

**Southwood Infant School**  
**Minutes of the Meeting of the Full Governing Body**  
**Wednesday 11<sup>th</sup> May 2022 at 6pm**

**Members:**

Laura Dobson (LD)  
 Nina Lynch (NL)  
 Jacqui Jennings (JJ)  
 Rachel Park (RP) - Headteacher  
 Hannah Stiff (HS) – Chair of Governors.  
 Mim Cure (MC)  
 David Bowers (DB)  
 Neil Wilcox (NW)  
 Jennifer Butterworth (JB)  
 Peter Bassett (PB)

**In Attendance:**

Linda McBrearty – Clerk

	Item	Action																		
54.	<b>Welcome and Apologies for Absence.</b> The Chair welcomed everyone to the meeting. There were no apologies, everyone was present.																			
55.	<b>Any Declaration of Pecuniary/Conflict of Interests</b> There were no declarations of any pecuniary interest or conflict of interest.																			
56.	<p><b>Minutes of the Meeting of 15<sup>th</sup> February 2022 and Matters Arising.</b></p> <ul style="list-style-type: none"> <li>Minutes of the previous meeting to be approved and adopted – copy in folder.  <b>The minutes of the previous meeting were approved and adopted subject to item 44a being amended to read £7,000.</b></li> <li>Matters Arising – see table below: -</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <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%;">41.</td> <td style="width: 70%;">The Chair will monitor the exceptionally agreed absence of NW.</td> <td style="width: 20%;">HS</td> </tr> <tr> <td>44a</td> <td>I.T. - We expect this to cost an extra £7000. We expect to go with Harrop, but we will also get two more quotes. Governors will be informed when these are received.</td> <td>AP</td> </tr> <tr> <td>44g</td> <td><b>SFVS – lead governors / progress.</b> The draft had been circulated to governors prior to the meeting for approval. <b>The draft was approved for submission. Completed.</b></td> <td>AP</td> </tr> <tr> <td>44k</td> <td><b>Termly debtors – Standing item.</b> There are no debtors. Debtor’s report – query arose over who should sign this – to be confirmed. <b>There were no debtors.</b></td> <td>AP/Clerk</td> </tr> <tr> <td>45a</td> <td>SIP - The Headteacher described the process for the new report which is colour coded. Quality of Education – there will be an assessment update in March, more information will then be available. <b>Completed.</b></td> <td>HT</td> </tr> </tbody> </table>	<b>Matters Arising from the minutes.</b>			41.	The Chair will monitor the exceptionally agreed absence of NW.	HS	44a	I.T. - We expect this to cost an extra £7000. We expect to go with Harrop, but we will also get two more quotes. Governors will be informed when these are received.	AP	44g	<b>SFVS – lead governors / progress.</b> The draft had been circulated to governors prior to the meeting for approval. <b>The draft was approved for submission. Completed.</b>	AP	44k	<b>Termly debtors – Standing item.</b> There are no debtors. Debtor’s report – query arose over who should sign this – to be confirmed. <b>There were no debtors.</b>	AP/Clerk	45a	SIP - The Headteacher described the process for the new report which is colour coded. Quality of Education – there will be an assessment update in March, more information will then be available. <b>Completed.</b>	HT	
<b>Matters Arising from the minutes.</b>																				
41.	The Chair will monitor the exceptionally agreed absence of NW.	HS																		
44a	I.T. - We expect this to cost an extra £7000. We expect to go with Harrop, but we will also get two more quotes. Governors will be informed when these are received.	AP																		
44g	<b>SFVS – lead governors / progress.</b> The draft had been circulated to governors prior to the meeting for approval. <b>The draft was approved for submission. Completed.</b>	AP																		
44k	<b>Termly debtors – Standing item.</b> There are no debtors. Debtor’s report – query arose over who should sign this – to be confirmed. <b>There were no debtors.</b>	AP/Clerk																		
45a	SIP - The Headteacher described the process for the new report which is colour coded. Quality of Education – there will be an assessment update in March, more information will then be available. <b>Completed.</b>	HT																		

45b	o MC will look at the lower 20% of children with the Headteacher. <b>Completed.</b>	MC
46a	The Headteacher has been on an Ofsted course, the slides will be put onto the hub. <b>Completed.</b>	HT
46b	PB needs to arrange date for Maths Monitoring with PK <b>Completed.</b>	PB
48a	o Governors SEF – information from the Key. <b>More feedback is needed, only three replies.</b> o DB and MC will work on the Governor’s Action Plan. <b>Awaiting the above information.</b>	Clerk DB and MC
48b	The Chair will include governor recruitment in a newsletter for parents. <b>Completed.</b>  Sainsbury’s have a community structure which includes encouraging staff to fill governor vacancies in local schools. HS will enquire. <b>Ongoing.</b>	HS HS

**CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent**

57. To agree the Recommendations of the Resources Committee Meeting of the 3rd of May 2022 for the following: -

**a) Confirmed FY2021/22 Budget Outturn and Carry Forward, for submission by 31<sup>st</sup> May 2022.**

DB updated governors on the budget situation to date. AP has done a wonderful job to bring a **£19,000 (Nineteen thousand) surplus from the 2021/22 financial year and a projected £32,406 (thirty-two thousand four hundred and six) surplus for 22-23.**

The good news is that the school is out of the deficit budget situation and no longer has to submit monitoring returns to EFS.

**b) To formally approve the School’s In-Year 22/23 Budget Plan for submission by 31<sup>st</sup> May 2022.**

Next year looks good but the numbers on roll drop after that. At the end of the academic year the school will be losing an intake of 60 children, with only 34 coming in to replace them.

<b>2022-23</b>	
NOR	<b>139</b>
Expenditure	754,143
Income	767,549
In Year surplus/(deficit)	13,406
	Thirteen thousand, four hundred and six
Surplus / (Deficit brought forward	19,000

	Nineteen thousand.
Cumulative surplus / (deficit) Carried F/wd.	32,406 Thirty-two thousand, four hundred and six

**Governors approved the budget for 2022/23 on the recommendation of the Finance Committee.**

**c) To formally approve the School's Three-Year Strategic Budget Plan by 31<sup>st</sup> May 2022. Submission due 30<sup>th</sup> June 2022.**

It is probable that the numbers will increase by a few more before September but even so, the budget for future years has been hit hard. The next three years based on five classes shows the effect of the loss of £100,000 of income. A situation which is outside the control of the school. In addition the school faces large increases in the cost of energy.

The Headteacher has spoken to Anne Truman and will get updated predictions for pupil numbers. There will be a meeting with Anne and Justin in June.

It is likely that the school will be eligible for falling roll funding.

Governors discussed various financial and educational strategies. The school must make the point that there are two years of low numbers, after which the numbers are predicted to rise again naturally. The school just wishes for support for that two year period.

<b>Three Year Budget Plan</b>			
	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
NOR	<b>139</b>	<b>110</b>	<b>112</b>
Expenditure	754,143	766,217	786,652
Income	767,549	659,266	669,718
In Year surplus/(deficit)	13,406 Thirteen thousand, four hundred and six	(106,951) <b>Minus</b> one hundred and six thousand, nine hundred and fifty-one	(116,935) <b>Minus</b> one hundred and sixteen thousand, nine hundred and thirty-five.
Surplus / (Deficit brought forward	19,000 Nineteen thousand.	32,406 Thirty-two thousand, four hundred and six	(74,545) <b>Minus</b> seventy- four thousand, five hundred and forty-four.
Cumulative surplus / (deficit) Carried F/wd.	32,406 Thirty-two thousand, four hundred and six	(74,545) <b>Minus</b> seventy- four thousand, five hundred and forty-four	(191,480) <b>Minus</b> one hundred and ninety-one thousand, four hundred and eighty.

	<p>This year's intake was lower than had previously been predicted, NL gave a history of the fluctuations experienced. Matters are exacerbated by the fact that the school receives no Pupil Premium or Deprivation funding, as many other schools do.</p> <p>Governors emphasised that any financial strategy must safeguard the quality of education, maintaining teaching standards, staff morale, etc.</p> <p>The Headteacher pointed out that predicted numbers in January were 51. The school needs up to date figures to assist a sound decision.</p> <p>The school had completed a really successful Ofsted but that doesn't seem to have been reflected in the number of applications. Governors discussed the need to promote the school. The situation of the building means that often people are not aware that it is there. Various ways to publicise the school were discussed. The PTA may be able to assist with banners at public venues. The Headteacher will be visiting all of the nursery's to promote the school.</p> <p>Governors considered the role of a PR and Marketing governor. Ideas were invited.</p> <p><b>The Chair of the Finance Committee recommended the Three Year Plan 2022-25 to be accepted in its current format of five classes.</b></p> <p><b>The Three Year Plan was approved. Governors are aware of the deficit budget situation and are taking steps to address it.</b></p> <p><b>The Chair of Governors and the Chair of Finance will compose a letter to accompany the three year plan for EFS.</b></p> <p><b>d) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc.</b> As discussed above.</p> <p><b>e) To receive the planned Capital Expenditure for the FY2022/23 from the R&amp;P Committee.</b> <b>To be supplied.</b></p>	<p>HS/DB</p> <p>AP</p>
<p><b>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).</b></p>		
<p>58.</p>	<p><b>a) Progress against the new SIP.</b></p> <p>The Headteacher advised that the quality of education is really coming up, lots of work has gone into this. The gender gap is still significant.</p> <p>All SEN pupils have made great progress. Maths is very strong. Staff keep reviewing the structure, interventions are now more embedded during the day. The data is looking optimistic. The new Phonics is really helping. There was some changeover impact for short period of time, but all children are now secure.</p> <p>Year R have had a challenging year due to the pandemic; some early learning has been missed.</p> <p>There has been much progress, even from the March data. If Ofsted were to arrive, the school would be able to demonstrate the challenges faced and how those challenges were addressed.</p> <p>Leadership</p> <p>All staff have stepped up this year. A lot of focus has been on mental health.</p>	

