



Minutes of the Southfields Primary School Full Governing Body

Date: 17th October 2019

Time: 6.00 pm

Present	
Laura Martin (Headteacher)	
John Durance (Chair)	
Jason Mitchell (Co-opted)	
Emma Millington (Staff)	
Brian Rush (LA)	In attendance
Lauren Tawn (Staff)	Johnathon Lewis. Service Director - Education. Cambridgeshire County Council and Peterborough City Council.
Tracey Whale (Co-Opted)	Lesley Kelly. Senior Primary Adviser PCC
Clara King (observer)	Nigel Manders-Jones (clerk)

1.0	<p>Welcome and apologies The meeting was Quorate. Apologies were received and accepted from Natalie Lumb and Jeremy Lumb.</p>
2.0	<p>Academisation. Jonathan Lewis thanked the Governors of Southfields Primary School for their hard work and commitment in securing the Good Ofsted rating.</p>
2.1	<p>Jonathan Lewis presented a PowerPoint outlining the potential advantages and disadvantages of the school being an Academy or maintained school. During the presentation the following was noted</p> <ul style="list-style-type: none"> • The school would have to join an existing multi-Academy trust.

	<ul style="list-style-type: none"> • Governors focus should be on the benefit to children • There is no government imperative to become an Academy unless a school is rated inadequate. • The main benefits of becoming an Academy include <ul style="list-style-type: none"> ▪ The ability to work with other schools ▪ The retention of staff ▪ Improve recruitment ▪ Better support from back-office facilities • Large schools may already have many of the benefits and elements associated with academisation. • Schools should consider if the Academy moral purpose is consistent with the school's own ethos. • There is greater accountability around Academy finances • In order to gain the most significant benefit from academisation, staff should be able to commute between sites within a lunchtime. • The process for academisation takes around 9 months to complete. • Most multi-Academy trusts operate on a risk-based model of autonomy, the higher the risk of the lower the autonomy. • The relationship is defined by the scheme of delegation. • Peterborough City Council is fully committed to developing its offer to schools remaining maintained schools. • PCC has brought in new specialists to support the maintained offer to schools. • There are 25 maintained schools across the city • PCC aims to provide challenge and support for maintained schools by building a similar approach to multi-Academy trusts, bringing schools together to build on success and prevent schools from becoming isolated. • Collaboration with Cambridgeshire provides greater access to improved and enhanced services, such as safeguarding and Governor services. • PCC would not Top slice funding to provide services.
	<p>Q. Do academies have to follow the national teachers' pay scale A. No, academies can decide their own pay scales.</p>
2.3	<p>Q. Will the school receive less funding than previously indicated through the new 2020 funding formula. A. Maintained schools will not receive 100% of the headline National Funding figure.</p>
2.4	<p>The Chair of Governors thanked Jonathan and Leslie for their time and thorough presentation.</p>
2.5	<p>Action Jonathan Lewis to email presentation to Headteacher for distribution on the G drive.</p>
2.6	<p>Governors discussed the presentation noting the following</p> <ul style="list-style-type: none"> • PCC seems to be making significant efforts to build their support to a reduced number of maintained schools. • Academisation could lead to a lack of local decision making.

	<ul style="list-style-type: none"> • There is no way to change back once a decision has been made to become an Academy. • Local schools are part of several different multi-Academy trusts making consistent collaboration difficult. • Outcomes for Key Stage 2 pupils are lower nationally in academies than maintained schools. • Academisation does not necessarily result in improved key stage 2 outcomes. • There is no Local or National imperative for schools to become an Academy.
2.7	Following discussion, the Chair of Governors proposed that "The school should continue to be a Peterborough City Council maintained school, as there would be no benefit to the pupils of becoming an academy at this point."
2.8	The Governors unanimously agreed on the proposal
3.0	Declaration of interest Governors completed the annual register of pecuniary interests.
3.1	Action Those Governors not present to complete pecuniary interest forms by next to FGB.
4.0	Pecuniary interests relevant to this meeting No interests pertinent to this meeting were declared.
5.0	Election of Chair John Durance accepted the nomination for Chair of Governors and was elected unanimously.
6.0	Election of Vice-Chair Brian Rush accepted the nomination for Vice-Chair of Governors and was elected unanimously.
6.1	Action Clerk to investigate the process for re-appointment of local Authority Governor by next FGB.
7.0	Election of new Governors The Chair of governors gave a pen portrait of prospective new governor Liam Boyle and proposed that he be Co-opted to the vacant governor role. Governors unanimously agreed to Co-opt Liam Boyle to the governing body.
7.1	Action Chair of Governors to ensure that the new governor onboarding process is completed for the next full Governing body meeting.
8.0	Review Standing Orders of the FGB Governors reviewed and agreed the standing orders.
9.0	Review Governors' Code of Practice Governors reviewed and agreed the Code of practice.

