

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
held on Wednesday 24th November 2021 at 6pm

Members Present:

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

Apologies:

Nina Lynch (NL)

In Attendance:

Linda McBrearty – Clerk

	Item	Action									
13.	Welcome and Apologies for Absence Everyone was welcomed to the meeting. Apologies for absence were received and accepted from Nina Lynch and from Neil Wilcox for lateness.										
14.	Any Declaration of Pecuniary/Conflict of Interests There were no declarations any pecuniary interest or conflict of interest in the Agenda items.										
15.	Minutes of the Meeting of 13th October 2021 and Matters Arising. <ul style="list-style-type: none"> • The Minutes of the previous FGB meeting of the 13th of October 2021 were approved and adopted. • Matters Arising – see table below: - <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Matters Arising from the Minutes</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; text-align: center;">5.</td> <td style="width: 70%;"> b) Agree Governing Body Vision and Aims. HS will look at this. This had been circulated to governors, prior to the meeting, for consideration. The Vision and Aims were approved, a copy will be added to the meeting folder for this meeting. </td> <td style="width: 25%; text-align: center;">HS</td> </tr> <tr> <td></td> <td> a) Agree and book whole governor training session. Governors debated which course to choose. The training needs to be booked before Christmas. Suggestions for the training focus were considered. It was felt important to choose something useful that would prepare for the impending Ofsted visit. It was decided to take “Governors and Ofsted DB will email governors to agree dates. </td> <td style="text-align: center;">DB</td> </tr> </tbody> </table>	Matters Arising from the Minutes			5.	b) Agree Governing Body Vision and Aims. HS will look at this. This had been circulated to governors, prior to the meeting, for consideration. The Vision and Aims were approved, a copy will be added to the meeting folder for this meeting.	HS		a) Agree and book whole governor training session. Governors debated which course to choose. The training needs to be booked before Christmas. Suggestions for the training focus were considered. It was felt important to choose something useful that would prepare for the impending Ofsted visit. It was decided to take “Governors and Ofsted DB will email governors to agree dates.	DB	
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6.	Governors discussed this and agreed that CPOMS can be purchased immediately. Completed.	HT
6.	Governor SCR checks for new staff. HS will complete this at the first opportunity. Completed last week.	HS
6.	Ofsted – Governor crib sheet and discussion about external validation. The Headteacher will do this and share with the governors. Ongoing. HT is updating information.	HT
7.	Toilets - The Headteacher will put the plans onto the hub. The order for the toilets has gone in. Completed.	HT
8.	<ul style="list-style-type: none"> Governor’s financial checks of process – to restart – Liaise with AP. HS liaising with AP to re-start. Completed. 	HS

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

16. a) **Budget Review - To review expenditure against budget to date for FY2021/22 and consider any significant variances since the F&R meeting.**

Financial reports had been circulated on the hub prior to the meeting for consideration.

The Three -Year Plan was considered.

A small increase in the surplus for the current year was predicated.

A query was raised relating to staff costs for 2023-24. It was noticed that although there were less children, the staff costs had increased. The HT and AP will investigate and report back.

The Three-Year Plan was approved subject to further information on this point. Governors are aware of future predicted in year deficits and will work to mitigate them.

NB: since the meeting a full explanation has been received from AP and this is appended to these minutes.

Three-Year Plan	2021-22	2022-23	2023-24
NOR	142	139	124
FTE	06.81	06.50	06.71
Total Expenditure	743,408 Seven hundred and forty-three thousand, four hundred and eight.	748,890 Seven hundred and forty-eight thousand, eight hundred and ninety.	787,904 Seven hundred and eighty-seven thousand, nine hundred and four.
Total Income	766,524	757,728	709,722

