

**Southwood Infant School**  
**Minutes of the Meeting of the Full Governing Body**  
**held on Wednesday 1st February 2023 at 6pm**

**Members:**

Nina Lynch (NL) – apologies in advance.  
Jacqui Jennings (JJ)  
Zoe Wisken (ZW) - Headteacher  
Hannah Stiff (HS) – Chair of Governors.  
Mim Cure (MC)  
David Bowers (DB)  
Jennifer Butterworth (JB)  
Penny Kinsella (PK)  
Peter Bassett (PB)  
Timothy Hill (TH)  
Sinead Daly (SD) – from 6.10pm  
Anne Richardson (AR)

**In Attendance:**

Linda McBrearty – Clerk

	Item	Action						
26	<b>Welcome and Apologies for Absence</b> Apologies were offered and accepted in advance from NL.  New parent governors, Sinead Daly and Anne Richardson were welcomed to their first official meeting and their appointment confirmed.							
27	<b>Any Declaration of Pecuniary/Conflict of Interests</b> There were no declarations of any pecuniary interest or conflict of interest in the Agenda items.							
28	<b>Minutes of the Meeting of 30th November 2022 and Matters Arising.</b> <ul style="list-style-type: none"> <li>• The Minutes of the previous FGB meeting of the 30th of November 2022 were <b>approved and adopted</b> – copy in meeting folder.</li> <li>• Matters Arising – see table below: -</li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>Matters Arising from the Minutes.</b></th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">16g</td> <td style="width: 60%;"> <ul style="list-style-type: none"> <li>• <b>Project funding – update.</b>  Q. Is there any income from the solar panels?  A. The Headteacher will investigate this.</li> <li><b>Solar Panels do not bring in income but do facilitate savings.</b>  <b>Q. What Kw hours twelve months ago, compared to the present day?</b>  <b>A. The school can logon to Sonic Cloud to monitor this.</b></li> <li><b>Q. What investment was there from the school?</b>  <b>A. None. The school will be paying less overall. The Headteacher will login to check.</b></li> <li><b>Move to R&amp;P agenda on an ongoing basis.</b></li> </ul> </td> <td style="width: 30%; text-align: center;"> HT        Clerk </td> </tr> </tbody> </table>	<b>Matters Arising from the Minutes.</b>			16g	<ul style="list-style-type: none"> <li>• <b>Project funding – update.</b>  Q. Is there any income from the solar panels?  A. The Headteacher will investigate this.</li> <li><b>Solar Panels do not bring in income but do facilitate savings.</b>  <b>Q. What Kw hours twelve months ago, compared to the present day?</b>  <b>A. The school can logon to Sonic Cloud to monitor this.</b></li> <li><b>Q. What investment was there from the school?</b>  <b>A. None. The school will be paying less overall. The Headteacher will login to check.</b></li> <li><b>Move to R&amp;P agenda on an ongoing basis.</b></li> </ul>	HT        Clerk	
<b>Matters Arising from the Minutes.</b>								
16g	<ul style="list-style-type: none"> <li>• <b>Project funding – update.</b>  Q. Is there any income from the solar panels?  A. The Headteacher will investigate this.</li> <li><b>Solar Panels do not bring in income but do facilitate savings.</b>  <b>Q. What Kw hours twelve months ago, compared to the present day?</b>  <b>A. The school can logon to Sonic Cloud to monitor this.</b></li> <li><b>Q. What investment was there from the school?</b>  <b>A. None. The school will be paying less overall. The Headteacher will login to check.</b></li> <li><b>Move to R&amp;P agenda on an ongoing basis.</b></li> </ul>	HT        Clerk						