10.0	Governance 2019-20																				
10.1	<p>Committee meetings dates were confirmed as follows</p> <table border="1"> <tr> <td>Wednesday, September 18th</td> <td>Performance Management</td> </tr> <tr> <td>Thursday, October 17th</td> <td>FGB</td> </tr> <tr> <td>Wednesday, November 13th</td> <td>Finance & Resources</td> </tr> <tr> <td>Wednesday, December 11th</td> <td>FGB</td> </tr> <tr> <td>Wednesday, January 15th</td> <td>FGB + Performance Management</td> </tr> <tr> <td>Thursday, February 13th</td> <td>Finance & Resources</td> </tr> <tr> <td>Wednesday, March 11th</td> <td>FGB and "In School Day"</td> </tr> <tr> <td>Wednesday, May 13th</td> <td>FGB</td> </tr> <tr> <td>Wednesday, June 17th</td> <td>Finance & Resources</td> </tr> <tr> <td>Wednesday, July 15th</td> <td>FGB</td> </tr> </table>	Wednesday, September 18 th	Performance Management	Thursday, October 17 th	FGB	Wednesday, November 13 th	Finance & Resources	Wednesday, December 11 th	FGB	Wednesday, January 15 th	FGB + Performance Management	Thursday, February 13 th	Finance & Resources	Wednesday, March 11 th	FGB and "In School Day"	Wednesday, May 13 th	FGB	Wednesday, June 17 th	Finance & Resources	Wednesday, July 15 th	FGB
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10.2	<p>Committee members and Chairs for the Finance & Resources Committee and Performance Monitoring Committee were confirmed as follows</p> <table border="1"> <tr> <td>Finance & Resources Committee</td> <td> Brian Rush Laura Martin John Durance Natalie Lumb (Chair) Jez Lumb Emma Peacock Lauren Tawn Tracey Whale Clara king (To observe) </td> </tr> <tr> <td>Performance Review Committee</td> <td> Laura Martin John Durance Jason Mitchell Jez Lumb (Chair) Emma Peacock Lauren Tawn Tracey Whale Clara King (To observe) </td> </tr> </table>	Finance & Resources Committee	Brian Rush Laura Martin John Durance Natalie Lumb (Chair) Jez Lumb Emma Peacock Lauren Tawn Tracey Whale Clara king (To observe)	Performance Review Committee	Laura Martin John Durance Jason Mitchell Jez Lumb (Chair) Emma Peacock Lauren Tawn Tracey Whale Clara King (To observe)																
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10.3	Action Chair of Governors to ask Jez Lumb if he is willing to Chair Performance Review Committee.																				
10.4	<p>Agree to terms of reference for each committee</p> <p>The previously circulated terms of reference for each committee were reviewed and agreed.</p>																				
10.5	<p>Allocations were confirmed as follows</p> <table border="1"> <tr> <td>Pupil Premium</td> <td>Natalie Lumb</td> </tr> <tr> <td>SEND</td> <td>John Durance</td> </tr> <tr> <td>LAC</td> <td>John Durance</td> </tr> <tr> <td>Child Protection/Safeguarding</td> <td>John Durance</td> </tr> <tr> <td>RSE</td> <td>Brian Rush</td> </tr> <tr> <td>Community</td> <td>Brian Rush</td> </tr> <tr> <td>EYFS (incl Classes)</td> <td>To be arranged .</td> </tr> </table>	Pupil Premium	Natalie Lumb	SEND	John Durance	LAC	John Durance	Child Protection/Safeguarding	John Durance	RSE	Brian Rush	Community	Brian Rush	EYFS (incl Classes)	To be arranged .						
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	Year 1	Jason Mitchell	
	Year 2	Jez Lumb	
	Year 3	Tracey Whale	
	Year 4	Natalie Lumb	
	Year 5	Brian Rush	
	Year 6	John Durance	
	Headteacher Performance Management	Natalie Lumb and John Durance	
	Salary Review Panel	Finance & Resources to decide.	
	Pay appeals	Governors to be recruited as and when needed based on availability	
	Disciplinary panel	Governors to be recruited as and when needed based on availability	
10.6	Action Headteacher to confirm the cut-off date for Salary review panel meeting.		
10.7	Review of Delegation Planner for FGB The governors agreed with the delegation planner as previously circulated		
11.0	Governors' Prevent Duty Audit Governors reviewed and agreed the audit previously circulated		
12.0	Minutes of the last meeting (10th July 2019) The minutes of the previous meeting were agreed as an accurate record and signed as such.		
12.1	Matters arising from the minutes		
			Progress
	5.14	Action , the school, is engaged in discussions with the LA to explore how the LA expertise could be used to support the school. Headteacher to report the progress of discussions with LA to Governors in October.	The school has purchased the Gold Package. Working with aiming higher Phonics group.
	11.5	Action Clara to send out awards evening information.	Complete
13.0	Headteachers report. The Headteacher delivered her report previously circulated. Governor's attention was drawn to the following. <ul style="list-style-type: none"> • The report captures the Ofsted report. • The timing of the Ofsted inspection resulted in a hiatus in the school year. • Performance management reviews were a significant Time commitment for the Headteacher. • The profile for the Head boy and girl has been raised. 		
13.1	Q. Do staff appreciate the Headteacher completing all performance management reviews alongside team leaders?		

