

Minutes agreed as accurate at Governing Body Meeting on 22/11/2021  
Minutes proposed as accurate by NL, proposal seconded by MF

**Southam Primary School Governing Body Meeting**  
**Monday 20<sup>th</sup> September 2021, 6.00pm via Teams**

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL), Emma Longworth (Head), David Moran (DM), Helen O'Neill (HO), Jess Marshall (JM), Marc Fulner (MF), Sian Warner (Clerk)

Apologies: Marie Percival

2. Pecuniary Interests
  - Chair declared her role as a governor at Temple Herdewyke Primary School
  - Head declared her role as SVMAT Primary Lead
  
3. Minutes From Previous Meeting
  - Actions arising from previous meeting
    - Adding Ofsted inspection section to risk register – MF confirmed completed.
    - Clerk to advise JM of appropriate safeguarding training to be completed – Clerk confirmed completed.
  - NL proposed minutes of previous meeting as accurate, MF seconded proposal. Minutes of meeting on 15/7/21 as accurate.
  
4. Governor Roles & Responsibilities
  - Chair requested that governors have a discussion regarding assigning roles and responsibilities for this academic year. Governors agreed and decided on the following:
    - Safeguarding Governor – JM
    - SEN Link Governor – MF
    - Training – Clerk
    - Communications – AH, NL, JM and DM
    - Health & Safety – MF
    - Head Teacher Performance Review – AH & NL
    - Pay Committee – MF, AH & DM
    - Pupil Premium – HO
    - English Link Governor – NL
    - Curriculum Link Governor – HO
    - Maths Link Governor – NL
    - EYFS Link Governor – AH
    - Complaints, Appeals & Exclusions – Governors for this panel can be drawn from the wider MAT governing bodies.
    - Staff Wellbeing – MP – Head advised that she is planning on forming a staff working party for this area.
  - Chair and Vice Chair have both offered to continue in their roles for this academic year – and as all other members are relatively new to the governing body all agreed that they were happy for them to continue in their roles.
  
5. Safeguarding Training Update
  - Head advised governors that they have all been sent a link to register with the National College to complete 2 safeguarding modules. **ACTION: Governors to register and complete training & to advise Clerk when completed.**

- Head advised that all staff completed safeguarding training at the beginning of the academic year.
- Head said that over the summer break there had been multiple child protection issues, and currently there are 4 children with child protection plans. Head expanded and said that the child protection incidents are significant in number and are very time consuming.
- Head advised that herself and Deputy DSL have refresher DSL training coming up this term.
- Head advised that staff have also been registered with the National College and have online training to complete.
- *Governor said that the new initiative to encourage parents to use the 'handle with care' comment on class dojo to teachers was a really good idea.* Head said that it can be used if parents feel that children may need that little extra bit of support and attention in school because of anything that may be affecting them outside school. Head said that the initiative has been well received by parents.
- In order to assist JM in her role as new safeguarding governor, chair said that she would forward previous safeguarding meeting reports to JM for reference. **ACTION: Chair to forward reports to JM.**

#### 6. Finance

- Head said that she has had to go to a supply agency in order to get specialist TA support for a child with a high level of need in Year 2. Head said that this was her only option available and is very costly at approximately £500 a week (whilst child was on a part timetable, in for mornings only) and something that hadn't been budgeted for. Head said that they are in the process of applying for an EHCP for this pupil. When/if this is granted, it would mean the school should receive additional funding to help support the child in school.
- *Governor asked where the extra funding will come from for this current provision.* Head said that it will not come from one specific pot of money, it will be funded from several different areas of the budget. Head also said that depending on the outcome of the EHCP review, the child's parents may decide to seek alternative school provision more suited to the child's needs.
- *Governor asked if the TA that is being contracted is the same each day.* Head confirmed that it was.
- *Governor asked if the building works had been completed and was the project on budget.* Head said that the summer building project to create 2 new classrooms has been completed and that not all the capital budget that was allocated for this had been used. This was largely due to the fact they have decided not to install skylights, which it was felt, were not required in the end.
- *Governor asked if there was much to be adjusted following snagging list.* Head said that there were but that they were minimal and have all been rectified.
- *Governor asked what will happen to the money that was allocated for swimming lessons that was budgeted for last academic year.* Head that the monies would be carried forward to this academic year as swimming lessons for years 3 & 4 children will be resuming this term.
- *Governor asked whether volunteers would be required to assist with the swimming lessons.* Head said that they would need volunteers but that they would be kept to a minimum.

#### 7. Training

- Governors all confirm that they have read the latest update of KCSiE.

