

Minutes agreed as accurate at Governing Body Meeting on 16/5/22  
Minutes proposed as accurate by MF, and proposal seconded by JM

Southam Primary School Governing Body Meeting  
Monday 21<sup>st</sup> March 2022 @6.15pm

Present: Nicola Lester (Interim Chair of Governors) (NL), Emma Longworth (Head), Jess Marshall (JM), David Moran (DM), Marie Percival (MP), Sian Warner (Clerk)

Apologies: Marc Fulner

NL confirmed to committee that Andrea Hugo had resigned from the governing body with immediate effect. NL said that she was happy to act as interim chair of governors for the rest of this academic year, and until the governor elections are due in September 2022. Clerk confirmed that all members had been emailed prior to meeting asking if any members had any objections to NL acting as interim chair. All members present had no objections, therefore NL to act as interim chair of governors until the September 2022 chair election.

NL advised that this leaves the vice chair post vacant. NL advised that whilst they do not necessarily need a vice chair, it would be beneficial to have a governor step into the role.  
**ACTION: Governor to advise if they would like to put themselves forward for the vice chair role.**

NL confirmed that Helen O'Neill had also resigned from the governing body due to relocation.

Governors present took the opportunity to praise the work, efforts, and time that both Andrea and Helen had given to the governing body.

2. Pecuniary Interests
  - Head declared her role as Primary MAT Lead
3. Minutes of Previous Meeting
  - Chair went through actions arising
    - EYFS and H&S link governor reports completed. **ACTION: Reports to be circulated.**
    - Online skills audit completed by all members.
    - Governor data dashboard – dashboard built, and development of the dashboard will continue.
    - Safeguarding training – all governors have completed training.
    - Update on Sunny Days – ongoing
  - DM proposed minutes from previous meeting as accurate, JM seconded proposal. Minutes from meeting on 24/1/22 declared as accurate.
4. Governor Roles & Responsibilities
  - All governors acknowledged that link governor roles needed re-distributing as a result of resignations.
    - Interim Chair of Governors – Nicola Lester

Minutes agreed as accurate at Governing Body Meeting on 16/5/22  
Minutes proposed as accurate by MF, and proposal seconded by JM

- SEND Link Governor – Marc Fulner
- H&S Link Governor – Marc Fulner
- Pupil Premium – David Moran
- Maths Link Governor – Nicola Lester
- English Link Governor – Nicola Lester
- Curriculum Link Governor – Marie Percival
- Communication – Jess Marshall
- Safeguarding Link Governor – Jess Marshall
- Head Teachers Performance committee – Nicola Lester & one other (to be confirmed)

5. Headteacher Report (refer to documentation circulated prior to meeting)
- Head advised that the recent set of year 6 results following the latest round of assessments is extremely promising, with phenomenal results, especially in literacy.
  - *Governor asked if the PIXL programme has helped improvement in results.* Head said that it has, however in no way replaces the first quality teaching that occurs to achieve the results.
  - *Governor asked if staff were completely on board with using PIXL as there is quite a lot of data input to obtain analysis.* Head said that staff were all on board with using PIXL as a tool as she herself conducts most of the data entry and analysis required. Head said that it allows them to pinpoint exactly any gaps in children's knowledge.
  - *Governor asked about the recent set of results for the current year 5 cohort as they were aware that they are the weakest cohort.* Head said that results were not good, however the children had made really good progress from where they started from in September 2021.
  - Head said that in particular, the year 5 spelling was poor, and they are looking at and implementing interventions to help progress in this area. One of the interventions that is being considered for this is an online tutoring programme. This programme is part of the national tutoring programme, as school has established that there are no tutors available to come into school.
  - Head said that staffing has been an issue this term and last term due to staff absence. Supply staff has also been difficult to book due to an increase in demand nationally for supply staff.
  - Head said that pupil absence has also been higher than usual this academic year.
  - Head said that Rowena Taylor is returning from her maternity leave on 28/3/22 and will be working 3 days a week teaching Skylarks class.
  - *Governor asked if supply staff that have been working with the 2 children in school that require 1-2-1 support has been more consistent, in that the agencies used for supply of staff has been able to send the same people each day.* Head said that staffing for these 2 children has remained constant for the last few weeks.
  - Head said that one of these children has now left the school as they were able to get a place at a nearby specialised provision.
  - Head said that whilst this child has left, another child in Reception year will be potentially joining the school imminently who will also require higher level of attention.

