system had been tested*

*in evacuation situation.* Head said that each class has 2 practice evacuations per term and that a whole school evacuation due in the next couple of weeks.

- *Governor asked how the bubbles arrangements were going to date.* Head said that bubbles were working well and that she has only had to close 1 bubble down back in October 2020 due to 1 positive covid case. No other members of that bubble tested positive for Covid. Head said that this goes to illustrate that safety measures and practices implemented in school are working well.
- Head said that although some restrictions have been relaxed in the UK, schools are still having to operate under the same strict guidelines as before, which means that the current arrangements will remain in place for the rest of this academic year. Head did say that whilst they are restricted as to what they can offer the children in terms of activities and events, head and staff are working hard to offer opportunities where they can, restrictions allowing. Head said that magic shows have been organised for the last day of the summer term as a treat for the children.
- *Governor asked how attendance has been.* Head said that attendance has actually improved compared to last year.
- *Governor asked about arrangements for the new reception class intake in September.* Head said that they are offering the online information meeting after half term for parents. In addition to this they hope to offer 2 half day play sessions on 2 Fridays for new children also next half term. Head said that home visits that are usually carried out in the first week of the new academic year will be online this year, with staggered start times in September for the first week that children start school.
- Head said that she would be announcing the class configuration and children's new classes for next academic year after half term.
- *Governor asked about staff wellbeing.* Head said that staff have been continuing to work very hard and provide the best education for children and remain positive despite the year being very challenging. Chair asked about Head's wellbeing and reminded her to look after her own wellbeing as well as supporting the staff team.
- *Governor asked how the children's mental health was.* Head said that they have definitely seen some children develop some anxieties recently, more so than usual because of recent events. Head said that being part of the mental health trail blazer project has been useful and has helped.

## 6. Safeguarding

- Chair advised that the recent safeguarding training that Head sent out to all governors to complete was very useful and informative.
- *Governor asked if there was a deadline to complete this training.* Chair said there wasn't as such but advised that ideally to be completed this term. **ACTION: Governors to complete online safeguarding training.**
- Chair also asked, due to Sue Abbotts departure, another governor would have to take up the role of safeguarding governor. JM offered to take up the role. Clerk offered to liaise with JM on training that will be required for this role. **ACTION: Clerk to liaise with JM on suitable training.**
- Chair asked whether there was a requirement to renew the safer recruitment training that she undertook in 2018. Head said that she didn't think there was so soon and that herself, deputy head and Sian Warner have all undertaken this training this academic year. Head said that any governor was more than welcome to sit in and assist with

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interviews should they wish to do so. Head also said that she would find out if the SVMAT had any safer recruitment training opportunities coming up for chair and any other member to attend.

- Chair said that she met with SW and carried out the termly check of the SCR. Chair commented that the new style version looked good and easy to manage.

7. Spring Term Data (refer to data circulated prior to meeting by EL)

- Head said that since data was published, they are in the process of carrying out further diagnostic assessments for years 1,2,3,4, & 5. Head said that there is no external testing this year only teacher assessed tests.
- Head said that they did not administer sats this year for year 6, however they do continue to monitor and assess children's progress. Head said that Southam College will be carrying out their own assessments on children during their first few weeks of the new school year.
- *Governor asked how the transition from reception to year 1 will be managed in school.* Head said that the year 1 teachers will be spending some time in the reception classes next half term so that the children can get used to them as a familiar face. Head also said that they have had to adapt the year 1 learning to take into account the needs of the reception cohort.
- *Governor asked if the school had managed to communicate children's progress this term to parents.* Head said that they have successfully carried out online parent/teacher meetings for all classes using new software, School Cloud, that the school has bought. Head said that on the whole most parents found the new software easy to use and teachers found they were able to carry out the meetings in a timely and efficient manner.

8. Finance (refer to benchmarking data circulated prior to meeting)

- *Governor noted that staffing costs were quite high.* Head said that it was important to ensure the school has the right staff members and that they were committed to the development of staff for their careers and the school.

9. Ian Stokes Report (refer to report circulated)

- Head advised that report was shared purely for reference.

10. Policy Approval

- Head advised that SMSC policy requires approval.
- *Governor asked if it could be a good idea to add in the forest school activities to the policy.* Head agreed and will add into policy. **ACTION: reference to forest school activities to be added into policy.**
- Head advised that the RSE curriculum parental consultation will be published this week, allowing parents to comment on this aspect of the curriculum. Head said that they are using Jigsaw resources for delivery of this.
- *Governor asked how the SMSC policy feeds through into the curriculum and school.* Head said that it does feed through into all aspects of the curriculum and is built into the overview plans.
- Head said that the school were currently in the process of reviewing the school behaviour policy.

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- *Governor asked if school policies were communicated out to parents.* Head said that whilst policies are not directly communicated out to parents, they are all available to view on the school website.

11. Sunny Days

- Chair updated committed that Sue West is still keen to take over the club and that they have pencilled in a new date for take-over of the 1/9/21.
- Chair said that she met with the chair of SVMAT Trustees recently and drew up a plan of action points that will need to be covered to ensure that all legalities are covered for the smooth transfer to Sue West in September. Ie: evidence of insurance, scrutinising business plan.

12. Skills Audit

- NL shared skills audit results with committee at meeting. **ACTION: NL to email members skills audit results.**
- NL said that the vast majority of committee are confident in most areas, with only a couple of exceptions.
- NL suggested that in order to bridge the skills gap they should book some in house training on 'Responding to an Inspection Overnight'. All members agreed. **ACTION: Clerk to arrange in house training.**
- Governor asked if it would be possible for them to meet with Derek Watts again as they found their session with him previously on the role of governors in Ofsted visits useful. **ACTION: Head to contact Derek to arrange a session with governors.**

Meeting concluded 8.00pm

Next meeting 15/7/21 @ 6pm

ACTIONS – May 2021

ACTION	By Whom	Date Completed
Risk Register	All members – ongoing agenda item	On going
Governors to complete safeguarding training in Summer term 2020	All	completed
Training to be arranged for new safeguarding governor	SW & JM	On going
Forest School reference to be added to SMSC policy	Head	25-5-21
Skills Audit to be emailed to all members	NL	completed
Arrange in house training on ofsted visits	Clerk	On going
Session with Derek Watts to be arranged with governors	Head	25/5/2021