



## Minutes of the Southfields Primary School Full Governing Body

**Date: March 11th 2020**

Time: 3.45 pm

<b>Present</b>	
Laura Martin (Headteacher)	Brian Rush
John Durance (Chair)	Liam Boyle
Emma Millington)	Joanne Cook
Tracey Whale	Clara King (observer)
Natalie Lumb	Lauren Tawn
Jeremy Lumb	In attendance
Jason Mitchell	Nigel Manders-Jones (Clerk)

Item	Issue															
1	<b>Welcome and apologies</b> No apologies were received															
2	<b>Declaration of interest.</b> No declarations of interest were declared.															
3	<b>Minutes of the last meeting.</b> The minutes of the previous meeting were reviewed and signed as an accurate record.															
4	<b>Matters arising</b> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">Action</th> <th style="text-align: center;">Who</th> <th style="text-align: center;">Completed by</th> <th style="text-align: center;">progress</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2.3</td> <td><b>Action</b> Chair of Governors to complete induction of the new Governor.</td> <td>Chair of Governors</td> <td>March 11th</td> <td>COG to meet with both to check induction is complete</td> </tr> <tr> <td style="text-align: center;">18.1</td> <td><b>Action</b> Governors to respond to 2Eskimos activate registration email. H.T. to resend the activation email.</td> <td>Headteacher</td> <td>March 11th</td> <td>Ongoing</td> </tr> </tbody> </table>		Action	Who	Completed by	progress	2.3	<b>Action</b> Chair of Governors to complete induction of the new Governor.	Chair of Governors	March 11th	COG to meet with both to check induction is complete	18.1	<b>Action</b> Governors to respond to 2Eskimos activate registration email. H.T. to resend the activation email.	Headteacher	March 11th	Ongoing
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4.2	<b>Action</b> Chairs of performance review and Finance committees to discuss creating a focus group to review outcomes against budget allocations.	Chairs of performance review and Finance committees	March 11th	Action Chairs of Committee to progress
7.13	<b>Action</b> Staff Governor to conduct confidential discussions within all year groups to share future provision and if staff feel supported when dealing with challenging behaviour. The outcome to be shared at the next Governors meeting.	Staff Governor	March 11th	Agenda item
7.17	<b>Action</b> Chair of Governors to contact Jonathan Lewis by the end of January to thank him for the behavioural support provided ask what other help is available.	Chair of Governors	January 30th	Complete. The reply is still awaited.
12.1	<b>Action</b> H.T. to email Governor day timetable to Governors.	Headteacher		Complete

**5** **Feedback on teaching staff morale and wellbeing**  
The staff Governors gave feedback on the recent staff wellbeing survey. Governor's attention was drawn to the following.

- All staff were included.
- Responses were anonymous
- Common responses were collated including
- The range of opportunities provided for pupils.
- The dedication of the staff.
- Very positive relationships between staff and with parents and children.
- Specialist support
- Leadership and CPD.

**Common threads for potential improvements included**

- A robust behaviour policy which is well understood by all staff and applied consistently across all year groups.
- Greater recognition for pupils who consistently work hard and make appropriate choices which are applied consistently across all year groups.
- Managing Parental expectations for teacher's response to parental enquires.
- Identifying the age-appropriate key actions for the delivery of Maths and English teaching.
- Reduction in the daily marking workload to make feedback quicker but still meaningful.
- All year group teachers having PPA at the same time.
- The opportunity to discuss the ABCC (Behavioural incident) forms with Inclusion support to help consider next steps.
- Audit of duplicated administrative tasks carried out by teachers such as PiXL, Target tracker. Learning reports, half termly provision mapping.

5.1 Governors discussed the ways that assessment and marking could be made more efficient Including

- Prioritising core subjects for deep marking.

	<ul style="list-style-type: none"> <li>Using teaching assistants to provide some feedback and administrative duties.</li> </ul>
5.2	<p>Governors discussed parental expectations and the reasonable limits that should be in place, including.</p> <ul style="list-style-type: none"> <li>Limiting updates during a school trip.</li> <li>Closing Class Dojo inward messaging service and emails in the evening and weekends.</li> </ul> <p>It was agreed that the school should develop messaging protocols for staff and parents, which should be put in place for the start of the new academic year at the latest. Year group leaders are responsible for publishing weekly newsletters. Parents should be encouraged to take responsibility to act on the information received.</p>
5.3	<p><b>Action</b> Adam Howlett to investigate if Class Dojo inward messaging service and emails in the evening and weekends can be suspended.</p>
5.4	<p><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.</p>
5.5	<p>The Chair explained that some of the issue raised would be addressed through the development of the sunshine project, but that Governors should not ignore concerns about the volume of marking and the administration of ABCC forms.</p>
5.6	<p><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.</p>
5.7	<p><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.</p>
6.0	<p><b>Head Teachers Report.</b> Governors received the Headteachers report previously circulated</p> <p>Responses to the children's bullet points  Q. The children have asked if we are opening the swimming pool this year.  A. The swimming pool will be open despite its £5000 running cost.  Q. They have asked if we could buy some spare shoes as some children have holes in their school shoes and no P.E. kits  A. This is a good idea. The children will start by asking peers to donate shoes they no longer need or wear then assess how many need to be purchased and how they can raise the cash. The same applies to P.E.Kit.  Q. The children would like some bouncy hoppers for the playground and new roller racers  A. Noted but these are very expensive.  Q. The children asked if more Governors would like to come to the Purple Light Treat.  A. Clara to notify Governors of any Purple Light's Ceremonies. More Governors will endeavour to attend.  Q. The pupils asked if you are having an Awards Evening this year and if you are</p>

