

Southam Primary School- Governing Body Meeting
Monday 13th May 2024 @ 6.00pm

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

Also present: Alana Collis-Dugmore in capacity as new governor yet to be formally appointed by trustees.

Apologies: Marc Fulner, David Moran & Marie Percival

Chair advised members that David Moran is unable to attend the next governors meeting in July so therefore has taken the decision to step down in his role as governor and vice chair with immediate effect. Chair took opportunity to acknowledge David's contributions over the past 3 years.

Meeting is quorate however governors acknowledged that meeting would not be as meaningful with only half the committee present and therefore agreed to hold brief meeting covering essentials.

2. Pecuniary Interests
 - None declared.
3. Minutes from previous meeting
 - Actions from previous meeting
 - Survey results – members agreed that by now results would be out of date and a new survey is due to be circulated.
 - AW proposed minutes as accurate, JC seconded minutes as accurate. Minutes of meeting on 11th March 2024 declared as accurate.
4. Head Teacher Updates
 - Staffing
 - Stephanie Murdy has resigned and is leaving at the end of the academic year.
 - Laura MacIvor has resigned and will be leaving at the end of the academic year.
 - Both of these teaching roles have recently been recruited for successfully.
 - Also recruited for maternity cover vacancy due to Lucille leaving to go on maternity leave to start in September.
 - FSW has started well in role.
 - Recruited for an additional lunchtime supervisor, onboarding currently in process.
 - Head advised that she has asked teaching staff to let her know what year groups they might like to teach next academic year. Head said that once all requests are in she will do her best to accommodate all requests where possible.
 - Head said that she had contacted parents of all new reception starters for September 2024.
 - Head shared that spending on TA support across the school has increased due to children joining the school requiring 1-2-1 support. These children have not come with any additional funding. (Yr R & Yr 4)
 - Eco Council in process of being set up, which will be led by Geography Lead, Laura Palmer.
 - Year 6 sats started 13/5/24.
 - New SEND software, Clickr has been installed and ready to use. Training for staff to be carried out in 2 weeks' time. This software will help those children with their writing skills.
 - In recent months the school has experienced IT support issues. Head confirmed that she had raised these issues with COO and Head of IT.

- Currently funding another supply TA, to support a child for two days in year 2 and have just started to fund a supply TA to support a child who has just joined us in year 4.
 - Current supply TA's in school are as follows:
 - Reception- full time
 - Year 1- mornings
 - Year 2- 2 days
 - Year 4- full time
 - Head and Debbie Wiles (Director of Professional Learning for trust) have been working together with other primary heads in the trust to put together a CPD offering for TAs in the trust with a view to better retention of staff and to be able to offer comprehensive CPD as a desirable employer. Presentation on this to be delivered on 17/5/24 to trust leaders and primary heads.
 - *Governor asked if schools are working towards sharing CPD events.* Head confirmed that this is something they are definitely working towards. Head went on to say that schools are looking at sharing expertise more often within the trust.
 - *Governor asked if the reception 2024 intake was full.* Head confirmed that it was at 60.
5. Safeguarding
- Chair attended Andrew Hall webinar covering the topic of safeguarding. Chair felt that it was worthwhile webinar and that other governors should look to attending one. Chair advised that at least one governor should receive the same training that staff receive on Online Safety. Head confirmed that there will be training on this via the National College, for which governors have access.
 - Chair discussed the topic of cyber-attacks and how schools should be prepared and be able to respond in the event of such an attack, for example having back up paper copies of all children contacts and registers etc. Head confirmed that school does this as routine already.
6. Wellbeing
- Head said that bringing in extra support staff to assist with specific cohorts of children has benefited existing staff and helped to reduce their workload and in turn gone part way to alleviating some of the stress and challenges that working with specific cohorts brings.
 - Head advised that the June inset day has been designated for report writing.
7. Policies
- All governors present agreed the following policies:
 - D&T – with a request for an additional sentence at the end of the policy to illustrate how end of year data is used. As governor queried – how is D&T progress measured. Head confirmed it is measured through staff evaluation.
 - English – agreed.
 - SMSC – agreed.
8. MAT updates
- The annual Belgrade theatre celebration performance is fast approaching in June.
 - Head advised that currently Myton & Coten End Primary are looking at potentially joining the trust.
 - There is a Chair of Governors MAT meeting scheduled for June.

9. Ofsted Briefing – JC

- Headline takeaways from briefing were:
 - Ensure website is up to date with all policies in date.
 - Governor's roles & responsibilities clearly set out on website.
 - Ensure there is a compliance check of website. Head confirmed that company secretary, Peter Robinson carries this task out.
 - Ensure that curriculum information on website is up to date.
 - Ensure that all governors are aware and are familiar with the Ofsted monitoring handbook.
 - Evidence of governor visits into school important eg: link governor reports.
 - Evidence that governors challenge all areas of the curriculum.
 - Demonstrate strategic vision – how do we see the school in 3 years' time.

10. AOB

- Governors felt that it would be a good idea to get together to discuss Ofsted requirements of governors and to ensure that all are familiar with the knowledge they are required to be aware of.
- Chair confirmed that in addition to Alana Collis-Dugmore joining the committee another parent, Helen Bowles has also expressed an interest in joining the committee. Chair has had an initial meeting with Helen, and clerk currently seeking references in order to proceed with Helen's recruitment onto governing body.
- Chair also took opportunity to highlight the fact that in addition to David Moran stepping down as a governor and vice chair, she herself will also be stepping down. Therefore, consideration needs to be given to successors in September.

Meeting concluded 7.05pm