	Seven hundred and sixty-six thousand, five hundred and twenty-four.	Seven hundred and fifty-seven thousand, seven hundred and twenty-eight.	Seven hundred and nine thousand, seven hundred and twenty-two.	
In Year surplus / (Deficit)	23,117 Twenty-three thousand, one hundred and seventeen.	8,838 Eight thousand eight hundred and thirty eight.	(78,181) Minus seventy eight thousand, one hundred and eighty-one.	
Surplus / (Deficit) B/Fwd.	(12,053) Minus twelve thousand, and fifty-three.	11,064 Eleven thousand and sixty-four.	19,902 Nineteen thousand, nine hundred and two.	
Cumulative Surplus / (Deficit) carried forward.	11,064 Eleven thousand and sixty-four.	19,902 Nineteen thousand, nine hundred and two.	(58,280) Minus fifty-eight thousand, two hundred and eighty.	
<p>b) To receive a report on any issues arising from strategic financial planning, relating to staffing for the coming year, etc.</p> <p>There had been minor changes to staffing which were outlined in the finance report.</p> <p>The school will spend approximately £6,000 on the new Phonics programme. The teaching pack is £1,000 but the school can still use the current books.</p> <p>Extra money has been received for Catch -Up funding, the plan will have to be amended on the website. There will be a Covid tab on the website which holds all risk assessments, plans etc. there will also a mental health and wellbeing section on the website.</p> <p>Governors requested sight of the financial reports seven days prior to meetings, so that proper consideration can be given.</p>				AP/HT
<p>c) Discuss continuing progress against the Deficit Plan.</p> <p>The school is on track against the agreed deficit plan.</p>				
<p>d) Report any new adjustments to the Three-Year Plan to be agreed.</p> <p>As above.</p>				
<p>e) SLA's – Service Level Agreements – details of any requiring renewal.</p> <p>No SLA's this year.</p>				

	<p>The school has made the decision to move away from SIMS to Arbor, this is much more user friendly and expected to yield a saving of £1,700 in the next financial year and more ongoing.</p> <p>f) SFVS – lead governors / progress – deferred to New Year. It was agreed that DB would do this with AP, PB will also give a hand.</p> <p>g) Covid Catch-up Premium Plan – expenditure. Catch Up Premium has increased from £6565 to £9,919.</p> <p>h) Number on Roll – Movement of children – standing item. Thirty-seven applications have been received, of which, 13 are first choices. Parental tours have gone well and there has been good feedback. The school is planning to do Christmas events for the children, some other schools are not, making them less attractive to parents. The school has made new housing site staff aware of their close proximity. The exceptionally good Ofsted report is being highlighted to prospective parents and the schools strengths emphasised, such as attractive grounds and Early Years excellence of provision. The school is due to lose one child who is relocating. Year 2 is full currently; this can be a drawback for parents wishing to place siblings.</p> <p>i) Termly debtors – Standing item. None.</p> <p>j) Project funding – update. The toilets are going ahead and the new Phonics system. The solar panels have been installed but are awaiting a part before they can be commissioned. A £500 saving is expected.</p>	DB, PB, AP
CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).		
17.	<p>a) Progress against School Improvement Plan Priorities (SIP). The Headteacher has reviewed the SIP and will put it onto the hub.</p> <p>Pupil progress meetings will take place in January. The SIP has large areas of green, which is good. There have been difficulties fitting in induction meetings for new staff, but these are still planned and ongoing.</p> <p>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. It was noted that the school’s data was good up to 2019.</p>	HT HT

	<p>Personal development and Wellbeing. The school wishes to promote this on the website. A link is being set up with Southampton Hospital and the Headteacher is trying to find a suitable course for staff in infant schools. It was agreed that infant schools are important in this respect.</p> <p>The children have a day out planned, A Christmas Journey, courtesy of the Cove Trust and also a Fire day, so there is lots happening for them. Q. Does it explain on the school website about the ELSA and what she does? A. Yes, there is a section on that. Q. What about a Governors Forum representative? A. We need to find out more about that.</p> <p>b) Governor Links to the SIP. NW has done an excellent report on the H&S aspects of the school. PB and PK will be linked to Maths for monitoring visits. JB Wider Curriculum with the Headteacher. Governors need to look at Deep Dive areas. The best way of completing visits was discussed.</p> <p>Committees. Pay Committee – JB- (until after the last meeting, then to HT Performance Management), NW and JJ. NW to be member of Resources Committee and also Headteacher Performance Management. PB – Headteacher Performance Management. MC – Chair HT Performance Management. Appeals – HS and NL.</p> <p>c) Review Terms Of Reference for Resources and Personnel and Curriculum and Standards. The recently reviewed TOR was approved and adopted.</p>	
<p>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</p>		
<p>18.</p>	<p>a) To receive the Headteacher’s verbal report. The Headteachers report had been made available on the hub, prior to the meeting, for consideration. The school has 137 children. Attendance: Year R- 96.9%, Year 1 – 95.6%, Year 2 – 96.8% Covid linked absences are twenty-nine in total for a variety of covid linked reasons. Four children have tested positive since September.</p>	

