



**SOUTHMEAD PRIMARY SCHOOL GOVERNORS**  
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### MINUTES OF SOUTHMEAD SCHOOL FGB MEETING OF 4.7.17

Present: Mrs 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

Ms K Major

Ms C Condon

Rev Paul Bryce

Mr Paul Henshaw (Parent Observer)

Mr Richard Gaunt (Parent Observer)

Apologies: Mrs A Drescher (Guest) illness.

Minutes taken by J Walker (clerk)

1. Welcome and apologies. Welcome to Rev Paul Bryce. He was Co-opted to join the Governing Body, and it is hoped will provide a welcome link to Chivenor Marine Base, where he is the Naval Chaplain. Though he is only likely to be able to serve a year, due to future postings, it is hoped that this will establish a governor link with the base; Commanding Officers have committed to endeavouring to provide a successor.

K. Major was also warmly welcomed back from her recent illness.

The Governing Body was notified of the Clerk's resignation from the end of this term. The appointments process will begin in September, though the Clerk has promised to support in the interim.

Due to S. Parkin's new TA role within the school, it was necessary to discuss the fact that there are now 5 members of staff on the Governing Body, which is constitutionally not permitted (as it is over a third of the total membership). Various actions for addressing this issue were discussed, and C Condon agreed to become an Associate Member, meaning that she could still contribute her data analysis expertise to the Narrowing the Gap, & School Improvement Plan working parties. This means that there is now a Co-opted vacancy on the Governing Body. It was also agreed to formally sanction A da Silva's absence as necessary, during her imminent Maternity Leave.

*Chairman's note: It was subsequently agreed that A da Silva will become the Associate Member in view of her maternity leave. She will still be invited to all meetings during her maternity leave and sent all paperwork. Therefore C Condon will remain as a Governor.*

2. Declarations of Interest. None

3. Minutes of the last meeting. Accepted as a true record.

4. OFSTED feedback. G Gillett expressed her thanks to the 4 Governors who had met with the Inspector at very short notice, & asked for their observations on the process. A Frisby felt that there had been too little time to express the evidence of what they felt was positive, and all agreed that there had been a very sharp focus on particular lines of enquiry. G Gillett noted the same reservations on the process and she said that many staff had felt as if they had not been included, with the one day concentrating on the SMT, and the evidence from Data Dashboard. The inspector had, however, engaged with some of the pupils, and had written a very positive report. Compared to many schools examined under the new arrangements, Southmead's report felt very warm, with particular emphasis on the fact that children enjoyed school, loved learning, behaved well & produced a high standard of work. G Gillett recognized that many staff and parents were disappointed not to have received an "Outstanding" judgement, but this relies so heavily on data, & the high levels of mobility mean that Southmead is unable to achieve this. Southmead's exemplary pastoral procedures were noted however, & G Gillett has provided feedback that Inspectors need greater awareness of factors around mobility. No school with specific mobility issues has managed to achieve an Outstanding judgement, which seems unfair. There is a recognition that high levels of transition impact not just on those pupils moving, but on their class mates left behind. Governors were given a copy of the letter from Devon County Council congratulating the school on its achievement. Jo Olsson (Chief Officer for Children's Services) has asked to visit, as she is aware of Southmead's record on inclusivity and pastoral support.

Governors were pleased with the report, but noted the comment that "Governors do not analysis the performance data available to them with sufficient rigour". B Bunyard & S Nicholl feel that it is important to take this as an action, and focus on this as part of the School Improvement Plan. It will be necessary to look at the way that particular cohorts progress, and break specific data down into greater detail. As it is impossible to interrogate all of the data, Governors feel they will need to be more focused, honing in on the "key lines of enquiry" identified.

On behalf of the Governing Body, M Shapland congratulated G Gillett, C Condon and the rest of the staff on an excellent report, & thanked them for all of their hard work. The Governors were very aware that G Gillett and C Condon had especially taken the full stress of the inspection.

M Shapland went on to say that it is important to remember that governors are all volunteers, and the idea of getting there within 24 hours' notice, despite work and other commitments, is a huge ask. She thanked those governors, B Bunyard, A Frisby and S Nicholls, who had been able to meet the inspector in the afternoon and come back to the feedback. She said that the four governors had found it a demanding process and re-iterated that they had been disappointed they were not able to give much of the evidence they wished to impart.

