



Southmead Primary School
 Wrafton Road, Braunton, North Devon EX33 2BU
 T: 01271 812448
 E: admin@southmead.devon.sch.uk
 Headteacher: Mr Nicholas Plumb

Minutes of Southmead School FGB Meeting of 24/09/19

Attendees: Governors

Mrs M Shapland	Mr B Bunyard	
Mr N Plumb	Mrs S Nicholls	
Mr S Hinton	Mrs J Whitley	
Mrs A Duthuit	Mrs J Carter	

In Attendance:

Mrs A Drescher	Guest
Ms Elaine McIntosh	Clerk

Apologies:

Name:	Sanctioned/Unsanctioned
Mrs A DaSilva	Sanctioned – family commitments
Mrs M Jarvis	Sanctioned – family holiday

AGENDA

1. Welcome & apologies for absence.
2. Declarations of Interest.
3. Acceptance of minutes of 02.07.19 and matters arising.
 - Parental expression of concern
4. Election of Chair and Vice Chair.
5. Approval of Terms of Reference for Committees / Working Parties.
Acceptance of the Governors' code of conduct.
6. Re-allocation of Roles and Responsibilities.
7. Budget Monitor (A Drescher).
8. Head's Report (N Plumb).
9. Data Expanded (N Plumb).
10. Communications from Babcock.
11. Reports on Governor Visits:
B Bunyard
S Nicholls
12. Standing Items:
 - Safeguarding
 - SEND
 - School Improvement Plan
 - Training Update
 - Prevent
 - Children in Care
13. Policy Monitoring.
 - Pay Policy
14. Good News.





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No.	Item	Linked Documents	Action
1	<p><u>Welcome & apologies for absence</u> Governors were welcomed, apologies were sanctioned, see page 1. Governors send their support and best wishes to Mrs DaSilva.</p>		
2	<p><u>Declarations of Interest</u> All Governors completed/checked and signed their Declarations of Interest forms. No interests were declared for this meeting.</p>	Paper copies in file in the office.	
3	<p><u>Acceptance of minutes of 02/07/19</u> The minutes were accepted as a true record. <u>Matters arising</u></p> <ul style="list-style-type: none"> Parental expression of concern: NP has met with parents and the issue has been resolved. No further issues have arisen. 		
7	<p><u>Budget Monitor (item brought forward)</u> All governors had received a copy of the budget monitor prior to the meeting. AD explained that there is currently an overspend, due in part to staffing changes, SEND provision and the increased pay allocation for teachers. Currently 12 pupils have EHCPs, but there are more pending, which will impact the budget. There may also be some recompense from central government to offset some of the consequences of the increased pay allocation awarded. Monitoring will continue to identify ways to recover some of the overspend – currently, any potential income has not been factored in. Classroom refurbishment has been financed through the capital budget. The Breakfast and After School Clubs have had an increased take-up. This is about to be extended to include pre-school provision, buying in staff from the pre-school. Concerns were expressed regarding the viability of buying in staff. If numbers were low, would the school lose money? NP and AD assured governors that this scenario had been planned for and already taken into account. The census day will be Thursday October 3rd, parents have been encouraged to allow their children to have a school dinner on this day. Governors raised the issue of representation at the Funding Consultation Meeting.</p>	Report in Budget Monitor File on Google Drive.	





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	<p>NP reported that Alan Dobson would be representing the Trust.</p> <p>AD alerted governors to the upcoming SFVS to ensure that Finance governors would be prepared.</p> <p>AD left the meeting at 6:35pm.</p>		
4	<p><u>Election of Chair and Vice Chair</u></p> <p>MS had previously explained that she would be stepping down as Chair.</p> <p>After some discussion, governors proposed that there should be two joint chairs to share the role for this year.</p> <p>Nominations: S Nicholls and B Bunyard.</p> <p>Both were unanimously elected with the proviso that responsibilities should be clearly allocated.</p> <p>SN agreed to take on Pupil Premium (to include Children in Care) and Data.</p> <p>BB agreed to take on Curriculum and support SN with Data.</p> <p>MS was thanked by all governors for her hard work and commitment as Chair. Governors expressed their appreciation to her for remaining in office for an additional year.</p> <p>Nominees for Vice Chair: Jennefer Whitley</p> <p>Jennefer Whitley was unanimously elected.</p> <p>Governors agreed that all communications should go to both Chairs, regardless of the area of responsibility.</p>		
5	<p><u>Approval of Terms of Reference for Committees/Working Parties</u></p> <p>Terms of Reference were agreed.</p> <p>Governors also signed to accept the Southmead version of the Governors' Code of Conduct.</p> <p>Concern was expressed that the version circulated to governors prior to the meeting was a draft version only. EM agreed to check where the current code is located.</p> <p>Governors were also concerned that the code was not on the school website. EM agreed to query this.</p>		EM to ascertain where the current code of conduct is located and why it is not on the website.
6	<p><u>Re-allocation of roles and responsibilities</u></p> <p>Governor roles were discussed and agreed upon.</p> <p>New responsibilities are:</p> <ul style="list-style-type: none"> • Disciplinary and Grievance Committee – all governors • Appeals Committee – all governors • Health and Safety and Security – MJ • SEND – BB 	Roles and Responsibilities Document 2019-20 in Responsibilities File on Google Drive.	EM to email updated document to KM to update the website.





