

**Southwood Infant School**  
**Minutes of the Meeting of the Full Governing Body**  
**Held on Tuesday 5<sup>th</sup> July 2022 at 6pm**

**Members Present:**

Jacqui Jennings (JJ)  
 Rachel Park (RP) – Acting Headteacher  
 Hannah Stiff (HS) – Chair of Governors.  
 Mim Cure (MC)  
 David Bowers (DB)  
 Mrs Jennifer Butterworth  
 Mr Peter Bassett  
 Penny Kinsella

**Apologies:**

Nina Lynch (NL)  
 Neil Wilcox (NW)

**In Attendance:**

Mrs Zoe Wisken - Headteacher  
 Linda McBrearty – Clerk

	<b>Item</b>	<b>Action</b>
<b>65</b>	<p><b>Welcome and Apologies for Absence.</b>            Apologies were received and accepted from Nina Lynch and Neil Wilcox.</p> <p>The new Headteacher from November, Mrs Zoe Wisken was welcomed to the meeting and introduced to governors.</p>	
<b>66</b>	<p><b>Any Declaration of Pecuniary/Conflict of Interests</b>            There were no declarations of any pecuniary or conflict of interest in relation to any item on the Agenda.</p>	
<b>67</b>	<p><b>Confirmation of Officers for the new academic year.</b>  <b>The Clerk called for nominations for the following officers:</b></p> <ul style="list-style-type: none"> <li>• <b>Chair of Governors.</b>            There was one nomination, Mrs Hannah Stiff, Hannah was elected unanimously, by a show of hands, to the Chair.</li> <li>• <b>Vice-Chair of governors.</b>            There was one nomination, Mrs Mim Cure, Mim was elected unanimously, by a show of hands, to the Vice-Chair.</li> <li>• <b>Confirmation of Link governors.</b>            Following discussion, the following placements were agreed:  <b>DB – to continue as Staff Link governor</b>  <b>MC – Early Years and Staff Link governor.</b>  <b>JJ – English</b>  <b>NW – Health and Safety</b>  <b>PB – Maths and SEND</b>  <b>HS – Safeguarding</b>  <b>JB – PSHE</b></li> </ul> <p>JJ will attend the first Resources meeting next year (provided it's a Tuesday) but wishes to relinquish Resources and will now do Curriculum and Pay.  <b>A replacement member for resources will be sought in September.</b></p>	<p>Clerk for hub.</p> <p>Chair</p>

