Southam Primary School – Governing Body Meeting

Monday 13th July 2020 at 6.00pm (via Teams)

Present: Andrea Hugo (Chair) (AH), Nicola Lester (Vice Chair) (NL), Emma Longworth (Head), Sandy Marley (SM), Rowena Taylor (RT), Marc Fulner (MF), Karen Boucher (SVMAT Link Trustee), Sue Abbott (SA), Janet Montague (JM), Sian Warner (Clerk)

Apologies received: none

No response from Peter Willis or Antonis Michailidis – noted as absent. All members present agree that VC should write to Peter & Antonis to try and establish reasons for absence. **ACTION: VC to send letters.**

Meeting is quorate

Vice Chair (VC)– NL to chair meeting on this occasion

2. Pecuniary Interests

* SM declared role as a governor at Rugby High School for Girls
* Head declared role as SVMAT Primary Lead

3. Minutes from previous meeting – Actions arising

* JM to circulate SEN report – not yet completed. **ACTION: JM to circulate report (being sent to head in first instance)**
* Sunny Days – VC advised that this subject will be picked up later on in the meeting.
* Governors declared minutes as accurate. SA proposed minutes as accurate, SM seconded this proposal. Minutes from meeting on the 2/6/20 declared as accurate.

**4.** Budget Review & Approval (refer to budget report circulated prior to meeting by head)

* *Governor asked what happens to the surplus in school funding recorded*. Head advised that it does stay within the forecast budgets, however it has already been ear marked for a future expansion project, transforming a courtyard area within school into 2 extra classrooms. This will hopefully be carried out next academic year.
* *Governor asked why it was that SPS funding was lower than other primary schools in the MAT*? Head said that it was because SPS is a bigger school, and the funding formula is weighted in advantage of smaller schools.
* *Governor asked whether Head felt that the central support received from the MAT was value for money and useful*. Head advised that she felt on the whole it was and that they are services that had previously been procured from WCC. Head said that there are a few IT issues that still require addressing , but that these are being dealt with.
* All governors present approve budget report 20/21 & forecast for next 2 years as presented in report circulated.

5. Head Teachers Report (refer to report circulated via email prior to meeting by Head)

* *Governor commented that report contains a large amount of detail in respect of children returning to school in September*.
* *Governor asked what measures were being put in place to work on ‘closing the gap’*. Head said that at this stage they will not know for definite at what level the children will be returning to school at, in terms of academically as well as socially and emotionally. It will be very much a case of spending the first few weeks assessing and carrying out diagnostic testing to establish what they have in front of them and what the starting point needs to be. Once this has been established, staff will have a very clear idea of what needs to be done. Head said that of course contingency plans are already in place for each eventuality, so they will not be starting from scratch, and will wholly depend on requirements at the time.
* Head said that OFSTED have announced that whilst inspections are on hold, they will continue to visit schools in a more ‘supportive’ role, targeting those that are inadequate and RI and some good/ outstanding schools.
* Head advised that the government had said that they want statutory testing to take place next academic year.
* Head advised that all extra activities in school, such as assemblies, singing, swimming, music tuition etc will not take place in the Autumn term, however they will continue to follow the national curriculum.
* *Governor asked if head was happy with the number of pupils currently attending school during this term*. Head said that she was, and for those that have opted not to send their children had legitimate reasons not to do so.
* Head said that all year groups have been invited into school for at least 1 session this half term.
* *Governor asked if the head felt there might be much resistance to pupils returning to school in September*. Head said that on the whole feedback has been very positive, and she feels that the vast majority will be happy to return.
* *Governor asked head to expand on the ‘bubbles’ in September, and how they would work in practice in the first 2 weeks of the Autumn term, as there could potentially be mixing of bubbles*. This was in respect of the children returning to school for the 1st 3 days into their ‘old’ classes and then joining their new classes the following week. Head advised that this would be possible as there will be a clear 48 hours (weekend) between the bubbles changing from week one to week two and children would be remaining in the class during week 1.
* *Governor asked how head felt the year 6 children were coping with impending transition to secondary school*. Head said that they have continued to communicate with the parents and children, staff from the college have been in to speak with the children, and school visits had been arranged for those more nervous pupils. Head said that year 7 induction day will be held at the beginning of September.
* *Governor asked how the new reception intake meeting went, which was for the first time, held via teams*. Head said it went very well and was attended by 50 families. Head said feedback she received was very positive. Head said that the reception teachers were able to pass on a lot of information. Head said that due to current circumstances, the reception start date has been put back 1 week. Head said that intake is 60 children, and that there is an appeal for 1 LAC child in progress.
* *Governor asked whether there were any children that were joining the school with high level of needs*. Head said that there were a couple of children with specific requirements, but none as high level needs this year.
* *Governor asked whether the outdoor classroom would be relocated following pre-school building works*. Head said that upon moving it was discovered that the wooden structure was not that sound and may prove difficult to repair, therefore she hopes to be able to utilise FOSPS funds to replace in the future.
* Head also advised that she was hoping to purchase 10 chrome books in the first instance for children to use at home, with a plan to purchase further chrome books thereafter if needs be. This is in line with the schools contingency plan should a ‘second wave’ of COVID-19, or a bubble having to be closed down, remote learning could still take place for those vulnerable children.
* Head wanted to take opportunity to thank all staff members for their hard work in what has been an extremely challenging term. Governors present also thanked head for all her efforts and hard work this term.

