



**SOUTHMEAD PRIMARY SCHOOL GOVERNORS**  
**Southmead School, Wrafton Road, Braunton. EX33 2BU**

Tel: 01271 812448.

Email: [admin@southmead.devon.sch.uk](mailto:admin@southmead.devon.sch.uk)

Head Teacher: Mrs. Gill Gillett

Clerk to the Governors: Mrs. Judi Walker

01271 816481 [jwalker@southmead.devon.sch.uk](mailto:jwalker@southmead.devon.sch.uk)

MINUTES OF FGB MEETING OF 25.4.17

Present : Ms. G. Gillett  
Mrs M. Shapland  
Mrs J Carter  
Mrs S Nicholls  
Mr A Frisby  
Mr B Bunyard  
Mrs S Parkin  
Mrs J Whitley  
Mrs A da Silva  
Guest Mrs A Drescher.  
Observing: Mrs Mottram (parent)

Apologies: Ms K Major (illness)  
Ms C Condon (illness)

Minutes taken by J Walker (clerk)

1. Welcome and apologies. Mrs J Whitley was warmly welcomed to her first meeting. She has been nominated by the Local Authority as their representative on the FGB, and, after a vote, her term of office was unanimously approved from today's meeting. The apologies from K Major and C Condon were also sanctioned.

2. Declarations of Interest. None.

3. Minutes of the meeting of 31.1.17 were accepted as a true record.

7. Head's Report. This item was brought forward on the agenda, and covered by the lengthy written report which had been circulated to Governors prior to the meeting. G Gillett reflected that the next few years will bring increased financial constraint. The PAN will be 60, necessitating move to 2 form entry and the need for another classroom. G Gillett is in talks with DCC, lobbying for further community space within the school and an extension to the dining area. **What is the capacity within the existing classes for more children?** G Gillett reported that a few spaces exist up to a maximum of 30 within the Infant classes. Junior class sizes are more flexible, depending on classroom size and safety aspects. Governors offered their full support in campaigning for additional resources.

Changes in staffing will include Maternity Cover for 2 members of staff, and a job share for 2 others. The current absence of the SENCO has led to an increasing workload for members of the SMT. They have undertaken training linked to OFSTED expectations & the need to store information securely online. Currently Southmead has a large number of children with high-end additional needs, so that securing a strong staffing team is vital. Fortunately, Southmead is in a stronger position financially than some other local schools, facing redundancy situations. On 17<sup>th</sup> May, the Special Needs Advisor is visiting Southmead to look at the balance of provision within the school; G Gillett feels that the "can do" attitude for support must be balanced by the recognition that we are, after all, a mainstream school. G Gillett outlined some of the additional support in place: A da Silva mentors 3 children, for example, a 10 week block of projects to support students academically, socially or with transition to senior school. Training has been undertaken in Attachment Disorder, and the school is focusing on Mental Health & breaking down barriers to learning. Significantly, TAC (Team around the Child) meetings have now become TAF (Team around the Family), with coping strategies shared with parents too. G Gillett regrets the absence of the Parent Support Advisor, but is moving on with liaison workers within the school.

G Gillett thanked A Drescher, in particular, for her work in preparing for the recent Audit, which was a very thorough process, looking at much more than just financial information. She is in regular communication with the local MP regarding the funding battle. B Bunyard outlined the current campaign to raise awareness of the situation with parents, and governors voted to support the postcard initiative, asking parents to lobby for a better deal for Devon pupils. S Nicholls & B Bunyard will hand out postcards tomorrow.

G Gillett reported that she meets regularly with other local Heads, considering long-term planning. She is meeting the Newport/ Park School cluster to information gather, and hopes that the Newport Head will meet with the rest of Braunton Learning Community too.

G Gillett reported that C Condon will circulate curriculum and assessment documents to governors, as this should be on the agenda for the next FGB. She also circulated a School Improvement Plan from the lead teacher for Design and Technology, and writing examples from an Advisor, who was very complimentary about some of the strongest writers in Y4-6. C Condon & G Gillett are leading staff training on the new assessment procedures and how to measure what teachers are doing to move learning forward. The Passport for Learning (transition document) is also being overhauled.

G Gillett brought responses from recent Parent Questionnaires & feedback from the Open Afternoon. 2 parents were concerned about the school's response to head injuries following an incident on a recent school trip. G Gillett has investigated circumstances thoroughly & liaised with Health & Safety Advisors at DCC. It is important to learn from the incident to ensure that it is not repeated, and further training for staff has ensured that all are now clear about procedures. **Are parents made aware when an accident has occurred?** G Gillett responded that a phone call is made & also (in future) stickers will be provided to ensure nothing is missed. Accidents within the school are recorded & monitored termly to ensure there are no repeat patterns or hotspots. The incident in question happened off the school premises and governors asked **Have ratios within the School Visits Policy been reviewed as a result?** G Gillett reported that the auditor had reviewed the policy & found it met DCC guidelines. A Frisby & J Whitley agreed to review this as part of their regular Safeguarding monitor. A Frisby is due to visit the Caretaker next week for his termly site security walkabout & will feedback at the next FGB.

