

Southwood Infant School
Minutes of the Meeting of the Full Governing Body
Held on Wednesday 13th October 2021 at 6pm

Members Present:

Jacqui Jennings (JJ)
 Rachel Park (RP) – Acting Headteacher
 Hannah Stiff (HS) – Chair of Governors.
 Mim Cure (MC)
 David Bowers (DB)
 Jennifer Butterworth (JB)
 Penny Kinsella (PK) – staff governor.

Apologies:

Nina Lynch (NL)
 Neil Wilcox (NW)

In Attendance:

Peter Bassett – prospective governor.
 Linda McBrearty – Clerk

	Item	Action									
1.	Welcome and Apologies for Absence Everyone was welcomed to the meeting, especially Peter for whom it was his first meeting. Apologies were received and accepted from NL and NW.	Chair									
2.	Any Declaration of Pecuniary/Conflict of Interests connected with this Agenda. Governors confirmed that they have updated their declarations on the hub. There were no declarations in connection with this agenda.										
3.	Confirmation of Officers for the new academic year – nominations to the clerk please for chair and Vice-Chair. <ul style="list-style-type: none"> • Chair of governors – Hannah Stiff. • Vice-Chair of governors – Mim Cure. • Confirmation of Link governors – no changes. • Consider governor nomination – Mr Peter Bassett. Peter was invited to tell the board about himself and his previous experience. The governors voted unanimously to accept Peter onto the Board as Local Authority governor. PB will also join the R&P Committee. 										
4.	Minutes of the Meeting of 13th July 2021 and Matters Arising. <ul style="list-style-type: none"> • Minutes of the previous meeting to be approved and adopted – copy in folder. • The minutes of the previous meeting were approved and adopted. • Matters Arising – see table below: - <table border="1" style="width: 100%; margin-left: 20px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Actions Arising.</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">48(d)</td> <td style="width: 70%;"> Development and Training Governor. LD discussed the role and urged governors to put themselves forward before the end of the year to allow for a handover. Completed. DB to take role. </td> <td style="width: 20%; text-align: center;">Govs Clerk</td> </tr> <tr> <td>48(f)</td> <td> “Meet the governors” needs updating, NL and JB to do their summaries. This should be an annual action point. JB to do, on school website. PB to add his photo and text. </td> <td style="text-align: center;">HS JB</td> </tr> </tbody> </table>	Actions Arising.			48(d)	Development and Training Governor. LD discussed the role and urged governors to put themselves forward before the end of the year to allow for a handover. Completed. DB to take role.	Govs Clerk	48(f)	“Meet the governors” needs updating, NL and JB to do their summaries. This should be an annual action point. JB to do, on school website. PB to add his photo and text.	HS JB	
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	48(g)	R&P Committee – consideration of additional membership requirements. Please let HS know if any governors are interested in joining the R&P Committee. JB to join R&P Committee. PB will also join.	Govs. Clerk		
	56a	KCSIE needs to be updated, HS will undertake to do this. Completed.	HS		
	58c	Solar Panels - It was decided to speak to Riley Wood at HCC. HS will ring and report back. Completed.	HS		
	60b	a) Development and Training Governor – successor. DB will now take this role; the Clerk will inform Governor Services. Completed.	Clerk		
a. CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Improvement Plan (SIP).					
5.	<p>a) Headteacher recruitment – progress to date. The latest round of advertisements had produced no response. After a meeting between the Recruitment Panel, Anne Truman, RP and the Chair, it was therefore proposed not to advertise again until March. RP and Suki are doing an amazing job, and everything is running well. It was hoped to appoint for September 2022.</p> <p>b) Agree Governing Body Vision and Aims. HS will look at this.</p> <p>c) Agree and book whole governor training session. Governors debated which course to choose. The training needs to be booked before Christmas.</p> <p>d) Parent and staff surveys. It had been decided not to do a staff survey this year. The parent survey had produced some good comments. This was discussed. Overall feedback was very positive. Q. Why choose Titanic as a topic? A. Lots of planning has come from the topic and positive outcomes.</p>			HS 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, to include: The Headteacher advised governors concerning the “Low Level Concerns” Policy referred to in the KCSIE this year, outlining the background. There is an Inset day on 1st November where the policy will be shared with staff. The staff need to feel confident about using the policy, if necessary.</p>				

