

# Southfields Primary School

## Full Governing Body Virtual Meeting

**13<sup>th</sup> May 2020 at 6 pm**



### Agenda

| Item | Issue  | Lead  | Indicative Timings |
|------|--|-------|--------------------|
| 1.0  | <p><b>Welcome and apologies</b></p> <p>All participants to be aware that this 'virtual' meeting is being recorded to aid the Clerk with accurate note taking.</p> <p>All participants are asked to confirm they are in a room on their own or somewhere they can't be heard (GDPR / Confidentiality)</p> | Chair | 6.00               |
| 2.0  | <b>Declaration of interest</b>   | Chair |                    |
| 3.0  | <b>Minutes of the last meeting 11.03.20</b>  | Chair | 6.05               |
| 4.0  | <b>Matters arising from the minutes</b>  |       |                    |
|      |  |       | <b>progress</b>    |
| 5.3  | <b>Action</b> Adam Howlett to investigate if Class Dojo inward messaging service and emails in the evening and weekends can be suspended.  |       |                    |
| 5.4  | <b>Action</b> Headteacher to write to parents on behalf of the Governors to explain reasonable use of Dojo during school visits and that dojo messages should not be sent to teachers after 4.30 pm. The letter to be shared with Parent Governors before publication before the end of the term.        |       |                    |
| 5.6  | <b>Action</b> Staff Governors to work with SLT to identify suitable responses to the potential improvements suggested by staff, prioritising action into high impact short- and medium-term actions and feedback to next FGB.  |       |                    |

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|      | 5.7  | <b>Action</b> Staff Governors to write to staff to thank them for their responses and to explain the process to be taken to address their suggestions. |                  |
|      | 7.5  | <b>Action</b> Vice-Chair Cllr Brian Rush to invite Lynne Ayres and Jonathon Lewis to visit once the sunshine project is underway in the summer term.   |                  |
|      | 7.8  | <b>Action</b> Headteacher to provide project updates to Governors as the project evolves.  |                  |
| 5.0  | <b>Headteachers report</b>                               |  | Headteacher 6.15 |
| 6.0  | <b>Finance update to include 2020/21 budget approval</b> |  | Headteacher 6.45 |
| 7.0  | <b>SFVS approval</b>                                     |  | Chair 7.05       |
| 8.0  | <b>Governor Guides spring 2020</b>                       |  | Headteacher 7.10 |
| 9.0  | <b>Summary Data Documents for Spring 2020</b>            |  | Headteacher 7.20 |
| 10.0 | <b>A.O.B.</b>  |  | Chair            |
| 11.0 | <b>Confirm date of next meeting 15<sup>th</sup> July</b> |  | Chair            |