

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
Wednesday 19th October 2022 at 6pm

Members Present:

Jacqui Jennings (JJ)
 Rachel Park (RP) – Acting Headteacher
 Zoe Wisken (ZW)
 Hannah Stiff (HS) – Chair of Governors.
 Mim Cure (MC)
 David Bowers (DB)
 Jennifer Butterworth (JB)
 Peter Bassett (PB)
 Penny Kinsella (PK)

Apologies:

Nina Lynch (NL)

In Attendance:

Linda McBrearty – Clerk

	Item	Action
1.	<p>Welcome and Apologies for Absence. Governors were welcomed to the meeting. Apologies were received and accepted from Nina Lynch.</p>	
2.	<p>Any Declaration of Pecuniary/Conflict of Interests connected with this Agenda. There were no declarations of any pecuniary or conflict of interest. Governors were asked to also ensure that they have updated their declarations on the hub.</p>	
3.	<p>Confirmation of Officers for the new academic year – nominations to the clerk please for chair and Vice-Chair.</p> <ul style="list-style-type: none"> • Chair of governors. There was one nomination, Hannah Stiff, Hannah was elected unanimously. • Vice-Chair of governors. There was one nomination, Mim Cure, Mim was elected unanimously. • Confirmation of Link governors. The Chair confirmed the following roles for governors: SEND – JB Safeguarding – HS English – JJ Early Years and staff governor – MC GTD – DB Wider Curriculum – JB Maths – PB Health and safety – PB Attendance governor – JJ Mental Health lead -ZW Mental Health governor - HS Staff governor – NL <p>Additional governor for Resources – Tim Hill – new governor applicant.</p>	

4.	Minutes of the Meeting of 13th July 2022 and Matters Arising. <ul style="list-style-type: none"> • The Minutes of the previous meeting were approved and adopted. • Matters Arising – see table below: - 		Chair
Matters Arising from the Meeting.			
67.	<ul style="list-style-type: none"> • Confirmation of Link governors • Replacement member for Resources Committee from September. • It was agreed to defer the review of committee structure until the start of the new term. Item 9 of this agenda 	Clerk for hub. Chair Clerk for Agenda	
69b	<ul style="list-style-type: none"> • Governor Recruitment. It was decided that HS and DB will meet to set a strategy. • The clerk will advertise the school on the governance website. Advertised on the Inspiring Governance website - clerk. Completed. A link has been put onto the website for the governor recruitment video. The school will use the Newsletter to explain the role. 	HS, DB clerk	
69c	<ul style="list-style-type: none"> • Parent and staff surveys. Rachel will complete the Parents survey and send this out on 13th July. The Chair will complete the Staff survey and send out in September. 27 replies. Governors felt that values had been met. Children enjoyed the topics and found them interesting. Parents enjoyed hearing about their progress. Children enjoyed trips outside. Parents feel that the school is inclusive, all children are enabled to achieve, a caring community with high expectations. Very positive feedback. Q. what about SEND? A. parents felt that the staff were dedicated, but not many comments. The questionnaire will be done electronically this year. The staff survey will be done in December. 	RP Chair	
70a	<u>LLPR Report</u> This is on the hub in the documents section. This reflects the momentum for going forward. Governors thanked the Acting Headteacher for her analysis. The document will be put onto the hub when ready. Completed.	AHT	

	71a	AP will put the first quarter expenditure report onto the hub for governors. Completed.	AP	
	71b	Various possibilities to raise funds were discussed including running a Breakfast Club run by the school. The new interim Headteacher starting in November, has the experience and the methodology of how to do this. Further details will be supplied. ZW is looking into this. There is a need to know numbers and staffing requirements.	HT	
	74	HS will do a safeguarding visit. The HT asked if anyone could offer to supplement the wider curriculum. PB will come into school to talk to the children about trains. Ongoing.	HS PB	
a. CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).				
5.	<p>a) Agree Governing Body Vision and Aims – approved subject to the addition of mental health and wellbeing.</p> <p>b) Agree and book whole governor training session to be booked before 31st December – DB will send information on courses to governors.</p> <p>c) Parent and staff surveys – analysis – completed.</p>			HS/ZW DB
a. CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.				
6.	<p>a) To receive the report of the Acting Headteacher: The Acting Headteacher’s report had been circulated on the hub for governors to consider. Number on roll is 114 children, plus another child due to join the school in January. There are 58 boys and 54 girls of these, 3 children are FSM, 4 are Pupil Premium, 4 are Service children and 5 are EHCP. It was noted that the SEN staff have been complimented on their work by the Hampshire SEN team.</p> <p>Admissions for next year are predicted to be 55 children. This figure will be reviewed in January. <u>Budget.</u> This has a moderate surplus expected at the end of this financial year. Concern was expressed about rising costs and the uncertainty of income.</p>			

