

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
held on Wednesday 15th February 2022 at 6pm

Members Present:

Nina Lynch (NL)
 Rachel Park (RP) - Headteacher
 Hannah Stiff (HS) – Chair of Governors.
 Mim Cure (MC)
 David Bowers (DB)
 Jennifer Butterworth (JB)
 Penny Kinsella (PK)
 Peter Bassett (PB)

Apologies:

Neil Wilcox (NW)
 Jacqui Jennings (JJ)

In Attendance:

Linda McBrearty – Clerk

	Item	Action												
41.	<p>Welcome and Apologies for Absence Apologies were received and accepted from NW and JJ. Exceptionally, it was agreed that as, due to pressure of work, NW will not be able to attend meetings for up to the next six months but will continue with Health and Safety governor monitoring, his apologies for meetings will be accepted in advance up to that time. The Chair will monitor the absence.</p>	Chair												
42.	<p>Any Declaration of Pecuniary/Conflict of Interests There were no declarations of any pecuniary interest or conflict of interest in the Agenda items.</p>													
43.	<p>Minutes of the Meeting of 24th November 2021 and Matters Arising.</p> <ul style="list-style-type: none"> • The Minutes of the previous FGB meeting of the 24th of November 2021 were approved and adopted – copy attached. • Matters Arising – see table below: - <table border="1" style="margin-left: 20px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Matters Arising from the Meeting.</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">MA5b</td> <td style="width: 60%;">The Vision and Aims were approved, a copy will be added to the meeting folder for this meeting. Completed</td> <td style="width: 30%;">HS</td> </tr> <tr> <td>MA5a</td> <td>WGBT - It was decided to take "Governors and Ofsted" DB will email governors to agree dates. Completed.</td> <td>DB</td> </tr> <tr> <td>MA6</td> <td>Ofsted – Governor crib sheet and discussion about external validation. The Headteacher will do this and share with the governors. Ongoing. HT is updating information. Completed.</td> <td>HT</td> </tr> </tbody> </table>	Matters Arising from the Meeting.			MA5b	The Vision and Aims were approved, a copy will be added to the meeting folder for this meeting. Completed	HS	MA5a	WGBT - It was decided to take "Governors and Ofsted" DB will email governors to agree dates. Completed.	DB	MA6	Ofsted – Governor crib sheet and discussion about external validation. The Headteacher will do this and share with the governors. Ongoing. HT is updating information. Completed.	HT	
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	16b	Governors requested sight of the financial reports seven days prior to meetings, so that proper consideration can be given. completed	AP/ HT	
	16f	SFVS – lead governors / progress – deferred to New Year. It was agreed that DB would do this with AP, PB will also give a hand. Item 44f of this agenda. Completed.	DB, PB and AP	
	17a	Governors discussed the SIP. It was considered important to breakdown analysis by boys and girls, in addition to those already given. The Headteacher will review this aspect and also put a copy into the meeting folder on the hub. Completed.	HT	
	18b	The Chair will put the C&S minutes onto the hub. Completed.	HS	
	19	o Governor’s Action Plan and Monitoring visits – DB needs to up to date governors skills audit to inform the plan. DB has completed the skills analysis. This will need to be used for the SEF and the Governor’s Action Plan. See item 48.	DB	
	19	DB will also send PB PowerPoint for Induction. Completed.	DB	
	21	NW suggested a list of priorities with costings, this can be agreed by email. Governors discussed the measures in place to mitigate risks, but it was agreed that the necessary works would be done. Completed.	NW/HT	

