

Minutes declared as accurate at governing body meeting on the 22/1/24.
Minutes proposed as accurate by MM, proposal seconded by AW

Governing Body Meeting – Southam Primary School
Monday 20th November 2023 @ 6.30pm

Present: Nicola Lester (Chair) (NL), David Moran (DM) (Vice Chair), Adelle Wainwright (AW), Marie McClay (MM), Marc Fulner (MF), Emma Longworth (Headteacher), Julie Chohan (JC), Sian Warner (Clerk)

Apologies: None

Meeting is quorate.

2. Pecuniary Interests
 - None declared.
3. Minutes from previous meeting
 - Chair ran through actions from previous meeting.
 - Wellbeing notes – AW gave summary of points covered at MAT wellbeing meeting.
 - Learning Walk dates – to be confirmed. **ACTION: Headteacher to confirm dates with governors.**
 - Safeguarding training – still to be confirmed when this will take place. **ACTION: Clerk to contact Peter Robinson for an update on scheduled dates.**
 - Governors present, agree minutes as accurate. MF proposed minutes as accurate & DM seconded proposal. Minutes declared as accurate at this meeting.
4. Headteacher Appraisal
 - Confidential item. See separate sheet. Limited circulation
5. Headteachers Report (refer to documents shared with governors by Headteacher prior to meeting)
 - *Governor asked how recruitment of TA's was progressing.* Head confirmed that recently, following a series of interviews, 2x TA's had been recruited, with 1 of the successful candidates requesting a change in contract terms, which Headteacher has not agreed.
 - Head said that currently the school is relying on supply TA's from agencies to fill gaps in workforce.
 - Head said that the contracts that are being offered to the newly recruited TA's will include an amount of time working across lunchtime to assist with children.
 - Head said that the recent MAT recruitment evening was well attended, and a number of people were enquiring about TA roles within school.
 - *Governor asked if they had thought about offering apprenticeships in school to help fill vacancies.* Head confirmed that this has been attempted previously, however no applications were received.
 - Head said that the subject of TA rates of pay is something that the SENCo and myself have requested the MAT to look at.
 - Head confirmed that they have successfully recruited a new FSW, and pre-employment checks are underway.
 - *Governor asked for clarification on the number of children on child protection plans in school.* Head confirmed that it covers 4 children across 2 families.
 - Head also expanded on the 4 exclusions that have been imposed this academic year, all were for children with high level needs in school.

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- *Governor asked what Smoothwall was.* Head confirmed that it is the online monitoring and filtering system to ensure appropriate use of online services.
 - *Governor asked how progress was going towards recruiting for a teacher to replace Mandi Startup & Andrea Heath in the classroom, to allow them to be non-class based.* Head confirmed that no suitable candidates have applied yet. Head said that when Rowena Taylor returns from maternity leave, they may be able to facilitate this arrangement.
 - Head confirmed that FOSPS are currently fundraising for new outdoor classroom.
 - *Governor noted that there appears to be an increase in parental engagement across the school.* Head confirmed that this is a whole school drive.
 - *Governor asked about the year 6 data.* Head confirmed that there are currently assessments being carried out this week, with a goal to achieve 90% of pupils achieving expected standard for reading, writing & maths.
 - *Governor asked if unauthorised absences are still receiving fines.* Head confirmed that they were.
 - *Governor asked about headteachers work with GA Primary after this term.* Head said that she will continue to support if needed however a new headteacher has been appointed and is due to start on 11th December.
 - *Governor noted that the school budget looked better than anticipated.* Head confirmed that latest figures include the recent pay awards for support staff.
 - *Governor asked how school will know that they have achieved the success criteria as outlined in SDP as seems a little vague.* El clarified the criteria for governor.
 - Chair advised members that she attended a MAT chairs meeting last week.
 - Chair advised members that all should ensure that they participate in at least 1 training course a year, and specifically could be useful to choose a course relating to link governor role.
 - *Governor asked about the marking policy that is up for renewal, and how children that are colourblind navigate this.* Head confirmed that whilst children may not be able to see the colour, they are aware of the difference in shade. Shapes could also be used in these instances.
6. Safeguarding
- Chair confirmed that link governor meeting has been arranged for this term.
7. Wellbeing
- MM confirmed that she would carry out a wellbeing check in with staff in the new year.
ACTION: MM to facilitate this wellbeing check-up.
 - *Governor asked Head about staff current wellbeing.* Head confirmed that the impact of some children in school with high level needs is taking its toll on staff. Some of these children are on reduced timetables.
8. Policies
- Marking Policy – All agree
 - Volunteer in School Policy – All agree.
9. Sustainability Initiatives
- Chair said that following recent chairs meeting the trust is looking at ways to become more environmentally friendly and is welcoming any ideas to roll out in schools. Eg: eco warriors

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10. Governor CPD

- Governors confirm that meetings have been arranged between themselves to pass on information for new link governor roles.

11, MAT updates

- Chair shared details of MAT SEND meeting back in September that the number of children with SEND has increased, as have the number of children with EHCP's and school avoidance.
- Chair suggested that in the future there may be an inclusion judgment on schools by Ofsted.
- Chair said that in Warwickshire, on average, 50% of EHCP's are declined. Further scrutiny on this has been commissioned.

Meeting concluded 7.30pm

Next meeting 22/1/24 @ 6pm

ACTIONS – NOVEMBER 2023

ACTION	BY WHOM	DATE COMPLETED
Link governor meeting dates to be confirmed	Headteacher	23/11/23
Clerk to confirm safeguarding training availability	Clerk	On going – awaiting confirmation – training to be arranged via National College
Staff wellbeing check	MM	Completed – MM to update governors