

**SOUTHMEAD PRIMARY SCHOOL GOVERNORS**

Southmead School, Wrafton Road, Braunton. EX33 2BU

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Minutes of Southmead School FGB Meeting of 02/07/19

Attendees: Governors

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| Mrs M Shapland | Ms K Major | Mr S Hinton |
| Mr N Plumb | Mrs S Nicholls | Mrs A DaSilva |
| Mrs A Duthuit | Mrs J Whitley | Mrs M Jarvis |
| Mr B Bunyard | Mrs J Carter |  |

In Attendance: Apologies:

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| Ms Elaine McIntosh | Clerk |

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| Name: | Sanctioned/Unsanctioned |
| Mr A Frisby | Sanctioned – family commitments |

AGENDA

1. Welcome & apologies for absence.
2. Declarations of Interest.
3. Acceptance of minutes of 07/05/19 and matters arising.
4. Budget Monitor (N Plumb).
5. Head’s Report (N Plumb).
6. Out of School Provision.
7. Assessment (N Plumb).
8. Co-Operative Trust.
9. Reports on Governor Visits.

* Safeguarding (A Duthuit).

1. Standing Items:

* Safeguarding (HT Report)
* SEND
* School Improvement Plan (HT Report)
* Training Update
* Prevent
* Children in Care

1. Preparation for September Meeting.
2. Policy Monitoring
3. 50th Anniversary Celebrations.
4. Governors’ questions.
5. Good News.

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| No. | Item | Linked Documents | Action |
| 1 | Welcome & apologies for absence  Margaret Jarvis was welcomed a new Governor  Governors were welcomed and introduced themselves individually to M Jarvis, new governor.  Apologies sanctioned – see page 1.  A letter of resignation was read out from A Frisby who has decided to stand down as a governor. Governors were very sorry to receive this as he has done so much for the school over his term of office. Thanks were given for all he has done for the school. |  |  |
| 2 | Declarations of Interest  No interests were declared for this meeting. |  |  |
| 3 | Acceptance of minutes of 07/05/19  The minutes were accepted as a true record. |  |  |
| 4 | Budget Monitor  The budget has been submitted with some variations due to the appointment of an additional teacher from September 2019. This will result in a deficit but the benefits to pupils make this worthwhile.  The Fisher Family Trust has been purchased for the next three years.  There are plans to refurbish the classrooms located on the Key Stage 1 playground in preparation for the next academic year. These will be for Year 3.  The budget report had been circulated prior to the meeting and no questions had been submitted. | Reports in Budget Monitor File on Google Drive. |  |
| 5 | Head’s Report  NP’s report had been circulated to governors prior to the meeting.  NP outlined the key content:   * Next year’s year 6 classes will be named Ravens and Peregrines to reflect their metaphoric flight towards Year 7. * The newly appointed teacher will be moving in to Year 5. * Transitions to Key Stage 3 have been very positive with the SEND transition being of particularly high quality. Year 6 have visited the Academy.   Progression from Key Stage 1 to 2 is being carefully managed to ensure a smooth transition.  Within staff teams there has been careful planning to organize the class groups for next year. This has involved TA and SENDCo input.   * There has been one half day exclusion this term. On the advice of County, the pupil is currently working off timetable in order to address his emotional well-being. Additional funding for this provision has been received. Re-integration will take place next term, but it is starting to transition next week. * There have been two incidents of trespassing. The trespassers have not been identified. Both incidents were reported to the police. * There has been a re-shuffle of responsibilities in the school office which is being trialed until the end of term. This is to address the overlapping of responsibilities of staff. This has involved the re-allocation of some SEND tasks and procedures.   Questions have been asked regarding grading, but definitive answers can’t be given at this time.   * Feedback from Helen Eversett’s SIP focused follow up visit has been very positive. Progress has been made in all identified areas. The handwriting initiative particularly, was praised. * Curriculum planning has been taking place with other schools. Each unit of study will focus on key questions. * CPOMs is working well for the benefit of the child, allowing for easy tracking of provision. * Data reports currently being used were circulated to all governors – see item 7. * Year group trips and events are to be spread throughout the year and planned well in advance to ease co-ordination issues.   MS informed governors that an expression of concern had been received from a parent regarding attendance queries.  MS will respond to parents. NP will follow up. | Report in Head’s Report File on Google Drive. | MS and NP to respond and follow up. |
| 6 | Out of School Provision   * NP is in discussion with the Academy regarding use of their facilities. NP will keep governors informed of any updates. * A business plan has been submitted to run the Out of School Club in-house, transferring current staff to the school.   **NP formally proposed that the school take over the business.**  **10 for**  **2 abstentions**  **The proposal was passed.** |  |  |
| 7 | Assessment  An overview of the current assessment tracking system was circulated and explained to governors. Some issues regarding expectations from KS1 to KS2 were discussed.  NP demonstrated how accessible the tracking system is. It will make data scrutiny more efficient and accurate, enabling governors to fulfil this role effectively.  In order that governors can access the data, NP will put it onto Google Drive from the next data drop. |  | NP to put data tracking onto Google Drive. |
| 8 | Co-operative Trust  Concerns were expressed at the low number of responses within the consultation process, leading to questions regarding the validity of the consultation.  ADa reported staff views.  Further discussion of the implications of joining/not joining the Trust took place, focusing on the possibilities of collaborative working.  The vote will take place on Thursday 4th July at Southmead School. As many governors as possible will be present. |  |  |
| 9 | Reports on Governor Visits  Reports had been circulated to all governors prior to the meeting.   * A Duthuit – Safeguarding | Report in Governor Visits folder on Google Drive |  |
| 10 | Standing Items   * Safeguarding: See HT’s Report * SEND: No updates to report. * SIP: See HT’s Report. * Training: No updates to report. * Prevent: No updates to report. * Children in Care: There are currently 3 CIC pupils on roll. |  |  |
| 11 | Preparation for the September Meeting  Governors were reminded that they need to consider prospective roles and responsibilities ahead of the “Housekeeping Meeting” in September.  A summary of information is on Google Drive.  The calendar for 2019-2020 was distributed prior to the meeting and is also available on Google Drive. | Calendar for 2019-2020 and Roles and Responsibility Information on Google Drive. |  |
| 12 | Policy Monitoring  No updates. |  | All governors – Policy Reviews. |
| 13 | 50th Anniversary Celebrations  The last day of term will be a day of celebration:   * Year 6 Leavers’ Assembly * Year groups ‘Dances through the Decades’ 1960 – 2010 * Party Lunch * Traditional board games and children’s TV programmes * Music Concert after school.   See HT’s Report. |  |  |
| 14 | Governors’ Questions  MS informed governors of a new initiative to have a designated Climate Change Teacher, paid for by the UN. |  |  |
| 15 | Good News  MS reported on the positive feedback received from those in attendance at the D-Day commemoration which took place on Braunton Burrows.  Pupils were commended for their behaviour and mature attitude. Also impressive was their cycle ride to and from the event. |  |  |

The meeting closed at 8:30pm.

The date of the next meeting is Tuesday 24th September 2019 at 6pm.