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

44.	<p>a) To receive the Minutes of the Resources and Personnel Committee of the 1st of February 2022, or verbal report from the Chair.</p> <p>The minutes had been circulated on the hub, prior to the meeting. The minutes were noted.</p> <p>Q. What about the Solar Panels?</p> <p>A. These are now connected but are not yet working. We have been told that it is unlikely that there will be much income.</p> <p>Q. Internet costs?</p> <p>A. We expect this to cost an extra £700. We expect to go with Harrop, but we will also get two more quotes. Governors will be informed when these are received.</p>	AP
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	<p>Governors thought that the “back to work interviews were a good idea. They have been well received by staff.</p> <p>b) Budget Review - To review expenditure against budget to date for FY2021/22 and consider any significant variances since the R&P meeting. The financial reports had been circulated prior to the meeting. There were no questions. The Deficit Plan and the proposed budget for 2022-23 was agreed, subject to yearend refinement.</p> <p>c) To receive a report on any issues arising from strategic financial planning, relating to staffing for the coming year, etc. The Number On Roll is expected to have a significant impact on the budget. The school will be losing a year 2 cohort of 60 children. Should the numbers for next year be 44 or less, the school will have the option to go to four classes, if it wishes to. Currently the school has 85 applications of which 26 are 1st choice, 34 2nd choice and 25 third choice. It is known that there are only 28 eligible children within the catchment area.</p> <p>It is believed that the Aldershot schools are oversubscribed, the school may pick some up from there. It was agreed that there is a need to consider the PAN, currently 45, it would be better in multiples of 30. Governors discussed the numbers and the staffing implications. The reasons for 2nd choices also needs to be considered. If possible, to find the catchment numbers and the percentage coming to the school. The competition from other schools was discussed.</p> <p>d) To receive the verbal recommendations of the Pay Committee. The Pay Committee had met on Wednesday 5th February to consider Support Staff pay. All of the Headteacher’s recommendations were agreed.</p> <p>e) Discuss continuing progress against the Deficit Plan, see b) above.</p> <p>f) SLA’s – Service Level Agreements – details of any requiring renewal. Recommendations of the R&P Committee for the Training and Clerking SLA’s. Governors agreed to continue with the current Training and Clerking SLA at the same level as before.</p> <p>g) SFVS – lead governors / progress. The draft had been circulated to governors prior to the meeting for approval. The draft was approved for submission.</p> <p>h) Project progress and funding. The new toilet project is going well and will be entirely funded by the Premises SLA.</p>	<p>AP</p>
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	<p>i) Covid Catch-up Premium Plan – expenditure. Details of this have been posted on the school’s website. Governors approved the Plan.</p> <p>j) Number on Roll – Movement of children – standing item. See e) above.</p> <p>k) Termly debtors – Standing item. There are no debtors. Debtor’s report – query arose over who should sign this – to be confirmed.</p>	AP/Clerk
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).		
45.	<p>a) Progress against School Improvement Plan Priorities (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. Interventions. There are many aspects going on, work sampling, training etc. A Learning Walk and observations will take place this term. The Headteacher is of the opinion that the school, if judged now by Ofsted would be a solid “good”. The curriculum is really outstanding. Consistency and practice has really improved throughout the school. Ofsted will look at all subjects for clear intent and to see the level of skills. Focus will also be on the lowest 20% of children, what they are doing and the progress they are making. This aspect is important to progress towards outstanding. Q. There was a query about the listing of teaching as a strength, despite some aspects relating to it. A. Yes, it can still be a strength, providing everything else is there to support it. Governors discussed a particular person who required additional support. It was confirmed that the person in question had done a lot to improve. Staff were now working more as a team. Planning is shared and there is protected time for subject leaders. All of this has had an important impact for staff to take ownership. It was impossible to do peer observations when covid hit but newer and more experienced staff are partnering. The teaching and learning focus is now back as a priority. Q. Wellbeing is a massive priority? A. Yes, if staff are not happy it affects the children. We are using supply staff where required. Staff have previously been too stretched to focus. Governors discussed recent difficulties with a few parents. It was noted that the school had received some lovely supportive emails. The real focus now is on teaching and Learning and the lower 20%.</p>	HT

Q. We need to focus on the bigger picture, not everyone can do that.

A. Yes but some can.

A letter had since been sent to parents by the Chair. Governors were very supportive and thought it well written.

Q. How will you identify the gaps in year 2 Maths?

A. The subject Leaders are driving this forward this year. They are covering all of the basics to ensure that year 2 are able to progress to the Junior schools. They are doing lots of problem solving, even if some aspects have not been covered as much as they usually would be, the skills are there, and they can be utilised to help progress.

Year 2 have had the hardest time of all year groups in terms of disruption. It is good that all children will have been able to complete this year.

The SIP has a Personal Development and Wellbeing section and is on the school's website to assist mental wellbeing. We have made sure that we put the right information on for parents. The last week of term will be Mental Health week, we have talked about this to the children in school.

Q. Safeguarding, do you have police reports?

A. Yes, we do receive police reports. The Headteacher advised that if the police are involved, where appropriate she would contact Children's Services for further advice. The school has noticed that there are now more issues than they have had to deal with previously.

Q. Are we picking up on any signs?

A. More things are happening between parents. We will always refer to Children's Services if we are not sure, they will investigate.

A Safeguarding meeting is held every half term with the Chair. The school feels that its processes are quite robust.

The school will shortly roll out CPOMS to all staff.

Since December there have been five concerns raised and one involving an external agency. The school has done lot more to raise the safeguarding profile. All schools now deal with concerns that they wouldn't have had 2-3 years ago, safeguarding is much more prominent.

The school also has good relationships with social workers who visit the school as required.

b) Governor Links to the SIP.

○ Governors need to arrange to contact Suki to monitor SEND.

○ MC will look at the lower 20% of children with the Headteacher.

c) Any change to the School's Risk Assessment for agreement.

There are no changes.

CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.

