



**MINUTES OF THE GOVERNORS' MEETING  
HELD AT SOUTHFIELD PRIMARY SCHOOL  
ON WEDNESDAY 22 JANUARY 2020 AT 6.30PM**

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

**Apologies:** Mr Kevin Binley (Member)

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

**ACTIONS**

1.	<b>All governors to complete Declaration section on GovernorHub</b>	<b>ALL</b>
2.	<b>PREVENT online training link to be sent to all governors</b>	<b>Mr Green</b>
3.	<b>PREVENT training certificates to be sent to Mr Green</b>	<b>ALL</b>
4.	<b>Reminder to be put into the newsletter re Parent Governor nominations</b>	<b>Mr Green</b>
5.	<b>Status of Risk Register to be checked with Mr Binley</b>	<b>Mrs Willie</b>
6.	<b>Mr Green and Mrs Garrett to discuss the Risk Register</b>	<b>Mr Green/ Mrs Garrett</b>
7.	<b>Pen portraits to be sent to Mr Green for publication on the website</b>	<b>Mrs Willie/ Mr Green</b>
8.	<b>Early Years data to be presented at the next meeting on 26 February</b>	<b>Mr Green</b>
9.	<b>Acronyms document to be sent to Mrs Willie for GovernorHub</b>	<b>Dr Kay/ Mrs Willie</b>
10.	<b>SEN&amp;D Policy to be finalised and published</b>	<b>Mr Green</b>
11.	<b>Meeting dates to be scheduled for remainder of academic year</b>	<b>Mrs Willie</b>
12.	<b>Governor training to be logged on GovernorHub</b>	<b>ALL</b>

**1. Welcome & Apologies**

Mrs Garrett welcomed everyone to the meeting and introduced Mr Tim Hughes, who was appointed as governor by the Members on 20 December 2019. Apology as noted above, which was accepted. It was clarified that the Members are not required to attend governing body meetings.

All documents were made available on GovernorHub prior to the meeting.

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

There were no declarations of interest. Governors were asked to complete the Declarations section on GovernorHub with relevant information. **Action: ALL**

## 3. Minutes of the last meeting held 16 December 2019 & Review of Action Points

The minutes having been circulated and read were agreed as a true copy and signed by the Chair for filing.

### Review of Action Points

Please refer to table above for new/outstanding actions. The following update was provided:

- Mr Green reported that work has started on the school's vision and values. Strategic objectives have been drafted to be reviewed with staff. The vision statement is driven by five values based on GENUS, which means kindness in Latin, as kindness underpins everything done in school. Statement to be published on the website once finalised.
- Staff Governor elections are underway. Parents have also been invited to put themselves forward for the Parent Governor positions, with no expressions of interest received to date. Reminder to go in the next newsletter. **Action: Mr Green**
- Dr Kay clarified that the governing body are responsible for the Risk Register. Mrs Willie to follow up with Mr Binley on the status of the Risk Register. **Action: Mrs Willie**
- All governors had provided a pen portrait. Mrs Willie to finalise pen portrait document and send to Mr Green for publication on the school website. **Action: Mrs Willie/Mr Green**

## 4. Headteacher's Report

Report dated 15 January 2020 had been circulated. Mr Green briefed on the content of the report with the following noted and questions raised:

- 168 pupils are now on roll, which will increase to 170 on 27 January. This is an increase of 6 pupils since September 2019.
- Data shows that when children enter Nursery or Reception they are performing below their Age Related Expectation (ARE) most of the time. In Early Years children are assessed on 14 Early Learning Goals. The data shows they start below average and leave in line or above expectations. This wasn't reported by Ofsted because the format of data reported in Early Years did not show progress. This has been addressed so progress is now shown. **Mrs Bonner-Dunham asked why children are below expected.** Mr Green advised he needs to investigate whether the assessments are accurate. **Mrs Bonner-Dunham asked if it is known whether children in Reception previously attended a nursery.** Mr Green confirmed they are aware if children previously attended a nursery. **Mrs Weaver asked if the Early Years data is an overall picture.** Mr Green confirmed it is, adding there are three assessment points where the 14 Early Learning Goals are assessed. Approximately 80% met their Early Learning Goals but it could not be demonstrated where these children started from. Children can now be tracked from their starting point, with areas of development and areas of strength now being identified. Early Years data to be presented at the next meeting on 26 February. **Action: Mr Green**
- There are 18 disadvantaged students on roll, with approximately £24,000 Pupil Premium funding to be received. Ofsted requested that an external audit on Pupil Premium funding be completed. This was completed by the auditors with their report awaited. It is a statutory requirement that Pupil Premium spending over the past year be published on the website. Information to be published on the website will be presented to governors for review once finalised. Mrs Bonner-Dunham said she thought 18 disadvantaged pupils was low and raised the issue of there being a difference between poverty and neglect. Governors discussed ways to obtain the necessary information from parents and it was suggested that the Data Information form parents complete could include relevant questions. Raising awareness through the newsletter or a handout for parents was discussed. It was noted that the Welcome Packs are no longer being issued. Issue to be considered in more detail at a later stage.

