

**SOUTHMEAD PRIMARY SCHOOL GOVERNORS**

Southmead School, Wrafton Road, Braunton. EX33 2BU

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Minutes of Southmead School FGB Meeting of 05/02/19

Attendees: Governors

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| Mrs M Shapland | Ms K Major |  |
| Mr N Plumb | Mrs S Nicholls |  |
| Mr A Frisby | Mrs A Duthuit |  |
| Mrs A DaSilva |  |  |

In Attendance: Apologies: Not Present:

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| Mrs A Drescher | Guest |
| Ms Elaine McIntosh | Clerk |

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| Name: | Sanctioned/Unsanctioned |
| Mrs J Carter | Holiday / Sanctioned |

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| Mr B Bunyard |
| Mrs J Whitley |

Agenda

1. Welcome & apologies for absence.
2. Declarations of Interest.
3. Acceptance of minutes of 27.11.18 and matters arising.

* Substantive Head Teacher appointment.

1. Budget Monitor (A Drescher and N Plumb).

* SFVS
* Maximising Income
* Staffing Support

1. Policy Ratification
2. Head’s Report (N Plumb).
3. School Anniversary.
4. Reports on Governor Visits.

* PE
* Head Teacher Induction

1. Collaborative Working.
2. Standing Items:

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

1. Good News

Part B

1. Pupil Intake
2. Governors’ Succession Planning – to include Governor Responsibilities

* Finance Governor

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| No. | Item | Linked Documents | Action |
| 1 | Welcome & apologies for absence  Governors were welcomed. A Duthuit was formally introduced and welcomed as the newly elected parent governor.  One apology was sanctioned – see page 1.  JW and BB were not present and prior to the meeting, no apologies had been received. |  |  |
| 2 | Declarations of Interest  No interests were declared for this meeting. |  |  |
| 3 | Acceptance of minutes of 27/11/18  The minutes were accepted as a true record.  Matters arising   * Substantive Head Teacher appointment.   Governors were informed that, following the decision made at the last meeting, N Plumb’s appointment to the position of substantive Head Teacher was ratified on 20/01/19. This was done in light of advice from Babcock.  All governors congratulated NP on his appointment. |  |  |
| 4 | Budget Related items   * **Budget Monitor -** All governors had received the budget monitor and associated documents prior to the meeting.   AD outlined the overspend, explaining that it had already been greatly reduced and would have been even lower had it not been for the unexpected boiler repair costs.  Considerable savings had been made through the positive management of staff cover, resulting in the reduced need for the employment of agency staff.  NP informed governors of the benefits, financial and otherwise, of having a student teacher on placement at the school. This will increase as the school is now registered with both Plymouth and Exeter Universities.   * **Benchmarking -** AD outlined the benchmarking update, which included information on the other two Braunton schools. Southmead is currently in a good position comparatively. * **SFVS** – Proposed by KM, seconded by SN. **Approved unanimously**. * Expenditure for **the new doors** - 4 purchased from Woodstock Windows. **Approved unanimously**. * **Finance Policy**, including the facility for Assistant Headteachers to authorise payments through the use of procurement cards. **Approved unanimously**. * **Budget Recovery Plan**. **Approved unanimously**. * **Maximising Income** - Karl Murphy-Barnes, the Schools Finance Consultancy Team Lead suggested that the school “think outside the box” in order to maximise the income to the school.   To this end a **car boot sale** is scheduled to take place on 16/02/19. This is a trial, but if successful could become a regular event. Monies raised would be put towards new ICT equipment and Forest Schools resources. **All governors supported this venture**.  NP also proposed the idea that the **school bungalow could be used as accommodation on an Air B’nB basis during the longer school holidays**. Financial implications include the installation of a shower (this would be beneficial for staff and for pupils requiring intimate care) and insurance costs. The proposal to **formally approach DCC** **regarding planning considerations, advice and permissions**, was made by NP and seconded by ADut. **Approved unanimously**.   * Staffing support – NP outlined the need for additional support staff in light of the number of SEND pupils on roll. This would increase the percentage of the budget spent on staffing, but would allow for pupils’ needs to be met more effectively.   In addition, increasing classes to 14 next year would allow for single year group classes, negating the need for split year groups. | Reports and associated documents in Budget Monitor File on Google Drive.  Finance Policy in the Policies File on Google Drive. | NP to contact DCC. |
