



SOUTHMEAD PRIMARY SCHOOL GOVERNORS

Southmead School, Wrafton Road, Braunton. EX33 2BU

Tel.: 01271 812448. Email: admin@southmead.devon.sch.uk

Head Teacher: Mrs Gill Gillett

Clerk to the Governors: Ms Elaine McIntosh

E Mail emcintosh@southmead.devon.sch.uk

Mobile no: 077795 264969

Minutes of Southmead School FGB Meeting of 28/11/17

Attendees: Governors

Mrs G Gillett	Mrs S Parkin	Mrs J Carter
Mrs M Shapland	Ms K Major	Mrs S Nicholls
Mr A Frisby	Ms C Condon	
Mr B Bunyard	Mrs J Whitley	

In Attendance:

Apologies: None

Mrs A Drescher	Guest	Name:	Sanctioned/Unsanctioned
Mrs Melody Davies	Parent Observer		
Ms Elaine McIntosh	Clerk		

Agenda

1. Welcome & apologies for absence.
2. School Improvement – Science Group Presentation.
3. Governor resignation.
4. Declarations of Interest.
5. Acceptance of minutes of 26.09.17 and matters arising.
6. Budget Monitor (A Drescher).
7. Security update and proposals (A Drescher).
8. Head's Report (G Gillett).
9. Analysis of data of National Results and Performance (C Condon).
10. Roles and Responsibilities of Governors.
11. Reports on Governor Visits.
12. Standing Items:
 - Safeguarding
 - SEND
 - School Improvement Plan
 - Training Update
 - Prevent
 - Children in Care
13. Policy Review:
 - Preventing Radicalisation
 - Volunteers Policy
14. Governors' questions.
15. Good News.

No.	Item	Linked Documents	Action
1	<u>Welcome & apologies for absence</u> All Governors introduced themselves to Elaine McIntosh (new Clerk) and Mrs Melody Davies (parent observer and new Chair of the PTA). There were no apologies.		
2	<u>School Improvement – Science Group Presentation</u> Mr Corney outlined the two-year rolling programme for Science in Key Stage 2 and the plans to increase extra-curricular activities in Science in 2018 Year 6 pupils shared their experiences of Science over the last year, discussing astronomy, electricity, the STEM Challenge, osmosis, diffusion, healthy bodies and adaptations. Pupils and Mr Corney were thanked by Mrs Gillett for their attendance and their interesting and informative presentation. Mrs Shapland, on behalf of the governors, thanked Mr Corney and the pupils for their great presentation and for their work, saying that it was so good for governors to see things they talk about being done practically.		
3	<u>Governor resignation</u> Paul Bryce has had to step down as Governor, due to work commitments. The Governing Body expressed their gratitude for his contributions. It is hoped that a representative from RMB Chivenor will be found to take his place.		
4	<u>Declarations of Interest</u> J Whitley and S Nicholls checked and signed their Declarations of Interest forms. No interests were declared for this meeting.	Declaration forms are filed in the office.	
5	<u>Acceptance of minutes of 26.09.17</u> The minutes were accepted as a true record. <u>Matters arising</u> <ul style="list-style-type: none"> SIP working party carried forward to next meeting. Our Safeguarding audit will be completed and returned, as required by County, before the end of term. SEND visit carried forward to next meeting. Parent Governors attending school events should differentiate when they are attending in an official capacity as a Governor, as opposed to a parent. 		SN and JC to link with GG and CC in preparing SIP JW and GG BB
6	<u>Budget Monitor</u> A Drescher presented the Finance Report for Governors September 2017. M Shapland queried the amount owed to the school for unpaid meals. A Drescher explained that parents are given two weeks grace. After this period a request is made for settlement. This has been done over the phone. To date, all debts have been paid within the allowed time frame. The suggestion was made to remind parents of this time frame via the newsletter and parent emails. <u>Lettings</u> A parent had requested the hire of the school hall from 3:15 - 6pm. This was felt to be unmanageable due to the timing and the additional responsibilities for staff. Financially, it was not felt to be worthwhile. K Major suggested that guidelines should be put in place to inform future	Reports and associated documents in Budget Monitor File on Google Drive.	To be added to a future agenda.

