

**SOUTHMEAD PRIMARY SCHOOL GOVERNORS**

Southmead School, Wrafton Road, Braunton. EX33 2BU

Tel.: 01271 812448.  Email: admin@southmead.devon.sch.uk

 Head Teacher: Mr N Plumb

Clerk to the Governors:  Ms Elaine McIntosh

E Mail emcintosh@southmead.devon.sch.uk

Mobile no: 07795 264969

Minutes of Southmead School FGB Meeting of 27/11/18

Attendees: Governors

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

In Attendance: Apologies:

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| Mrs A Drescher | Guest |
| Ms Elaine McIntosh | Clerk |
| Ms A Kenshole | Staff Member |

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| Name: | Sanctioned/Unsanctioned |
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AGENDA

1. Maths presentation (A Kenshole).
2. Welcome & apologies for absence.
3. Declarations of Interest.
4. Acceptance of minutes of 25.09.18 and matters arising.

* Whole school evacuation
* Behaviour Policy
* Governor recruitment

1. Budget Monitor (A Drescher). Reports
2. Head’s Report (N Plumb). Reports
3. Assessment (N Plumb).
4. Reports on Governor Visits. (Andy Frisby) Report
5. Standing Items:

* Safeguarding
* SEND
* School Improvement Plan
* Training Update
* Prevent
* Children in Care

1. Policy Reviews:

* Behaviour Policy
* (Teaching and Learning Policy update)
* Terms of Reference – Pupil Premium

