

Minutes declared as accurate at governing body meeting on the 17/7/2023
DM proposed minutes as accurate, MF seconded proposal

Minutes of Governing Body Meeting – Southam Primary School
Monday 15th May 2023 @ 6pm

Present: Nicola Lester (Chair) (NL), David Moran (Vice Chair) (VC), Marc Fulner, Julie Chohan, Mandi Startup (Deputy Headteacher - DH), Sian Warner (Clerk)

Apologies: Marie Percival

Guest in attendance: Adelle Wainwright, prospective new governor.

2. Pecuniary Interests
 - None declared.
3. Minutes from previous meeting
 - Chair advised that scheduled meeting dates for the other primaries in trust, lgb meetings were confirmed as it was discussed previously that it would be a good idea for governors to attend these periodically.
 - Chair confirmed that she would be attending the governing body meeting on the 24/5 at Temple Herdewyke Primary. Other governors present,
 - Minutes from previous meeting declared as accurate. MF proposed minutes as accurate, DM seconded proposal.
4. Derek Watts Visit – April 2023 (refer to report circulated prior to meeting by head)
 - Governor commented that the excellent behaviour and positive attitudes of the pupils in school really stood out in report.
 - *Governor asked if, because Derek has been attending the school for a number of years now, could the report be less objective.* DH said that this would not be the case and each visit is treated as a stand-alone visit, and not influenced from prior visits.
 - *Governor said that the report read well.*
 - *Governor commented on the best practice that occurs at SPS, and that it is shared with other schools, eg: subject folders.*
 - *Governor asked what the priorities are in the development plan linked to Derek's report over the coming year.* DH advised that the priorities were:
 - Raising attainment
 - Continuing to deliver high quality teaching across the school.
 - Continuing to audit and develop the curriculum planning to ensure progression.
 - DH said that the school were continuing to work with strategies already in place to help towards the priorities of the school.
 - These strategies include:
 - More explicit teaching for vocabulary & reading
 - Building stamina with pupils writing abilities.
 - Increasing the challenges in maths.
 - Promoting the love of reading.
 - Developing medium planning and knowledge organisers

Minutes declared as accurate at governing body meeting on the 17/7/2023
DM proposed minutes as accurate, MF seconded proposal

- *Governor asked if there was an alternative assessment in place to replace sats if they are removed?* DH said that at present, no alternative has been publicised.
- *Governor asked what pupil's numbers were for the reception intake in September 2023.* DH advised that cohort in reception 2023 is 60 and current numbers on roll in school is 393.
- Chair asked for the CoG name to be amended to read Nicola Lester in DW report.
ACTION: CoG name to be amended for record.

Refer to staffing & budget documents circulated prior to meeting.

- *Governor asked about the costs of the additional TA's that are required in the school, and whether the need for these additional TA's has remained the same.* DH said that the need for these additional TA's is still the same.
- *Governor asked how many TA's the school were still short by.* DH said 3 technically (however currently fulfilled through agency staff).
- *Governor asked if these TA's were specialist TA's.* DH said that whilst they were not specifically specialist trained TA's, they are successfully working currently with very challenging children.
- *Governor asked if the same supply TA's were coming in each time.* DH said they were.
- *Governor asked why there was the difficulty in recruiting TA's for these roles.* DH said that generally across the board, the need for TA's has increased due to the increase in SEN provisions required across the country, not just school.

Refer to subject priorities document circulated prior to meeting.

- *Governor commented on the subject priorities document and said that it was a very useful document.*
- *Governor asked why it wasn't evident in this document that a priority to incorporate maths and literacy in different ways in other areas of the curriculum.* Dh said that this isn't a specific priority as such because this is already taking place within the school.
- DH said that the investment in Purple Mash has been extremely valuable. DH said that there are many resources that school has been able to utilise, eg: spreadsheets & coding.
- *Governor asked if there might be an opportunity to plan in a session for Purple Mash that parents might be able to attend.* DH said that this was something the school were looking at organising in the coming months.

Refer to Inspection Data Summary Report (circulated prior to meeting)

- *Governor commented on the excellent results last academic year.*
- *Governor asked Dh how she felt the KS2 sats went last week.* DH said that they felt they went ok, maybe with the exception of the reading paper, which, seems to have been reported by many schools across the country as being overly difficult.
- *Governor asked when the x table tests for year 4 are.* DH said they are taking place the week after half term.
- *Governor said that during the link governor meeting with maths lead, the feedback on x table ability is on track.*
- DH said that the key is to be able to recall quickly, as children only get 6 seconds to answer each sum.