	<p>Suki is taking the mental health lead for the school, and it is now possible to refer children to the mental health team. This is much quicker than the previous routes.</p> <p>The curriculum is really strong showing progression of skills and reflective subject leaders. Impact statements and termly reports are being produced. Staff feel much more confident than in September.</p> <p>There has been a very recent cluster meeting, these are valuable for offering support and schools feel that they work well.</p> <p><b>b) Review of School website, organisation, functionality for various users and search facility.</b></p> <p>PB and JB had undertaken to review the school’s website and had a good session with AP. One of the aspects discussed was the lack of a search function, this is now available by using the magnifying glass symbol. The Headteacher will advise parents of the changes in the next newsletter.</p> <p><b>Q. Was there anything missing, that should have been there?</b></p> <p>A. There is a huge amount of information, the school has tried to cover everything.</p> <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>Governors gave their thanks to Peter and Jenny for going through the statutory list to check compliance.</b></p> <p><b>c) Agree and book whole governor training session.</b></p> <p>Governors feel that they are not yet able to be sure what is required, there is still some state of flux as far as the Headteacher and new governors are concerned. Governors discussed the merits of online courses. There is a 15% drop out online, this prevents other governors from taking up available spaces.</p> <p><b>d) Consult on schedule for GB meetings next year.</b></p> <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.</p>	<p>HT</p> <p>Chair</p>
<p><b>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</b></p>		
<p>59.</p>	<p><b>a) To receive the Headteacher’s written report.</b></p> <p><b>Governors thanked the headteacher for a very comprehensive, excellent report with data tables.</b></p> <p><b>Q. SEN has gone up a lot, we need to monitor the numbers, this results in a lot of paperwork and meetings. We need to consider the workload for staff.</b></p> <p><b>Q. The mental health lead as well?</b></p> <p>A. We may need to think about that when the new Headteacher is appointed. It may be best to be undertaken by the Leadership team who can implement any recommendations.</p> <p>SEN Projects - It is known that there will be 20 lots of funding of £30k available across Hampshire. The school is working with South Farnborough cluster to claim.</p>	

	<p><b>b) To receive any items relating to Curriculum and Standards Committee, minutes of meetings available on the hub.</b>  The minutes of the last meeting, which took place in March are on the hub. HS gave a brief resume of the meeting. Phonics are now in place and have been well received by parents.  Q. Does it mean less expectation on parents, less thinking?  A. No, there is little difference, the books are really clear, next year will be even better. Children still take home other books for Reading for Pleasure. Phonics had a really good launch – information for parents was very clear. Children receive more books than previously and also have library books. Year 1 data was also very good. Emma Walker has made good video’s for the website.  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.  Q. Should we include her in the mental health team?  A. That may be a good idea.</p> <p><b>c) Review any changes to the School’s Risk Assessment. Current Covid 19 arrangements. Support for pupils and staff.</b>  No recent changes.</p> <p><b>d) Ensure Child Protection / Safeguarding Arrangements are on course for audit 30<sup>th</sup> September.</b>  On course for September.</p>	HS
60.	<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:  <b>Bold type policies for consideration by FGB.</b></p> <ul style="list-style-type: none"> <li>• Capability Policy – May 21</li> <li>• Capability Guide – May 21</li> <li>• Charging Policy – March 21</li> <li>• Complaints Procedure – March 21</li> <li>• Intimate Care Policy – March 22</li> <li>• <b>Governor’s Allowances – May 21 - approved</b></li> <li>• <b>Governors Roles, Responsibilities and Committee Protocol – May 21.- approved.</b></li> <li>• Lettings Policy– May 21</li> <li>• Performance Management – May 21</li> <li>• Relationships, Sex and Health Education.</li> <li>• Staff Absence Policy</li> <li>• <b>Supporting Children with Medical Conditions – May 21 – approved.</b>  <b>Governors have signed policies on hub – approved and adopted.</b></li> </ul> <p><u>Additional Items for discussion:</u></p>	