- Miss Green is leaving after February half term. Currently advertising for a full-time class teacher for Year 3 on a one year fixed-term contract. Interviews to be held on 13 February and governors were asked if they were able to attend.
- **Mrs Weaver asked if Mrs Metcalfe, PHSE Lead, would be covering pastoral care which Miss Green currently does.** Mr Green clarified that the class teacher should deal with pastoral care in the first instance.
- **Mr Blackbond asked if there is the opportunity to move staff around as a MAT.** Dr Kay said this is done as much as possible to upskill staff and use skills across all the schools.

### Curriculum Statement

A draft statement had been circulated which will be published on the website once finalised. **Mr Hughes asked if the statement needs to be more personalised, as a lot of the wording is taken from the Ofsted framework.** Mr Green said that he hadn't looked at the Ofsted framework when drafting the statement. Mr Green added that the curriculum was launched two weeks ago and, therefore, the document will change as the curriculum evolves.

### Data

A data report had been circulated. It was stated that a new data package, SIMS, is in place which will provide a new format report. Mr Green explained that the bar graphs reflect the teachers professional judgments as to where they believe pupils will be at the end of the academic year. **Mr Hughes asked if Mr Green is confident in the predictions.** Mr Green said having spent time in the classrooms and carrying out book scrutinies, learning walks, etc, he believes the data is accurate. Dr Kay added that PIRA and PUMA tests had also been completed and some year groups had done national writing standardisation.

Mr Green highlighted that the focus of work is on years 3 and 4, which can be seen in the bar graphs. Mr Green said the question had been raised as to why the children who achieved Greater Depth (GD) in Year 2 did not continue at Greater Depth in Year 3. The judgements in Year 2 were moderated by the Local Authority, therefore, these were correct. Dr Kay explained this was due to the teachers not having the data to be able to identify the children that needed support. **Mrs Garrett asked about support for the teachers who have children who have not done so well.** Mr Green briefed on the intensive support being provided to staff who require it. **Mr Hughes asked if they are looking at working with the parents too.** Mr Green said this would be raised at the parent update meeting on 27 January. Mr Hughes and Mr Eaton expressed that parents need to know what they can do to help their children. Mr Green advised a parent survey will be sent out and communication with parents was discussed.

**Mr Blackbond asked how often the data changes.** Mr Green said data is updated when the data assessments take place, which is three times a year. **Mr Blackbond asked about support for pupils.** Mr Green explained that planning is reviewed to ensure teachers are providing the support required. **Mr Blackbond asked if three times a year is sufficient.** Dr Kay explained that research shows that it is not beneficial to do more assessments. Workload for teachers also has to be taken into account, which is also part of the new Ofsted framework.

**Mrs Bonner-Dunham asked how a child is diagnosed, if for example they are dyslexic.** Mr Green confirmed that this would be dealt with by the Special Educational Needs Co-ordinator (SENCo) and briefed on the role of the SENCo. Mr Green added that the school cannot diagnose dyslexia, but interventions can be put in place and issues raised with the parents. Staff discuss with the SENCo interventions for pupils. There are 13 pupils across the school with Special Educational Needs (SEN) and these pupils are on a Provision Map. **Mrs Bonner-Dunham asked if these needs are across the spectrum.** Mr Green clarified it is a range of medical and behavioural needs. The number of children with SEN is in line with other schools.

Data detailing the gender split had been produced. Mr Green advised that the gender split is mixed and fairly typical. There is a sub-conscious gender bias in school, which staff have been made aware of. Mr Green added the gender bias isn't being seen to the extent it was.

**Mr Blackbond asked if any of the data will be published to parents.** It was stated that Mr Green would highlight the headlines to parents at the meeting on 27 January. All governors were invited to attend the meeting at 6pm on 27 January.

