



The Meeting of the Committee of Southfield Primary Academy

Held on Tuesday 16th May 2023 at 5pm

The meeting was held 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)</p> <p>In Attendance: Mr Matt Green (MG) - Headteacher Liz James (LJ) - Clerk</p> <p>Apologies: Dr Annabel Kay (AK) - CEO Warriner MAT Wayne Norrie (WN)</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	<p>Declarations of pecuniary interests</p> <p>CW and JC are Trustees of the Tove Learning Trust</p>	
3	<p>Approval of the minutes of 28th March 2023 <i>Minutes 28.03.23 were circulated with the agenda</i></p> <p>Approved and will be signed by the LJ on governor hub on behalf of CW.</p>	<p><i>AP1; LJ to mark the minutes of 28.03.23 as signed on governor hub on behalf of CW</i></p>
4	<p>Safeguarding Audit <i>Safeguarding audit was circulated with the agenda</i></p> <p>AK was unable to attend but welcomed Governors to email any questions to LJ</p> <ul style="list-style-type: none"> ➤ <i>A governor commented that CW, JC and WN are to forward to MG proof and dates of safeguarding training as well as forward DBS checks.</i> ➤ <i>A governor commented that the lockdown practise needs to be completed.</i> <p>MG; SLT have discussed the process and we are aware we need to run the practise.</p> <ul style="list-style-type: none"> ➤ <i>A governor commented that there are a number of staff without contracts?</i> <p>MG; Will check with AK.</p>	<p><i>AP2; MG to complete lockdown practise.</i></p> <p><i>AP3; governors to forward to MG the dates of all safeguarding training as well as DBS checks</i></p> <p><i>AP4; CW and JC to forward LJ their DBS checks</i></p> <p><i>AP5; MG to check with AK regarding the staff with no contracts</i></p>
5	<p>Matters arising inc review of action points from previous meeting;</p> <p>AP1; CW to mark the minutes of 01.03.23 as signed on governor hub – COMPLETED</p> <p>AP2; CW to mark the minutes of 06.02.23 as signed on governor hub – COMPLETED</p> <p>AP3; LJ to advise CW how to approve minutes on governor hub – COMPLETED</p> <p>AP4; MG to link JC and Ms Dunkley, Pupil Premium Lead – CARRIED FORWARD</p>	<p><i>AP6; MG to link JC and Ms Dunkley, Pupil Premium Lead</i></p> <p><i>AP7; LJ to do website audit and report to MG</i></p> <p><i>AP8; MG to forward re-set password to governors</i></p>

	<p>AP5; MG to re-set passwords for email and advise Governors – COMPLETED, TO FORWARD ONTO GOVERNORS</p> <p>AP6; AK to complete a safeguarding audit before the next AC meeting – COMPLETED</p> <p>AP7; LJ to do website audit and report to MG – CARRIED FORWARD</p> <p>AP8; MG to carry out a staff wellbeing review – CARRIED FORWARD TO THE END OF THE SUMMER TERM</p> <p>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 – COMPLETED</p> <p>AP10; CW and MG to speak to AK regarding recruiting more governors – CARRIED FORWARD. SOME PREVIOUS GOVERNORS HAVE AGREED TO TAKE PART IN GOVERNOR MONITORING. THEY WOULD LIKE TO MEET WITH CW</p> <p>AP11; CW to request any confidential updates – NO UPDATES, ONGOING</p> <p>AP12; LJ to forward thanks to Tammy Crook on behalf of the governors for the management of accounts – COMPLETED</p> <p>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 – ONGOING</p> <p>AP14; WN to speak to a colleague who is able to look into changing the articles. – CARRIED FORWARD</p>	<p>AP9; MG to carry out a staff wellbeing review by the end of the summer term</p> <p>AP10; CW to request any confidential updates</p> <p>AP11; MG to organise a meeting with CW and the previous governors who have agreed to do some governor monitoring for the school</p> <p>AP12; 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</p> <p>AP13; WN to speak to a colleague who can investigate changing the articles to an executive board</p>
6	<p>Receive Head Teacher Report <i>MG reported on the Head Teacher report in the meeting</i></p> <ul style="list-style-type: none"> • Data Review MG reported and invited questions; <ul style="list-style-type: none"> ○ New data reporting system Arbor has been implemented but the data has not fully migrated 	

- 7/10 students in Year 1 will reach expected in reading by the end of the year. The two children who may not reach their expected. There are 2 children who may not reach their expected due to poor attendance and high need and one will sadly not reach expected
- The aim is to get the two children in Year 1 to expected which would mean 90% of children are at expected which is higher than the national average
- Our reading curriculum allows children to develop to greater depth, therefore some work needs to be done into understanding why children are not meeting expectations.
- Year 2 have been a concern since leaving pre-school. There are significant needs in this year group with many interventions taking place which is making a difference
- Writing is showing similar progress as reading
- There are no surprises with the data
- Maths attainment is stronger than reading and writing
- Follow The White Rose maths program and the curriculum is aligned
- All children in Early Years are predicted to make the expected progress
- Currently tracking below the national average. This is because of one student with high SEN needs affecting the data
- SEN students' attendance is good
- Attainment for SEN is below but it is where we expect them to be
- Pupil Premium children attendance is challenging.
- Continue to work with the Pupil Premium lead to ensure the value of education
- Attendance is the number one agenda item on the newsletter
- There is a good ethnic mix of children which is positive
- Many ethnic children are making good progress working at expected or better with 70% working at greater depth
- Structures put in place to assist our ethnic children have been really positive and an achievement of the school
- At the next AC meeting there will be much better reporting as Arbor will be fully migrated

➤ **A governor asked if the interventions are successful and is it documented and how is it measured?**

MG; Childrens progress has moved on and the report shows that more children are reaching their expected. For the next meeting the data from the NELI intervention can be included. PiRA demonstrates the progress these children are making. At the next AC meeting it will be possible to demonstrate better the progress children are making.