| 5 | Policy Ratification  NP reiterated his proposal that all policies should be adopted at the January meeting according to the frequency of review. All governors agreed to this.  **Governors agreed to ratify all DCC policies automatically, adopting the most up to date version.**  **Non-statutory policies** are to be agreed by **all** governors.  Lead governors will be responsible for monitoring the implementation of individual policies, following the cycle of review, in order to hold the school to account. All governors had received an outline of policies that fall within their remit.  ADut commented on the need to update the SRE policy to bring it in line with current practice. The need for an LCBT policy was also identified.  KM suggested that, in cases where the school is free to decide on the frequency of review, 3 years should be the default choice. |  |  |
| 6 | Headteacher’s Report  All governors had received the Headteacher’s report and associated documents prior to the meeting.  NP outlined an overview of the key objectives in the SIP. These are now displayed in classrooms. NP would welcome a meeting of governors, with David Lowes and Helen Eversett (Babcock), to review and approve the SIP. It could then be put on the school website.  NP discussed the implementation of the assessment tool that has been introduced, which allows for more effective tracking of pupil progress across the year groups. He praised staff for their hard work and commitment in undertaking this task.  NP explained that the increase in school lunch prices and the introduction of a packed lunch option would take place after Easter. The price would then be ring fenced for two years. | Report and associated documents in the Head’s Report File on Google Drive | NP to email EM possible meeting dates/times. EM then to circulate to all governors. |
| 7 | School’s 50th Anniversary  Southmead Rocks are now hidden around the village for members of the community to find and return to school.  NP and staff are planning that, on the last day of term, Monday 22nd July, the school should hold a big celebratory party on the field.  Governors agreed that a general invitation should be put into the press and possibly EX33. This would avoid the possibility of unintentionally excluding anyone. School staff to organize this.  The suggestion was made to extend personal invitations to previous Headteachers. |  |  |
| 8 | Reports on Governor Visits  Governors thanked SN for her very detailed and comprehensive PE report.  There were no questions.  All governors had received JC’s Induction meeting report. | Reports in the Governor Visits folder  on Google Drive |  |
| 9 | Collaborative Working  NP made governors aware of an upcoming meeting on the 13th February at 4:30pm in the Aspire Library at the Academy. This is a further meeting to discuss the possibility of forming a co-operative trust between the Academy and local primary schools. The benefits of the trust would be the opportunities for moderation, collaboration and joint training. NP pointed out that this is already taking place between the Braunton primary schools. There is a concern that if the other Braunton schools decide to opt in then Southmead could potentially be in an isolated position. To this end, he asked that as many governors as possible attend the meeting, in order to gain all the facts before making any decisions as a whole governing body.  NP to query the start time and confirm with all governors. |  | NP to email EM start time. EM then to circulate to all governors. |
| 10 | Standing Items   * Safeguarding – There are currently live cases. * SEND – See HT’s Report. One pupil with complex needs has recently been put on roll. * School Improvement Plan – See HT’s Report.   Training Update – EM has completed The Professional Clerk qualification. A DaSilva has completed Level 3 Safeguarding Training.   * Prevent – Cases have occurred locally. AF reminded governors to be alert to key indicators. * Children in Care – Currently 5 pupils on roll. |  |  |
| 11 | Good News   * The British Legion are pleased with Southmead’s involvement in the commemoration of the 75th Anniversary of D Day. * The school is very proactive in supporting the needs of pupils and families who have a parent deployed. * The ICT login system is now operational and fully GDPR compliant. * The School App is very successful and is a user-friendly interface for parents and pupils. |  |  |

The open meeting closed at 8:00pm. The Part B meeting closed at 8:30pm.

The date of the next meeting is Tuesday 7thth May 2019 at 6pm.

Post Script:

Apologies were received retrospectively from J Whitley and B Bunyard.