

Minutes agreed as accurate at Governing Body Meeting 21/3/22  
Minutes proposed as accurate by DM, proposal seconded by JM

Southam Primary School – Governing Body Meeting  
Monday 24<sup>th</sup> January 2022 @ 6.00pm via Teams

Present: Nicola Lester (Vice Chair) (NL), Emma Longworth (headteacher), Marie Percival (MP), Marc Fulner (MF), David Moran (DM), Jess Marshall (JM), Sian Warner (Clerk)

Apologies: Andrea Hugo (Chair) & Helen O’Neill

Meeting is quorate

2. Pecuniary Interests
  - Head declared her role as SVMAT primary lead
3. Minutes from previous meeting
  - Outstanding actions from previous meeting
    - Parent Questionnaire – on hold due to current school covid restrictions
      - Governor asked what focus had been in previous questionnaires. Vice Chair advised that focus usually is very general, covering all aspects of the running of the school and was usually distributed at parents’ evenings.
    - Link Governor Reports
      - Pupil Premium – completed & distributed
      - Maths – completed & distributed
      - English – completed & distributed
      - H & S – to be completed later this term. **ACTION: MF to complete**
      - EYFS – to be completed later this term. **ACTION: AH to complete**
    - Data Dashboard
      - JM advised that she and DM have made a start on dashboard and discussed the merits of using power BI to analyse data going forward. All governors present agreed that in principle this was a useful tool for future analysis and reference. JM & DM confirmed they would continue to develop this area and liaise with Peter Robinson (Head of Compliance at SVMAT). **ACTION: JM & DM to continue to develop data dashboard.**
  - MF proposed minutes from meeting on the 22/11/21 as accurate, DM seconded proposal. Minutes from governing body meeting on the 22/11/21 declared as accurate.
4. Headteacher Report (refer to report circulated by head prior to meeting)
  - Governor asked if the cost of providing supply cover for staff who are having to isolate is having a significant impact on the school budget. Head said that it was having a huge impact, not so much in the current financial year, but the 1 or 2 years after where savings will have to be found, eg: CPD and resources. Head also said that finding suitable supply cover is also proving to be a challenge due to high demand from all schools for this service.
  - Governor commented that the admission numbers of Reception intake 2022 are looking healthy and asked whether this might help finances in the years to come. Head advised that the government currently are not providing any further financial assistance for schools as a result of covid unless the school has a deficit budget.

- Governor asked if the svmat were able to provide any additional financial support currently. Head confirmed that all schools within the mat were in the same position, so no additional support available.
  - Governor asked is any staff members were able to work extra hours as opposed to getting supply staff in. Head said that staff are already working at capacity and wherever they were moved to there would still be a gap in the staffing that would require filling.
  - Governor asked for an update on the pupils receiving 1-2-1 support. Head confirmed that both pupils now have an EHCP which will mean that the school will receive funding Head also said that for one of the pupils an emergency annual review has been requested for the beginning of February 2022 with the aim of overturning the decision of refusal of a specialist school place, stating that Southam Primary continues to be a suitable place for the child. Head confirms that herself, parents, other professionals and SENDCO do not agree with this decision.
  - Governor noted that attendance overall was quite low and were there any strategies in place to try and improve attendance. Head said that covid rules on isolation meant that all schools nationally were experiencing lower than usual attendance figures and that there was not much that could be done about this in the short term until the rules change. Head went on to say that all absences are followed up rigorously, and although there may be a small number of unexplained absences each day they are always followed up so that reasons are provided by parents.
  - Governor asked if in the situation where a large number of staff members were off sick/isolating could any potential ofsted inspection be deferred. Head said that it could be deferred by up to 4 weeks.
  - Governor noted that there was not a history lead in school. Head said that at the moment there wasn't but that the Deputy Head Teacher was overseeing this area of the curriculum until such time as there is a staff member in place.
  - Governor noted that Paul Willis has now taken on a training role with the Teaching School Alliance for SVMAT. Head stated that this had been on her report since September when the appointment was made.
  - Governor mentioned that during the course of their link governor meetings with subject leaders it was mentioned that the current year 5 cohort was particularly weak and asked what strategies were in place to address this. Head confirmed that multiple interventions have already been put in place to support these children.
6. Workload & Wellbeing
- Governor asked where the focus for this area is being driven from, at school level or MAT level. Head confirmed at school level.
  - Head advised that as soon as data is published from staff satisfaction survey it will be forwarded on to all governors.
7. Finance (refer to budget report circulated prior to meeting)
- Head advised that the following capital projects are still required to be carried out – installation of skylights near new year 5 classroom, additional toilets, security gates to premises.
  - Head advised that Facilities Manager, David Carter left at the end of 2021 and a new Facilities Manager is due to start work in February 2022.

- Governor said that they imagined the increase in fuel costs would have a significant impact on running costs for school in the coming months.
  - Head advised that in terms of recruitment, they have not yet been able to recruit for Lucille Dippie's maternity leave cover but that they are hoping to have got this sorted in the next week or so as head has been liaising with external agencies for suitable candidates.
8. Risk Register
- MF confirmed that the annual skills audit will need completing by governors again soon and that previously they have not really ever focussed specifically on recruiting governors to plug any skills gaps – however this time around more focus will be given to attempting to attract governors with specific skills that the committee feel are lacking. JM offered to produce an online version of the skills audit that governors can complete and submit for speed and ease. **ACTION: JM to produce online version of skills audit & governors to complete skills audit.**
9. Governor Crib Sheet
- DM advised that this crib sheet has been updated within SharePoint, and various documentation has also been uploaded for governors to view/add to etc..
10. Governor Development Plan
- Vice Chair advised that this would feed in from the governor skills audit.
- Head said that the link governor meetings with subject leaders is invaluable for this purpose.
11. Sunny Days After School Club
- Head advised that currently documentation lies with both sets of solicitors and further updates should follow soon. **ACTION: AH to update committee on current situation.**
12. AOB
- Governor said that it should be recognised that the school made the Sunday Times Best Primary Schools list again this year, and that it was a huge achievement by all staff.
  - Governor asked if Head required any additional support from governors at this time. Head thanked governor for this offer and said that no further support currently required other than to thank governors for their continued, on-going support that they have provided in the last few months.
  - Governor asked if the learning walk scheduled for 2/2/22 is still ok to go ahead as planned. Head confirmed that it was fine for this to happen as planned.
  - Vice Chair requested that all governors, if they have not done so already, to complete all required safeguarding training as soon as is possible. **ACTION: Training to be completed.**

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Meeting concluded 7.40pm

Next Meeting 21/3/22 @ 6.15pm in school.

#### ACTIONS – JANUARY 2022

ACTION	BY WHOM	DATE COMPLETED
EYFS & H & S Link Governor reports to be completed and circulated	MF & AH	EYFS completed 31.01.22
Further development of governor data dashboard	JM & DM	Ongoing – Dashboard built and in use however will be an ongoing project.
Production of online Skills Audit	JM	Completed 25.01.22
Governors to complete online skills audit	ALL	Completed
Update on Sunny days	AH	Updated by EL & NL.
Training to be completed	ALL	Completed by all governors