	<p>Recruitment of parent governors had been tried repeatedly without success. This will be tried again with the new intake in September. Possibly a coffee afternoon could be held after the start of term.</p> <p><b>It was agreed to defer the review of committee structure until the start of the new term.</b></p>		Clerk for next FGB Agenda.																											
68	<p><b>Minutes of the Meeting of 11<sup>th</sup> May 2022 and Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• <b>The Minutes of the previous meeting were approved and adopted</b> – copy in folder.</li> <li>• Matters Arising – see table below: -</li> </ul> <table border="1" data-bbox="220 638 1276 1946"> <thead> <tr> <th colspan="3">Matters arising from the Meeting.</th> </tr> </thead> <tbody> <tr> <td>57.</td> <td> <p>The Chair of Governors and the Chair of Finance will compose a letter to accompany the three year plan for EFS.</p> <p><b>Completed.</b></p> <ul style="list-style-type: none"> <li>• To receive the planned Capital Expenditure for the FY2022/23 from the R&amp;P Committee.</li> </ul> <p><b>To be supplied.</b></p> </td> <td>HS/DB</td> <td>AP</td> </tr> <tr> <td>58b</td> <td> <p>The Headteacher will try to update the website with photos of the Woodland Walk and calm, interesting, photos of the children.</p> <p><b>The website is being updated with a video.</b></p> </td> <td>HT</td> <td></td> </tr> <tr> <td>58d</td> <td> <ul style="list-style-type: none"> <li>• <b>Consult on schedule for GB meetings next year.</b></li> </ul> <p>The Chair will draw up a proposed schedule and email it to governors to check availability. A copy will also be sent to the clerk. <b>Completed.</b></p> <p><b>Clerk to enter on calendar for hub.</b></p> </td> <td>HS</td> <td>Clerk</td> </tr> <tr> <td>59b</td> <td> <p>Lucy Patterson, LSA, has received an award at Wentworth Golf Club “Champion Grown Up” for her work with children. Governors congratulated Lucy. She was nominated by the parents. HS will write to Lucy to congratulate her.</p> <p><b>Completed.</b></p> </td> <td>HS</td> <td></td> </tr> <tr> <td>60</td> <td> <ul style="list-style-type: none"> <li>• <b>Governors Code of Conduct – Declaration button on Hub</b> (under profile) Please <b>also confirm that all personal declarations are current.</b></li> </ul> <p><b>The clerk will check governor declarations before the last FGB of the year.</b></p> <p><b>Completed - chased.</b></p> </td> <td></td> <td>clerk</td> </tr> <tr> <td>61a</td> <td> <p>DB alerted governors to the fact that training is also available on the Key. HS will check that all governors can access this and re-send the instructions. There are good courses that are easy to navigate. <b>Completed.</b></p> </td> <td>DB/HS</td> <td></td> </tr> </tbody> </table>	Matters arising from the Meeting.			57.	<p>The Chair of Governors and the Chair of Finance will compose a letter to accompany the three year plan for EFS.</p> <p><b>Completed.</b></p> <ul style="list-style-type: none"> <li>• To receive the planned Capital Expenditure for the FY2022/23 from the R&amp;P Committee.</li> </ul> <p><b>To be supplied.</b></p>	HS/DB	AP	58b	<p>The Headteacher will try to update the website with photos of the Woodland Walk and calm, interesting, photos of the children.</p> <p><b>The website is being updated with a video.</b></p>	HT		58d	<ul style="list-style-type: none"> <li>• <b>Consult on schedule for GB meetings next year.</b></li> </ul> <p>The Chair will draw up a proposed schedule and email it to governors to check availability. A copy will also be sent to the clerk. <b>Completed.</b></p> <p><b>Clerk to enter on calendar for hub.</b></p>	HS	Clerk	59b	<p>Lucy Patterson, LSA, has received an award at Wentworth Golf Club “Champion Grown Up” for her work with children. Governors congratulated Lucy. She was nominated by the parents. HS will write to Lucy to congratulate her.</p> <p><b>Completed.</b></p>	HS		60	<ul style="list-style-type: none"> <li>• <b>Governors Code of Conduct – Declaration button on Hub</b> (under profile) Please <b>also confirm that all personal declarations are current.</b></li> </ul> <p><b>The clerk will check governor declarations before the last FGB of the year.</b></p> <p><b>Completed - chased.</b></p>		clerk	61a	<p>DB alerted governors to the fact that training is also available on the Key. HS will check that all governors can access this and re-send the instructions. There are good courses that are easy to navigate. <b>Completed.</b></p>	DB/HS			Chair
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	63 NW and MC will do some media advertising for the school, a sum of £500 was benchmarked. Successful - <b>Ongoing – second project commissioned.</b>	NW/MC	
<b>a. CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</b>			
69	<p>a) <b>Headteacher recruitment – Introduction Mrs Zoe Wisken.</b> Zoe gave a short resume of her experience to date as a specialist Leader of Education for Phonics and Literacy. Zoe is looking forward to the opportunity in this very warm and welcoming school. Governors and staff were thanked for their support.</p> <p>b) <b>Review Skills Audit - Agree and book whole governor training session.</b> There is a need to consider the Governor Action Plan, a review date needs to be put into the diary. There will be four possible governor vacancies next academic year, the school needs to target the new intake. CVS may be useful but need job descriptions, it was also thought important to advise of the time commitment required. HS advised that governing body roles are described on the school website. Possibly a video may appeal. This was discussed. It was decided that HS and DB will meet to set a strategy. The clerk will advertise the school on the governance website.</p> <p>c) <b>Parent and staff surveys.</b> Rachel will complete the Parents survey and send this out on 13<sup>th</sup> July. The Chair will complete the Staff survey and send out in September.</p>	<p>HS, DB</p> <p>Clerk</p> <p>RP</p> <p>HS</p>	
<b>b. CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</b>			
70	<p>a) <b>To receive the School Evaluation Form (SEF) – verbal.</b> The Acting Headteacher talked through the main points of the SEF. A lot had been achieved this year. The school has moved to a new Phonics system. Phonics this year is 73.2% pass. The National Average is 75.8%. In Southwood, this difference is the equivalent of one child. It is believed that the child will be able to pass next term. The children and staff have done remarkably well considering the new system and the gaps caused by covid absence. RP went on to analyse the school’s achievements. Teaching and Learning is good, it is not yet outstanding and not yet consistent with end of year data. KS1 – Year 2 - live data for the school is above National Average. Combined - 66%, National average- 50%+ Some of the children taking the Year 2 Phonics re-sit had SEND needs. RP will be taking over Literacy from September. Results for Writing were pretty good, but the school feels that the children can do better than the results indicate.</p>		

The children will be given more chance to do extended pieces and more opportunity to practice.

