

Minutes declared as accurate at governing body meeting on 20/9/2021 by NL and proposal seconded by MF.

Southam Primary School – Governing Body Meeting  
Thursday 15<sup>th</sup> July 2021 @ 6pm via TEAMS

Present: Andrea Hugo(AH) (Chair), Nicola Lester (NL) (Vice Chair), Emma Longworth (Headteacher), Marc Fulner (MF), Jess Marshall (JM), Helen O’Neill (HO), Sian Warner (Clerk)

Guest presenter: Derek Watts – School Improvement Partner

Absent: Sandy Marley

2. Pecuniary Interests
  - Chair declared her role as a school governor for Temple Herdwyke Primary School
  - Headteacher declared her role as SVMAT Primary Lead
  
8. Presentation by Derek Watts following school visit 23<sup>rd</sup> June 2021. (refer to presentation circulated prior to meeting)
  - Derek outlined the main points of the Inspection Framework (September 2019) with the main changes to the framework being:
    - Curriculum is at the heart of all inspections.
    - There is no longer a requirement for internal assessment data to be provided for inspection.
    - All pupils should have the same access to a quality education.
  - New inspection judgements are based on:
    - Overall effectiveness
    - Quality of curriculum and how well it is taught
    - Behaviour & Attitudes
  - Quality of Education, the 3 ‘I’s’:
    - Intent
    - Implementation
    - Impact
  - Deep dives in science, history very common in recent inspections.
    - Deep dives involve:
      - Discussion with the subject leader
      - Discussion with pupils on the subject
      - Sitting in on a lesson in the subject
      - Gathering evidence
      - Subject leaders should demonstrate a clear knowledge and understanding of their subject.
  - Greater emphasis on reading and promoting the teaching of reading, particularly the lower attainer readers. The school must be able to demonstrate how they promote a love of reading in school.
  - Greater emphasis on ‘Cultural Capital’
    - The essential knowledge and skills required to be a successful learner and citizen.
  - Under the new framework 2 of the judgements have now been split. They are:

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- Behaviour & Attitudes
- Personal Development
- Research shows that effective primary schools focus on:
  - Outcomes for pupils
  - Curriculum & teaching
  - Leadership & management
- Derek concluded by saying that he felt Southam Primary was meeting all the required standards to obtain outstanding in an inspection and that practices within the school can be used as examples of excellent practice in other primaries.

Governors thanked Derek for his presentation and Derek left the meeting at 6.40pm

### 3. Minutes from previous meeting

- Chair went through actions from previous meeting
  - Risk Register – ongoing
  - Safeguarding training – completed
  - Training for new safeguarding governor – ongoing. **ACTION: Clerk to liaise with JM.**
  - Forest School reference to be included in SMSC policy – completed
  - Skills Audit – completed
  - In house training – ongoing **ACTION: Clerk to arrange**
  - Session with Derek Watts – completed
- NL proposed minutes as accurate, MF seconded proposal. Minutes from meeting on 24/5/21 declared as accurate.

### 4. Risk Register Update – MF (refer to document shared with members at the meeting)

- MF spoke generally about the document and in particular following specific areas and the follow up comments mitigating the risk:
  - Strategic – which includes monitoring pupil numbers
    - Review of classroom space – building work well under way to complete 2 extra classrooms, which is on track for completion at the beginning of September.
    - Additional teaching staff required – financial budgets have included these extra salaries.
  - Pupil Risk
    - New governors required to boost governing body numbers – 2 new governors due to start in September 2021.
  - Operational Risk
    - Safeguarding spot checks carried out monthly
    - SCR review every term by chair of governors.
    - New safeguarding governor in place for September – JM
- *Governor asked if there should be a section in the risk register for Ofsted.* Governors agreed a good idea. **ACTION: MF to add in Ofsted section.**
- *Governor asked if the board of trustees is still actively trying to find the school a new link trustee.* Chair said that they were and hopefully the school should have one soon.