	<p>The AHT and Cat had worked hard to illustrate various budget scenarios based on likely admissions and any known costs. All scenarios became problematic after year 2.</p> <p>The AHT will consult with ZW after half term before requesting a meeting with EFS to discuss the options open to the school.</p> <p>It was noted that the school has high performing staff mainly at the top of the pay range. This is an asset to the school and lots of schools are in the same financial position.</p> <p>Breakfast club numbers are creeping up, this option may still be viable. ZW is continuing to investigate the possibilities.</p> <p>Funding had been received from the Cove trust to pay for the trip to Christ Church for the Christmas story on 29th November.</p> <p><u>Health and Safety.</u></p> <p>The school's site manager, Chris is brilliant and undertakes work himself to help the school, recently building the gates. Defects such as a loose paving slab and rotten playground planters near year 2 have been noted. Chris has made the perimeter of the premises much more secure.</p> <p>It has also been noticed that the carpets are in need of cleaning, this is aggravated by the underfloor heating, but the heating is very effective.</p> <p>Toilets – the toilet cisterns took too long to fill for such rapid turnover in a school. A survey will be completed to look at ways of improving this.</p> <p><u>Performance management</u></p> <p>This will start when the new Headteacher comes in on 1st November. RP and ZW will do this together.</p> <p><u>Governor Visits</u></p> <p>Q. Should we include reports on the school trips we helped with? A. Yes, the triangulation of evidence is useful. PB will do this.</p> <p>b) Accidents and near misses. There were none.</p> <p>c) Governor SCR checks for new staff – HS completes this review once per term.</p> <p>d) Review the Revised School Improvement Plan.</p> <p><u>Quality of Education</u></p> <p>This is still good on the SIP. Early Years moderation will take place on 16th November.</p> <p>Staff Mental Health and Wellbeing – ZW will complete an Action Plan.</p> <p><u>The School's Strategic Plan – V2 –</u> will be shared with everyone after half-term.</p> <p>Q. Will there be a separate section for governors?</p>	<p>PB</p> <p>ZW</p>
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	<p>A. Yes, there is a lot that can be put into there.</p> <p>Q. The second challenge, funding, it didn't feel as though it was running through it? Operational deployment?</p> <p>Q. Subject leaders, will they be doing more outward facing, cluster work?</p> <p>A. We are hosting an event "Showcase on History" for cluster schools. There is also staff coaching. There was discussion as to where this should feature.</p> <p>Q. What is Head Smart TV?</p> <p>A. It is a tool to raise the language skills of children in conversation concerning health and wellbeing. It emphasises core values and ensures that SEN children are given an appropriate voice.</p> <p>e) Ensure Child Protection / Safeguarding Arrangements audit was submitted by 30th September. This was submitted in time. The school has one child on a Child Protection Plan and one Child in Need.</p> <p>f) Ofsted – Governor crib sheet and discussion about external validation. Included in the AHT's report.</p> <p>g) Report from the Pay Committee to the governing body. (all staff to leave, please for this and the next item) Confidential Minute.</p> <p>h) Headteacher's Performance Review – feedback to FGB and approval. Confidential minute.</p>	
<p>a. CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent</p>		
7.	<p>a) To receive a verbal report from the Resources Committee meeting on 11th October. To include progress against the Deficit Plan. DB spoke to this item, giving feedback on the last meeting. The school shares concerns about funding in common with most small schools. The various financial scenarios which had been considered were described. The last meeting was very positive where lots of ideas were aired.</p> <p>b) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc. It was recognised that currently the school is financially in surplus. Governors have time to consider options in forthcoming years when there may be more information available concerning funding. The scenarios will also be updated and considered in terms of staffing.</p> <p>c) Consider the success of using the recently purchased CPOMS and effects on safeguarding. This was considered to be brilliant and very good to use.</p>	