G Gillett concluded by saying how proud she was of the positive ethos of staff support for each other within Southmead, despite the enormous stress & pressure of the job. M Shapland agreed to write on behalf of the Governors, thanking all of the staff for their hard work.

4. Budget Monitor. A Drescher reported on the Budget Monitor, which had been previously circulated. Most of the carry forward had been allocated to the new staffing requirements; Finance Support have overseen this and are happy with arrangements. Another announcement, received only today, will further impact on these figures: the pension rate increase had not been included.

Governors voted unanimously to accept the new budget.

5. Budget Cuts. Covered within Head's Report.

6. Report on recent Finance Audit. The full report had been circulated in advance of the meeting. Southmead had been rated as Good or High standard in all 11 areas, & recommendations suggested were relatively minor. A Drescher and her team were congratulated. The Clerk asked permission to minute the acceptance of emergency roof repairs in August in retrospect. This had been agreed by e mail, but should have appeared in the first minutes of the academic year.

8. Security on school site. Covered within Head's Report.

9. Reports on Governor Visits.

- J Whitley kindly agreed to take on the role of Safeguarding Governor. A Frisby will work alongside her as Deputy Safeguarding Governor.
- Another governor is needed for the Headteacher Appraisal Panel, to assist J Carter. Training is on 7<sup>th</sup> June. Both A Frisby & J Whitley agreed to check their availability for this & report back to Clerk. J Walker agreed to check the full process for reporting on the outcome of this, as G Gillett had received no official notification last year.
- S Nicholls kindly volunteered to join the Pay & Performance Committee. The next meeting was arranged for Mon 3<sup>rd</sup> July at 1.30pm.
- SFVS. This had been overseen by Finance Governors (S Nicholls & S Parkin) & submitted before the deadline of 31.3.17.
- PE Reports. 2 very full reports from S Nicholls had been circulated in advance of the meeting. These are evidence based & closely linked to the School Improvement Plan. Recent sporting successes included swimming & Y4 cross-country & the curriculum is increasingly linked to tournaments & festivals within Braunton Learning Community. BLC has decided to support the delegation of some of the PE funding to Braunton Academy for sports co-ordination. S Nicholls sees areas for development as increasing the number of clubs for KS1 pupils, & recruitment of Petroc students as Sports Leaders. She was congratulated on all of the progress that has been made.
- Foundation Stage. B Bunyard's report had been circulated in advance of the meeting. He reported on a most enjoyable visit. There are some challenges with the current intake, due to the high number of summer births, but it is hoped that the introduction

of Tapestry (allowing video recording of progress) will reduce admin time. Parents have worked with the school to ensure that flexi-schooling has had benefits for pupils.

- Narrowing the Gap. J Carter has met with N Spear (report circulated in advance of the meeting). She was very impressed with the enthusiasm and dedication she saw. Lunchtime & after-school Grammar Club is well-attended. Regular meetings within year groups as well as with individual teachers are held. Resources are up to date & appropriate.
- Terms of Reference. The audit identified that terms of reference need to be drawn up for the PE Lead Governor, & the SIP/Pupil Premium Working Party. S Nicholls agreed to work on this.

#### 10. Standing Items.

- Safeguarding- J Whitley to arrange to meet with G Gillett.
- SIP- covered within Head's Report.
- Training Update. New Governors' Training had been undertaken by A da Silva & S Parkin. J Whitley has been booked on to training on 14<sup>th</sup> June. J Walker is booked on to Clerk's Update Training on 13<sup>th</sup> June. B Bunyard asked to be booked on to SEND training on 18<sup>th</sup> May.
- Prevent. No referrals have been made so far.
- Children in Care. No children on role at present.

#### 11. Policy Review.

- Promoting Positive Mental Health- awaiting circulation.
- Sexting- awaiting circulation.
- Accessibility, Emergency Procedures, Confidentiality, E Safety- deferred to next meeting.
- Supporting Pupils with Medical Conditions- deferred to next meeting.
- Finance & Governor Allowances (as reviewed by Finance Governors) approved unanimously.
- SEND- currently under review by G Gillett & C Condon.

#### 12. Chair's Items.

Recent visits of pupils to Exmoor Zoo & Exeter University had received positive feedback from lecturers, students & members of the public.

M Shapland reported on a recent letter from Dawn Stabb, Head of Education & Learning within DCC. She explained that 94% of Devon schools are currently rated good or better, despite the low funding Devon receives. She wishes to pass on the fact that there is no urgency to progress towards Multi Academy Trusts, though partnerships between schools are always encouraged.

Next FGB Meeting: Tues 4<sup>th</sup> July 6pm.