- *Governor noted that the numbers for the reception year intake in September 2022 is looking healthy at 58.* Head said that it was and that their maximum is 60.
  - *Governor asked about the pupil in year 6 with very low attendance and what was being done to address this issue.* Head said that social services are heavily involved with the family as are the attendance service. Head said that despite extensive efforts by the school, the parent feels that the school is not providing the provision the child needs.  
Head said that the parent of this child has recently applied to an alternative local primary school for a place and that they are just waiting for confirmation from this school that they can provide the provision for this child.
  - *Governor commented that the recent report from Derek Watts following his school visit was outstanding and that his meetings with subject leaders were positive, with excellent feedback.*
  - Head asked for approval for the year 6 residential trip in January 2023. All governors present approved residential trip.
  - *Governor asked about the status of the insurance claim following staff member injury at work.* Head confirmed that injury is covered by schools' insurance and a claim is currently being processed. Staff member in question had already returned to work and resumed normal duties.
6. Review of School Development Plan (refer to document circulated prior to meeting)
- *Governor commented that it seemed that there were a lot of actions on the development plan and was concerned that maybe there were too many.* Head said that since the time of updating report, some actions have now been completed, with a large number already started and in progress.
  - Head said that the mental health audit is on hold until the school's wellbeing lead has completed all the required training, which she is currently in the process of completing.
  - Head said that she acknowledges that it seems there are too many actions, however the document is fluid, it is an ongoing document year on year.
  - *Governor asked if the usual year end reports that are produced for governors by the subject leaders is a big task.* Head said that it wasn't a particularly big task as the majority of their report is lifted from their action plans that they write and use.
  - *Governor asked if it would be possible for the subject leader portfolios be available for governors to view at the beginning of the next governing body meeting.* Head said that she will ask subject leaders to make these available. **ACTION: Head to ask subject leaders for their portfolios be made available at next governors meeting.**
  - Head said that next maths learning walk is scheduled for 30<sup>th</sup> March. The following governors confirmed their attendance: DM, NL & MP.
7. Workload & Wellbeing
- Governor suggested that this agenda item be deferred to the next meeting when mental health audit is complete. All members present agree.
8. Risk Register
- MF has arranged to meet with Head to update risk register.

Minutes agreed as accurate at Governing Body Meeting on 16/5/22  
 Minutes proposed as accurate by MF, and proposal seconded by JM

9. Sunny Days Update

- Chair advised that, following legal advice, they are aiming to ensure the change of ownership of the club has been completed by the end of this term. The planned arrangements are that all current staff will be made redundant and then reemployed by Sue Wests company immediately after the Easter holidays.
- Chair advised that the money currently sitting in the club's bank account will transfer to the school funds.
- *Governor asked if the pension provision that Sue West will offer will be the same as their current pension provision available to staff members.* Head said that she would investigate it. **ACTION: Head to investigate pension provision for club employees.**

10. Policies

- Volunteers in School Policy – All members approve policy
- Positive handling Policy – All members approve policy
- Attendance Policy – All members approve policy

11. AOB

- JM demonstrated to members present the work that she had done to date on developing the governor data dashboard using power BI. All governors were really impressed with the presentation of the school data and commented how useful a tool it will be going forward as it really helps them understand and analyse the data.
- Governor mentioned that the use of Power BI is currently a free trial for 60 days where after licences will have to be purchased as a cost of approx. £7 a month per licence. Governor also mentioned that the Systems Manager for SVMAT is also working on a similar piece of work to be rolled out across the trust & governing bodies.
- All governors agree to continue developing their own data dashboard until such time as a replacement is in use trust wide. **ACTION: Governors continue to support the development of the governor data dashboard.**

Meeting concluded 8.25pm

Date of next meeting 16/5/22 @ 6.15pm

ACTIONS – MARCH 2022

ACTION	BY WHOM	DATE COMPLETED
EYFS link governor report to be circulated	NL	Last meeting was in the autumn term 23-11-21
H&S Link governor report to be circulated	MF	24/3/22
Subject Leader Portfolios to be available at next governor body meeting	Head	Portfolios available at meeting
Further development of data dashboard	All	On going discussion

Minutes agreed as accurate at Governing Body Meeting on 16/5/22  
Minutes proposed as accurate by MF, and proposal seconded by JM

Investigation into future pension provision for club employees	Head	22-3-22 Nest pension scheme used Currently two members of staff pay into this scheme
--	------	--