



**MINUTES OF THE GOVERNORS' MEETING  
HELD AT SOUTHFIELD PRIMARY SCHOOL  
ON MONDAY 16 DECEMBER 2019 AT 6.30PM**

**Present:** Mr Kevin Binley (Member)  
Mrs Natalie Garrett (Chair)  
Mrs Louise Weaver  
Mr Alan Eaton  
Mr Simon Blackbond  
Mrs Kath Bonner-Dunham

**Apologies:** Mr Ralph Scott-Gordon (Member)  
Ms Sarah Mills (Member)

**In Attendance:** Dr Annabel Kay (CEO Warriner MAT)  
Mr Matt Green (Headteacher)  
Mrs Wendy Willie (Clerk)

**ACTIONS**

1.	<b>Mrs Garrett to be registered as a Member at Companies House</b>	<b>Mrs Willie</b>
2.	<b>Membership of GovernorHub to be arranged</b>	<b>Mr Green</b>
3.	<b>All governors to be provided with a document outlining the new Ofsted framework, Governance Handbook and Academies Financial Handbook</b>	<b>Mrs Willie</b>
4.	<b>References to the Warriner MAT to be removed from policies</b>	<b>Mr Green</b>
5.	<b>Reference to Hornton Primary School to be removed from Anti-Bullying Policy</b>	<b>Mr Green</b>
6.	<b>SEND Policy to be amended and brought back to the next meeting for adoption</b>	<b>Mr Green/ Mrs Willie</b>
7.	<b>All governors to be registered with Companies House</b>	<b>Mrs Willie</b>
8.	<b>PREVENT online training link to be sent to Mrs Willie for circulation to all governors</b>	<b>Mr Green/ Mrs Willie</b>
9.	<b>Mrs Garrett to liaise with Mr Green on text for the school's vision and values</b>	<b>Mrs Garrett/ Mr Green</b>
10.	<b>Election process for parent and staff governors to be sent to Mr Green</b>	<b>Mrs Willie</b>
11.	<b>Risk Register to be a standing agenda item</b>	<b>Mrs Willie</b>
12.	<b>Register of Interest &amp; Governance Structure to be produced for the website</b>	<b>Mrs Willie</b>

## **1. Welcome & Introductions**

Mr Binley welcomed everyone to the meeting and introductions were made. Mr Binley chaired the meeting.

Dr Kay explained that the Warriner Multi-Academy Trust (MAT) have been asked by the Department for Education (DfE) to provide interim leadership support to the school.

## **2. Apologies & Consent to Absence**

Apologies as noted above which were accepted. It was clarified that the Members are not required to attend the governor meetings.

## **3. Declarations of Interest in respect of any items on the agenda**

There were no declarations of interest.

## **4. Election of Chair & Vice Chair**

Mrs Garrett was unanimously elected as Chair. Mrs Bonner-Dunham was unanimously elected as Vice Chair.

It was clarified that as Chair Mrs Garrett is automatically a Member of the Academy Trust and will be registered as a Member at Companies House. **Action: Mrs Willie**

## **5. Review of Memorandum & Articles of Association**

The current Memorandum & Articles of Association had been circulated. Dr Kay stated that although the Articles need updating, when the school joins the MAT they will adopt the MATs Articles. The DfE have agreed that these Articles continue until the school is part of the MAT. It was agreed that the current Memorandum & Articles of Association continue.

It was clarified that the school's name is Southfield Primary School as stated in the Articles, not Southfield Primary Academy.

It was proposed that GovernorHub, an online resource, be used for all documents for future meetings. Access to GovernorHub to be arranged. **Action: Mr Green**

## **6. Head of School Update on Rapid Improvement Plan**

The Rapid Improvement Plan, which had been circulated, had been requested by the DfE and had to be produced within 10 days of the Ofsted report being published. The plan had been reviewed by the DfE with feedback received that a Pupil Premium spending review and Single Central Record (SCR) check be included, which have now been added. Dr Kay stated that the Pupil Premium spending review is being undertaken as part of the audit. With regard to the SCR, this has been checked and signed off by the MAT Central Services.