Refer to CPD events document.

Minutes declared as accurate at governing body meeting on the 17/7/2023
DM proposed minutes as accurate, MF seconded proposal

- *Governor asked what 'Solihull Approach' course was.* DH confirmed that it was an approach of 'understanding child's behaviour' for parents available online.
- *Governor asked how the FSW was getting on.* DH said well.

Policy to Approve

- EYFS Policy – all member present agree policy, however requested that it would be helpful if a document could accompany the policy to highlight any changes from previous policy document going forward.

Closing The Gap Letter

- *Governor congratulated the school on receiving an acknowledgement letter from WCC on its work to 'Close The Gap' in attainment.*

Refer to Staff Absence Document

- *Governor asked if covid was making a reoccurrence in school as a reason for staff absence.* DH said that it was not that prevalent any longer.
- DH said that staff that require to see a doctor do not find it always possible to be able to make an appointment out of school hours as in previous times.
- *Governor asked if DH had any concerns regarding staff & absence.* DH said none at present.
- *Governor asked if the school were still fining parents for taking children out of school unauthorised.* DH confirmed that school was still taking this approach.

Residential Trip 2024

- All governors present approved the residential trip for year 6 in 2024.
- *Governor asked how the bid for Myton Gardens went.* DH said that they haven't heard yet, however should do fairly soon.

Safeguarding

- *Governor asked about the child in year 1 that has been/could still be a potential flight risk.* DH said that re-integration plan was working well, with the child staying in school, for 3 days a week. DH said that the child, on the whole, is settling in better into school each time they are in.

Wellbeing

- *Governor asked what staff morale was like at present.* DH said that was OK at the moment. DH said that sats is always a little stressful on staff.
- DH said that staff are allowed time off in lieu of residential trips attended, end of year school reports a lot less onerous, staggering sports days, and monitoring workloads.
- *Governor asked how often Head is now in school.* DH said usually, once a week on a Friday until the end of term.
- DH said that she is out of the classroom on a Monday afternoon, Wednesday afternoon and all-day Thursday to carry out deputy head duties.

Minutes declared as accurate at governing body meeting on the 17/7/2023
DM proposed minutes as accurate, MF seconded proposal

- *Governor asked what happens with safeguarding concerns in Heads absence.* DH said that all reports logged still get sent to Head who still monitors and oversees all of them.
- Link governor mentioned that she hadn't had a safeguarding link governor meeting since October 2022. DH suggested that she would mention to Head with a view to potentially carrying out this task herself in Heads absence. **ACTION: DH to liaise and confirm safeguarding meeting.**
- Governor asked if there would be a staff survey this year. DH said that there possibly would be a MAT wide one taking place.

Updates from MAT

- *Chair confirmed that following recent proposals to change the name of the LGB's, it has been decided not to make any changes.*
- *Chair confirmed that the ToR & SoD are being updated and will be circulated in June.*
- *Chair advised that there will be a MAT wide governance event organised for July. Details to follow.*
- *Chair advised that governors will be invited to an AGM in December.*

AOB

- *SEN Link Governor, Marc Fulner asked if he could swap his link governor role due to conflict of interest. NL agreed to swap Maths & English with Marc and she would continue with SEN roll.*
- Chair reminded governors to complete skills audit.
- *Governor asked how the lockdown practice went.* DH said went well and was good to practice.
- Curriculum learning walk on 18/5/23, NL & AW to attend.
- Link governor for Pupil Premium advised committee that he hasn't been able to arrange a meeting with head to carry out termly review. DH said that she would liaise with head with a view to conducting this meeting on her behalf. **ACTION: DH to liaise with head regarding pp link governor meeting.**
- *MF said carried out annual H&S walkaround as part of link governor remit. All ok with exception of outdoor play equipment. Governor asked if/when is this going to be replaced.* DH said that FOSPS are kindly fundraising for this.

Meeting concluded 7.30pm

Next meeting 17/7/23 @ 6pm

ACTIONS - MAY 2023

ACTION	BY WHOM	DATED COMPLETED
CoG name to be amended on DW report	Head or DH	completed
DH to liaise with Head regarding arranging link governor meetings for Safeguarding & PP	DH	completed