

Minutes agreed as accurate at governing body meeting on the 26/9/22  
Minutes proposed as accurate by MF & proposal seconded by DM

Governing Body Meeting – Southam Primary School  
Monday 16<sup>th</sup> May 2022 @ 6.15pm

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

Apologies: None

2. Pecuniary Interests
  - Head declared her role as the trusts primary lead
3. Minutes From Previous Meeting
  - Interim Chair went through action arising from last meeting. All actions completed.
  - MF proposed minutes from meeting on 21/3/22 as accurate. JM seconded proposal. Minutes from meeting on the 21/3/22 declared as accurate.
4. Governor & Vice Chair Recruitment
  - Interim Chair advised committee that she has written to multiple local businesses advising them of the co-opted governor vacancies. Chair also said that she had registered with Inspiring Governance and reached out to a number of potential candidates on the site. Chair said that at present no positive responses received.
  - Chair advised that Clerk has arranged for a vacancy advert to be published on the trusts social media and has also sent emails to both the Southam & Daventry Town Council Clerks asking if anyone would be interested in a governor vacancy. As at present time, no responses received.
  - Chair advised that the aim is to get 1 or more co-opted governors on board for the start of the new academic year.
  - Chair asked members present whether they had had any further thoughts on one of them acting as vice chair for the remainder of the academic year. DM agreed to be Vice Chair with immediate effect. All members present agreed and were happy for DM to take up the role of vice chair with immediate effect.
5. Head Teachers Report (refer to documents circulated to committee prior to meeting)
  - *Governor asked if the child that was receiving 1-2-1 assistance in school had managed to transfer to a more suitable setting.* Head confirmed that the child had moved in March to a more suitable special school that could meet that child's needs and child has settled in well.
  - *Governor asked If the other child that is in year 1 is still receiving 1-2-1 assistance, and how was their progression.* Head said that the pupil has progressed well with the help of the TA that the school has arranged through a supply agency to work with the child in the mornings. Head said that even though the child is making progress they are still working below their year group. Head said that she has advertised for a TA to work with this child in the afternoons.
  - *Governor asked if the child in upper KS2 that was on a part time timetable previously, is still on the same part time timetable.* Head said that the child was, however, child is not currently in school as parent believes the school is not able to meet the child's current needs. This is despite great efforts made by the school to provide the required provision. The outcome of emergency meetings held between all the professionals involved in the case

to try and ensure that child returns to school has not been achieved. Therefore, the current status is that the school is sending work home for the child to complete and return. Head also advised that all the local secondary schools have confirmed that they would not be able to meet the child's needs and therefore the most likely option for this pupil is to attend a specialist provision in Leamington Spa. Head said that from a safeguarding point of view, she is in regular contact with the child. The Local Authority is aware of this situation.

- *Governor asked if year 6 transition days to Southam College have been arranged.* Head said that they had and will be taking place next half term.
- *Governor commented that, relating to absence, the year 5 attendance had dipped.* Head said that this was largely due to 1 specific child that they are working with to improve their attendance.
- *Governor noted that year 2 absence was also lower than other year groups.* Again, Head said that this was due to 1 particular child with medical needs and that the school is working with the family to ensure that the child is able to attend as much as is possible.
- *Governor commented that the predicted year 6 SAT scores looked very good.* Another Governor asked if the Head could pinpoint why the scores were so good. Head said that it can be attributed to several factors: the curriculum, the teaching staff knowing the children well and also that they are well practiced in what to teach and when to ensure maximum impact.
- Head said that the LA will be moderating year 6 writing this academic year in school, with moderation meetings taking place in June. MAT school moderation meetings taking place for all year groups week beginning 23-5-22
- *Governor asked about catch-up funding.* Head said that it is being used to pay for online maths & reading interventions for a number of year 5 pupils, through White Rose Maths.
- Head also advised that the year 6 teachers will be providing booster sessions to some of the year 5 children. Their classes, whilst they are teaching year 5 pupils, will be covered by supply teachers that will be paid for through school led funding.
- Head said that next academic year the DfE will provide this funding but will allow schools to decide where best to spend this additional funding as opposed to this year where there are strict rules on how it can be used.
- *Governor asked how the new year 5 teaching staff were getting on.* Head said that they were getting on well.
- *Governor commented on the budget document that there were a number of unexpected costs that have occurred and asked how these costs will be recovered.* Head said that she hopes to recoup them through reducing the amount of additional class resources that are purchased (excluding essentials that are needed), so that staffing costs do not need to be touched.
- Governor asked about the £2000 grant that was received. Head said that it was for mental health work within school, used towards the Opal play project which supports children's mental health.
- *Governor asked why the pupil premium attainment seems to have dipped.* Head said that it is because some of these children are also on the SEN register.
- *Governor commented on the BAME attainment and asked whether there was a reason this cohort are performing so well.* Head said that this cohort had very good parental engagement.
- *Governor asked how many children are currently in the new reception intake group for September 2022.* Head said that there were currently 58 children joining in this cohort,

however 2 of the children are awaiting EHCPs and require specialist provision and therefore may not end up attending SPS.