<p>8. Policies (Inc. Ratification)</p>	<p>The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:</p> <ul style="list-style-type: none"> • KCSIE – governors to read and confirm on the hub – most completed. All to read and confirm. • Attendance and Registration Policy – Sept 22 – JJ will read this. • Behaviour and anti-bullying Policy – Sept22 – no changes – approved. • Child Protection Policy – Sept 22 – model policy – minor changes – approved and adopted. Flow chart requires DSL details. • Data Protection Policy – Oct 22 – approved and adopted. • First Aid Policy – Sept 22 – om hub – approved and adopted. <p>• HCC Personnel Manual (MOPP) – and any subsequent amendments, including changes to pay policies. Policies adopted must be specifically stated.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>All of the following Statutory Policies were agreed and adopted.</u></p> <p>Capability Procedure</p> <p>Disciplinary Procedure</p> <p>Grievance procedure</p> <p>Pay Policy – subject to any necessary amendments.</p> <p>Performance Management</p> <p>Model Recruitment Policy</p> <p>Model Lesson Observation Protocol</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>All of the following Recommended Policies were agreed and adopted.</u></p> <p>Absence Management</p> <p>Model Acceptable Use of IT</p> <p>Protected disclosures</p> <p>Governor Committee Hearings</p> <p>Governor Appeal Committee Hearings</p> <p>Model Code of Conduct</p> <p>Low level concerns Policy</p> <p>Procedures for Restructures and Reductions – If needed.</p> <p>Procedure for ending fixed term / temporary contracts – not redundancy related.</p> <p>Overseas Criminal Records policy</p> <p>Casual Workers Policy</p> <p>Policy Statement on employment of ex-offenders.</p> <p>Procedures for requests for flexible working.</p> <p>Secondment policy</p> <p>Model fitness and suitability for work Policy</p> </td> </tr> </table>	<p><u>All of the following Statutory Policies were agreed and adopted.</u></p> <p>Capability Procedure</p> <p>Disciplinary Procedure</p> <p>Grievance procedure</p> <p>Pay Policy – subject to any necessary amendments.</p> <p>Performance Management</p> <p>Model Recruitment Policy</p> <p>Model Lesson Observation Protocol</p>	<p><u>All of the following Recommended Policies were agreed and adopted.</u></p> <p>Absence Management</p> <p>Model Acceptable Use of IT</p> <p>Protected disclosures</p> <p>Governor Committee Hearings</p> <p>Governor Appeal Committee Hearings</p> <p>Model Code of Conduct</p> <p>Low level concerns Policy</p> <p>Procedures for Restructures and Reductions – If needed.</p> <p>Procedure for ending fixed term / temporary contracts – not redundancy related.</p> <p>Overseas Criminal Records policy</p> <p>Casual Workers Policy</p> <p>Policy Statement on employment of ex-offenders.</p> <p>Procedures for requests for flexible working.</p> <p>Secondment policy</p> <p>Model fitness and suitability for work Policy</p>
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	<p>Guidance on dealing with requests for time off.</p> <p>Procedure for requests for time off to train.</p> <p>Dignity at work</p> <p>Model Equalities Policy</p> <p>Social Media Policy</p> <ul style="list-style-type: none"> • HCC Finance Manual – approved and adopted. • Safeguarding Policy – Sept 22 – pages numbered wrongly – approved subject to amendment. • SEND Policy – Sept 22 – approved and adopted. • Staff Disciplinary Policy – Sept 22 - inc. in MOPP • Staff disciplinary Policy – how to guide – Sept 22 – Inc. in MOPP • Whistleblowing – Sept 22 – this is included in the MOPP – for information only. 	
9.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <ul style="list-style-type: none"> • Terms of Reference for Committees, consider and review membership and Terms of Reference: - Appeals Committee – to be confirmed. Resources and Personnel Committee) Curriculum and Standards) all approved. Pay Committee) • Governor training. Safeguarding training to take place on 8th November. • Schedule Governor Visits. Ongoing – safeguarding to be included in every governor visit. 	<p>HS</p> <p>DB/RP</p> <p>HT/HS</p>
10.	<p>Good News. Grounds have been improved, thanks to Chris and volunteers. Year R children have made a very good start with good behaviour. The school will shortly welcome a new governor.</p>	
11.	<p>Assess Impact of Meeting Governors had covered a wide range of essential topics. Thanks to all.</p>	
12.	<p>Date of Next Meeting: Wednesday 30th November 2022 6pm</p>	

Signed as a true and accurate record of the meeting _____ Date _____

Matters arising from the Minutes.		
5.	<ul style="list-style-type: none"> • Agree Governing Body Vision and Aims – approved subject to the addition of mental health and wellbeing. • Agree and book whole governor training session to be booked before 31st December – DB will send information on courses to governors. 	HS/ZW DB
6.	<p><u>Governor Visits</u> Q. Should we include reports on the school trips we helped with? A. Yes, the triangulation of evidence is useful. PB will do this.</p>	PB
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