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- *Governor mentioned that they felt quite disconnected from the academy trust as a whole and felt that having a link trustee present at meetings was useful and extremely beneficial.*
- H&S report (circulated prior to meeting)
  - MF said that this report has been update from last year's report to reflect most recent checks, tests etc.
  - Head said that the MAT had bought into new H&S software which will be rolled out across the schools in September. Head said that it will be consistency of standards across all member schools.

5. Sunny Days

- Chair advised committee that the chair of trustees has written a due diligence letter to support the Management Committee to Sue West outlining the arrangements that need to be in place to ensure the smooth transfer of management of the club and asked for clarification on a few specific points.
- Sue West is currently attempting to contact Ofsted in order to register herself and the club.
- Head advised that the club is operating and running for the first 4 weeks of the summer holidays and will continue to operate in bubbles.

6. Update on Summer Term (refer to documents circulated prior to meeting)

- *Governor asked if the £12,000 surplus that is recorded in the finance budget document has been ear marked for anything in particular.* Head said that at the present time it hasn't been, however staffing levels will need to be increased to the increasing level of pupil need, so the surplus will go towards funding this.
- *Governor asked if all children with an EHCP receive funding for their school.* Head said that not all children with an EHCP receive funding and it depends on the level of need as to how much funding is awarded.
- Head said that for the reception child that they were currently gathering evidence for to obtain an EHCP, they have submitted an extra ordinary EHCP application due to the immediate need for additional financial support in order to support child in school next academic year.
- Head said that for a year 1 child with ASD they are just waiting for educational psychology reports and will then submit the EHCP application.
- Head outlined broadly the number of children in school currently that are particularly vulnerable and require a large amount of additional support by staff in school.
- *Governor asked if the positive behaviour policy was a new document or had it been updated from a previous policy.* Head confirmed that it was a new document.
- Head said that she was wanting to re-launch the school council next academic year so that the children can be involved in the initiatives in school, eg: anti bullying campaigns.
- *Governor asked in relation the positive behaviour policy, how does the head ensure consistency from all staff in their approach to behaviour.* Head said that consistency is achieved by regular staff meeting and staff training days to share best practice.

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- Head said that following analysis of recent data it has highlighted that children in the lower years have more gaps in their knowledge, largely due to the lockdowns and the fact that due to their young age they have a lack of experience to draw upon.
- *Governor asked for further information on reading software (Lexplore) that was recently purchased.* Head said that its new software which tracks the movement of children's eyes when they read text. It measures the length of time children focus on certain words and analyses their reading ability. Head said that it will also help with some dyslexia assessments.
- *Governor said that she was pleased to read that a library was being reintroduced.* Head agreed and said that she was looking forward to having a library again in school. Head said that FOSPS are donating funds to furnish the room.
- Head requested that all governors present agreed the budget presented. All members agreed budget for 2021-2022.
- All governors agreed positive behaviour policy.

#### 7. Future Governing Body Plans

- Chair pleased to confirm that 2 new governors joining the governing body in September.
- Chair confirmed that she was happy to continue in the role of chair for 1 more academic year only after which she would be happy for someone else to take over the role of chair.
- *Governor suggested that it might be a good idea for governors to meet up to discuss plans before the next scheduled governing body meeting in September.* All members agreed this was a good idea.

MF left meeting at 7.55pm

#### AOB

- Chair confirmed with head staff members that had recently left, Caroline Breeze & Lorraine Howes and Chris Dawes that is leaving at the end of term. Chair suggested that leaving gifts are purchased for these members of staff.
- Chair wanted to take the opportunity to thank the head and all staff members for their continued hard work and efforts in this difficult year.

Meeting concluded 8.10pm

#### ACTIONS – JULY 2021

ACTION	BY WHOM	DATE COMPLETED
Safeguarding training for JM	Clerk	1/9/2021
In house training	Clerk	On going
Ofsted section to be added into risk register	MF	1/9/2021