



**The Meeting of the Committee of Southfield Primary Academy
Held on Wednesday 27th September 2023 at 5pm**

The meeting was held via Microsoft Teams

MINUTES

	AGENDA ITEM	ACTIONS
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.	Declarations of pecuniary interests	

	CW and JC are Trustees of the Tove Learning Trust	
3.	<p>Approval of the minutes of 28th March 2023 <i>Minutes 16.05.23 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 16.05.23 as signed on governor hub on behalf of CW</i></p>
4.	<p>Matters arising inc review of action points from previous meeting;</p> <p>AP1; LJ to mark the minutes of 28.03.23 as signed on governor hub on behalf of CW – COMPLETED AP2; MG to complete lockdown practise – CARRIED FORWARD AP3; Governors to forward to MG the dates of all safeguarding training as well as DBS checks – CARRIED FORWARD AP4; CW and JC to forward LJ their DBS checks - CARRIED FORWARD AP6; MG to link JC and Ms Dunkley, Pupil Premium Lead – CARRIED FORWARD AP7; LJ to do website audit and report to MG – COMPLETED AND SHARED WITH MG AP8; MG to forward re-set password to governors – COMPLETED AP10; CW to request any confidential updates – COMPLETED, TO BE DISCUSSED IN ITEM 6 AP11; MG to organise a meeting with CW and the previous governors who have agreed to do some governor monitoring for the school. – COMPLETED 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. – COMPLETED 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 – CARRIED FORWARD AP16; MG to clarify his position with regard to the fire inspection as is not employed directly by Southfield School – CARRIED FORWARD AP17; LJ to bring dates for 2023/24 meetings to the next AC meeting in July – COMPLETED AND SHARED ON AGENDA AP18; LJ to follow WMAT schedule of business for all future meetings – COMPLETED</p>	<p>AP2; MG to complete lockdown practise</p> <p>AP3; Governors to forward to MG the dates of all safeguarding training</p> <p>AP4; LJ to liaise with Angie to forward DBS checks</p> <p>AP5: Governors to let LJ dates of safeguarding training</p> <p>AP6; MG to link JC and Ms Dunkley, Pupil Premium Lead</p> <p>AP7; 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> <p>AP8; MG to clarify his position with regard to the fire inspection as is not</p>

		employed directly by Southfield School
5.	<p>Receive and scrutinise internal summer term attainment data report (SATS results) <i>Summer term attainment data report (SATS results) was circulated with the agenda</i></p> <p>MG presented the data report during the meeting.</p> <p>MG reported and invited questions;</p> <ul style="list-style-type: none"> ○ As far as the school is aware there is no RAAC concrete in school <p>EYFS - 16 in cohort. This includes two children who mainstream education is not suitable</p> <ul style="list-style-type: none"> ○ 73% EYFS achieved GLD which is slightly below national figures ○ Excluding outliers - 84% achieved GLD, which is in line with national figures ○ Year 1 - 70% achieved phonics screener test ○ Year 2 - 75% achieved phonics screener test ○ Year 1 and Year 2 combined 81% passed their phonics screener test ○ The implementation of Read, Write, Ink has improved phonics outcomes <p>➤ <i>A governor commented on the success Read, Write, Ink has had in Primary schools.</i></p> <p>MG reported before RWI the outcomes of phonics were around 65% so in two years it has improved by a third.</p> <p>➤ <i>A governor praised the school for getting the percentage in phonics to be in line with the national average.</i></p> <p>MG reported in such a small cohort the school must ensure progress as this makes such a difference to the percentages.</p> <p>KS1 teacher assessment informed by KS1 SATS – 12 in cohort;</p> <ul style="list-style-type: none"> ○ Reading 58%. A little lower than expected. Two children we felt should have passed did not. ○ Writing 66%. Exactly as predicted. Below national due to some students missing the writing element ○ Maths 66% ○ Combines RWM 50% ○ Science 75% ○ The national combined percentage is 56% <p>Year 4 multiplication test check - The 'pass mark' is generally considered to be around 21</p>	

Year 4 tests were introduced 2 years ago. Children get 6 seconds to answer the questions using a computer. The data below demonstrates that students lack recall skills.

- Summer 22, 17 students in the cohort – 9 achieved 21 or more 52%
- Summer 23, 23 students in the cohort – 7 scored 21 or more 30%

KS2 SATS – taken in May 23. 23 children in the cohort

Chicken pox ran through Year 6 during SATS week. One student was absent all week. One student missed the last maths paper and others were clearly unwell.