There remains a gender gap, not so much in year 1, as in year 2.

The current cohort of year R is boy heavy and staff needed to take that into account when planning this year. Suitable topics, teaching strategies and subtle differences were discussed. There is a need to address the gender gap which is cohort specific to avoid different rates of progress for boys and girls.

Teaching staff are acting as mini SENCOs to help the higher number of SEN children. Numbers will increase again from next term as the school welcomes more children with EHCP's.

The school needs to start growing its own middle leaders and looking at skill requirements in subject areas. Developing subject leader skills.

The school will have less staff next year and those staff will have more responsibilities. Careful consideration will need to be given to the correct focus.

#### Teaching and Learning.

The pace needs to be consistent; it is necessary to look at the curriculum as a whole.

Early Years – the role of the adult. The school has asked for moderation next year at a cost of £400. The school will receive a report at the end of a very rigorous process.

The school will have someone from HIAS to work with Literacy and Maths.

#### Wellbeing of children.

There will be a Mental Wellbeing tab on the website. Zoe is already trained, and it is felt that the initiative will evolve.

The school has joined the mental health referral team. The school was very lucky to get the opportunity, it is really positive and a very good system. Two children have been referred to date.

The staff used one of their Inset Days to do a mental wellbeing course, this is reinforced by a staff meeting once a term for staff to do something for their own wellbeing. This lifts staff morale and much appreciated.

#### Curriculum

This is really strong, all in green. The school has tried to put back what had been lost due to Covid. Children had recently been on two trips in one week. The children are really engaged and have become very keen on planes, due to their recent learning.

The new Early Years Aspirations Curriculum is now embedded. It is a working document and may be tweaked according to the needs of the new cohort of year R children.

	<p><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.</p> <p><b>b) To receive the minutes of the last meeting of the Curriculum and Standards Committee – 22nd June 2022.</b> The minutes had been made available on the hub for governors to consider. It was thought that the results for Maths were really good. In year R birth terms had been analysed, with the result that a spring birth was considered to be the most advantageous, not summer, as expected. KS1, Year 1 are very strong – Maths 83% ARE Year 2 – Maths 68%, Writing 68% and reading 71%. Year 2 have had a very disruptive time; the results are a great credit to them and the staff.</p> <p>It was noted that a salad bar had been set up for the children. Q. How did they come up with that? A. The company suggested it. The cook is very positive and made the suggestion.</p> <p><b>c) Staff Wellbeing – Support for pupils and staff.</b> Everyone is a bit tired., a lot has happened this year. Q. How is everyone feeling about the restructure to four classes? A. The staff understand and accept it, they have done it before. They are possibly a bit apprehensive. They need a break and will come back refreshed. Governors remarked that communication with parents has been very positive. Some parents are aware that this process has been used in the past. It has helped to keep parents informed. Teachers have been very professional about it. The school has also recruited additional LSAs to ensure high quality teaching. It has been decided to move classrooms around to develop better logistics, this will be done in the holidays.</p> <p><b>d) Ensure Child Protection / Safeguarding Arrangements are on course for audit 30<sup>th</sup> September.</b> Everything is on track, as required.</p> <p><b>e) Celebrate school successes.</b> <u>Summer Fayre.</u> Martin Cure is stepping down after doing an amazing job of fundraising for the school. The AHT and HS will write to thank him for his outstanding efforts for the school. It is expected that the summer fayre raised over £4,000. It also</p>	AHT
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	<p>brought the community together. Governors considered the importance to the community of pulling people together. A local band and lots going on with a Spitfire flypast, the latter captured on video, had really raised the bar this year.</p> <p>Q. Do we have an events section on our website?</p> <p>A. We should consider doing so although all our events are shared in the newsletters with photos.</p> <p>The school had also celebrated Armed Forces Day. The Navy has lots of funding to help with projects, methods of accessing these funds were considered.</p> <p>A visit by a Paralympian to talk to the children also went well, particularly in the light of the forthcoming Commonwealth Games.</p> <p>Cricket Training had also been held. Lots of events to make a rich and varied curriculum. It was considered important to reflect this on the school's website.</p> <p>Governors thanked the Acting Headteacher for her exceptional work this year in difficult circumstances.</p>	
<b>c. CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent</b>		
71	<p><b>a) Expenditure against budget – update for 1st quarter of the year.</b></p> <p>Only minor changes to the budget since the last report. £600 added to Training for staff.</p> <p>AP will put the first quarter expenditure report onto the hub for governors.</p> <p><b>b) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc, for next year.</b></p> <p>The Chair, DB and the Acting Headteacher had spoken to Anne Truman and Justin Jackman concerning the schools falling roll for this year and subsequent effect on the budget.</p> <p>It had been made clear at the meeting that there was no extra funding to call upon.</p> <p>The school made a case for being Value For Money in all respects and asked what advise the L.A. could give.</p> <p>It was thought that the school should be able to balance its budget now that it had changed to four classes.</p> <p>The school pointed out that retention of staff was important, a small school needs experienced teachers.</p> <p>The AHT will attend a meeting on Friday with Justin jackman and the LRP, the focus being on “Budgets in Infant schools”. Presumably there will be suggestions and ideas made available.</p> <p>Governors discussed the financial problems and the schools options.</p> <p>Admissions next year are forecast at 51, so the school doesn't want to change its PAN. The budget is based on 45 but is still in deficit.</p> <p>The L.A. had suggested that Southwood benchmark against a church school which received huge amounts in donations.</p>	AP