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	<ul style="list-style-type: none"> • Safeguarding – ADut to take the lead with support from SH and NP • Teachers Pay and Performance – NP, JC and JW (AD guest) • Headteacher Appraisal Panel – JC, JW and Alan Betts (DCC) • Finance – SN to take the lead with support from ADut (AD guest) • EYFS - BB • Pupil Premium and CIC – SN, NP • SEF/SIP – JC, NP <p>Curriculum lead governors:</p> <ul style="list-style-type: none"> • English – MS • Maths – BB • Science – JC • ICT – SH • Relationships Education - ADut 		
8	<p><u>Head's Report</u> NP's report had been circulated to governors prior to the meeting NP explored key points:</p> <ul style="list-style-type: none"> • Banners had been purchased to advertise the school's results. The focus for this year would be writing. • There have been changes to the timetable to maximise learning. These do not affect the beginning and end of school times. • The Teaching and Learning Policy will be forwarded to governors for their information. • There are an additional 16 children on roll this term with the possibility of more. A suggestion was made to produce a walking/cycling map to promote the school to those living nearby. • Trust Update: NP keen to take a leading role. Various collaborative events are being organised. • The car park barrier is now in place. • A pre-planning application for a building at the front of the school has revealed that no planning permission is required. Fund raising for this project is in the planning stages. It is hoped to build a multi-purpose facility with a focus on supporting mental 	Report and associated documents in Head's Report File on Google Drive.	NP to email T+L policy to EM. EM to circulate.





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	<p>health and emotional well-being.</p> <ul style="list-style-type: none"> Utility contracts are up for renewal. Governors asked that a wide range of options be looked at. AD is in discussion with suppliers. <p>NP was thanked by all governors for the maintenance work he has undertaken in the school.</p>		
9	<p><u>Data Expanded</u></p> <p>NP circulated the FFT Aspire data to all governors. This is an early results service which assesses Value Added based on EYFS results. Key points:</p> <ul style="list-style-type: none"> The need for writing as a focus this year Maths and Reading are strong Exclusions are significantly reduced The level of pupil absence is still an area to be addressed – the amount of unauthorised absences have increased at the same rate as the reduction of authorised absences, therefore balancing each other out. SOAP information explained 		
10	<p><u>Communications from Babcock</u></p> <p>Letters had been circulated before the meeting. Governors had no comments.</p>		
11	<p><u>Reports on Governor Visits</u></p> <p>SEND – BB's reports had been circulated to all governors. There were no questions.</p> <p>Data Analysis – SN will circulate a written report of her visit to all governors.</p> <p>HT Appraisal has taken place. Alan Betts (DCC) was extremely positive about NP's first year in post.</p> <p>The Pay and Performance Committee met during the summer term.</p>	Report in Visits Folder on Google Drive.	SN to email report to EM. EM to circulate to all governors.
12	<p><u>Standing Items</u></p> <ul style="list-style-type: none"> Safeguarding: CPOMS is tracking pupils. Safeguarding meetings are taking place re on-going cases for individual children. SEND: See BB's Report. School Improvement Plan: To be finalized this term. Key areas will be writing and spelling, expanding the curriculum and Mental Health. Training: No training updates. EM to research new Chair training. Prevent: There are new cards on the front desk. Children in Care: There are currently 3 authorised 		EM to research training opportunities.





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	pupils in care.		
13	<u>Policy Review</u> The Pay Policy was ratified. Pay progression: One teacher has progressed to UPS. HR has responded that individual decisions regarding pay and progression are appropriate. Governors supported all decisions made.	Policy in Current Policies folder on Google Drive.	
14	<u>Good News</u> <ul style="list-style-type: none"> MS reported that members of the Royal British Legion had been extremely complimentary about Southmead pupils' involvement in commemorative celebrations this year. NP qualified this by adding that Patrick Farrelly of Braunton Caen Rotary Club was also impressed by Southmead's participation in events, reflecting that Southmead's commitment is recognized within the wider community In UK Parliament week, running from the 2nd to the 8th of November, the school will receive a visit from our local MP, Mr Peter Heaton-Jones. This visit is scheduled for the 8th of November. 		

The public meeting closed at 8:50pm.

The date of the next meeting is Tuesday 26th November 2018 at 6pm.