6. Attendance Monitoring Report (refer to document circulated prior to meeting)

* *Governor commented that she was encouraged by the high level of attendance across the school under the circumstances*.

7. Safeguarding update (refer to report circulated prior to meeting on 13/7/20)

* Safeguarding governor advised members that herself and the chair had decided to conduct this terms safeguarding meeting themselves to relieve pressure from the head in these challenging times. Safeguarding governor advised that they realise the meeting should have ideally been conducted with the school’s DSL present to add context and details to data. Notes from meeting were sent to head (DSL) for her to add her comments and notes on prior to circulation.
* Safeguarding governor felt that all guidance was being followed by school correctly.
* Head said that she was anticipating an increase in incidents due to the knock on effects of pressures on families in term of redundancy, change in circumstances etc.
* *Governor mentioned that governors should be aware of the new KCSiE guidance that is being published in September 2020 and requested that all governors read new guidance document*. Head said that she would send out document to highlight changes from existing document for ease of review. **ACTION: head to send out change document & governors to read new guidance.**
* *Governor asked how the foodbank would continue during the summer holidays*. Head said that when the school is open, families will be able to access it in the lobby area.

**8.** AOB

* Sunny Days update
  + Head said that she had met with SVMAT CEO, Ranjit Samra and WCC solicitor to discuss current situation. Head said that Sue West was due to take over the running of the club in full on the 1/4/2020, however due to current circumstances this did not happen. Head reported that Sue West is reluctant to take over the club currently as she feels it’s too risky at present, particularly as they have not yet re-opened. Sue has asked to take over the management from 1-1-21. Therefore until this date in January 2021 the club remains under the remit of school.
  + Head said that she has consulted with parents to establish requirements in September. Head said they are looking at accommodating a maximum number of children of 30, on a pre-booked arrangement only, with a 48hour cancellation notice. Head said that children will need to stay in their bubbles within the main school hall. They would need only 2 members of staff for up to 30 children. Currently there are 28 children that potentially could take these places in club.
  + Currently all 4 staff members on furlough, re-opening in September for 30 children would mean 2 staff members returning to work and 2 remaining on furlough. Head said they would need to decide which 2 staff members should return to work.
  + Governors discussed the fact that the furlough decreased and will eventually stop in October, therefore there is a possibility they need to consider redundancies going forward.
  + Committee members decide a meeting to discuss options going forward should be arranged for later on in the week. **ACTION: JM, AH & EL to arrange meeting to discuss further.**

Lastly, as this meeting is Rowena Taylor’s last as a staff governor, VC wanted to take opportunity to thank Rowena for all her efforts and contributions to the governing body over the last 5 years.

Next meeting arranged for Monday 21st September at 6.00pm via Teams

**Actions – July 2020**

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| Action | By Whom | Date Completed |
| SEN Link Governor report to be circulated (to head in first instance) | JM | Not yet sent out, carried over as outstanding action. |
| KCSiE – September 2020 new guidance. Governors to read | EL sent documents out to governors 13-7-20  All members | 13/7/2020 |
| JM, AH & head to meet to discuss further sunny days club | JM, AH & Head | 16-7-20 |