17	<ul style="list-style-type: none"> <li>• <b>Governor Links to the SIP.</b> A Governor Section has been added. New governors will be given an introduction to the SSIP.</li> </ul> <p><b>Tim Hill will be the new Staff Link governor.</b></p> <p><b>Q. What does the role consist of?</b> <b>An explanation was given. TH's name will be put onto the board in the staff room.</b></p> <p><b>Governors section added to the SSIP. Completed.</b></p>	HT/ HS  Clerk for hub.	
19.	<ul style="list-style-type: none"> <li>• Staff Acceptable Use of IT- bi-annual – a query on relationships needs clarification. Headteacher will check with HCC. Discussed with HCC Legal Team and Safeguarding Lead. <b>Completed.</b></li> <li>• Drugs and Misuse Policy – for ratification – the Headteacher will consider the addition of a reference to alcohol. RA to be done for the time that alcohol is on site. <b>Completed.</b></li> </ul>	HT	
20.	<ul style="list-style-type: none"> <li>• <b>Outcomes and reports from Governor Training.</b> There was discussion concerning WGBT, it was decided to go for “Recruitment and Succession training” Date to be arranged. <b>Booked for March 29<sup>th</sup> 6pm.</b></li> </ul>	DB	
<b>CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent.</b>			
29	<p>a) <b>To receive the Minutes of the Resources and Personnel Committee of the 31<sup>st</sup> of January 2023, or verbal report from the Chair.</b> DB gave a verbal report as Chair of R&amp;P. DB had come into school prior to the meeting for a preparation meeting with Cat. This had established Cat and the HT's growing expertise and had given him confidence.</p> <p>The committee had carefully considered three Budget scenarios, these were prepared prior to the meeting, for consideration. At the previous finance meeting the budget for 2025-26 was looking at a £320k deficit, this has now been halved over a four year period to £175K. The budget has been reworked due to staff changes and is forecast to be still in surplus at the end of 2024.</p> <p>Assumptions have been made based on an admission number of 45 pupils.</p>		

	<p>per year. More accurate pupil admission projections are expected in April. This year, for admissions, the school has 38 first choices and is hoping for 56 by 14th April.</p> <p>Governors discussed the PAN and drop downs on the PAN by other schools. Of the various budget scenarios prepared, natural wastage has replaced some aspects.</p> <p>The scenarios will be reviewed as more variables are known.</p> <p>Governors were pleased that various scenarios had been considered and were aware that financially many schools are in a similar position.</p> <p><b>Capital Budget</b></p> <p>The school will receive an energy efficiency grant of £13k which can be spent on the building.</p> <p>School gates – the headteacher will try to source suitable replacements. It was suggested that the school contact Martin Beale who deals with Safeguarding and Health and safety to discuss requirements.</p> <p>It is expected that £9.6k will be required for computer equipment. The school is shortly meeting with Harrap to set up a rolling programme of renewal.</p> <p><b>Additional funding</b></p> <p>A further £18k may be received but this is still to be confirmed.</p> <p><b>b) Budget Review - To review expenditure against budget to date for FY2022/23 and consider any significant variances as advised by the above.</b></p> <p>The budget to date is on track with the forecasted expenditure.</p> <p><b>c) To receive a report on any issues arising from strategic financial planning, relating to staffing for the coming year, etc.</b></p> <p>This is included in the Headteacher’s report. The school has experienced some natural shrinkage.</p> <p><b>Governors thanked DB for his report.</b></p> <p><b>d) To receive the verbal or written recommendations of the Pay Committee, in summary format.</b></p> <p>JJ reported that the committee had reviewed anonymised evidence to support the Headteacher’s recommendations.</p> <p>All support staff are meeting expectations and all are progressing up the standard scale.</p> <p>The Headteacher had talked the committee through the Performance Management process, the fairness of the process and its application.</p> <p>One query was raised, the details were checked and found to be correct with the reasons given.</p> <p>It was a comprehensive meeting and the committee were happy to accept the Headteacher’s recommendations.</p> <p>It was requested that for next years Pay Committee there should be four non staff members. The Chair will organise this.</p>	<p>HT</p> <p>Chair</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------

	<p><b>e) The Governing Body to approve the Three Year Plan before it goes to EFS, if this is required. Chair and Headteacher to sign.</b> Governors approved The Three Year Plan which had been signed and submitted to County at Christmas.</p> <p><b>f) SLA's – Service Level Agreements – details of any requiring renewal. Recommendations of the R&amp;P Committee for the Training and Clerking SLA's.</b> Renewal of the Training and Support SLA and the Clerking SLAs were approved on the same terms as previously.</p> <p><b>g) SFVS – lead governors / progress. Approval of draft.</b> The draft SFVS had been circulated prior to the meeting for governors to consider. The draft was approved subject to the insertion of an introductory paragraph. PB will complete this and the Chair will sign.</p> <p><b>h) Projects – any progress and funding.</b> The school would like to refurbish the playground and grants are being sought for this purpose. It was suggested that pressure should be put on the local Morrisons to keep their Community Champion who is expected to be transferred to Aldershot. The school has lots of ideas for projects. Other suggestions included asking Cala Homes for help with carpeting and seeking community assistance from BMW.</p> <p><b>i) Number on Roll – Movement of children – standing item.</b> The current number on roll is 115 but three new children are shortly expected to join the school.</p> <p><b>j) Termly debtors – Standing item.</b> None.</p>	PB / Chair
<b>CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Improvement Plan (SIP).</b>		
30	<p><b>a) Progress against School Improvement Plan Priorities (SIP).</b> This was displayed on the whiteboard as a RAG (Red, Amber, Green) Report. This is a working live document. There is currently a lot of amber for monitoring whilst evidence is gathered, when completed the colour will change to green. The Headteacher gave an explanation of the key issues.</p> <p><b>b) Governor Links to the SIP.</b> Governor monitoring and visits will be added to the SIP, including the following:- Health and safety Walk – 21stFebruary – PB</p>	