- *Governor asked Head for clarification on the recent White Paper regarding an increase in the length of the school day.* Head said that this actually only equates to increasing the current school day by 10 minutes. However, Head said that it is not just as simple as that as consideration would have to be given to the impact that this increase would have on other areas of the school day, eg: school clubs and extra-curricular activities.
- *Governor asked how the Head felt being a member of the academy trust was going and what the benefits were.* Head said that financially it is beneficial being a member due to being able to have better purchasing power to lower costs. Head also said that from a teaching perspective, being able to work collaboratively and share best practice with other schools has been a huge gain. Head said that there is still progress to be made in terms of administrative and financial procedures within the trust to ensure a swift, efficient process is embedded into working practices.
- Head said that through her role of Primary Lead for the MAT, the trust is looking at putting together a MAT action plan where there are common themes across schools. Head confirmed that the use of Pixl has been rolled out across all the schools.
- Chair advised that she is attending a trust chair of governors meeting next week, where she will mention that not having a link trustee for the last year or so has meant that the local governing bodies have felt more separate rather than part of a larger group of schools working together. *Governor asked if the chair could suggest that another governor day for all governors within the trust could be arranged again.* **ACTION: Chair to ask about re-instating a link governor and the prospect of arranging another trust governor day.**
- *Governor commented on the number of green forms that had been completed in the Autumn term was quite high compared to those completed in the Spring term and asked if there was a reason for this.* Head said that there was not really a pattern or anything that she could attribute to the fluctuations.

#### 6. Workload & Wellbeing

- Head said that pupil end of year reports this year are much smaller with a lot less input required by teachers.
- Head said that library renovations will hopefully begin 22/6/2022. This will mean that the main staff room will be relocated to the cosy nest, with the old staff room being converted to a nurture room. Head said that this would enable staff to come together again in 1 staffroom rather than the current separate staffrooms left over from covid restrictions. Head said that the Dove room will be converted into a sensory room.
- *Governor asked how the school ensures that it retains good members of staff.* Head said that they are able to offer staff further developmental opportunities within the trust with the hope that staff feel fulfilled and happy with progression, and as a result happy to remain in the school's employment. Head also said that they are considering offering staff member that express interests in progression, temporary TLR roles eg: Pupil Premium.

#### 7. Sunny Days

- Head confirmed that the transfer of ownership has now been completed, with all redundancy payments made to employees.
- Head confirmed that they are in the process of finalising the funds in the bank accounts to ensure that all future funding/payments are directed to the new club bank account.

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- Head said that once all the bank transactions have been completed, there should be approximately £45000 left for the school. Head said she wants these funds ring fenced for use to purchase equipment for the school, eg: new set of ipads.

8. Policies

- Governors present agreed the following policies:
  - PSHE – all members agree policy
  - SEND – all members agree policy
  - Accessibility -all members agree policy

9. AOB

- Chair said that the school’s upcoming fun day is on the 11/6/22 and any help gratefully received.
- Chair asked members if they all felt it would be beneficial to invest in purchasing licenses for power BI as the free trials are ending. Members agree that Head & JM should meet to discuss further and to ask if the trust has any licenses that they could use. **ACTION: Head & JM to meet to discuss further use and development of Power BI.**
- Head advised committee that the trust felt the risk register was best completed by each school’s SLT rather than a governor. The reason behind this was that the SLT members were in school daily and therefore best placed to assess risks rather than a governor that is not in school daily. SPS has been asked to pilot this new format to see if it proves successful.

Meeting concluded 8.35pm

ACTIONS – May 2022

ACTION	BY WHOM	DATE COMPLETED
Chair to discuss reinstating link governor to trustees & governor day	NL	Interim chair confirmed that school link governors are being replaced by trust link governors for specific areas eg: safeguarding. Updates to follow at next meeting.
Power BI discussion & development	Head & JM	Committee established that trust does not have any licences to use and will cost £7.50 per licence if they are purchased.  £7.50 per license per month - £90 per year