	A. Yes, staff appreciate that the Headteacher knows the staff well and can provide bespoke feedback for development.
13.2	Q. Has the Christmas Fayre date changed? A. Yes to accommodate ski trip risk assessment. Photographs will aid the training of pupils prior to departing on the trip.
13.3	Q. Who will have the responsibility of the school in the absence of the Headteacher and Deputy Headteacher. A. Sharon Payne will have responsibility for the school.
13.4	Action the Head boy and girl, along with the school council members to be invited to attend an early meeting prior to the spring term Governing body meeting to meet with the Governors.
13.5	Governors congratulated the PTFA in raising over £4,000 at the Summer Fair
14.0	<p>Vision for 2019-20</p> <p>The Headteacher delivered a summary document outlining the development vision for the 2019/20 academic year. The Headteacher explained that the Starting point was the 2019 outcomes considered through the observations and recommendations of the September 2019 Ofsted report.</p> <p>Strengths include</p> <ul style="list-style-type: none"> • IT computing. • English speaking and Grammar • Book Rich across the curriculum <p>Areas for development include</p> <ul style="list-style-type: none"> • DT • Geography • History • Higher-level reading • Spelling in some year groups (2/4) <p>Improvements are to be brought about through key areas of development</p> <ol style="list-style-type: none"> 1. Reading - to teach consistently good lessons. 2. Good subject, leadership. 3. Focus upon attainment gaps. 4. TA development.
14.1	It was proposed that rather than having subject link Governors, Governors should work to focus on monitoring the four key areas for development.
14.2	Governors express a wish to develop their skills through training, along with an understanding of how progress and outcomes should be reported.
14.3	Action Chair of Governors to contact Governors to determine preference for joining Development groups before next FGB.

15.0	Inclusion update Action inclusion update to be included at next FGB.						
16.0	Annual safeguarding report to include Keeping Children Safe in education 2019 The Headteacher confirmed that all Governors had confirmed receipt and had read the document during the training day held at the start of term .						
17.0	Report back from the Performance Management Committee to include Reflections on 2018/19 statutory test results.						
17.1	Action minutes from the Performance Management Committee to be included at next FGB						
18.0	School development plan – review priorities and targets. The Headteacher introduced the Governors to the 2 Eskimos Improvement Hub website . https://www.2eskimos.com/improvement-hub/ The Headteacher demonstrated how the management dashboard would allow the school to: <ul style="list-style-type: none"> • Collaborate as a team. • See the status of development plans. • See the progress of plans relating to the new Ofsted inspection framework, key priorities, key members of staff and subject leaders. • Check if plans are in danger of not being completed on time. 						
18.1	Action Governors to respond to 2Eskimos activate registration email.						
19.0	Policies for review <table border="1" data-bbox="300 1256 1386 1368"> <tr> <td>Medical Needs</td> <td>Approved</td> </tr> <tr> <td>Safeguarding</td> <td>Approved</td> </tr> <tr> <td>Gifts and hospitality</td> <td>Approved</td> </tr> </table>	Medical Needs	Approved	Safeguarding	Approved	Gifts and hospitality	Approved
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20.0	Any other business – Q. Could the school provide a new microwave in the staff room. A. Approved.						
20.1	Q. Governor asked if the Portion size of school meals was monitored. A. Yes, the senior management team are aware of portion issues and are monitoring the situation						
22.0	Confirmation of the next meeting. Wednesday, December 11 th 2019						

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3.1	Action Those Governors not present to complete pecuniary interest forms by next to FGB.	Natalie Lumb Jeremy Lumb.	December 11 th 2019
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