1. Governor vacancies.
2. Chairman’s Report (M Shapland)
3. Good News

Part B

1. Response to pay review.
2. Organisational Structure update.

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| No. | Item | Linked Documents | Action |
| 1 | Maths Presentation  AK (Curriculum Leader for Mathematics) presented a summary of the strengths and areas for development in maths. She up-dated governors on what has been achieved so far this year and outlined future plans for development.  She highlighted the success of the Times Table Rockstars which has been trialled in year 3.  Governors commented on the re-vamp of the website which is becoming more interactive with links to help parents support their children at home.  How are classes organized to facilitate differentiated groups?  This varies from class to class, but there is fluid movement through ability groups. Pupils are able to challenge themselves and move through the “do it, use it, own it” stages, working towards greater independence.  Is it possible for the instructions for the installation of Times Table Rockstars on to a Kindle tablet to be put on to the website?  The staff governor commented on the positive impact the new initiatives have had on pupil attitudes and achievements in maths.  A Kenshole left the meeting at 6:20pm. | Powerpoint slides in SIP file on Google Drive |  |
| 2 | Welcome & apologies for absence  Governors were welcomed, there were no apologies. |  |  |
| 3 | Declarations of Interest  No interests were declared for this meeting. |  |  |
| 4 | Acceptance of minutes of 25/09/18  The minutes were accepted as a true record.  Part B minutes were circulated to all governors and were accepted as a true record.  Matters arising   * Whole school evacuation – addressed in item 8. * Behaviour Policy – addressed in item 10. * Governor recruitment – addressed in item 11. | Minutes in file on Google Drive  Part B minutes in sealed envelope in the office. |  |
| 5 | Budget Monitor  Copies of the Budget Monitor and associated documents had been circulated to governors prior to the meeting. No questions had been submitted.  Governors confirmed that they would prefer the cost centre additional notes to be included with future Budget Reports.  Where are the anticipated additional subsidies to be found on the report?  The teachers’ cost centre will be adjusted to reflect the estimated future income.  AD was thanked for the additional, clarifying information.  Finance Report  The Finance Report had been circulated to governors prior to the meeting. No questions had been submitted.  Benchmarking  Benchmarking documents had been circulated to governors prior to the meeting.  AD explained the process as a comparison with similar schools, which also contributes to the preparation for the SFVS.  She drew attention to the fact that the information is not current – 16/17.  There are no issues to be addressed and the feedback from Karl Murphy-Barnes, the Schools Finance Consultancy Team Lead, is that the budget is well-managed and sound - the school is doing everything possible with its financial resources.  AD was thanked for her exemplary work.  Kitchen Report  Copies of the Kitchen Report had been circulated to governors prior to the meeting.  AD highlighted that:   * School meal numbers are increasing. * There is a proposed increase in prices to be introduced next term, possibly after the February half term break. * Kitchen equipment requires upgrading – this could be addressed through a catering working party.   Concern was expressed over the amount of money owed by parents for dinners. AD explained that a gentle reminder would be initiated manually after one week, with the cut off of meals after two weeks.  Concern was also raised over potential hardship issues. | Report in Budget Monitor File on Google Drive.  Finance Report in Budget Monitor File on Google Drive.  Benchmarking document in Budget Monitor File on Google Drive.  Kitchen Report in Budget Monitor File on Google Drive. |  |
|  | Part B  Items 12, 14 and 15 |  |  |
|  | SP left the meeting at 7:30pm |  |  |
| 6 | Head’s Report  NP outlined some key areas within his report:   * The Positive Behaviour Policy has been well-received by parents, pupils and staff. * The Safeguarding Audit has been submitted. * School Improvement Plan, whilst still being adjusted, is now operational. There will be a focus on key areas each half-term to ensure transparency and awareness of provisions being implemented. This half term the focus has been Mathematics and Assessment. * The proposal to establish a Working Group for Assessment, which has Governors who represent each area – Maths, Reading and Writing, to ensure that there is challenge to the school and subject leaders as well as driving improvements forward.   To be discussed at the next meeting.   * The proposal to review all policies in January each year.   The report had been circulated to all governors prior to the meeting and no questions had been submitted. | Report in HT file on Google Drive |  |
| 7 | Assessment  NP reported that there will be a Data Drop at Christmas.  The main focus for this half term has been Maths and Writing, focusing on a range of groupings:   * Gender * Pupil Premium and Non-Pupil Premium * Military and Non-Military   Progress will be tracked over time allowing for the measurement of year on year progress. The movement of staff through year groups will support this process.  The school is also looking into the effectiveness of the Scomis progress tracking tool. |  |  |
| 8 | Reports on Governor Visits  AF’s reports on the Health and Safety Security Walkabout and the Whole School Evacuation had been circulated prior to the meeting.  AF reported that he now has a greater understanding of his roles and responsibilities as the Lead Governor for Safeguarding and has a Governor Safeguarding Survey to support his future visits.  JC and JW reported that the Head Teacher’s Appraisal had taken place. | Reports in Visit Reports File on Google Drive. |  |
| 9 | Standing Items   * Safeguarding: See items 6 and 8 * SEND: One new EHCP pupil, but attendance has not yet started * School Improvement Plan: See item 6 * Training: NP, MS and EM have completed the Heads, Chairs and Clerks training. * Prevent: AF highlighted that some governors need to complete Prevent training. * Children in Care: Currently two pupils with one in transition. |  |  |
| 10 | Policy Reviews  • Behaviour Policy **adopted.**  • Teaching and Learning Policy update.  • Terms of Reference – Pupil Premium **adopted**.  The Pay Policy will be reviewed in January alongside all other policies.  There was some discussion regarding the Code of Conduct for parents which had been circulated prior to the meeting for comment. There were comments concerning:   * what the consequences might be if the policy was not adhered to * how the social media policy might be enforced * it is a lengthy document, could it be condensed | Behaviour Policy in Current Policies file on Google Drive |  |
| 11 | Governor vacancies  Currently there are still 2 vacancies for co-opted governors and there has been one nomination for parent governor. The closing date for nominations is Friday 31st November. |  |  |
| 13 | Good News   * The pupils’ role in the Remembrance Day Commemorations – Southmead pupils were particularly commended for their contributions. * Southmead were the Stephen’s Shield Cross Country winners out of 31 schools. * Southmead acquitted themselves well in the Year 3 / 4 Red Ball Tennis Competition * At the Braunton Learning Community Cross Country Competition, Southmead won 3 trophies and 9 medals.   Governors thanked Mr Corney and Mrs Priddis for all their hard work. |  |  |

The meeting closed at 8:30pm.

The date of the next meeting is Tuesday 5th February 2019 at 6pm.