	<p>requests for lettings. There was general agreement that opportunities for diversifying for financial benefit do need to be explored.</p> <p><u>Neighbour complaint about a tree</u> A Drescher outlined a complaint made by a neighbour regarding a tree that was blocking light into her house. The tree has already been cut back in response to a previous request. The tree was not deemed to be dangerous, and the reference to overhanging branches in the communication from DCC was erroneous. DCC have a policy for tree maintenance. It was suggested that advice should be sought from Andy Jones, the tree officer for NDDC.</p>		MS/AD to contact A Jones.
7	<p><u>Security update and proposals</u> The quotes obtained by A Drescher were discussed at length. Comments regarding the M+E quote of £2800 were:</p> <ul style="list-style-type: none"> • It is more expensive. • Is a monitor a necessary device? Not really – the system can be accessed via a school login. M+E would demonstrate. • How many nominated people would there be? To be decided. • A system compatible with what is already in school is needed. • M+E can install a box to alert a central station. This would be an additional cost of £150 for the school building and £150 for the bungalow. • Is there £2000 available to finance the purchase? Yes <p>B Bunyard suggested that the Georgeham quote was worth considering as it was more competitive and they are a local company. Concerns were expressed regarding warranty and ongoing maintenance. The decision was made to delegate this decision to G Gillett, A Frisby, B Bunyard and M Shapland.</p>	Quotes in Budget Monitor File on Google Drive.	<p>AD to get a quote without a monitor.</p> <p>AD to follow up queries with M+E.</p> <p>AF GG BB and MS to review findings and make a decision.</p>
8	<p><u>Head's Report</u> G Gillett presented her Headteacher's Report. She highlighted how the Values-led curriculum supports the ethos of British Values and Preventing Radicalisation. Comments in response to the report included:</p> <ul style="list-style-type: none"> • The need to be mindful of the workload of staff. • Funding issues – the need for diversification and finding alternative sources of funding was reiterated. S Nicholls referred to a recent idea from M.Davies, our new PTA leader, regarding a cash back opportunity via "Give As You Live" for purchases made online. It was suggested that this could be incorporated into the newsletter. • The need to monitor SEND funding in light of the extended age range and financial capping. 	Report and accompanying visit note from D Chaplin in the Head's Report File on Google Drive	To be added to the agenda for the next meeting.
9	<p><u>Analysis of data of National Results and Performance</u> C Condon presented current Performance Data documents. D Chaplin will be visiting on the 16th January 2018 to review the data. C Condon highlighted the impact of high mobility on tracking performance. Mobility has an adverse effect on pupil achievements as well as their emotional well-being.</p>	Documents in Performance Data File on Google Drive.	D Chaplin's review to be discussed at the next meeting.
10	<p><u>Roles and Responsibilities of Governors</u> Following the resignation of P Bryce, A Frisby agreed to join the Teachers' Pay and Performance Committee until a replacement was found. J Whitley will discuss with J Carter the possibility of joining the TPP committee.</p>		AF to join TPP Committee.

	G Gillett will link individual staff with named governors for their curriculum area for future monitoring purposes.		JW will have a discussion with JC GG will meet with staff.
11	<u>Reports on Governor Visits</u> Our Pay and Performance governor met with the Headteacher to review the process and recommends the Governing Body accept the proposed pay increases.		
12	<u>Standing Items</u> <ul style="list-style-type: none"> Safeguarding Attendance is currently at 96%. Attendance of disadvantaged and SEND pupils is being monitored. The Safeguarding Audit is due to County by the end of December. G Gillett has completed Encompass Training. SEND School Improvement Plan See item 2 - Science Group Presentation. Training Update J Whitley has completed Safeguarding Training. E McIntosh has completed the Clerk's Initial Training. S Nicholls would like to attend the Marketing & PR Masterclass: Maximising your School's Reputation. Prevent Incorporated into the Headteacher's Report. Children in Care There are currently no children in care. 	Records of Learning and Impact are filed in the office.	JW to prepare Audit. EM to book training for SN.
13	<u>Policy Review</u> <ul style="list-style-type: none"> Preventing Radicalisation It was unanimously felt that although Prevent and Radicalisation is covered in the Keeping Children Safe in Education Policy, it was good to have a separate policy to send the appropriate message to all those who visit the school website. The policy was adopted and it was decided that it should be reviewed annually. Volunteers Policy K Major explained that currently, volunteers are asked to read 10 school policies. A separate policy, condensing the necessary information was felt to be more accessible. G Gillett would like to make some small amendments. The introduction of this policy was agreed in principle. Child protection Policy Policy adopted. 	All policy documents in the Policies file on Google Drive.	EM to amend the Policy Review Cycle. GG and KM to finalise the Volunteers Policy.
14	<u>Governors' questions</u> B Bunyard enquired as to the need for the school to purchase emergency Epipens and asthma inhalers, in light of new guidance. Discussion took place around the issues of: <ul style="list-style-type: none"> Cost 		AD to purchase epipens.

	<ul style="list-style-type: none"> • Staff training and additional responsibility • Shelf life • Risks if administered unnecessarily <p>It was unanimously decided, to ensure the safety of all pupils, to purchase two emergency epipens, one each for key stages one and two. G Gillett to consult with staff for their views.</p>		GG to consult with staff re willingness to train and administer.
15	<p><u>Good News</u></p> <ul style="list-style-type: none"> • M Shapland fed back that Museum staff had remarked on the excellent behaviour of pupils during their recent visit. • G Gillett said that feedback to school complimenting pupils on their behaviour whilst off-site was a common occurrence, a specific example being their conduct during the Remembrance Day proceedings. • K Major is in the process of securing funding from a range of sources to purchase resources to improve the grounds, focusing on active playtimes. • J Carter suggested that something be organized to celebrate the school's 50th anniversary in September 2018. 		

The meeting closed at 8pm.

The date of the next meeting is Tuesday 30th January 2018 at 6pm.