Staff absence:

	Staff Role	Sickness	Covid +	Covid childcare	Other
	T1	2 days			
	T2	2 days			
	T3			5 days worked from home	
	LSA 1	2 days			
	LSA 2	2 days			
	LSA 3	2 days			
	LSA 4	11 days signed off			
	LSA 5				6 days 1 day paid 5 days unpaid
	Lunchtime Supervisor		9 days		
Total	41 days	21 Days	9 Days	5 days	6 days

Q. Are there any other issues, stress, for instance?

A. No, but generally, all teachers are exhausted. We have had to fulfil expectations and judgements over a period of two years despite difficulties due to Covid. We are trying to operate normally in abnormal conditions. There is a course on mental health training for teachers at a cost of £25, which we hope to make available. Also, the Ed. Psych will come in to talk to all staff about resilience.

Governors considered that this was money well spent and the spending was approved.

A letter has been received from the DfE telling us to get attendance figures up but attendance at this school is very good.

Safeguarding.

One child is on a Child Protection Plan.

Generally parental involvement is very strong and enthusiastic, most are involved in the homework.

In January, there will be a Maths and English presentation, the parents will be asked which the best way is to do this, remotely or face to face.

A video will be made to give parents information about the Phonics. There is lots of momentum, with learning walks, work sampling and book looks.

The school has a new LLP, Nikki Rickman from Hamble Primary.

Learning is consistent within the school and there are lots of positives.

SEN is well planned for. The school's bottom 25% (Lower Achieving Children) are a focus for stretch and challenge, governors can link this into their monitoring.

Support staff are currently doing their reviews, there are no concerns.

The ELSA is fulfilling a busy role and is a success, the school would also like the Ed. Psych. to talk to parents.

	<p>Health and Safety. NW has done an amazing, detailed report, governors who had not already read it were urged to do so. The gate is the school's responsibility. The lighting will be raised with Property Services as the school cannot safely be evacuated in the dark. Motion activated lights were suggested, if necessary, these could be paid for from devolved money.</p> <p>Generally, no visitors are allowed into school unless masked. CPOMs has been purchased, the Headteacher will setup and initiate training for this in January.</p> <p>All teachers have completed their performance management, there were no concerns. Lots of staff training is going on, subjects include autism, Early years, behaviour support, subject leaders, computing, the new year R curriculum, first aid, music and Safeguarding. Lots of the courses are free. They are important to empower staff.</p> <p>Q. If courses are free do you need to use cover? A. We have managed to use LSA's. Online courses are much cheaper. The Early Years course was great.</p> <p>Governors thanked the Headteacher for her very comprehensive report.</p> <p>b) Minutes or verbal report from the Curriculum and Standards Meeting – 10th November 2021. HS gave a summary of the meeting. The school had completed Baseline comparisons. Year R is boy heavy, an amazing 75% are expected to achieve GLD (Good Level of Development) by the end of the year. Year 1 – the data is looking good, but Maths is slightly down. Boys are outperforming girls. Year 2 – lower data than historically, but this is the year group which has been hit the hardest. Phonics – 73% so far but this may improve. The school has to give the results to County by the end of term and to parents by the end of the year.</p> <p>Pupil Premium Plan. Suki is dealing with this. All subject leaders have completed Action Plans.</p> <p>Parents questionnaire – 24 out of 35 have responded. The Chair will put the C&S minutes onto the hub.</p>	HS
19.	<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"> Governor’s Action Plan and Monitoring visits – DB needs to up to date governors skills audit to inform the plan. The Chair urged governors to book and maximise training opportunities – new schedule is online, effective from January. If courses are full, please add your name to the waiting list, this always works. PB has booked equality and Inclusion. JB has completed her induction DB will also send PB PowerPoint for Induction. Emergency Management Plan - approved and adopted. Fire Evacuation Plan – approved and adopted. Staff Acceptable Use of IT – approved and adopted. Drugs and Misuse Policy – ratified. Online Safety Policy – ratified. 	DB DB
20.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <p>a) Outcomes and reports from Governor Training. The Chair has completed Chair of Governors training online, this was very useful.</p> <p>b) Feedback from new governors. Both new governors had received training and assistance. There were no concerns.</p>	
21.	<p>Governor Visits – Feedback</p> <p>NW urged governors to prioritise getting the school physically back up to scratch, following his H&S visit. Gaps in fences and gates must be done immediately as a Safeguarding issue. There is a risk of trips and falls. £800 in maintenance monies is still available, plus £500 for the promotion of the school. Governors were advised not to penny pinch; the school needs essential works and an ongoing realistic budget. There is a hole in the playground surface, due to subsidence. The schools needs to do proper maintenance to bring the school back to like and draw new parents in. The hole in the fence is the most urgent. 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.</p>	NW/HT
22.	<p>Good News.</p> <p>The school has received £1k from Councillor Rod Cooper. The Christmas Fayre and Christmas production are going ahead. Cala Homes, the site manager will visit, we may ask for a donation towards the lights. Christmas Tree Journey- display in Aldershot on 4th December. The school is involved and will get good publicity. The local paper has asked the school to email pictures to them.</p>	