	<p>Suggested FTE should be 5.2, the school is only at 5.6 FTE, teaching costs are middle of the road.</p> <p>EFS will support the school next year, Rachel, who knows the school, will visit to advise on the budget progress.</p> <p>Various possibilities to raise funds were discussed including running a Breakfast Club run by the school. The new interim HT starting in November has the experience and the methodology of how to do this. Further details will be supplied.</p>	HT
72	<p><b>Policies (Inc. Ratification)</b></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"> <li>• <u>Governor Visits Policy</u> – this has been updated, changes were explained. Now includes electronic sign in, etc. <b>Approved and ratified in principle, subject to amendments.</b></li> </ul>	
73	<p><b>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</b></p> <p>a) <b>Succession arrangements and training.</b> Covered earlier in the meeting.</p> <p>b) <b>Development and Training Governor – confirmation from September.</b> Dave Bowers was elected to continue in post. Governors expressed their thanks for the good work that DB has done this year for governors and the school.</p> <p>c) <b>Review Arrangements for the induction of new governors - update.</b> This had been reviewed and was now considered to be an excellent Induction programme.</p>	
74	<p><b>Governor Visits – Feedback – if appropriate.</b></p> <p>MC had been into school twice to focus on the lower achieving Early Years, good improvements were achieved with interventions.</p> <p>HS will do a safeguarding visit.</p> <p>The HT asked if anyone could offer to supplement the wider curriculum. PB will come into school to talk to the children about trains.</p>	HS PB
75	<p><b>Assess Impact of Meeting</b></p> <p>All three core functions of the governing body have been covered in detail. Governors are on track, giving support to the school to sustain quality. ZW, the HT, was thanked for her attendance and contribution to the meeting which had gone really well.</p> <p>Thanks to everyone for their support during the year.</p>	

<b>76</b>	<b>Date of Next Meeting: Wednesday 19<sup>th</sup> October 2022 6pm</b>	
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Signed as a true and accurate record of the meeting \_\_\_\_\_ date \_\_\_\_\_

Matters Arising from the Meeting.		
67.	<ul style="list-style-type: none"> <li>• Confirmation of Link governors</li> <li>• Replacement member for Resources Committee from September.</li> <li>• It was agreed to defer the review of committee structure until the start of the new term.</li> </ul>	Clerk for hub. Chair  Clerk for Agenda
69b	<ul style="list-style-type: none"> <li>• Governor Recruitment. It was decided that HS and DB will meet to set a strategy.</li> <li>• The clerk will advertise the school on the governance website.</li> </ul>	HS, DB  clerk
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