- Reading - 69%. Better than national
- SPAG (spelling, grammar, and punctuation) – 56% (two students missed a scaled score of a 100 by a couple of raw marks)
- Maths – 48%. Really poor and no better than when the school went into special measures
- The children absent for chicken pox affected the percentages
- Analysis of the data indicated children struggled with multiplication and took too long working out the answers that they failed to answer the other questions, or they skipped the questions completely
- The main vulnerability is recalling their multiplication skills quickly enough

MG advised that a strategy for the systematic approach to teaching times tables needs to be created along with a working group with the aim to develop a whole school strategy and have it rolled out by Christmas.

➤ ***A governor asked if this is a common theme in schools for maths?***

MG reported across the Trust maths has been highlighted as a vulnerable area.

➤ ***A governor asked is the teaching linked to the lack of recall skills?***

MG advised the White Rose maths scheme teaches the principle, but it doesn't teach fluent recall.

MG advised low outcomes in MTC (multiplication tables check) would also indicate that children coming into year 6 in the next couple of years might struggle to achieve the expected standard in KS2 maths.

	<p>Phonics</p> <ul style="list-style-type: none"> ○ RWI approach has worked improving the number of children passing the Year 1 phonics check ○ This is because it is a systematic approach to learning ○ Reading outcomes have improved using the VIPERS systematic approach <p>There were no further questions</p>	
6.	<p>Confidential Update</p> <p>Governors have and will continue to have regular meetings with the DfE.</p>	
7.	<p>Review Risk Register <i>Risk Register was circulated with the agenda</i></p> <p>No change</p>	
8.	<p>Consider for approval “delegation of financial powers”</p> <p>THE GOVERNORS APPROVED THE DELEGATION OF FINANCIAL POWER</p>	
9.	<p>Receive admissions policy for consultation <i>Admissions Policy was circulated with the agenda</i></p> <ul style="list-style-type: none"> ● Admissions Policy <p>There were no questions</p>	
10.	<p>Receive Policies and reports for approval; <i>Carried forward from July meeting</i></p> <ul style="list-style-type: none"> ● Sports Premium Report 	

	<p>MG reported and invited questions;</p> <ul style="list-style-type: none"> ○ Some money carried over from the previous year ○ All money has now been spent with no intention to carry any forward into next year ○ All Year 6 children can swim 25 metres confidently, competently and proficiently ○ 86.5% (£16,700) of sports funding has been used for ensuring children get at least 30 minutes of physical activity a day ○ 5.5K for lunchtime provision <p>➤ A governor asked for the Sports Premium Report to be sent to governors MG advised it will be done after the meeting.</p>	<p><i>AP9; MG to email governors the sports premium report</i></p>
11.	<p>Agree attendance register and updated declaration of interests</p> <p>The clerk asked governors to declare their declarations of interest through Governor Hub</p>	<p><i>AP10; All governors to complete their declarations and confirmations</i></p>
12.	<p>Review management accounts</p> <p>12.1 2023_July_Statement 12.2 2307 P11 SOU Cash Flow Jul23 12.3 2307 P11 SOU Management Account July 23 12.4 SOU Management Accounts P11 2307 July</p> <p>There were no questions</p>	
13.	<p>Committee Business;</p> <ul style="list-style-type: none"> ● Elect Chair and Vice Chair <ul style="list-style-type: none"> ○ CW was elected chair ● Governor membership updates - None ● Governor training update – None 	
14.	<p>Safeguarding updates None</p>	

15.	Health and Safety updates Gym is currently out of action due to plaster on the ceiling to be repaired Local authority coming to do a RAAC survey on 28.09.23	<i>AP11; MG to share the RAAC survey with governors</i>
17.	Any Other Business None	

Date of next meeting: Tuesday 22nd November 2023

The meeting ended at 5.45pm

Virtual / In person dates for next year

Wednesday 27th September 2023

Wednesday 22nd November 2023

Wednesday 27th January 2023

Wednesday 13th March 2023

Wednesday 8th May 2023

Wednesday 26th June 2023

ACTIONS

AP1; LJ to mark the minutes of 16.05.23 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

AP4; LJ to liaise with Angie to forward DBS checks

AP5: Governors to let LJ dates of safeguarding training

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

AP7; 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

AP8; MG to clarify his position with regard to the fire inspection as is not employed directly by Southfield School

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AP10; All governors to complete their declarations and confirmations

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