	<ul style="list-style-type: none"> <li>Governors Code of Conduct – <b>Declaration button on Hub</b> (under profile) Please <b>also confirm that all personal declarations are current.</b> <b>The clerk will check governor declarations before the last FGB of the year.</b></li> <li>Instrument of Government – for noting only. <b>Noted.</b></li> </ul>	clerk
61.	<p><b>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</b></p> <p>a) <b>Succession arrangements and training.</b> MC and JJ are now coming to end of their term and do not wish to continue. An advertisement for governors will be put in the newsletter. Governors who know of anyone who would be interested in the role, please contact the Chair or the clerk. There was discussion on Parent Governors, it may be best to recruit from the new intake at the New Parents Meeting. Mim and her husband are leaving FSIS, after an amazingly successful tenure. The school is very dependent on these funds, so it is important to recruit successors. Governors discussed the best way to bring new people in. It was decided that the “PTA” would instead be called “Class Representatives”.</p> <p><u>Training.</u> 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. It was noted that only four governors have booked courses through the hub. All governors were urged to find a course that they can do between now and September. It may be necessary to look quite far ahead. If something is really good, please do some key points for other governors to alert them and report back. <b>Governors thanked Dave for his hard work.</b></p> <p>b) <b>Agree Election Arrangements for Governing Body Officers. Discuss officers for the following academic year. Election to take place at the July meeting.</b> Governors were asked to self-nominate by contacting the clerk prior to the next meeting for roles such as Chair, Vice-Chair, DTG, etc.</p> <p>c) <b>Review Committee memberships and Link governors.</b> To be discussed at the next meeting. If any governors would be willing to undertake another role or wish to change their role, please contact the Chair, preferably prior to the meeting. Staff Link Governor – to decide if this role is still required.</p>	DB/HS
62.	<b>Governor Visits – Feedback – if appropriate.</b>	

	<ul style="list-style-type: none"> <li>• HS had a safeguarding meeting at the start of April with the Headteacher. All children appeared to be secure and confident.</li> <li>• SEND visit by HS with Suki who is managing superbly, despite higher numbers.</li> <li>• Health and Safety visit by NW two months ago. Excellent changes made to grounds, etc. A really good visit. Changes made by Chris had also improved safety.</li> <li>• PB will visit tomorrow for Maths with Penny.</li> <li>• PB is of the opinion that the Southwood governing body is impressive, with everyone committed.</li> <li>• PB is available to give talks on various subject for volunteering, such as Railways, which may be interesting for the children.</li> </ul> <p>Headteacher's recruitment. The Chair advised that only one applications had been received. This was not being taken forward as there was no early years' experience. The school is now looking for an interim Headteacher from September. HS will write to the staff tomorrow.</p> <p><b>Governors considered that RP had done an amazing job, sincere thanks for all of her hard work.</b></p>	
63.	<p><b>Assess Impact of Meeting</b> Governors considered the meeting to be very successful. All of the core functions had been met. The governing body are looking forward to meet eventualities and safeguard the school during a forecast difficult couple of years.</p> <p><b>Summer fayre – 2nd July 11-2pm.</b> Mim requires help with the stalls, anyone who can offer a couple of hours, please let her know. Leo Doherty is expected to visit and there may be an RAF flypast.</p> <p>NW and MC will do some media advertising for the school, a sum of £500 was benchmarked.</p>	NW/MC
64.	<b>Date of Next Meeting: Wednesday 6<sup>th</sup> July 6pm</b>	

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

Matters arising from the Meeting.		
57.	<p><b>The Chair of Governors and the Chair of Finance will compose a letter to accompany the three year plan for EFS.</b></p> <ul style="list-style-type: none"> <li>• <b>To receive the planned Capital Expenditure for the FY2022/23 from the R&amp;P Committee.</b></li> </ul> <p><b>To be supplied.</b></p>	<p>HS/DB</p> <p>AP</p>
58b	The Headteacher will try to update the website with photos of the Woodland Walk and calm, interesting, photos of the children.	HT



58d	<ul style="list-style-type: none"> <li>• <b>Consult on schedule for GB meetings next year.</b> 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.</li> </ul>	HS
59b	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.	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> <b>The clerk will check governor declarations before the last FGB of the year.</b></li> </ul>	clerk
61a	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.	DB/HS
63	NW and MC will do some media advertising for the school, a sum of £500 was benchmarked	NW/MC