Minutes of Southmead School FGB Meeting of 26/11/19

Attendees: Governors

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| Mrs S Nicholls | Mrs M Shapland | Mrs S Bridle |
| Mr B Bunyard | Mrs A DaSilva |  |
| Mr N Plumb | Mrs J Whitley |  |
| Mrs A Duthuit | Mrs J Carter |  |

Apologies:

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| Name: | Sanctioned/Unsanctioned |
| Mr S Hinton | Sanctioned – work commitments |
| Mrs M Jarvis | Sanctioned – family holiday |

In Attendance:

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| Ms Elaine McIntosh | Clerk |

AGENDA

1. Welcome & apologies for absence.

Introductions to Samantha Bridle – new parent governor

2. Declarations of Interest.

Additional item: Part B discussion.

3. Acceptance of minutes of 24.09.19 and matters arising.

* Code of Conduct

4. Budget Monitor (A Drescher). Reports

5. Hire charges

6. Head’s Report (N Plumb). Reports

7. Roles and Responsibilities.

* Updates Document
* Governor Visits Cycle Document

8. Reports on Governor Visits.

* PE Report
* Science Report
* Data Analysis
* Safeguarding Reports

9. Standing Items:

* Safeguarding
* SEND
* School Improvement Plan
* Training Update
* Prevent
* Children in Care
* Trust Update

