



**MINUTES OF THE LOCAL GOVERNING BOARD (LGB) MEETING
HELD VIA VIDEO LINK
ON THURSDAY 20 OCTOBER 2022 AT 5.00PM**

Present: Mr Christopher Watt (Chair)
Ms Joanne Chitty
Mr Wayne Norrie

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

ACTIONS

1.	School emails to be set up for all new governors	Mr Green
2.	Contact to be made with the RSC Office	Mr Norrie
3.	Example SLAs to be provided	Mr Norrie

This meeting was held via video link through Microsoft Teams.

1. Welcome & Consent to Absence

Dr Kay welcomed everyone to the meeting. All documents were made available on GovernorHub prior to the meeting. The meeting was quorate.

2. Declarations of interest in respect of any items on the agenda & notice of any amendments to the Register of Interests

None

3. Appointment of Chair

Mr Watt was elected as Chair.

4. Background to School

Confidential discussion held, please refer to confidential minute.

The following items were taken out of order.

5. School Performance Summary

Document 'Headteacher Data Summary Report July 2022' had been circulated prior to the meeting. Dr Kay reported that a Peer Review took place yesterday, following which the Warriner Multi Academy Trust's (WMAT) School Improvement Director wrote a very positive report. The quality of education, reading and writing are phenomenal. Southfield now has the best subject leaders in the Trust. Mr Watt highlighted that there had not been many staff changes since the previous Head left. Mr Green confirmed that generally it is the same staff within school.

Mr Green confirmed the current numbers on roll:

- Year 2 – the last group under the previous Head - 9
- Year 1 – first year Mr Green in post – 10
- Reception – 16
- Year 3 – 16
- Year 4 – 22
- Year 5 – 18
- Year 6 – 22

Mr Green referred to the Data Summary Report with the following noted and questions raised::

- Attendance is very good.
- Attendance was significantly lower last year due to Covid for staff and pupils.
- Year 5 was particularly affected by Covid.
- EYFS affected by one pupil with significantly low attendance.
- Early Years outcomes very strong.
- Year 6 were a challenging cohort last year. Very pleased with the Year 6 outcomes.
- Nursery data not provided as this is pupil specific. Data can be provided at the next meeting if required.
- Phonics outcomes appear low but when looking at the cohort, three pupils had Covid during the tests.
- Initially the school could not afford to purchase Read Write Inc, with pupils not having a high quality programme in place. During an inspection Ofsted advised that Read, Write Inc should be purchased and it was confirmed that this has now been purchased.
- The current Reception and Year 1 pupils are on track to pass the phonics test this year.
- Year 1 is a small cohort. Two of the three boys have significant SEN which affects the data.
- It has been identified that the summer born children in nursery, reception and Year 1 are significantly behind their autumn born peers. It is believed these children will catch up but this will be monitored. Eleven of the sixteen Reception children are summer born.
- **A governor asked if there are behaviour issues.** Mr Green said not necessarily. The Peer Review on this area was very good.
- There are a number of SEN and autistic pupils who are not ready for school.
- Year 2 were significantly impacted by staff and pupil absence due to Covid. This group is being carefully monitored due to their outcomes.
- Year 4 is the most challenging year group with a lot of special and social needs. Mr Green believes approximately three-quarters of the class have emotional needs.
- Year 4 have met or exceeded their targets. One Pupil Premium pupil did not meet their set targets.
- Year 5 outcomes are very strong and the pupils have a good attitude to learning with outcomes as expected.
- Year 6 is teacher assessment data, with the SATs data broadly similar.
- There were concerns about the validity of the KS1 data as when Dr Kay and Mr Green first came to the school there were no data systems in place which was challenging.
- Mr Green stated that with the pandemic and history of the school, the results are very strong and he is proud of the team. They are on track for better results this year.

Mr Norrie agreed that the results are strong compared to national and that it is an improved picture. Mr Watt asked that thanks from the Trustees be passed to the staff and that they recognise the work the staff have done.

6. Next Steps

Confidential discussion held, please refer to the confidential minute.

7. Safeguarding

a) Appointment of Safeguarding governor

Mr Norrie agreed to be the Safeguarding Governor with immediate effect.

b) Safeguarding & Child Protection Policy 2022 – for adoption

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

c) Safeguarding Audit

A report from the Safeguarding Audit carried out on 12 October 2022 had been circulated. Dr Kay clarified that she undertakes this audit three times a year. Next term the audit will involve discussions with staff.

A governor asked if a lockdown policy is to be introduced. Mr Green advised that he had discussed with staff a lockdown policy and procedures which will be put into practice. It was agreed that Mr Norrie could sign this off.

Mr Green is to complete safer recruitment training before any recruitment takes place. Dr Kay confirmed that she had completed this training and would be involved in any recruitment. It was noted that Mr Watt and Ms Chitty had also completed this training.

A governor asked about policies. Mr Green advised that he needs to review the policy schedule.

8. Any Other Business

a) Emails

It was agreed that Southfield emails would be set up for the new governors. **Action: Mr Green**

b) DBS Checks

Governors will be contacted by Angie Riley, Office Administrator, for DBS checks to be completed.

c) Service Level Agreement (SLA)

Mr Norrie expressed concern that there is no SLA in place with the WMAT with so much work being conducted by the WMAT, adding the arrangements need to be recognised and formalised. Mr Watt recommended that an SLA be drafted and presented to the Regional Schools Commissioner. Mr Norrie to provide example SLAs. **Action: Mr Norrie**

Dr Kay thanked everyone for stepping in for which she is very grateful.

9. Future Meeting Dates

- Wednesday 30 November at 4.00pm
- Monday 12 December 4.30pm – *Review of audited accounts*

There being no further business the meeting closed at 6.25pm.

Signed _____ Dated _____