

Minutes declared as accurate at governing body meeting on 11/3/24.  
Minutes proposed as accurate by AW, proposal seconded by MP.

**Governing Body Meeting – Southam Primary School**  
**Monday 22<sup>nd</sup> January 2024 @ 6.00pm**

Present: Nicola Lester (Chair) (NL), Adelle Wainwright (AW), Marie McClay (MM), Emma Longworth (Head), Sian Warner (Clerk)

Apologies: Julie Chohan, David Moran & Marc Fulner

Meeting is quorate; however, members present acknowledged that meeting without 50% of governors less meaningful.

2. Pecuniary Interests
  - None declared.
3. Minutes from previous meeting
  - Chair went through actions arising from previous meeting.
    - Learning walk dates confirmed.
    - Safeguarding training for governors – despite numerous calls/emails, no response or date offered for this training. Head said that she would send access to the National College for governors to complete training via that route in absence of provision from the MAT. **ACTION: Head to circulate access for training via National College.**
    - MM confirmed that she met with L. Gardner, wellbeing lead. Minutes from meeting to be circulated. **ACTION: MM to circulate minutes from link governor meeting.**
    - Governors agreed minutes from previous meeting accurate. MM proposed minutes as accurate, AW seconded proposal.
4. Headteacher Report (refer to documents uploaded by head to governor hub in advance of meeting)
  - Although, no specific headteacher report produced for this meeting (too soon into the term), head updated governors on matters in school.
  - FSW role has been re-advertised as previous successful candidate declined the role offered at the 11<sup>th</sup> hour. Closing date was 22/1/24, with potential candidates hoping to be interviewed.
  - Rowena Taylor has resigned from her role as class teacher following her maternity leave.
  - Lucille Dippie is due to begin maternity leave just after the Easter break.
  - Despite a couple of attempts, no luck in recruiting a strong class teacher to cover for Deputy Head and Send Lead, to allow them to be non-class based.
  - Head advised that to work towards solving this matter, in the interim, an advert has been placed for a class teacher up until the end of the summer term to cover Lucille's class in the first instance, with arrangements for the Autumn term 2024 to be put in place nearer the time.
  - Head advised that funding has been approved for this replacement, however not currently for an additional staff member to cover the extra 2 days to release DH & Send Lead.
  - Head confirmed that 2x TA's have been recruited and started at the beginning of January.
  - Head confirmed that 2 more are in the onboarding stage and will hopefully be able to start soon.
  - Head confirmed that 1 x lunchtime supervisor started on the 22/1/24.

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- Head advised that now, currently only have 3 TA's in school that are from agencies. 1 in reception year, 1 in year 1 and the other in year 2.
- Head advised that the new TA's have had ½ hour working at lunchtime on duty, built into their contracts to assist with lunchtimes for children with higher level needs.
- Head confirmed that currently there are 7 children in school either with EHCP's or are in the process of applying for them. Governor asked if the ones in the process would likely be accepted. Head said they probably would.
- *Governor asked head for clarification on the % of EHCP's in school below average as referenced in the Inspection data Summary Report .* Head said that yes, the school is below the average for this statistic.
- Head went on to say that the FAP has recently been reviewed, and now if a child is assigned to a school via this route, the school has the opportunity to refer back to panel stating the case if school feels unable to meet need.
- *Governor asked for further information on the absence data also referenced in the same report, in that it seems lower than would like.*
- Head said that she has applied to the DfE for a place on an attendance hub in order to aim to improve attendance.
- Head said that at MAT headteacher meetings attendance is frequently discussed and initiatives shared.
- Head said that in previous years, the school celebrated attendance in assemblies. However now it is celebrated on a personal level as this way, children who have no control over whether they are brought to school are never in the position where they would be made to feel that it was a goal they could never achieve.
- *Governor noted that the performance data for 2023 was extremely good.* Head agreed and said that staff have worked v hard towards this.

5. Safeguarding

- Head confirmed that school has a number of CP & CIN cases currently, for which DDSL's Sian Warner & Mandi Startup are currently working with families.
- Head confirmed that all staff took part in prevent training on the January inset day.
- *Governor asked if the safeguarding quality assurance day that was previously postponed had been rescheduled.* Head said that no date has yet been re-arranged for this.

6. Wellbeing

- Wellbeing link governor confirmed that she met with wellbeing lead last week and will circulate notes to governors.
- Head said that she was looking into professionals from various institutions to come in and speak to staff to deliver sessions on various wellbeing and mental health topics, however, has proved difficult. Head said that instead, she has managed to circulate online webinars to staff covering a variety of wellbeing topics.
- *Governor asked about the results from the last staff survey carried out and when the next survey would take place. ACTION: Link governor to confirm this.*

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7. Policies

- None to approve.

8. Mat Updates

- Chair advised that she attended recent MAT AGM.
- Chair said that she met the Co-Chair of Rokeby Primary School and they agreed to attend each other's governing body meetings to share expertise and help to build relationships between primary governing bodies within the MAT.
- Chair advised that she would be attending the next MAT chairs meeting in 2 weeks' time.
- Head advised members that she has requested that the MAT consider introducing an allowance that can be paid to TA's who work directly with children with higher needs, however if implemented, there would have to be very clear guidelines as to when it would be applied.
- Head said that the FOSPS team has a lot of new members, and they have worked really hard at fundraising, and come up with some great new ways to raise money for the school.

9. AOB

- Chair said that she has placed adverts for new governors with both, Inspiring Governance and Governors For Schools.
- Chair said that she has also created a LinkedIn advert for governors to advertise. Head said that if chair forwards the LinkedIn advert to her, she will ask the MAT social media manager to publish via the MAT social media sites.
- Chair asked head what the current situation was with Great Alne. Head confirmed that she is withdrawing from the school as the new headteacher in now in post. Head said that she spends approximately half a day a week there to support where needed.
- *Governor asked if the MAT wanted GA to join the trust.* Head said that a decision on which trust the school would join has not yet been decided yet.

Meeting concluded 7pm

Next meeting 11/3/24

ACTIONS – JANUARY 2024

| ACTION                                                                                | BY WHOM | DATE COMPLETED                         |
|---------------------------------------------------------------------------------------|---------|----------------------------------------|
| Safeguarding training – National College access                                       | Head    | Circulated by Headteacher              |
| Wellbeing Link Governor meeting notes to be shared                                    | MM      | To be circulated                       |
| Previous staff survey results to be shared and future date for survey to be confirmed | MM      | Matter discussed at meeting on 11/3/24 |