

Southam Primary School – Governing Body Meeting Monday 11<sup>th</sup> March 2024 @ 6.00pm

Present: Nicola Lester (Chair), Adele Wainwright (AW), Julie Chohan (JC), Marc Fulner (MF), Marie Percival (MP), Emma Longworth (Headteacher), Sian Warner (Clerk)

Apologies: David Moran

Guest at meeting: Alana Collis-Dugmore in capacity as a prospective new governor.

Chair advised committee that David Moran wishes to step down from his role as a governor at the end of the summer term 2024.

Meeting is quorate.

2. Pecuniary Interests
  - None declared.
3. Minutes from previous meeting
  - Actions:
    - Safeguarding training via National College – governors have completed online training.
    - Wellbeing link governor meeting notes to be circulated – **ACTION MP to circulate.**
    - Staff survey results to be circulated – **ACTION – MP to circulate.**
  - Governors declared minutes of previous meeting as accurate. AW proposed minutes as accurate, MP seconded proposal.
4. Headteacher Report (refer to document shared with governors prior to meeting)
  - Head updated governors on latest staffing update:
    - Suzanne Mullen (TA) resigned.
    - Rowena Taylor (teacher) decided not to return to work following maternity leave.
    - Newly recruited lunchtime supervisor left on the 5/3/24 after only 3 weeks due to securing full time employment.
    - 4 TA's have been recruited since beginning the year, all of whom are contracted to work ½ hour during lunch time with the aim of eventually running lunch clubs with specific children.
    - FSW onboarding nearly complete so should be starting v soon.
    - Reception class teacher, Steph Murdy, has been recruited to cover maternity cover for Kim Hiles is on a fixed term contract.
    - Lucille Dippie due to begin her maternity leave on the 17/4/24. Currently, these days will be filled using an agency supply teacher up until the summer term.

- Head confirmed that one of the school cleaners is leaving on the 22/3/24 as did not pass probation period. A replacement has just been recruited and is due to start 13/3/24.
  - Chair advised that at recent chair's meeting all schools in the trust reported an overspend on staffing.
  - Governor asked how much support Head is providing to Great Alne Primary. Head confirmed that currently it amounts to ½ day a week.
  - Governor commented on the increase in pupil numbers and that quite a few have joined since the beginning of the Autumn term.
  - Governor asked how the FAP has had an impact. Head confirmed that schools can now appeal a decision from the FAP and that turn around for an appeal decision is 2 weeks.
  - Governor commented that the number of cpoms logs made by staff appear to have increased. Head acknowledged this and said that a large proportion are for the same children.
  - Head asked governors for approval for year 6 residential trip in 2025. All governors approved trip.
  - Governor asked if the year 6 targets that have been set are achievable for the end of the year. Head confirmed that they were.
  - Governor asked what provision is in place for those children in the higher ability groups to stretch them further. Head said that for maths they are in ability groups and those pupils in higher ability groups are continually stretched. Head went on to say that for these children the benefit of working together in the higher ability group is that they become competitive with each other which in turn pushes them on further.
  - Governor asked if this was the same for writing & reading. Head said that writing is taught in ability groups as isn't possible to do so, however the pupils with greater ability are definitely stretched.
  - Governor asked how children are coping with SATs preparation. Head said that they are coping well and that staff in school keep things fairly low key so as not to cause any more worry than children already feel. The year 6 team run SATs breakfasts which give children time before tests to bond and have a sense of camaraderie.
  - Governor asked if old test papers are sent home with children to practice. Head said that they were not.
  - Governor asked about attendance and in particular children's lateness, which seems to have increased. Head said that they were aware of these children and are working with families to improve this. However, the stats really represent a small number of families who are repeatedly late.
5. SDP
- Governor noted that the evidence gained from carrying out learning walks links nicely to the school priorities.
  - Governor asked how the SEND evaluation went. Head said that it was postponed at the last minute, however Andrea Heath used the day to carry out her own evaluation. Head said that it is due to be re-scheduled for the summer term.

- Head advised governors that the progress that the year 6 children have made so far this year is good and on track.
  - Head said that there are lots of exciting events and projects coming up in the summer term throughout the school:
    - Arts Festival
    - Royal Opera House Workshop
    - D&T immersive days
    - STEM evening- spring term
    - Online safety workshop - spring term
  - Governor commented that recent learning walk attended was very successful.
  - Governor commented that recent STEM evening was excellent and very well supported by parents.
  - Governor asked Head if there was anything within the SDP that she was concerned about. Head said not and that all was going well.
6. Safeguarding
- Governor confirmed that link governor meeting was held on Friday 8/3/24.
  - Governor commented that there still hadn't been a safeguarding SVMAT audit this academic year.
  - Head confirmed that she completed the LA safeguarding audit last week.
  - Head confirmed that she anticipates a SVMAT Self-Harm Policy will be written by the MAT and that the school will need to have a designated person named in the policy relating to LGBTQ+.
  - Governor asked if the newly appointed FSW will eventually become a DSL. Head said yes, eventually. Head said FSW will lead on EH.
  - Head said that all teachers have completed their Prevent training.
  - Head said that the inset day in April will include online safety for all staff.
7. Wellbeing
- Link Governor to send latest wellbeing report to all governors.
  - Governor advised that the trustees are planning on writing a statement to all parents regarding treatment of staff specifically relating to social media.
8. Policies • None to approve.
9. MAT updates
- Chair advised that the governors risk register is now managed at trust level.
  - Overspend on TA recruitment trust wide.
10. Sustainability
- Governor advised that at last trust chairs meeting a governor from BI had written a report for trustees on sustainability with the trust.
  - The trust are looking for schools to engage in initiatives with the aim of reducing energy use and carbon footprint, eg: lights only on when needed etc..
  - Governor suggested getting children involved in initiatives.

Minutes declared as accurate at governing body meeting on 13/5/2024  
Minutes proposed as accurate by AW, proposal seconded by JC

- Head said that they are looking at restarting eco-rangers in school.
- Head said that by 2025 the DfE have said that all schools need a sustainability lead.

11. AOB

- Maths curriculum walk is on 17/4/24 – NL & MF to attend. **ACTION: Head to confirm start time.**

Meeting finished 7.30pm

Next meeting 13/5/24

ACTIONS – March 2024

| Action                            | By Whom | Date Completed                                                                                                          |
|-----------------------------------|---------|-------------------------------------------------------------------------------------------------------------------------|
| Wellbeing link Governor Report    | MP      | Ongoing                                                                                                                 |
| Staff Survey Results              | MP      | Decided at meeting on the 13/5/24 that as next survey imminent, would wait for results of this upcoming survey instead. |
| Start time of Maths Learning Walk | Head    | 12/3/24                                                                                                                 |