

Minutes agreed as accurate at governing body meeting on 24/1/2022
Minutes proposed as accurate by MF and proposal seconded by DM.

Southam Primary School Governing Body Meeting
Monday 22nd November 2021 2 6.30pm

Present: Andrea Hugo (AH) (Chair), Nicola Lester (NL) (Vice Chair), Emma Longworth (headteacher), David Moran (DM), Helen O'Neill (HO), Marie Percival (MP), Marc Fulner (MF), Sian Warner (Clerk)

Apologies: Jess Marshall

2. Pecuniary Interests
 - AH declared her employment at Priors Primary School & Governor at Temple Herdewyke Primary School.
 - Head declared her role as academy trust primary lead.
3. Minutes from previous meeting
 - Chair goes through actions from previous meeting
 - Parent questionnaire – governors agree to carry forward to next meeting as an action. **ACTION: parent questionnaire to be carried out.**
 - Governor Training – Governors present confirm training completed.
 - Risk Register Update – Head to meet with MF 22/11/21 to complete risk register for this term.
 - All governors present agreed minutes from previous meeting as accurate. NL proposed minutes as accurate and MF seconded minutes as accurate.

4. Headteachers Performance Review

CONFIDENTIAL ITEM – RESTRICTED ACCESS, SEE SEPARATE SHEET

5. Pay Committee Report

Head confirmed that staff members in school on the leadership pay scale have met the criteria to move up a scale point.
6. Wellbeing
 - MP advised committee that she had recently met with Lleryn Gardner (schools wellbeing lead) to discuss ideas for staff wellbeing going forward.
 - MP advised that staff have recently been invited to complete a MAT wide staff satisfaction survey, which, once results are collated, will give a good indication of the status of staff wellbeing. MP said that this will then help to decide what steps, initiatives, measures may need to be put in place and focused on to address any possible issues that may be highlighted. **ACTION: MP to follow up once data collated.**
 - MP mentioned that staff absence & staff retention is generally a good indicator of employee wellbeing. Referring to data in headteacher report, both areas are generally low.

Minutes agreed as accurate at governing body meeting on 24/1/2022
Minutes proposed as accurate by MF and proposal seconded by DM.

- Head advised that the wellbeing policy is currently in draft format and will be circulated soon.
- Head also advised that staff wellbeing is an area that Ofsted will inevitably focus on, during a visit, including staff workload etc.
- Governor asked for clarification from headteacher on what the mental health trailblazer initiative is. Head confirmed that it is therapy that is available for pupils should it be needed. Head said that teachers are able to refer pupils directly themselves if they feel the child would benefit from this assistance. Head said that she has also asked if this team could come into school to talk with the children.

7&8. Review of the school term & Headteacher Report (refer to documents circulated prior to meeting by Head)

- Governor asked if the pupil attendance and the impact that covid has had is occurring nationally in all primaries. Head said that it currently is a national issue as opposed to it being specific to Southam Primary.
- Governor observed that absenteeism within the pupil premium cohort seems higher than other cohorts. Head said that the figures were skewed due to 2 children in particular who Head is working with to improve their attendance.
- Governor suggested that committee should look to put together a crib sheet of all the pertinent information that governors should be aware of and know in the event of an ofsted visit. All governors present agree good idea. **ACTION: DM & JM to follow up with data dashboard.**
- Governor referred to the school development plan and the 2 schools noted that head has visited and been sharing good practice with. Head said that this is a really good way of finding out what other schools are doing and sharing new ideas.
- Head confirmed that Georgina Price is leaving at the end of the year due to family commitments and Debbie Pittarello has agreed to work full time from January 2022 until the end of the academic year.
- Head advised that Lucille Dippie is due to start her maternity leave on 28/2/2021.
- Governor asked head for an update on the pupil that is receiving 1-2-1 support. Head said that she has been relying on supply staff from agencies to work with the pupil, who is only in school in the mornings. Head said that the supply staff have not always been that reliable which has made supervision more difficult at times. Head said that they have received a draft EHCP which they intend to pursue in the new year to allow time for a few weeks of demonstrating that the school have implemented all that is possible and has been recommended.
- Governor commented that the number of 'logging a concerns' seem high. Head said that several of them are concerns that have been recorded and are used purely for monitoring purposes.
- Governor asked if the school had strategies in place to tackle pupil lateness. Head said that every half term she writes to parents of children that have been late on numerous occasions advising them of the total amount of time that has been lost due to being late and follows up with any other actions as deemed appropriate for each individual case.
- Governor commented that the latest KS2 reading assessment data is very good. Head said that the next set of KS2 assessment data will be available soon. Head said

Minutes agreed as accurate at governing body meeting on 24/1/2022
Minutes proposed as accurate by MF and proposal seconded by DM.

that the next round of assessments will be in March with the SATs in May. Head said that through these assessments with Pixl they are able to pinpoint exactly where gaps are in pupils' knowledge and can provide targeted interventions to counteract any said gaps in knowledge.

- Head advised that they are looking at introducing the RWI Phonics from Reception year upwards.
- Head also advised that she has booked someone to come into school to deliver the September 2022 inset day training focusing on phonics in order to support the future introduction of the RWI phonics programme across all the school years.

9. Policies (refer to policies circulated to committee prior to meeting)

- English Policy – All members present agree policy
- Supporting Children With Medical Needs – all members present agree policy.
- Looked After Children Policy – All members present agree policy.

10. Link Governor Reports

- Pupil Premium Report – completed **ACTION: Report to be circulated to members.**
- EYFS Report – **ACTION: AH to complete**
- Curriculum Report – Completed & circulated to all members.
- Maths & English Reports – **ACTION: NL to complete.**
- H&S Report – **ACTION: MF to complete.**
- Safeguarding Report – **ACTION: To be completed.**

11. MAT Update

- Chair advised that she attended a MAT chair of governors meeting recently and the item of link trustees was discussed. It was decided that due to the number of schools in the trust it would not be possible for the trust board to provide a link governor for each school.
- Chair also suggested that going forward each governing body have a standing agenda item of website compliance.

12. Governor Training Feedback

- MP confirmed that she completed the governor induction programme and found it to be useful and informative.

Governors confirmed that upcoming learning walk is on the 1/12/21 and the focus is on the curriculum.

Minutes agreed as accurate at governing body meeting on 24/1/2022
Minutes proposed as accurate by MF and proposal seconded by DM.

Meeting concluded 8pm

ACTIONS – November 2021

ACTIONS	BY WHOM	DATE COMPLETED
Follow up on results of staff survey with wellbeing lead	MP	Draft wellbeing policy shared with MP and LG-completed.
Governors Data Dashboard	DM & JM	Ongoing development
Parent Questionnaire	AH , NL & DM	On hold for the time being
EYFS Link Governor Report	AH	Carried forward to next meeting
Pupil Premium Link Governor Report	HO	Completed 23/11/2021
Maths & English Link Governor Reports	NL	Completed December 2021