10. Policy Monitoring

* Teaching and Learning Policy Policy to follow
* KCSiE Link

11. Good News.

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| No. | Item | Linked Documents | Action |
| 1 | Welcome & apologies for absence  Governors were welcomed, apologies were sanctioned, see page 1.  All governors introduced themselves to Mrs Samm Bridle, the new parent governor and welcomed her to the governing board. |  |  |
| 2 | Declarations of Interest  No interests were declared for this meeting. |  |  |
|  | Part B  Confidential minutes. |  |  |
| 3 | Acceptance of minutes of 24/09/19  The minutes were accepted as a true record.  Matters arising   * Governors’ Code of Conduct   **Governors unanimously agreed that this should be displayed on the school website.** | Code of Conduct on the website. |  |
| 4 | Budget Monitor  Unfortunately, AD was unable to attend the meeting.  All governors had received a copy of the budget monitor prior to the meeting.  Concerns were expressed regarding the overspend and how this was going to be addressed.  Is there a need for a revised budget/recovery plan?  NP explained that the overspend is currently not as high as expected in view of the decision to employ an additional teacher from September. Also, funds continue to come in from Universities as recompense for student placements. However, the school will need to submit a recovery plan as we are displaying an overspend. AD will be liaising with the school’s Finance link from Babcock.  **Regarding the new school roof, governors unanimously agreed that work should commence on Monday 2nd December.**  Concerns were raised regarding asbestos. NP clarified that all builders were fully aware and trained to manage this. Also, DCC are the client, not the school.  This is a 6-week project, starting in the kitchen. It will also incorporate a cover for the junior patio. There will need to be some contribution to this part of the project from the school’s capital fund.  **All governors felt that this would be a huge advantage to the school premises.** | Report in Budget Monitor File on Google Drive. |  |
| 5 | Hire charges  It was suggested that raising the school’s premises’ hire charges should be considered. The cost had been reduced to £7:50 some time ago in order to be competitive. One governor had concerns that the school was losing out financially because of this.  It was acknowledged that although there is a high demand for community space, Braunton does have a lot to offer.  **Proposal:**  **A cleaning deposit bond to be charged to all hirers, with the responsibility of proof of condition to be with the hirer –**  **£50 for a one-off event**  **£100 for a continuous booking**  **Governors approved this proposal unanimously.**  NP will talk to K Major about amending the Lettings Policy. |  | NP to discuss the amendment of the Lettings Policy with K Major. |
| 6 | Head’s Report  NP’s report had been circulated to governors prior to the meeting. No questions had been raised.  NP explored key points:   * An Attendance Audit had been initiated. * Performance Management had taken place. * There has been one fixed term pupil exclusion. D Archer has agreed that there will be funding to support the pupil’s individual needs. * Parents’ Evenings have been very successful, with positive feedback from a very high percentage of parents.   Would it be possible to have longer sessions for Yr2 and yr6 parents?  NP explained that there are already additional SATs meetings for those parents.   * Drop In sessions with the SENDCo have been very positive and link to the school’s priority regarding promoting Mental Health.   Congratulations were passed on to NP following the visit from Jo Dymond – link primary adviser. She “would welcome the Headteacher undertaking some future support work on behalf of Babcock LDP.”  Has the school applied to become a Babcock LDP KS2 moderator?  This will happen in next year’s cycle. | Report and associated documents in Head’s Report File on Google Drive. |  |
| 7 | Roles and responsibilities  Additional responsibilities were allocated to governors:   * Art and DT – BB * MFL – A Dut * RE – MS * PSCHE – JC * Assemblies – SB * PE - SN * A Dut will encompass Behaviour and Pupil Absence in her role as Safeguarding Lead * Allegations against staff – BB and SN   A suggested two-year cycle of governor visits was discussed. EM and SN to meet to formalize this and merge it with the governors’ key milestones calendar document. | Updated Roles and Responsibilities Document 2019-20 in Responsibilities File on Google Drive. | EM to email updated document to KM to update the website.  EM and SN to produce a revised calendar to incorporate governor visits. |
| 8 | Reports on Governor Visits  Reports had been circulated prior to the meeting.   * PE – The focus is now on maintaining the high Gold Standard. As a result of REAL PE, pupil engagement has increased hugely. * Science – A very positive report, focussing on the value of experiential learning. The importance of literacy skills within science recording was also a priority.   All governors praised Mr P Corney for his commitment and the quality of his leadership in Science.   * Data Analysis – Deferred. * Safeguarding – The Audit/Compliance Checklist has been completed and will be ready for submission by the 30th November.   There is now a single central record of safeguarding training to identify gaps. KM will be contacting governors individually regarding their safeguarding and Prevent training. Governors were asked to treat this as a priority.   * JC reported to all governors that the Pay and Performance Committee met on 4/11/19. | Report in Visits Folder on Google Drive. |  |
| 9 | Standing Items   * Safeguarding – Discussed in item 8 * SEND – Discussed in HT Report * School Improvement Plan – Writing is the main focus for this year, alongside Mental Health and Well-being, Personal Development and Behaviour.   Reading has gone from being in the lowest 20% in 17/18 to the top 20% in 18/19.   * Training Update – No training had been undertaken. Governance Today magazines were distributed. Governors were alerted to the future training opportunities. Governors to email EM if they want to take advantage of any training on offer. * Prevent - Discussed in item 8 * Children in Care – Currently there are 3 registered pupils on roll. * Trust Update – NP attended the meeting. There were discussions regarding the Trust bank account. Governors congratulated NP on his appointment as Chair of the Trust.   The Trust Action Plan was praised by Ofsted at the recent inspection at Georgeham School.  Directors of the Trust were advised that they should update their business interests to include the Trust, even though it is non-pecuniary. |  | Governors to email EM if they want to take advantage of any training on offer.  Directors of the Trust to update their Registration of Business Interests. |
| 10 | Policy Review  **The Teaching and Learning was ratified.**  **All governors present signed to confirm the they had read and understood the updated KCSiE document.** | Policy in Current Policies folder on Google Drive. | EM to email document to K Major. |
| 11 | Good News   * NP shared a data drop showing positive improvement from key stage 1 to 2 in writing and maths. * The MP visit was well-received. It was inspirational and sparked pupils’ interest. * The school was once again praised for its involvement in the community when pupils participated in the Remembrance Day parade. Photographs were distributed by Devon Wide. * Parent visits have been very positive. QR codes around the school show promotional videos in key areas. * MS was thanked for all her hard work and commitment during her time as Chair. |  |  |

The meeting closed at 8:20pm.

The date of the next meeting is Tuesday 4th February 2020 at 6pm.