Mr Green briefed on the plan with the following noted and questions raised:

- The curriculum across the whole school has been redesigned and has been put together in consultation with staff. A curriculum package has been purchased from Cornerstone Education.
- Reading and writing are two main areas of focus.
- Writing outcomes for this term are as follows:
  - Year 1 72% working at expected level or better
  - Year 2 94% working at expected level or better
  - Year 3 data not yet available
  - Year 4 65% working at expected level or better
  - Year 5 96% working at expected level or better
  - Year 6 data not yet available.

- There was a downward trend in reading and writing in Key Stage 2 (KS2). Pupils who were Greater Depth at the end of Year 2 were not Greater Depth by the time they left in Year 6. This has now been addressed. **Mrs Bonner-Dunham asked if the dip could be attributed to specific factors.** Mr Green said yes, the pitch and expectation of staff which is linked to subject knowledge. It was added that staff were not aware of the data. **Mrs Garrett asked if it would take time for staff to understand the new data.** Dr Kay said no, it is a simple system and staff have been phenomenal in their response to the changes, with massive improvements across the board already. **Mr Eaton asked if the data had not been previously available or had not been shared.** Mr Green advised that the data in the system was not the data presented at the end of the year. Staff are now provided with data every week and work is being undertaken to identify vulnerable pupils and put interventions in place. **Mr Binley asked what the percentage of vulnerable children is.** Mr Green stated that analysis has not been fully completed and that this information will be shared at the next meeting.
- The impact of interventions run this term will be reviewed in January 2020.
- Maths across the school is strong with no downward trend.
- Year 5 have taken part in the 'No More Marking Task', a national project. 96% of the cohort reached the expected standard or better which is very positive.
- PIRA and PUMA tests have recently been carried out for reading and maths.
- Mrs Rachel Cosgrove, Special Educational Needs Co-Ordinator (SENDCo) has met with most parents of SEND children, with plans written for pupils as well as Educational, Health & Care Plans (EHCPs) put in place. **Mr Eaton asked if Mrs Cosgrove is based in the school and if the ratio of SEND pupils is in line with national.** Mr Green clarified that Mrs Cosgrove works at the school one day a week and is part of the MAT team. The number of SEND children on roll is in line with national figures. Mr Green added that Pupil Premium pupils will be reviewed and how they compare with non-Pupil Premium pupils. This information can be provided at the next meeting.
- With regard to aim 4 for behaviour to be consistent across the school, a new Behaviour Policy has been issued to parents with no feedback received. **Mrs Garrett highlighted that a Midday Supervisor had commented that not all Midday Supervisors deal with incidents in the same way and asked if training is available.** Mr Green confirmed that training is provided. Dr Kay stated that behaviour has been transformed, but consistency is still being addressed. Behaviour is no longer preventing learning in the classroom.
- With regard to aim 5 to review and develop attitudes to learning, assemblies have been delivered to address issues identified. A new Personal, Social, Health & Economic (PSHE) scheme is in place across the school. Mr Green has highlighted with staff the gender bias that was identified, with strategies shared with staff who have taken this on board.
- The MAT improvement team is supporting the senior leaders.
- Staff have a meeting each week which is focused on Continuing Professional Development (CPD). Staff have also had training with the MAT and have visited other schools in the Trust. **Mr Blackbond asked if staff would develop further as part of the MAT.** Mr Green said yes, adding that as well as visiting the Trust schools, staff have been observed by members of the MAT with feedback provided.
- A new curriculum will be in place in Early Years Foundation Stage (EYFS) from January 2020. Nursery and EYFS have been put together. Mr Green has observed the teaching of phonics, as well as other teaching, with no concerns to raise in EYFS. However, tracking of progress and how this is recorded is to be addressed.

Dr Kay clarified that if governors are approached by anyone, they must refer the person to the school and not get involved in operational issues.

