



The Meeting of the Committee of Southfield Primary Academy

Held on Tuesday 28th March @ 5.00pm

Held virtually via Microsoft teams

Minutes

	AGENDA ITEM	ACTION POINTS
1	<p>Welcome and Apologies for absence</p> <p>Present: Christopher Watt (CW) - Chair Joanne Chitty (JC) Wayne Norrie (WN)</p> <p>In Attendance: Matt Green (MG) - Headteacher Liz James (LJ) - Clerk</p> <p>Apologies: Dr Annabel Kay (AK) - CEO Warriner MAT</p> <p><i>Apologies were accepted by the AC.</i></p> <p><i>The meeting was quorate throughout.</i></p> <p>➤ <i>Governor challenge/questions during the meeting are highlighted in bold italics</i></p>	
2.	Declarations of pecuniary interests	

	CW and JC are Trustees of the Tove Learning Trust Wayne is CEO of The Greenwood Academies Trust	
3.	<p>Approval of the minutes of 1st March 2023 <i>Minutes 01.03.23 were circulated with the agenda</i></p> <p>Approved and will be signed by the chair on governor hub</p>	<p><i>AP1; CW to mark the minutes of 01.03.23 as signed on governor hub</i></p>
4.	<p>Matters arising inc review of action points from previous meeting;</p> <p>AP1; CW to mark the minutes of 06.02.23 as signed on governor hub. – CARRIED FORWARD, LJ to send CW an email with instructions of how to mark minutes as approved on Governor Hub.</p> <p>AP2; MG to provide CW with dates for visiting school this term. – TO BE DISCUSSED IN THE SCHOOL IMPROVEMENT PLAN IN ITEM 6. CW expressed that the school is beginning to show a lack of investment.</p> <p>AP3; MG to link JC and Ms Dunkley, Pupil Premium Lead – CARRIED FORWARD</p> <p>AP4: MG to re-set passwords for email and advise Governors – CARRIED FORWARD</p> <p>AP5; MG to check with Angie whether DBS checks have been completed – COMPLETED</p> <p>AP6; MG to publish the Equality Impact Statement Policy on the school website. – COMPLETED</p> <p>AP7; Management accounts to be carried forward to the next meeting – COMPLETED AND TO BE DISCUSSED IN ITEM 9</p> <p>AP8; AK to complete a safeguarding audit before the next AC meeting. – CARRIED FORWARD</p> <p>AP9; LJ to return to the schedule of business for the next meeting agenda - COMPLETED</p>	<p><i>AP2; CW to mark the minutes of 06.02.23 as signed on governor hub.</i></p> <p><i>AP3; LJ to advise CW how to approve minutes on governor hub</i></p> <p><i>AP4; MG to link JC and Ms Dunkley, Pupil Premium Lead</i></p> <p><i>AP5; MG to re-set passwords for email and advise Governors</i></p> <p><i>AP6; AK to complete a safeguarding audit before the next AC meeting</i></p>
5	<p>Receive and scrutinise HT Report <i>The HT report was circulated to governors via governor hub</i></p>	

MG invited questions;

➤ ***A governor asked for some clarity on why ‘most’ children have made their expected progress?***

MG; At the time of doing the HT report we had not yet finished with the Read, Write, Inc assessments. There are 2 students who have not made the expected progress this term.

➤ ***A governor asked if school visits and lesson visits are taking place?***

MG; There are colleagues working across The Trust. Our English lead is working with other English leads to support the development of the writing process.

➤ ***A governor asked if the Pupil Premium participation for extracurricular activities is being tracked?***

MG; Yes we are tracking to show improvement in uptake.

➤ ***A governor asked if the behaviour policy needs to be updated?***

MG; It is for review in September 2023.

➤ ***A governor asked if the school website is scrutinised and meets the requirements?***

MG; The Clerk to the governing bodies ensures the website meets requirements. There has not been one this academic year therefore this should be done.

LJ; I will carry out the website audit and report back.

➤ ***A governor asked if there are plans for a staff wellbeing review?***

MG; It was completed in January 2022 when Ofsted were last here. I do feel it is something to do again this academic year.

➤ ***A governor asked how often Ofsted review a school?***

MG; Ofsted return to a school within 2 years of a RI inspection. January 2022 was the last inspection. Therefore, I expect them before January 2024.

➤ ***A governor asked if support staff have appraisals?***

MG; We do support staff appraisals but it is not linked to pay rises. All support staff are part of the CPD programme.