5. Moderation & Assessment. C Condon reported on the recent visit of Devon County Council to review writing moderation, where they had been very satisfied with Southmead's arrangements & the new approach to teaching sequences. Key Stage 2 SATS procedures were also externally moderated, & Southmead received a glowing report. SMT have ensured that staff are trained on ensuring that correct levels of assistance are given, particularly important when, for example, 4 different teachers are administering the Phonics tests. KS1 tests now have to be marked entirely on the school site, which has implications for time for those teachers. The school receives a large number of external visitors, such as Behaviour Support Team, Nursery Support Team etc.

KS2 results arrived in school 4.7.17. Initial review of these looks good, with attainment in line with, or above, national standards. Data Dashboard will be published in October, so governors will be able to have a full report in their meeting on 28/11/17. David Chaplin will also be running the usual data briefing early in the Spring term.

C Condon reported that Southmead is introducing more variables into the assessment process, so that the statistics can be interrogated more specifically. It is important that we are able to evidence that the children who are here longest, do best.

6. Headteacher's Report. G Gillett has notified parents of the arrangements for end of year reports and also has included a data package relating to school statistics. This is in response to parents' feedback. Other comments from the recent survey were around Sports Day & the Open Afternoon tours led by Year 6 guides. Governors were invited to look at these. There are always issues around progression between classes, especially with the fact that there are 3 classes covering Years 5 and 6. (1 x Y5, 1 x Y6 and one with a mixture). These decisions are based on staff recommendations using their professional judgement. Decisions with which families are unhappy are monitored regularly. Issues around attendance and lateness are another stressful factor for the Head. Decisions on whether circumstances around holidays are exceptional or not have been delegated to the Head, but she also has to defend the figures to OFSTED, as well as facing criticisms from parents unhappy with decisions. Patterns of regular time out does impact on attainment, as statistics show. However, the military connection means that there are special factors around postings (time to visit new schools, new homes). Governors suggested that having the ability to track attendance figures around military postings would be useful. B Bunyard noted that government figures have chosen to overlook the fact that some short absences do not have a negative impact on attainment. Lateness is another issue, with some families regularly arriving late, resulting in children experiencing a loss of confidence, missing out on education & worrying about fitting in. There is a difficult balance to strike regarding contact phone calls, as it could be a Safeguarding issue, if, for example, a child has gone missing. OFSTED were pleased that Southmead's figures have improved, however the data is what drives the judgement. They were not interested in why children may be absent.

The door locking mechanisms from the new buildings housing Reception & Y1 are faulty & neither the company nor Devon CC were prepared to take responsibility for this. G Gillett hoped that one of the Governors might wish to lead on fighting this case. She also provided governors with a copy of the letter written by the pre-school to the Academy requesting access via their land. It will be discussed by the Academy Governors at their next meeting.

G Gillett is continuing to look at possible partnership models, and is interested in one model being developed in Barnstaple. She will circulate details of the Tarka Learning Partnership to governors, together with costings.

The school had attended the Armed Forces Military Day, an excellent way to link with the community. Contact had been made with Rotary, (Patrick Farrelly) who is putting together a funding package, which will hopefully enable support for a Public Speaking Competition, a local history project linking with a village WW1 memorial, and Reading Recovery schemes.

7. Budget Monitor. This had been circulated to all governors, together with a written report from A Drescher. Any questions on this can be e mailed to A Drescher.

8. Response to Audit Report. This had also been circulated & governors noted the fact that, as suggested by the auditor, the debt on school meals is now being reported termly.