**Mrs Bonner-Dunham asked when Ofsted would visit again and if the previous inspection was based on the old framework.** Dr Kay said it is likely Ofsted will visit in the new year. Mr Green confirmed the previous inspection was based on the old framework and that future inspections would be based on the new framework. **Mrs Garrett asked if the inspectors will look at how the results**

**are measured.** Dr Kay explained that the next visit would not be a full inspection, it would be a monitoring visit to ensure that the school is going in the right direction. **Mr Blackbond asked if inspectors could turn up unannounced** and was informed that the school would be contacted the day before a visit. Dr Kay added they are keen for Ofsted to visit so there can be positive messages for the community. **Mr Blackbond asked when the turnaround would be seen by Ofsted which could be published to parents.** Dr Kay clarified that it will be approximately 2 years until a full inspection at which time the grading can change. Following a monitoring visit a letter will be issued to parents.

Governors discussed the school's reputation in the community and how to ensure positive messages are put out into the community to help increase pupil numbers.

Mrs Willie to provide all Trustees with a document outlining the new Ofsted framework and the Governance Handbook issued by the DfE. **Action: Mrs Willie**

## **7. Review of Management Accounts**

Management Accounts for September and October 2019 had been circulated. Dr Kay explained that there had been no management accounts being produced prior to the MAT taking over the leadership of the school. These are now being produced routinely. Furthermore, the previous leadership had not submitted a budget to the DfE within the agreed deadlines. This too has now been rectified. The carry forward will not be known until the audit is completed. The audit has started with nothing highlighted of concern, with the audit report due this week. Dr Kay confirmed that monthly accounts are now being submitted to the DfE.

162 pupils were recorded on roll in the October 2019 census, which is significantly down from the 2018 census when 252 pupils were on roll. Mr Green explained that pupil numbers are the main driver for the budget, therefore, it is important that pupil numbers increase. The reduction in pupils will impact future funding and the budget will have to be carefully managed. It was noted that emergency funding through the MAT from the DfE is awaited.

Dr Kay expressed that none of the governors or current senior leadership are responsible for the accounts, as they relate to last year. Dr Kay is Acting Accounting Officer with the proviso that she is not responsible for the accounts. **Mr Blackbond asked if Dr Kay feels confident the accounts will be signed.** Dr Kay confirmed the accounts will be signed off.

Governors discussed the reasons for pupils leaving the school and the impact of a new primary school being built in the town, when existing schools in the town are not full.

## **8. Update from Auditors**

Discussed under item 7 above.

## **9. Safeguarding**

### **a) Section 175 Safeguarding Audit for Schools**

Mr Green reported that the Safeguarding Audit had been completed.

### **b) Policies for approval:**

It had been established that policies relating to safeguarding need updating, with the following policies proposed for adoption

- **Child Protection & Safeguarding Policy & Procedures 2019**

The model policy provided by Northants County Council (NCC) was proposed for adoption. All staff have been provided with the policy and have signed to confirm they have read it. It was stated that a Safeguarding Governor is required who will be named in the policy. Mrs Weaver agreed to be the Safeguarding Governor.

It was proposed that the policy be adopted as presented and published on the school's website. All governors voted in agreement with the proposal, motion carried.

- **Behaviour Principles Statement and Behaviour Policy**

It was noted that the policy and statement refer to the Warriner MAT. It was agreed that references to the Warriner MAT be removed from the policies. **Action: Mr Green**

With no further amendments proposed, it was agreed that the Behaviour Principles Statement and Behaviour Policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

- **Anti-Bullying Policy**

Reference to Hornton Primary School to be removed from page 3. With no further amendments proposed, it was agreed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried. **Action: Mr Green**

- **Special Educational Needs & Disability (SEND) Policy**

References to the Warriner MAT to be removed. Duplicate word to be removed from table on page 5 'underlying'. Footer from page 23 onwards to be removed. **Action: Mr Green**

A governor with responsibility for SEND is required and Mr Eaton agreed to take on this role.