	Book Look – HS Others to be arranged including safeguarding.	
<b>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</b>		
31	<p><b>a) To receive the Headteacher’s written report.</b> The Headteacher’s report had been made available on the hub prior to the meeting for consideration. Questions were invited. Q. Could you elaborate on development for teaching and Learning, in the context of a timeframe? A. The Headteacher answered this by displaying a timetable for development on the whiteboard and explaining the key points. One of the main aims is to promote creativity and different thinking. Training for LSAs is ongoing and also for the new Phonics scheme. A focus will be on the lowest 20%, involving constant robust reviews. Little Wandle, the phonics scheme, is in local school use. The school is buying the online books. All staff need to really embed Phonics throughout the curriculum. Questions were invited. Q. Heart Smart, how is that going? A. Very well, it is linked to PDL (forming healthy relationships) planning. An initial assembly has been held where Boris was introduced. Everything is done in an age appropriate way.</p> <p><b>b) Governor Monitoring, visits and reports required.</b> Health and Safety – Miss Loyd’s E-Safety assembly – report to follow. Internet safety Day – next week.</p>	
32	<p><b>Policies (Inc. Ratification)</b> The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB. ( list subject to confirmation)</p> <ul style="list-style-type: none"> <li>• Accessibility Plan – approved and adopted, subject to date change.</li> <li>• Debt Recovery – approved and adopted – for R&amp;P</li> <li>• Equalities Policy – Equality for Recruitment to be a standing item on all agendas.</li> <li>• Health and Safety policy – approved subject to amended expiry date.</li> <li>• Phonics Policy – approved subject to agreed amendment – for SLT and Curriculum and Learning.</li> </ul>	Clerk
33	<p><b>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose.</b></p> <p><b>a) Outcomes and reports from Governor Training.</b></p>	

	Three new governors have booked their Induction Training.	
<b>34</b>	<b>Governor Visits – Feedback</b>  For the next meeting.	Clerk
<b>35</b>	<b>Good News.</b> Fur and Feather coming on 22 <sup>nd</sup> March. The school has started to invite parents to assembly each week.  Martyn Beales (SIM) School Familiarisation visit went very well.  Maths Learning walk was positive, and the children are evidently enjoying their Maths sessions.  The new behaviour management policy is motivating and engaging the children to take ownership of their behaviour.	
<b>36</b>	<b>Assess Impact of Meeting</b> Wide ranging covering all core functions.	
<b>37</b>	<b>Any Other Business</b> Governors Quiz 3 <sup>rd</sup> March Governors to please complete the Self Evaluation / new skills audit before the training session. The meeting closed at 7.50pm.	
<b>38</b>	<b>Date of Next Meeting: Wednesday 10th May 2023.</b>	

Signed as a true and accurate record of the meeting \_\_\_\_\_

Date \_\_\_\_\_

<b>Matters Arising from the Minutes.</b>		
29a	School gates – the Headteacher will try to source suitable replacements.	HT
29d	It was requested that for next year's Pay Committee there should be four non staff members. The Chair will organise this.	Chair
29g	<ul style="list-style-type: none"> <li><b>SFVS – lead governors / progress. Approval of draft.</b> The draft SFVS had been circulated prior to the meeting for governors to consider. The draft was approved subject to the insertion of an introductory paragraph. PB will complete this and the Chair will sign. <b>Completed.</b></li> </ul>	PB/Chair

32	<ul style="list-style-type: none"><li>Equalities Policy – Equality for Recruitment to be a standing item on all agendas.</li></ul>	Clerk
34	<b>Governor Visits – Feedback</b> For the next meeting.	Clerk