	<p>It was thought that this policy has come into being because things were being missed that should have been addressed. The HT has a folder for “Low level concerns”.</p> <p>It was considered that there could be a blurred line between whistleblowing and Low level concerns.</p> <p>Q. If someone comes to you with a LL concern, what would your reaction be?</p> <p>A. I would take advice from County.</p> <p>The Headteacher will keep governors advised about how this is going.</p> <p>The school has just bought an online safeguarding training subscription for the year. At £200 it is money well spent. There were a lot of issues in KCSIE that highlighted areas that needed a more robust approach. It was emphasised that the governing body are part of the safeguarding team.</p> <p>Q. How are staff using the form, how are they stored for Child Protection issues?</p> <p>A. we have a lot of child Protection issues that we have never had to deal with before. It was an issue getting the pre-schools to pass on information, but this has now been resolved.</p> <p>The school would like to buy CPOMS, it costs £650 for a year but our understanding is that it is worth it. We are currently using paper files, with all of their drawbacks. We are now taking children from different catchment areas, with different issues. Governors were reminded of the maxim “It can happen here”. Perhaps this will be for the new Head to consider.</p> <p>Q. Who provides CPOMS?</p> <p>A. It is a computer database. Currently the school can cope manually with the level they are dealing with.</p> <p>Governors discussed this and agreed that CPOMS can be purchased immediately.</p> <p>The Headteacher was thanked for her excellent report.</p> <p>Q. Do you need to log staff lateral flow tests?</p> <p>A. No, I just give general reminders, as required. We only need to report when tests are positive. We have not had any Covid cases in school, we are asking parents not to send their child in if they have symptoms.</p> <p>Q. What happens if a sibling is off with Covid?</p> <p>A. they are sending their children in, they have missed so much previously. We have a Contingency Plan which is supported by County.</p> <p>b) Accidents and near misses.</p> <p>A boy had been bumped on the head during PE. The ambulance was called but would not come out. The mother took the boy to A&E and the child was OK.</p> <p>c) Governor SCR checks for new staff.</p>	HT
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	<p>HS will complete this at the first opportunity.</p> <p>d) Review any changes to the School's Risk Assessment. Current arrangements for the Covid 19 crisis. Support for pupils and staff. The Headteacher had recently been on a course for this, there are no current changes since it was reviewed in September. Handwashing is being enforced regularly throughout day, the children now view this as normal. The staff are happy with the current measures and conditions. All staff were happy for the Harvest Festival to go ahead.</p> <p>e) Review the revised School Improvement Plan. Governors congratulated the Headteacher on a very thorough review. A flyer with a condensed version has also been done for parents. Governors agreed the wording of the SIP.</p> <p>f) Ensure Child Protection / Safeguarding Arrangements audit was submitted by 30th September. Completed.</p> <p>g) Ofsted – Governor crib sheet and discussion about external validation. The Headteacher will do this and share with the governors. Focus on RE, art, etc. the Headteacher will put this onto the Hub and notify governors of any changes. The school has opted for external validation, County have offered to do moderation. There will be a cost, but it is considered to be a supportive process. The next LLP visit is in May. Q. Can you get that earlier? A. We can have that discussion.</p> <p>A new Phonics scheme is to be put in place by March. The school is thinking of choosing the Oxford Reading Tree. Governors will be involved in the decision. The school will get the scheme and the resources, they won't get the books, but they already have these. The scheme comes with training. It is a massive thing on the Ofsted radar. The price is being finalised and the scheme will be launched on the next Inset Day, 3rd January.</p>	<p>HS</p> <p>HT</p>
a. CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent		
7.	<p>a) To receive a verbal report from the Resources Committee meeting on 12th October. To include progress against the Deficit Plan. DB gave a verbal report from the previous days meeting. AP has put all financial reports for the Budget and Deficit Monitoring onto the hub for governors to consider. The school is making financial headway and looking strong for the next two years. In 2023/24, there are concerns about a reduction in the</p>	