	<p>what categories are you going to have so we know what we are working towards</p> <p>A. Clara to let them have the list of awards when it is agreed.</p> <p>Q. Would you be able to make a leaflet to tell us about yourselves and your governor role as some of us are not sure what a governor is although we do see you a lot in school</p> <p>A. Chair undertook to produce a leaflet.</p>
7.0	<p><b>Sunshine Project</b></p> <p>The Headteacher gave a detailed explanation of the context for the development of the project.</p> <p>The following points of the project were stressed.</p> <ul style="list-style-type: none"> <li>• The project is a new approach, not a nurture base, rooted in play-based therapy giving fair access to pupils with severe emotional need.</li> <li>• Two trained staff are needed to run the room.</li> <li>• Although not a teacher, an experienced and well-qualified leader for the room has been appointed and will start after Easter.</li> <li>• A counsellor has also been appointed and will be available two days a week to support the work with both pupils and parents.</li> <li>• The school is currently recruiting for a deputy for the room.</li> <li>• The approach is based on the EYFS play-based learning, with no raised voices in the room.</li> <li>• "Sunshine" will be available in every classroom, with pupil access to role play, sensory toys etc. in every year.</li> <li>• Escalation is to the multi-sensory Sunshine room.</li> <li>• Staff will send pupils to the sunshine room using sunshine cards rather than pupils electing to go themselves. The room is open to all. Teaching staff must ensure they are aware of the impact and nature of any interventions required.</li> <li>• The facility is available to a range of pupils, including high performing pupils who may be experiencing high levels of anxiousness or concern.</li> <li>• Parents will be expected to engage and support the work of the sunshine room. Although fixed term and Permanent exclusions remain an option</li> </ul> <p>It was agreed that parents who will not participate and work with us should be told that their children will not be allowed to access the Sunshine Project and risk being permanently excluded.</p>
7.1	<ul style="list-style-type: none"> <li>• Resources purchased for the room support the play therapy approach, including crafting, role play.</li> </ul>

	<ul style="list-style-type: none"> <li>• The provision and the project are still evolving; some resources are available already along with some counselling work.</li> <li>• Some pupils will access therapeutic programmes raising self-esteem, which will be timetabled.</li> <li>• The whole staff have received training in the approach to ensure a consistent and appropriate approach to managing pupil behaviours. Some staff may engage more readily than others.</li> <li>• A leaflet is to be sent out to parents explaining that accessing the sunshine room is a behavioural intervention which will help children interact more appropriately.</li> </ul>
7.2	<p><b>Q. Why might some staff engage less readily.</b></p> <p>A. Staff might expect punishment and might see sunshine as a reward. However, the approach should result in fewer instances of violent and extreme behaviours and greater compliance over time. Accessing the sunshine room should not become a reward. While there is no punishment, there is a consequence of getting better behaved.</p>
7.3	<p><b>Q Do you think the name "sunshine room" gives the right message?</b></p> <p>A. The idea is that even on the gloomiest day, you can see the light at the end of a tunnel.</p>
7.4	<p><b>Q. Where is the money coming from?</b></p> <p>A. The costs are already added to the budget. The Governors do not accept that the L.A. has no money. The Governors should press them, through Brian Rush, to recognise that our initiative will significantly reduce the number of children whom we would otherwise have to exclude permanently. If successful, the model could be used in other schools. Teacher training colleges could also be approached to help develop the research project.</p>
7.5	<p><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.</p>
7.6	<p><b>Q. What is the proposed outcome for older and younger pupils accessing the project.</b></p> <p>A. Early intervention with younger children will allow pupils primary emotional needs to be met, and they will be able to reintegrate within a mainstream classroom. Older pupils are likely to be transfer to specialist provision at the end of Y6.</p>
7.7	<p><b>The Governors agreed that they were fully supportive of the project and looked forward to its evolution and the successful outcomes for pupils.</b></p>
7.8	<p><b>Action</b> Headteacher to provide project updates to Governors as the project evolves.</p>
8	<p><b>Agree Awards Evening Categories</b> Suggestions to be collated by email.</p>
9	<p><b>L.A. representative Re-election Brian Rush</b> The Clerk confirmed that the reappointment of Brian Rush had been approved by the local authority.</p>

10	<b>Meeting closed 5.50</b>
11	Confirm date of next meeting May 13 <sup>th</sup> , 2020

## Action minutes of the Southfields Primary School Full Governing Body

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