9. Tarka Learning Partnership. Material to be circulated to all governors.

10. Reports on Governor Visits.

- A Frisby's report, in which he had reviewed the Accessibility Plan & the Emergency Procedures policy, had been circulated to all governors.
- J Carter's report on the Narrowing the Gap meeting of 14.6.17 had been circulated to all governors.
- The Pay & Performance Committee had met on 3.7.17. J Carter reported that they were happy that the Pay & Appraisals process had been undertaken as outlined in the relevant policies. She suggested that a joint meeting with the Finance Governors and the Pay & Performance Committee would be useful, in order to ensure future planning to reflect the increase in pupil numbers.
- Headteacher Appraisal Process. David Chaplin was confirmed as the DCC representative on this panel.
- J Whitley had met with G Gillett on 26.6.17 to review Safeguarding. She would be circulating a report on this in due course. It was noted that Safeguarding had been judged particularly robust in the OFSTED report.
- Though there had been no SEND meeting this term, B Bunyard had reviewed the Supporting Pupils with Medical Conditions Policy, & made small changes in order to bring this in line with current legislation.

11. Standing Items.

- Safeguarding- Southmead currently has one active Child Protection case. 5 members of staff are trained to Level 3, to enable flexibility. C Condon & J Whiles (the Deputy SENCO) attended a Safeguarding Conference last week, where there was a general feeling that current thresholds for intervention by social services are too high. Jo Olsson's visit to the school is encouraging in that it appears that there is an awareness that schools are taking on too much of the duty of care. Devon's Safeguarding procedures are currently being re-inspected.
- School Improvement Plan- this will be a focus for September.
- Training- B Bunyard had attended SEND training in May 2017. J Walker had attended Clerk's Update training in June 2017 & had circulated a

report to all governors. J Whitley had attended New Governors' training & also Headteacher Appraisal training in June 2017. In addition, she has booked on to 3 courses for the autumn term, focusing on Safeguarding & Data Analysis.

- Prevent- nothing to report.
- Children in Care- none at present.

12. Policy Review. Following review from the relevant governors, the following policies were approved by the FGB:

- Accessibility Plan. Emergency Procedures. E Safety. Charging & Remissions. Pay. Appraisals. Capability. Staff Conduct. Managing Sickness Absence. Staff Leave & Absence. Supporting Pupils with Medical Conditions.

The following policies were deferred to the next meeting:

- Behaviour. Sexting. Mental Health. Complaints. Confidentiality. Freedom of Information. Keeping Children Safe in Education.

G Gillett noted that there are medical issues within this year's new intake, and reported how difficult it can sometimes be to access necessary support. The SEND Advisor has clarified that if a health professional specifically recommends medical support then it must come from the health budget rather than the education budget.

S Nicholl's Terms of Reference for PE have been approved by the PE staff and were accepted by the FGB, with thanks for all the work she has led on this.

13. Calendar of Meetings. The proposed dates for next year's meetings were accepted.

14. Governors' Administration J Whitley had suggested (following a recommendation at New Governors' Training) that governors should have a school e mail account, enabling them to keep school business separate from private communications. It might also be useful to have a secure Dropbox system, enabling all governor documentation to be easily accessible in one place. Documents could also be updated more easily. M Shapland asked K Major if she would investigate the possible use of the new school e mail system for this purpose, and bring a report to the next FGB meeting. It was agreed to investigate the security issues between using Google docs or Dropbox.

15. Governors' Annual Statement for website. The draft had been circulated in advance of the meeting & was approved by all present.

16. Chair's Items. M Shapland reported that the Education Secretary had pledged in the House that there would be no change to the policy on FSM in KS1,

and also that no school would suffer a reduction in funding as a result of the new funding formula. If this promise is honoured then North Devon will benefit by £623,000.

The school has been approached to support the public meeting objecting to the appeal to the housing application for 55 houses at South Park in Braunton. The school had been an objector to this, on the grounds of traffic congestion in Wrafton Road and Exeter Road.

M Shapland asked governors to consider which roles & responsibilities they might be prepared to take on from September.

Southmead has been approached by the Blue Angel group, who have done training around dementia awareness within the local community. It is hoped that the school can become the first in the village to be "dementia Friendly School", as many of the pupils will have been affected by this condition. The school is also planning to be involved in a workshop and consultation on the Braunton Neighbourhood Plan.

G Gillett reported that the Y6 residential this year had been led by A da Silva and thanked her and the team for their commitment. Pupils had undertaken a range of outdoor pursuits and evening activities, and had been a real credit to the school.