

Minutes declared as accurate at governors meeting on 15/5/2023.
Minutes proposed as accurate by MF and proposal seconded by DM

Southam Primary School – Governing Body Meeting
Monday 6th February 2023 @4pm via TEAMS

1. Present: Nicola Lester (Vice Chair) (NL), Marc Fulner (MF), David Moran (Vice Chair) (DM), Adelina Skirth (AS), Marie McClay (MM), Sian Warner (Clerk)
No apologies – Head arranged to join meeting at 4.15pm

Meeting is quorate.

Clerk update committee on the status of the prospective new governor, Julie Chohan in that we are waiting for 1 further reference.

2. Pecuniary Interests
 - Head declared role as Primary Mat Lead (when she joined meeting at 4.15pm)
3. Minutes from previous meeting
 - Clerk confirmed that Wellbeing link governor details on staff noticeboard.
 - Wellbeing policy finalised and awaiting approval by governors at this meeting. (approved)
 - Headteachers appraisal completed.
 - MF proposed minutes from meeting on 1/11/22 as accurate, DM seconded proposal. Minutes from meeting on the 1/11/22 declared as accurate.

CONFIDENTIAL ITEM 4- HEADTEACHER APPRAISAL (SEE SEPEARTE SHEET) FOR LIMITED CIRCULATION.

Head joined meeting at 4.15pm

5. Headteachers Report (see document circulated to governors prior to meeting by head)
 - Head raised the matter of staffing and informed governors about updates.
 - i. Rowena Taylor will begin her maternity leave in May 2023
 - ii. Debbie Pittarello has resigned and will be leaving at Easter.
 - iii. Cisca Van Rensburg will be covering when Debbie leaves at Easter and then when Rowena begins her maternity leave, she will teach Kingfishers class full time until the end of summer term.
 - *Governor asked why Debbie Pittarello was leaving.* Head confirmed that it was so that she could focus more on doing more supply teaching work locally to where she lives.
 - *Governor asked what the impact having part time teaching staff was in the classroom.* Head said that they go to great lengths to ensure that the staff that they pair together to job share can work well together and have excellent communication between themselves to ensure the smooth running of the class.
 - *Governor said that from their own experience, the classes where there are teachers on job shares, the continuity has been good with no disjointedness.*
 - *Governor commented that no doubt the increase in staffing costs will have a direct result on the school budget.*

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- *Governor asked what the reception 2024 intake numbers were like currently.* Head confirmed that at present there are 64 1st place requests that have come through from Warwickshire admissions.
 - Head confirmed that a family support worker has now started at school and will work towards helping reduce some of the barriers to learning for some children, which is one of the school's priorities.
 - *Governor asked if the uptake in the use of Studybugs has increased.* Head said that it is gradually increasing in use.
 - *Governor asked about holiday/time off requests during term time and whether they had stabilised or decreased.* Head confirmed that she is still receiving requests however is now starting to fine parents for taking children out of school where it has not been authorised by herself.
 - *Governor asked how the progress was with the small number of children who are persistently late for school.* Head said that Warwickshire Attendance Service is involved in some of the cases and the family support worker will also work towards improving the lateness of some pupils.
 - *Governor asked how the money that was from the transfer of management of the Sunny Days After School Club was spent.* Head said that 2 x sets of class ipads have been bought using the money.
 - Head advised the committee that the PTA (FOSPS) have agreed to fund the purchase of new outdoor playground equipment.
 - *Governor asked how work on the new school bid was coming along (Myton Gardens Primary School).* Head that it was progressing well, with the bid focusing on working collaboratively with other local existing primary schools. The deadline was 10/2/23.
 - Governor asked if the inset day speaker, John Jones, was useful. Head said that staff found it a useful morning.
 - *Governor noted that the latest round of published pixl data looks promising.*
 - *Governor asked if it would be possible going forward for the headteacher to include the number of yellow forms that have been received by head in school.* Head agreed to include this data in her report in the future.
 - *Governor advised that at present there have not been any MAT wellbeing meetings arranged, however she was hoping that some would be scheduled in soon.*
 - *Governor said that staff wellbeing should remain a high priority within the school.* Head responded by advising that the school have invested in quality teaching software aids to assist with planning.
 - Head said that Andrea Heath is now out of the classroom for 3 days a week as the number of children in school with high level SEN needs has increased considerably.
 - Head said that she fully supported staff who took part in the recent strike action.
 - Governors present were happy to approve the wellbeing policy.
6. School Development Plan
- Head advised that subject leaders continue to monitor the delivery of their subject across the school.
 - The introduction of the RWI reading scheme, which has included a significant investment in the purchase of reading materials by the school, has been rolled out across the school with positive feedback.

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- *Governor asked if the library was fully up and running.* Head said that it was except for the non-fiction section which is yet to be fully completed.

7. Attending Other Governing Body Meetings

- Chair said that she has reached out to the governing bodies from the other primary schools in the trust to find out when their upcoming meetings are so that governors from Southam Primary could attend.
- Chair said that she attended the recent governing body meeting at Bishops Itchington Primary. Chair said she would share the dates with members. **ACTION: Chair to share dates.**
- Chair said that there is going to be a SEN governor meeting arranged within the trust and will be run by the trusts Inclusion Director.

8. Learning Walks

- Chair clarified the upcoming dates for learning walks as follows:
 - SEND Learning Walk – 7/2/23.
 - Curriculum Learning Walk – 16/3/23 @ 1pm. MM to attend.
 - Curriculum Learning Walk = 18/5/23 @ 1pm. AS & DM to attend

9. AOB

No additional comments made.

Meeting concluded at 5.15pm

ACTIONS – FEBRUARY 2023

ACTION	BY WHOM	DATE COMPLETED
Other local governing body meeting dates to be circulated	Chair	7/2/2023