<p>46.</p>	<p>a) To receive the Headteacher’s written report. The Headteacher’s report had been circulated on the hub prior to the meeting. Q. If Ofsted were coming, what subjects would we focus on for the deep dives? A. It depends on the subject that we are teaching when they come. It is always English and Maths and possibly also History and Geography. The Headteacher has been on an Ofsted course, the slides will be put onto the hub.</p> <p>b) Governor Monitoring, if appropriate. PB needs to arrange date for Maths Monitoring with PK</p> <p>The Headteacher reported that she had obtained some large established plants to fill the gaps in the School boundary. Chris has put these in. The Fire Cadets are coming on 26th to work in the grounds. They will clear the woodland walk, flatten old sheds etc. They will also paint the KS1 Playground no-go zone and look at the gate. The PTA offered some Pizza Hut vouchers for the cadets. The governors thanked the Headteacher for her clear and comprehensive report.</p>	<p>HT</p> <p>PB</p>
<p>47.</p>	<p>Policies (Inc. Ratification) 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"> ○ Restrictive Physical Intervention Policy – approved and adopted. ○ Prevent Duty – February 2022 – approved and adopted. <p>Q. Have you had to address anything like the situations covered in the policy? A. The policy is really meant to cover all age groups, some situations are more likely to be found in city areas. The local problems were discussed. Governors also discussed INCELS – involuntary celibates, in the light of recent national news. This is still included in the Prevent policy but wasn’t mentioned in the online training.</p> <p>Q. Could it affect children in our age group? A. That is unlikely. It is important for everyone to have Prevent Training and to be aware of the implications of changes in behaviour.</p> <ul style="list-style-type: none"> ● Admissions Policy – this has been updated – governors are aware of and approved the changes. 	
<p>48.</p>	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose.</p> <p>a) Outcomes and reports from Governor Training.</p>	

	<p>DB had circulated the governors with lots of suitable opportunities for training. He had also worked on the skills audit, with a view to including this in the SEF.</p> <p>The SEF for governors is different from the SEF for the school.</p> <p>DB has sent a link to the governors SEF; this will help to do the Governor's Action Plan. The clerk will also send information from the Key.</p> <p>The Governor's Action Plan feeds into the SIP when completed.</p> <p>DB and MC will work on the Governor's Action Plan.</p> <p>Governors discussed Ofsted. It is important that staff know who the governors are.</p> <p>It was noted that a staffing rebate of up to 20% may be available to the school and can be claimed immediately. The rebate is 15% for eleven days.</p> <p>b) The school has two co-opted governor vacancies. Various ways of recruiting governors were considered, including a means of recruiting parent governors should the need arise.</p> <p>The Chair will include governor recruitment in a newsletter for parents.</p> <p>Sainsbury's have a community structure which includes encouraging staff to fill governor vacancies in local schools. HS will enquire.</p>	<p>Clerk</p> <p>DB and MC</p> <p>HS HS</p>
49.	<p>Governor Visits – Feedback</p> <p>None as yet.</p>	
50.	<p>Good News.</p> <p>The new toilets are going ahead and will be a vast improvement.</p> <p>The school has a new LLP – Nicki Rickman - who was very complimentary about the Headteacher.</p> <p>Although the school has, at times, had significant staff absences it has managed to stay open.</p>	
51.	<p>Assess Impact of Meeting</p> <p>Good actions have been set for the governing body.</p> <p>Discussion has covered all of the core functions.</p> <p>The Headteacher had circulated an excellent, clear report and answered governors questions.</p> <p>Teaching and Learning Development had been touched on, together with PACE – delivery.</p> <p>There is now less teacher talk and more time allowed for the children to speak.</p> <p>Children are pleased to be back in school.</p> <p>Scheduled online safety training for parents is on 11th March.</p> <p>All governors requested to check their training records on the hub to ensure that nothing has been missed. Governors were encouraged to sign up for courses.</p>	
52.	<p>Any Other Business</p> <p>None. The meeting closed at 7.40pm</p>	

53.	Date of Next Meeting: Wednesday 11th May 2022.	
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Signed as a true and accurate record of the meeting _____ Date _____

Matters Arising from the minutes.		
41.	The Chair will monitor the exceptional absence of NW.	HS
44a	I.T. - We expect this to cost and 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	SFVS – lead governors / progress. The draft had been circulated to governors prior to the meeting for approval. The draft was approved for submission	AP
44k	Termly debtors – Standing item. There are no debtors. Debtor’s report – query arose over who should sign this – to be confirmed.	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.	HT
45b	○ MC will look at the lower 20% of children with the Headteacher.	MC
46a	The Headteacher has been on an Ofsted course, the slides will be put onto the hub.	HT
46b	PB needs to arrange date for Maths Monitoring with PK	PB
48a	○ Governors SEF – information from the Key. Completed. ○ DB and MC will work on the Governor’s Action Plan.	Clerk DB and MC
48b	The Chair will include governor recruitment in a newsletter for parents. Sainsbury’s have a community structure which includes encouraging staff to fill governor vacancies in local schools. HS will enquire.	HS HS