	<p>number of children when this year's year 2 leave. This will have a significant effect on school funding.</p> <p>Governors discussed possible ways to rectify this.</p> <p>JJ suggested talking to the Local Authority, information about the changes to demographics may offer some options, such as a move to linking to a primary or nursery. It is possible that the L.A. may say that this is down to the governors, this is true.</p> <p>The school has very little FSM (Free School Meal) income but can look at the possibility of bringing in more grants.</p> <p>It was agreed that it would be good to be pro-active.</p> <p>School staff can be more visible in nursery schools this year, to boost numbers. The school is disadvantaged by its lack of feeder schools and needs an extra 20-30 children every year to be viable.</p> <p>The number 124 is a prediction by County based on the next five years, due to a dip in population numbers. The school should also query the number of parents who put the school as a second choice.</p> <p>If the school waits until March, they will know who has applied. Classes of 30 are needed because there is no grant income.</p> <p>Q. What are the current class sizes?</p> <p>A. Yr. R – 36, Yr.1 – 43, Yr.2 – 60.</p> <p>b) To receive a report on any issues arising from strategic financial planning, relating to staffing, etc.</p> <p>Pay Committee Meeting.</p> <p>JJ, Chair of the Pay Committee reported that all teachers had met their agreed objectives. Two staff are moving to the upper pay range, both are experienced staff who are making a contribution to excellent teaching. The new pay scale now covers 1-6 instead of the previous 1-12. This will have a small impact for a couple of teachers but the cost will be small. There will be some costs of progression. All recommendations were ratified at the meeting.</p> <p>JJ was thanked for her report. The FGB were happy to ratify the recommendations.</p> <p>c) Solar Panels – financial and environmental update.</p> <p>These have now been installed, at no cost to the school.</p> <p>Toilets</p> <p>These are going to be fixed asap. The work is expected to take about six weeks, during which the school can be kept operational.</p> <p>The Headteacher will put the plans onto the hub.</p> <p>d) Consider purchase of CPOMS.</p> <p>Purchase previously agreed.</p>	HT
8.	<p>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"> • Teachers Pay Policies – to be agreed by 18th October 2021 – approved and adopted, subject to new provision. • Low Level Concerns Policy to go to staff for consultation. • Attendance and Registration Policy – Sept 21 – approved and adopted • Behaviour and anti-bullying Policy – Sept21- approved and adopted • Child Protection Policy – approved and adopted. • Data Protection Policy – Oct 21- being reviewed. • First Aid Policy – Sept 21- approved and adopted. • HCC Personnel Manual (MOPP) – and any subsequent amendments – approved and adopted. • HCC Finance Manual – approved and adopted. • Governor’s financial checks of process – to restart. • Safeguarding Policy – Sept 21 – approved and adopted. • SEND Policy – Sept 21 – approved and adopted. • Staff Disciplinary Policy – Sept 21 – approved and adopted. • Staff disciplinary Policy – how to guide – Sept 21 – approved and adopted. • Whistleblowing – Sept 21 – inc. in MOPP – approved and adopted. 	HS
9.	<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p> <ul style="list-style-type: none"> • Terms of Reference Committees, consider and review membership and Terms of Reference: - Appeals Committee Resources and Personnel Committee Curriculum and Standards Pay Committee The TORs for all of the above were agreed. • Governor training – governors were advised to utilise their membership as much as possible. JB – Webinar conference on Friday. • Schedule Governor Visits – if feasible. There are no immediately scheduled visits. MC will come in for the Harvest Festival this week. PB will arrange a visit. 	
10.	<p>Good News.</p> <p>There was a visit to Marwell Zoo for KS1, this went very well. All of the children are very happy and settled in school. There will be a trip to the Cove Christmas Journey for year 1 on the 29th of September. New Library – an official opening is being arranged. A new governor has been recruited. RP and Suki are doing an incredible job and giving staff excellent support.</p>	

11.	Assess Impact of Meeting Governors has covered a wide range of topics. Thanks to all for coming. The meeting finished at 7.50pm.	
12.	Date of Next Meeting: Wednesday 24th November 2021 6pm	

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

Matters Arising from the Minutes		
5.	b) Agree Governing Body Vision and Aims. HS will look at this.	HS
	e) Agree and book whole governor training session. Governors debated which course to choose. The training needs to be booked before Christmas.	DB
6.	Governors discussed this and agreed that CPOMS can be purchased immediately.	HT
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7.	Toilets - The Headteacher will put the plans onto the hub.	HT
8.	<ul style="list-style-type: none"> Governor’s financial checks of process – to restart – Liaise with AP. 	HS