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- All governors required to complete GDPR & Fire Prevention Training provided by the MAT by 15/10/21. **ACTION: Governors to complete training.**
8. Health & Safety
- *MF advised that there were no H & S updates and that he would carry out a H&S walkaround the school this term.* **ACTION: MF to arrange to meet with Head to update risk register.**
9. Head Teacher Appraisal Panel
- *Chair asked best way to arrange HT appraisal meeting.* Head suggested that AH & NL put forward dates they are free to Ranjit Samra & Emma so that a mutually agreeable date can be agreed. **ACTION: AH & NL to send RS dates they are free for head teacher appraisal.**
10. Governor Code of Conduct
- All governors confirmed they have read and signed the latest code of conduct.
11. Adopting Scheme of Delegation (document circulated during meeting)
- All members agree to document.
12. Review School Improvement Plan
- Head confirmed that document is still a work in progress this term however has not fundamentally changed since the document was presented to governors in the summer term. The document focuses on the shared experience between staff with the aim to review and improve through coaching with peers, and share expertise.
  - Head said that the new members of staff have settled in well.
  - Head said that the school has not had the pupil premium funding & catch-up funding confirmed yet.
  - Head said that they now have a staff member who is the school's mental health ambassador to focus on pupil wellbeing.
13. Review SEF
- *Chair mentioned that there was section in the document for governors.*
  - Head said that the section fits in within the leadership and management part of the document, which, has largely remained unchanged since the summer term. **ACTION: Copy of SEF to be forwarded to DM.**
14. Policy Review
- Child Protection & Safeguarding Policy – Chair of Governors number to be added to this policy. All governors approve this policy.
15. Sports Premium Report (refer to document circulated prior to meeting)
- *Governor commented that document is robust.*
  - Head advise that they now have the use of the minibus purchased by Southam College if they wish.
  - Head advised that the sports after school club has resumed.
  - Head advised that the school admissions criteria had changed which meant that KS2 classes could potentially rise above 30 children, with it becoming much harder to refuse entry based

on children's numbers in KS2 classes. Head confirmed that KS1 classes remain unaffected by this change as they are capped at 30. **ACTION: Head to circulate new admissions criteria.**

16. Pupil Premium Report

- Head said that she had bought a product/resource – Now, Press, Play for classes to use. Head said that it has already been used and has been well received by staff.
- Head said that the area in which the school is located has a high proportion of low-income families that qualify for welfare free school meals.
- *Governor asked if pupils had attained as expected or has a dip in attainment been noticed.* Head confirmed that they had seen a dip in attainment and have found that children are having to rebuild their stamina for being in school and learning following the prolonged period of not being in school.
- *Governor asked about the progress/plans for the library.* Head said that they have not yet started, however FOSPS have agreed to provide some funding for the development of the library.

17. Monitoring & Evaluation

- *Chair asked if learning walks could resume this term.* Head said that she was happy for them to resume, obviously this would be wholly dependant on any guidelines that may or may not have to be adhered to. A date of the 1/12/21 was suggested.
- *Governor suggested that the committee come together to discuss and agree a focus for the learning walks.*

18. Sunny Days

- Chair advised that she is back in touch with the school's solicitor to request that a transfer agreement be Sunny Days Before and After School Club and Sunny Days Group LTD. An email was received today from Guy Darvill which AH is going to forward to the solicitor for advice.
- Chair advised that potentially they are looking for a transfer as soon as all legal complexities have been sorted out.

19. AOB

- Head requested that the September 2022 meeting be moved to later in the month so that the head has more meaningful data to share with the board. All governors agree to this.
- Governors agree that going forward a mixture of online and in person meetings may be the best way forward. All members agree and decide that the next meeting scheduled for 22/11/21 be held in person in school.
- Chair advised that the open evening for new prospective parents is coming up on the 21/10/21 and asked for any volunteers to go along as governor representatives. Governors can meet prospective parents in the mini hall and have a chat over a tea/coffee.
- Governors agree to compose a parental questionnaire for existing parents for parents evening. **ACTION: Jess, David, Andrea & Nicola to compose questionnaire.**

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Meeting concluded 8pm.

Next Meeting – 22/11/21 @ 6.00pm in school

#### ACTIONS – September 2021

ACTION	BY WHOM	DATE COMPLETED
All governors to complete National College training	All	On going
Previous safeguarding reports to be forwarded to JM	AH	02/10/2021
All governors to complete MAT safeguarding training	All	On going
Risk Register Update meeting to be arranged	MF	In hand , meeting has been arranged
Availability dates to be given to RS for headteacher appraisal	AH & NL	Date arranged 5-10-21
Copy of SEF to be forwarded to DM	AH	02/10/2021
New admissions criteria to be forwarded to all governors	Head	20/9/2021
Parent Questionnaire to be composed	AH, NL & DM	On going