➤ **A governor commented that the data shows a better-than-expected level of maths. Is this correct?**

MG; The children that are not attaining largely have a special need. We can demonstrate that the interventions we put in place are closing the gap.

AP14; MG to include the data from the NELI intervention at the next AC meeting to show how these interventions are improving children's oral language skills and supports reading comprehension

	<p>➤ <i>A governor commented that one child can impact the data hugely because of the size of school.</i> MG; This is very much the case.</p> <p>➤ <i>A governor asked if there are any safeguarding issues with attendance?</i> MG; There are concerns with one family and the local authority are seeking legal advice to decide whether these children should be taken into care. It is out of the school's hands; we continue to report to the local authority on these children.</p> <p>➤ <i>A governor asked if any ethnic children are leaving soon after joining the school?</i> MG; These children largely do not leave once they have joined.</p>	
7	<p>Receive update on development plan</p> <p>MG reported and invited questions;</p> <ul style="list-style-type: none"> ○ Part way through the peer review with focus areas; <ul style="list-style-type: none"> — Implementation of the phonics curriculum — Implementation of the wider curriculum ○ From nursery right through to upper KS2 children are working well and engaged and having a massive impact on early reading ○ School improvement director will share the Peer Review at the next meeting 	
8	<p>Interim Executive Board</p> <p>MG and CW to make contact with KB to see what needs to be done to become an Interim Executive Board. MG; Within the scheme of delegation the interim governing board can delegate down some responsibilities.</p>	<p><i>AP15; MG and CW to contact KB regarding the delegation of the interim governing board</i></p>
9	<p>Receive Risk Register</p> <p>No changes since the review in March. Any changes to the Risk Register will be highlighted at future meetings.</p>	
10	<p>Receive Internal scrutiny report</p> <p>N/A</p>	

11	<p>Approve budget forecast return for submission 21/05</p> <p>➤ <i>A governor advised that the EFSA approve the budget forecast.</i></p> <p>THE GOVERNORS ADVISED THE BUDGETS HAVE BEEN SUBMITTED TO THE EFSA ON TIME</p>	
12	<p>Consideration of support staff pay progression recommendations</p> <p>MG advised;</p> <ul style="list-style-type: none"> ○ Support staff pay progression is automatic ○ Support staff are crucial and are an integral part of the school ○ Fully support the pay progression of all support staff <p>GOVERNORS APPROVED THE AUTOMATIC PAY PROGRESSION OF SUPPORT STAFF</p>	
13	<p>Receive for approval other non-annual policies due</p> <p>No policies to approve.</p>	
14	<p>Governor Monitoring (linked to the SDP)</p> <p>N/A</p>	
15	<p>Governor membership updates and training completed</p> <p>No membership updates.</p>	
16	<p>Health and Safety</p> <p>Fire inspection on Friday 26th May 2023</p>	<p><i>AP16; MG to clarify his position with regard to the fire inspection as not being employed directly by Southfield School</i></p>
17	<p>Safeguarding</p> <p>None</p>	
18	<p>AOB</p>	<p><i>AP17; LJ to bring dates for 2023/24 meetings to</i></p>

	<ul style="list-style-type: none"> ○ The clerk advised committee meeting dates for 2023/24 will be advised at the next AC meeting. ○ The committee expressed that for future meetings Southfield should follow the same schedule of business as WMAT. 	<p><i>the next AC meeting in July</i></p> <p><i>AP18; LJ to follow WMAT schedule of business for all future meetings</i></p>
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Date of next meeting: Tuesday 11th July 2023

The meeting ended at 6pm

ACTION POINTS

AP1; LJ to mark the minutes of 28.03.23 as signed on governor hub on behalf of CW

AP2; MG to complete lockdown practise.

AP3; governors to forward to MG the dates of all safeguarding training as well as DBS checks

AP4; CW and JC to forward LJ their DBS checks

AP5; MG to check with AK regarding the staff with no contracts

AP6; MG to link JC and Ms Dunkley, Pupil Premium Lead

AP7; LJ to do website audit and report to MG

AP8; MG to forward re-set password to governors

AP9; MG to carry out a staff wellbeing review by the end of the summer term

AP10; CW to request any confidential updates

AP11; MG to organise a meeting with CW and the previous governors who have agreed to do some governor monitoring for the school.

AP12; 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.

AP13; WN to speak to a colleague who can investigate changing the articles to an executive board.

AP14; MG to include the data from the NELI intervention at the next AC meeting to show how these interventions are improving children's oral language skills and supports reading comprehension.

AP15; MG and CW to contact KB regarding the delegation of the interim governing board.

AP16; MG to clarify his position regarding the fire inspection as not being employed directly by Southfield School

AP17; LJ to bring dates for 2023/24 meetings to the next AC meeting in July.

AP18; LJ to follow WMAT schedule of business for all future meetings.