



SOUTHMEAD PRIMARY SCHOOL GOVERNORS

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Minutes of Southmead School FGB Meeting of 25/09/18

Attendees: Governors

Mrs M Shapland	Ms K Major	Mr B Bunyard
Mr N Plumb	Mrs S Nicholls	
Mr A Frisby	Mrs J Whitley	
Mrs S Parkin	Mrs J Carter	

In Attendance:

Apologies:

Mrs A Drescher	Guest
Ms Elaine McIntosh	Clerk

Name:	Sanctioned/Unsanctioned

AGENDA

1. Welcome & apologies for absence.
2. Declarations of Interest.
3. Acceptance of minutes of 03.07.18 and matters arising.
4. Election of Chair and Vice Chair.
5. Approval of Terms of Reference for Committees/Working Parties.
6. Budget Monitor (A Drescher). **Reports**
7. Head's Report (N Plumb). **Report**
8. Assessment – Analysis of SATs data (N Plumb). **Report**
9. Reports on Governor Visits (J Carter)
10. Standing Items:
 - Safeguarding
 - SEND
 - School Improvement Plan
 - Training Update
 - Prevent
 - Children in Care
11. Policy Reviews.
12. Good News.

Part B

13. Organisational Structure.

No.	Item	Linked Documents	Action
1	<p><u>Welcome & apologies for absence</u> Governors were welcomed, there were no apologies. The Chairman welcomed Mr Nick Plumb as the new Headteacher to his first Governors meeting. Governors introduced themselves to the new Headteacher, Mr N Plumb. The Chairman said that the rules state that the Headteacher is automatically a governor if they wish to take up the position. If they don't it does not become a vacant post as it is reserved for the Headteacher. Mr Plumb indicated that he did wish to become a Governor.</p>		
2	<p><u>Declarations of Interest</u> All Governors completed/checked and signed their Declarations of Interest forms. No interests were declared for this meeting. NP completed a Declaration of Eligibility. Governors also signed to accept the Southmead version of the Governors' Code of Conduct.</p>	Paper copies in file in the office.	
3	<p><u>Acceptance of minutes of 24/04/18</u> The minutes were accepted as a true record. <u>Matters arising</u></p> <ul style="list-style-type: none"> • GDPR – No issues reported. • Car parking – Ways forward to be discussed with the Principal of the Academy at a future meeting. • Whole school emergency evacuation – To be arranged in coordination with AF. • PE service level agreement with the Academy has been signed. • Marketing and PR workshop to be arranged. • Spring Term meeting – an extraordinary meeting will be held to approve the budget and SFVS. 		EM to arrange a date for the budget approval with AD and inform all staff.
4	<p><u>Election of Chair and Vice Chair</u> Nominee for Chair: Marguerite Shapland, who was duly elected. Nominees for Vice Chair: Brad Bunyard and Sarah Nicholls. Sarah Nicholls was duly elected.</p>		
5	<p><u>Approval of Terms of Reference for Committees/Working Parties</u> Terms of Reference were agreed. NP reported that Annie Da Silva is to be the new Staff Governor. No other nominations were received. Governor roles were discussed and agreed upon. Changes to existing roles are:</p> <ul style="list-style-type: none"> • Safeguarding and Children in Care – AF to take the lead with support from JW and NP. • Teachers Pay and Performance – NP (to replace GG), JC and MS. • Headteacher Appraisal Panel – JC, JW and David Lowes (DCC). • Narrowing the Gap – Annie Da Silva and SN. • Pupil Premium and SEF/SIP Working Party – NP and SN. • Catering Working Party is no longer needed. • E-Learning is now be within Safeguarding. <p>The need to recruit more governors was discussed. NP to follow up with the military base and other areas.</p>	Roles and Responsibilities Document 2018-19 in Responsibilities File on Google Drive.	<p>EM to email updated document to KM to update the website.</p> <p>NP to follow up suggestions for potential new governors</p>
6	<p><u>Budget Monitor</u> The School Budget documents had been circulated to all governors prior to the meeting and no questions had been submitted. AD explained that the DFE pay award for teachers had been greater than anticipated and had impacted the budget.</p>	Report in Budget Monitor File on Google Drive.	

7	<p><u>Head's Report</u></p> <p>NP's report had been circulated to governors prior to the meeting along with Performance Management proformas.</p> <p>NP requested governor input into the visions and values to be adopted by the school.</p> <p>NP clarified the "Behaviour" section, explaining that concerns were about the consistency of the management of behaviour within the school. He is currently working with staff to review the Behaviour Policy. This will be presented for ratification at the next meeting.</p> <p>Ideas for raising the profile of the school within the local community were discussed.</p> <p>Does Performance Management take place for all staff?</p> <p>NP confirmed that all staff will undergo performance management, the structure will depend on their role within the school. He confirmed that this will be a legal requirement from 2019.</p>	Report and associated documents in Head's Report File on Google Drive.	<p>NP to email values to EM. EM to circulate.</p> <p>NP to email proposed policy to EM. EM to circulate.</p>
8	<p><u>Assessment – Analysis of SATs data</u></p> <p>The assessment data report had been circulated to governors prior to the meeting.</p> <p>NP shared a more detailed analysis with governors. It was decided to schedule a separate working group of all governors in order to discuss this in greater depth.</p>	Assessment data report in Assessment File on Google Drive.	NP to email additional assessment information to EM. EM to circulate.
9	<p><u>Reports on Governor Visits</u></p> <p>JC updated governors on the HT Induction process.</p> <p>David Lowes' visit was extremely comprehensive and he was extremely impressed with the plans and impact of the HT to date.</p> <p>NP found his input very informative.</p> <p>NP expressed his wish not to work off-site regularly for ½ a day a week. He requested the option to work off-site for an occasional whole day, as the need arose. All governors were in favour of this.</p> <p>The meeting was reminded that the Governors have authorized the provision of offsite mentoring for the HT especially in respect of safeguarding issues. NP was asked to research who he would like to be employed in this role – it is his choice who wants.</p>		NP to research provision of support for himself
10	<p><u>Standing Items</u></p> <ul style="list-style-type: none"> Safeguarding: 4 staff are now Level 3 trained. Inset is planned for improving record keeping. Are there second contact details for all pupils? Wherever possible there are. Data collection is reviewed annually. SEND: See HT's Report. School Improvement Plan: See HT's Report. Training: No training updates. SN and AF requested details of any training to prepare them for their new roles. Prevent: No updates. Children in Care: There are currently 2 pupils in care. 		EM to research training opportunities.
11	<p><u>Policy Review</u></p> <p>Policies due for review were discussed. A Pay Policy update is due.</p> <p>No policies were ratified.</p>		All governors – Policy Reviews.
12	<p><u>Good News</u></p> <ul style="list-style-type: none"> The school has progressed from Silver to the Gold Games Mark Award. 		

13	<u>Part B: Organisational Structure</u> Discussion in Committee. KM left the meeting at 7:50pm.		
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The public meeting closed at 7:40pm.

The date of the next meeting is Tuesday 27th November 2018 at 6pm.