### **Quality of Teaching**

**Mrs Garrett asked if the staff were on board with the changes being made.** Mr Green confirmed that all staff are on board, know the expectations and what needs to be improved. **Mrs Garrett asked if staff contracts contain Key Performance Indicators (KPIs).** It was clarified that staff contracts do not have KPIs. It was explained that staff appraisals are undertaken as part of their performance management. **Mrs Garrett asked if teachers contracts are up to date to reflect the changes being made.** Dr Kay clarified that teachers contracts do not contain that type of detail. **Mr Blackbond asked if Key Stage 2 (KS2) teachers can teach in any year group.** Mr Green confirmed that they can and that teachers can be placed in any year group. Dr Kay added that teachers can have a preference but there is flexibility. **Mr Blackbond asked where teachers raise issues.** Dr Kay said they are open to talk to teachers who have any issues.

**Mr Hughes asked if there are any other specific issues in Year 4, other than the quality of teaching, such as SEN.** Mr Green confirmed that the support plan in place for Year 4 covers everything.

**Mr Hughes asked what the objective is for the homework survey.** Mr Green said they would like to know parents' expectations, what their ideal type of homework would be and what stress the homework may cause at home. Fostering home learning and homework were discussed.

**Mr Hughes asked what the governors role is in regard to the Single Central Record (SCR).** Mr Green clarified that the Safeguarding Governor is responsible for checking the SCR and reporting back to the governing body.

Governors were invited to attend the science of learning training sessions being led by Mr Green in February as detailed in the Headteacher's Report.

### **5. Finance Update**

Monthly management accounts had been emailed to all governors. The audit is currently being finalised, with an historical issue being looked into. Dr Kay advised that an indicative budget had been produced.

**Mr Eaton asked about the £111,000 for the software license.** Mr Green confirmed this is a typing error and that spending on software had been reduced.

Mr Eaton, as Finance Link Governor, was invited to meet with Heather Hughes, Consultant Business Manager.

### **6. Risk Register**

Mr Green and Mrs Garrett to meet to discuss the Risk Register. Mrs Willie to obtain latest version of the Risk Register from Mr Binley. **Action: Mrs Willie/Mr Green/Mrs Garrett**

### **7. Special Educational Needs & Disability (SEND)**

#### **Special Educational Needs & Disability Policy**

A draft policy had been circulated with feedback received from governors. It was agreed that the policy be adopted following minor suggested amendments being made. **Action: Mr Green**

## 8. Safeguarding

Governors who attended today's safeguarding training to log their training on GovernorHub.

**Action: ALL**

## 9. Governance

### a) Link Governor Roles

#### Pupil Premium/Looked After Children (LAC)

It was agreed not to have a link for Pupil Premium and LAC at the current time.

#### Inclusion

Mrs Bonner-Dunham to undertake this role in line with SEND.

#### Premises, Health & Safety

Mr Hughes undertook this role.

### b) Training & Development

#### PREVENT

Link to be circulated.

**Action: Mr Green**

#### New Governor Training

Mrs Sally Perkins, who is a National Leader of Governance and delivers training for the SWAN Teaching School, will observe the governing body on 26 February in order to produce a bespoke training package for new governors.

## 10. Any Other Business

### a) Member

Confidential discussion held, please refer to confidential minute.

### b) Full Governing Body Terms of Reference (TOR)

It was suggested that TOR be put in place for the governing body in the future.

### c) Warriner MAT

**Mrs Bonner-Dunham asked if the school would join the Warriner MAT.** Dr Kay advised that the MAT is currently awaiting receipt of the audited accounts, for them to see if the school is in a good financial position or not. The MAT is concerned about the reduction in pupil numbers which will impact future budgets. **Mrs Bonner-Dunham asked how many pupils would make a positive impact.** The maximum number of pupils is 440. However, the budget works with the 164 pupils on roll, although spending is limited and will have to be carefully monitored.

### d) Hot School Meals

Mr Green advised they would like the caterers to provide hot school meals for the Nursery. Mr Green explained Free School Meals (FSM) and the introduction of Universal Infant Free School Meals (UIFSM), which had impacted the number of families applying for FSM.

### d) Acronyms

Governors discussed the use of abbreviations and the confusion that this can cause parents, especially new or potential parents. It was suggested that the website links any abbreviations used to the relevant explanation or a separate web page is included with a list of all the abbreviations and their explanations. Acronyms document to be sent to Mrs Willie to be put onto GovernorHub.

**Action: Dr Kay/Mrs Willie**

**11. Date of Next Meeting - Wednesday 26 February 2020 6.30pm**

Agenda items: Finance (*main focus*)

Apologies: Mrs Bonner-Dunham

Mrs Willie to draft meeting dates for the remainder of the academic year.

**Action: Mrs Willie**

There being no further business the meeting closed at 8.40pm.

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