	A press release has been done for the new Library.	
23.	Assess Impact of Meeting Discussion had been wide ranging. It was felt that a face to face meeting had been advantageous in terms of bringing the governing body back as a group. A sensible and realistic budget had been agreed to see the school through the next three years. WGBT had been decided upon and committee membership adjusted. Works relating to the external grounds of the school had been highlighted and brought to governors notice.	
24.	Any Other Business None, thanks to all for attendance.	
25.	Date of Next Meeting: Wednesday 22nd February 2022.	

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

Matters arising from the Meeting.		
MA5b	The Vision and Aims were approved, a copy will be added to the meeting folder for this meeting.	HS
MA5a	WGBT - It was decided to take "Governors and Ofsted" DB will email governors to agree dates.	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.	HT
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18b	The Chair will put the C&S minutes onto the hub.	HS
19	<ul style="list-style-type: none"> Governor's Action Plan and Monitoring visits – DB needs to up to date governors skills audit to inform the plan. 	DB
19	DB will also send PB PowerPoint for Induction.	DB

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Appendix 1.

The following message was posted by Alison Padday on the GovernorHub noticeboard for [Southwood Infant School](#):

Hello everyone - this was Jacqui's question

I don't think we got to the bottom of why the FTE staffing increases in 23/24 and the overall staffing cost rises significantly (see R & P minutes from 12th Oct). The NoR has a noticeable drop at this point. Any more thoughts on why this is? Thanks (appreciate the question is late for FGB but can carry to the next R & P).

To answer this, it's the same old problem of academic years/financial years & the way in which the budgeting tool works. FYI 1 day is 0.2

In the 21/22 year (6.81 FTE teachers) we need to bear in mind that

- Wendy & Eva are in there (albeit just for 1 term).
- Emily (1 day per week) started Nov 21 is in there for 1.5 terms.
- Carol (2 days per week) starts Jan 22 is there for 1 term
- Penny moved from 3 days per week to 4 days per week in Sep 21
- Kirsten moves to 3 days per week from Jan 22
- Suki moved from 3.5 days per week to 4 days per week in Sep 22
- Ruth is 2 days per week
- Sammy, Rachel & Emma are all full time

In the 22/23 year (6.5 FTE teachers)

- Emily (1 day per week) in there for 2 terms - leaves Aug 22
- New HT (full time) starts Sep 22 in there for 2 terms
- Penny returns to 3 days per week in Sep 22
- Suki returns to 3.5 days per week in Sep 22
- Ruth 2 days
- Carol 2 days
- Sammy, Rachel & Emma full time

In the 23/24 year (6.7 FTE teachers)

- Ruth 2 days (0.4)
- Carol 2 days (0.4)
- HT, Rachel, Emma & Sammy full time (1.0 x 4)
- Penny 3 days (0.6)
- Kirsten 3 days (0.6)
- Suki 3.5 days (0.7)

I think the staff costs rise significantly due to the increase in teaching costs (there is only a small increase in support staff costs as most support staff are at the top of their pay scale with nowhere to go). Looking at the pay policy & the pay scales we'll have a headteacher moving up the leadership scale & a few other teachers moving up the main scale too.

The NOR is dropping as pupil number admissions in the budget are predicted at 45 per year which is our PAN.

I hope this answers your questions, but please feel to come back to me if needs be.

[View this post on GovernorHub](#) | Posted on 25th November at 15:05

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