

Minutes agreed as accurate at governing body on 20/11/23.
Minutes proposed as accurate by MF, proposal seconded by DM.

Governing Body Meeting – Southam Primary School
Monday 25th September 2023 @ 6pm

Present: Nicola Lester (Chair) (NL), Marc Fulner (MF), Julie Chohan (JC), Adelle Wainwright (AW),
Emma Longworth (head), Sian Warner (Clerk)

Apologies: David Moran & Marie McClay

Meeting is Quorate

2. Pecuniary Interests
 - None declared
 - Chair reminded all governors present to ensure that they each complete a declaration of business interests form and return to Clerk for publication on website. **ACTION: governors to return completed declaration forms to clerk.**
3. Minutes from previous meeting
 - Governor, AW, confirmed that she did attend the recent wellbeing forum in place of another governor. **ACTION: AW to circulate notes and takeaways from forum.**
 - All governors present agree minutes from previous meeting as accurate. MF proposed minutes as accurate. JC seconded proposal, Minutes of meeting on the 17/7/23 declared as accurate.
4. Election of Chair & Vice Chair for the academic year.
 - Clerk advised members present that Nicola Lester has put herself forward to continue to be chair of governors for another school year. Clerk also advised that David Moran had sent in his desire to continue in his role of vice chair for the next academic year. No other nominations received.
 - Clerk asked NL to leave the meeting room. All remaining governors confirmed that they were happy for NL to continue in her role as chair and for DM to continue in his role as vice chair.
 - NL returned to meeting room and clerk confirmed roles as above.
5. Headteacher Report/Updates
 - Head advised that current TA vacancies are being filled by agency staff. Head said that they have managed to secure some good supply staff that are able to commit to longer term assignments, which helps with continuity in school. Head said that this option is costly though.
 - Head advised that Family Support Worker, Katie Collis, is leaving on the 6/10/23.
 - Head said that the role has been advertised, along with a vacancy for a MDS and maternity cover for Kim Hiles who is due to begin her maternity leave on the 8/1/24.
 - *Governor asked what happens if the overall cost of current use of agency staff is higher than has been budgeted for.* Head said that the money would have to be taken from other areas, such as resources.
 - Head advised that there are currently 3-4 EHCP's pending for children in school.
 - *Governor asked how much the school gets for a child with an EHCP.* Head said that it depends on the banding that they have been designated as being in.
 - *Governor asked how many TA vacancies the school has at present.* Head said that there are 3 vacancies.
 - Curriculum

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- Head said that currently focussing on knowledge retrieval.
- Head said that phonics results at the end of the academic year were strong.
- Head said that MTC results in the summer were good.
- Head said that they are going to be reintroducing the MAT curriculum teams that were first introduced before covid. Head said that they were really successfully and good opportunities for staff across the mat to share best practice and ideas.
- Head said that they are focussing on behaviour in line with the schools behaviour policy so that the approach by all staff is consistent with the policy.
- Head said that the zones of regulation that are used on school is working well. Using the colours allows all children to access the tool, and also empowers children to recognise their own emotions.
- Head said that there is a continued focus on the progress of lower end of SEND children making sure that there are clear targets in place for these children so that progress can be tracked accurately.
- *Governor asked about learning walks for the academic year, and for governors and head to give consideration as to the focus of them for this year ahead. **ACTION: Head to circulate possible dates for learning walks for the year.***
- Head said that Yr6 have just completed a series of assessments and yr5 currently completing assessments.
- Head confirmed that the data shows that KS2 progress has been good and is significantly above the national average in all areas.
- *Governor asked how everyone has settled back into school after the summer break.* Head said well, however the school has a significant number of children with high level need, and staff are working hard as always.
- *Governor asked if the new reception cohort have settled in well.* Head said they have.

6. Safeguarding

- Head said that nearly all staff have had safeguarding training to include the updates on KCSiE 2023.
- Head said that currently, the school has:
 - 2 children on a CIN plan
 - 2 children on a child protection plan
 - 6 children on Early help plans
- Head confirmed that the school has herself as DSL, and Sian Warner & Amanda Startup as Deputy DSL's.
- Head confirmed that there are no LAC currently on roll.

7. Wellbeing

- Governor asked if the NTP funding is still available for school. Head said school not really going to be receiving anything this year so will not be continuing with the online maths tutoring that was bought last academic year for a group of year 5 pupils.
- *Governor asked about the Great Alne assistance timeline.* Head confirmed that the trust have agreed to support the school until Christmas, after which a decision will be made in conjunction with the LA.
- Head confirmed that at present she will spend 1 day a week at GA.

8. Policies

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- Safeguarding & Child Protection – MAT wide policy.

9. Roles & Responsibilities for 2023-2024

- MF – English & H&S
- NL – Safeguarding & PP
- DM – EYFS
- JC – SEND
- MM – Wellbeing & Curriculum
- AW – Maths

10. MAT Update

- Chair advised that she attended a safeguarding update at the end of last term, where the main focus was the latest updates to KCSiE 2023.
- Chair spoke about one of the main 3 updates to document, filtering & monitoring. Chair said that trust IT systems are to be tested half termly by a member of the IT team to ensure that the protection that is in place is robust.
- Chair confirmed that all governors will need to complete latest safeguarding training. Clerk confirmed that Peter Robinson will advise when scheduled. **ACTION: Clerk to confirm safeguarding update training for all governors.**

Meeting concluded 7.30pm

ACTION	BY WHOM	DATE COMPLETED
Complete declaration of business interests form	All	Completed 20/10/23
Circulate notes from wellbeing forum	AW	Completed 20/11/23
Circulate dates for learning walks	Head	Actioned 21/11/23
Confirm date for safeguarding training	Clerk	Date still to be confirmed