It was agreed that the policy be amended for adoption at the next meeting. Draft policy to be published on the website. **Action: Mr Green**

- **Supporting Students with Medical Conditions Policy**

It was proposed that the policy be adopted as presented. All governors voted in agreement with the proposal, motion carried.

- c) **Keeping Children Safe in Education 2019 – *declaration to be signed***

The Keeping Children Safe in Education 2019 statutory guidance had been circulated. All those in attendance signed to confirm they had read and understood Part 1 of the guidance.

**Mrs Bonner-Dunham asked if the school would definitely join the Warriner MAT and if so when this would happen.** Dr Kay advised that this is currently with the DfE, with the Headteachers' Board to consider this in January 2020. It is hoped this will be completed by the end of the academic year.

## 10. Risk Register

Mr Binley explained that it is the governors' duty to have a Risk Register in place. A register drafted by Mr Binley had been circulated and Mr Binley briefed on the content of the document. It was stated that the Risk Register should be a key agenda item, with it suggested that one or two headings are reviewed at each meeting in greater detail. It was agreed Risk Register be a standing agenda item.

**Action: Mrs Willie**

Dr Kay explained that a governor is required to be linked with finance in order, for example, to challenge the budget. Mr Eaton agreed to undertake this role.

## 11. Governance

- a) **Publication of Governors'/Trustees'/Members' details**

Mrs Willie clarified the governors' details which the school must publish on its website and those provided to GOV.UK for publication on Getting Information About Schools. No objections were made to publication of details.

It was clarified that governors' terms of office would start today, 16 December 2019, for a period of four years. All governors to be registered with Companies House. **Action: Mrs Willie**

**b) Pecuniary Interest Forms & Register of Pecuniary Interests – annual completion by governors & Members**

All in attendance completed a pecuniary interest form. A Register of Interests to be created for publication on the website. **Action: Mrs Willie**

**c) Disclosure & Barring Service Checks (DBS)**

All governors are to complete a DBS check. Mrs Riley, Bursar, will contact governors to move this forward.

**d) Safeguarding & PREVENT Training**

All governors to complete safeguarding and PREVENT training. Governors were invited to attend safeguarding training be delivered to staff in school on 22 January 3.45pm-5.30pm. PREVENT online training link to be sent to Mrs Willie for circulation to all governors. **Action: Mr Green**

It was clarified that it is assumed that all governors will visit school at some point and it is everyone's responsibility to keep children safe.

**12. Early Years Foundation Stage (EYFS) Policy – for approval**

It was proposed that the policy be adopted as presented and published on the school's website. All governors voted in agreement with the proposal, motion carried.

**13. Any Other Business**

Governors were informed that items for AOB should be raised seven days in advance of the meeting.

**a) Ethos & Culture**

**Mrs Garrett asked about the ethos and culture of the school as she feels these elements should be featured on the website.** Dr Kay clarified that the vision and values are currently being worked on and will be published on the website once finalised. Staff need to be part of this process which takes time. Mrs Garrett to liaise with Mr Green on text. **Action: Mr Green/Mrs Garrett**

**b) Governing Body**

It was clarified that the governors are an Interim Board not a Full Governing Body. All governors present are to be governors appointed by the Members. Nominations for parent and staff governors to be invited in order for elections to be held. Election process for parent and staff governors to be sent to Mr Green. **Action: Mrs Willie**

**c) Pen Portraits**

All governors to provide a short pen portrait to be published on the school's website. Portraits to be sent to Mrs Willie. **Action: ALL**

**14. Future Meeting Dates**

It was agreed that monthly meetings would be held, with the focus to be on data and finance at alternate meetings. No committees to yet be formed.

**• Wednesday 22 January 2020 6.30pm**

Agenda items:           Data (*main focus*)  
                                Finance Update  
                                Link Governor Roles

- **Wednesday 26 February 2020 6.30pm**

Agenda items: Finance (*main focus*)

Dr Kay thanked everyone for attending and agreeing to work with the school, as it is major responsibility.

There being no further business the meeting closed at 8.30pm.

Signed \_\_\_\_\_ Dated \_\_\_\_\_