➤ ***A governor asked for some clarity on the email about staff suffering abuse from parents?***

AP7; LJ to do website audit and report to MG

AP8; MG to carry out a staff wellbeing review

	<p>MG; The email sent caused shock waves through the school. The parent is no longer causing issues and things have settled down.</p> <p>➤ <i>A governor asked if school numbers are increasing?</i></p> <p>MG; The number of students wanting to come to the school is growing weekly including 2024 entrees. The local authority has not anticipated new students.</p> <p>➤ <i>A governor commented that the issue is when the current Year 6 cohort leave as it will have a huge impact on funding.</i></p> <p>MG; In September we lose a class of students therefore we should loose a teacher. Because I am currently teaching more and more due to shortages of teachers, I feel this teacher could remain in school and pick up some of my workload as I will no longer be here. I am currently having discussions with SLT to try and understand what the school structure will look like.</p>	
6.	<p>Receive 3 priority progress report</p> <p><i>The Priority Progress Report was circulated to governors via governor hub</i></p> <p>MG reported and invited questions;</p> <ul style="list-style-type: none"> ○ The school improvement plan is a 3-year improvement plan ○ Embedding the curriculum is in the second year and we are continuing to refine and improve this. The implementation for Southfield is the best practise ○ The Trust Executive Team (CEO, SID, Primary Exc Head) will do the on-the-ground work of the governing body. We recognise the current governors we do not expect governors to do anymore than they are already doing. <p>➤ <i>A governor expressed concerns that as a governing body there is not the resource to carry out governor monitoring</i></p> <p>MG; Myself, AK (CEO), Steph Lovett (School Improvement Director) and Jane Ridley (Executive Head) will do the work of the governing body and report to the governors. We recognise it is not possible for governors to carryout all the responsibilities necessary. Governors can then scrutinise our reports.</p> <p>➤ <i>A governor suggested that it should be made clear on the School Improvement Plan that The Trust are completing some of the work of the governing body.</i></p> <p>MG; Agreed and will amend.</p>	<p><i>AP9; MG to amend the SIP to include that The Trust as well as who they are will do the work of the governing body for monitoring</i></p>

	<p>➤ <i>A governor asked if as a school we should be looking for more governors?</i></p> <p>CW; I will speak to Annabel about how to best recruit. We could approach some of the previous governors who only resigned due to local pressures of the school closing. Now the school is not closing in July they may be happy to return to their role.</p> <p>MG; This could be worthwhile as they were all a good group of governors.</p>	<p><i>AP10; CW and MG to speak to AK regarding recruiting more governors</i></p>
7.	<p>Review Risk Register</p> <p>There are no changes to the risk register</p>	
8.	<p>Confidential Update</p> <p>There are no updates at present</p>	<p><i>AP11; CW to request any confidential updates</i></p>
9.	<p>Review Managements Account</p> <p><i>Management Accounts were circulated to governors via governor hub</i></p> <ul style="list-style-type: none"> ○ 75k overspend ○ Lettings continuing to generate a good income ○ There has been some saving on energy bills ○ Supply costs are lower than predicted due to lack of supply teachers 	<p><i>AP12; LJ to forward thanks to Tammy Crook on behalf of the governors for the management of accounts.</i></p>
10.	<p>Receive for approval other non-annual policies due</p> <p>None</p>	
11.	<p>Governor Monitoring (linked to strategic priorities and SDP)</p> <ul style="list-style-type: none"> • Governor Monitoring Policy 	

	<p>MG; As previously discussed due to the small number of governors and recognising the lack of resource, The Trust will carry out all monitoring until a more permanent solution is found.</p> <p>➤ <i>A governor asked whether the Governor Monitoring Policy for Southfield could be amended as it the current policy makes the school look like they are failing to carry out any monitoring.</i></p> <p>MG; I will look into this and report back at the next meeting. If any previous governors agreed to do the monitoring visits, then this would solve the issues.</p> <p>➤ <i>A governor asked whether in the articles we could become an older fashioned IEB and have a local governing body carrying out the monitoring. This could be a way of using the previous governors without the title of governor.</i></p> <p>MG; This could work really well. I will investigate this and report back.</p> <p>CW; It shows Ofsted that we are making links with the community that was previously damaged.</p>	<p><i>AP13; MG to speak to the previous governors and see whether any would be happy to become governors again or become a local governing body and carry out governor monitoring.</i></p>
12.	<p>Governor Membership updates and training completed</p> <ul style="list-style-type: none"> ○ CW and JC have recently completed a training course on Permanent Exclusions ○ WN completed Safer Recruitment Training ○ All governors have completed Safeguarding and Generalist training 	
13.	<p>Health and Safety updates</p> <p>None</p>	
14.	<p>Safeguarding Updates</p> <p>None</p>	
15.	<p>Any Other Business</p> <p>WN suggested we move swiftly in changing the articles to allow previous governors to carry out governor monitoring.</p>	<p><i>AP14; WN to speak to a colleague who is able to look into changing the articles.</i></p>

Date of next meeting:

Confidential Update meeting Monday 24th April at 5pm

Governance Meeting Tuesday 16th May at 5pm

The meeting ended at 5.50pm

ACTION POINTS

AP1; CW to mark the minutes of 01.03.23 as signed on governor hub

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AP4; MG to link JC and Ms Dunkley, Pupil Premium Lead

AP5; MG to re-set passwords for email and advise Governors

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AP7; LJ to do website audit and report to MG

AP8; MG to carry out a staff wellbeing review

AP9; MG to amend the SIP to include that The Trust as well as who they are will do the work of the governing body for monitoring

AP10; CW and MG to speak to AK regarding recruiting more governors

AP11; CW to request any confidential updates

AP12; LJ to forward thanks to Tammy Crook on behalf of the governors for the management of accounts.

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