



Minutes of the  
Southfields Primary School  
**Full Governing Body Virtual Meeting**

**Date: 29<sup>th</sup> September 2020**

Time: 4.15 pm

Present	In attendance
Laura Martin (Headteacher)	Laura Corcoran (clerk)
John Durance (Chair)	Yolanda Stuart, Acting Deputy Headteacher
Brian Rush	
Emma Millington (Staff)	
Natalie Lumb	
Lauren Tawn (Staff)	
Emma Peacock	
Jo Cook	
Tracey Whale	
Jeremy Lumb	
Liam Boyle	

1.0	<b>Welcome and apologies</b>
1.1	Governors were welcomed to the meeting.
1.2	All participants were made aware that the meeting, being 'virtual', was being recorded to aid the Clerk with accurate note-taking. All participants confirmed they were in a room on their own or somewhere they cannot be heard.
1.3	The chair welcomed Laura Corcoran as new Clerk to the GB.
1.4	The chair advised that Lauren Tawn and Emma Millington had been re-elected as staff governors.
1.5	The meeting was quorate.
1.6	Post meeting apologies had been received from Jason Mitchell.
2.0	<b>Declaration of interest</b>
2.1	<u>Annual review of Governing Body register of pecuniary interests</u> Governors were asked by the clerk to complete and return proformas electronically by 2 <sup>nd</sup> October.
2.2	<b>Pecuniary interests relevant to this meeting</b> None declared.
3.0	<b>Safeguarding</b>

3.1	<u>Governors to read and sign Part 1 of KCSIE</u> Governors were asked to read part 1 of KCSIE and confirm they had done so with the clerk.
3.2	<u>Governors Prevent Duty audit</u> Governors were asked to read the document as circulated and confirm with the clerk via email.
4.0	<b>Election of Chair</b> John Durance accepted the nomination for Chair of Governors and was elected unanimously.
5.0	<b>Election of Vice-Chair</b> Brian Rush accepted the nomination for Vice-Chair of Governors and was elected unanimously.
6.0	<b>Re Election of 4 Governors</b>
6.1	Tracey Whale and Jez Lumb were both unanimously appointed for a further term of office (4 years).
6.2	It was confirmed that there was a vacancy for a parent governor. Clerk to establish correct terms of office and governor roles. Clerk to send governor elections guidance to the HT.
7.0	<b>Review Governance working arrangements for 2020-21</b>
7.1	<u>Review of Delegation Planner for FGB</u> The document as uploaded to the Governors folder was agreed for 2020-21.
7.2	<u>Review Governors' Code of Practice</u> The document as uploaded to the Governors folder was agreed for 2020-21.
7.3	<u>Confirm timings of committee meetings</u> Governors agreed that all meetings would start at 4pm. Clerk to re-circulate dates.
7.4	<u>Decide committee members and Chairs for the Finance &amp; Resources Committee and Performance Monitoring Committee</u>
7.4a	The following membership was agreed: <b>Finance and Resources</b> Natalie Lumb (Chair) Laura Martin John Durance Brian Rush Lauren Tawn Liam Boyle
7.4b	<u>Performance Review</u> Jez Lumb (Chair) Laura Martin John Durance Jason Mitchell Jo Cook Emma Peacock Tracey Whale

7.4	<p><u>Agree Link governors / statutory roles</u></p> <p>English Tracey Whale  Maths Jez Lumb  Curriculum Jo Cook  Special Needs, Safeguarding, LAC John Durance  Community, RSE, Well Being. Brian Rush  Early Years Jason Mitchell  Pupil Premium Natalie Lumb  Catching up Liam Boyle</p>
7.4b	<p><u>HT PM</u></p> <p>John Durance and Natalie Lumb</p> <p>It was confirmed that the HT PM review is booked on 14<sup>th</sup> October and Gary Perkins will be in attendance as the external assessor.</p>
7.4c	<p><u>Governor visits</u></p> <p>Governors agreed that governor monitoring visits will take place via zoom.  HT to send through staff link member details and to decide parameters of what is expected from governors.</p>
7.5	<p><u>Agree terms of reference for each committee</u></p> <p>To be carried forward / adopted from 2019-20 version.</p>
7.6	<p><u>Appoint governors to:</u></p>
7.6a	<p>Salary review committee – confirmed that this is the finance committee  Deadline is 31<sup>st</sup> October. NL to arrange for the process to be followed up at the committee.</p>
7.6b	<p>Pay appeals committee – available members of the finance committee</p>
7.6c	<p>Staff disciplinary committee – to be arranged as and when required</p>
8.0	<p><b>Minutes of the last meeting</b></p>
8.1	<p>The minutes of the FGB on 15<sup>th</sup> July 2020 were agreed as a true record.</p>
8.2	<p><b>Matters Arising from the Minutes</b></p>
8.2a	<p>Governors to send any risk assessment comments to Headteacher - complete.</p>
8.2b	<p>Governors to consider proposed meetings schedule and pass on comments and ideas to the Headteacher and Chair for discussion at FGB in September – complete</p>
8.2c	<p>Governors Services and Clerking 2020.21 - the chair had fed back to Governor Services on the recent change in clerking arrangements.</p>
9.1	<p><b>Headteacher's report</b></p> <p>Governors confirmed that they had read the following documents as uploaded to the Google drive:</p> <ul style="list-style-type: none"> <li>-HTs report September 2020</li> <li>-Recovering Plan ideas; Year 1 and 2</li> <li>- COVID-19 Risk Management Assessment (Educational Settings)</li> </ul> <p>The HT highlighted the following key areas:</p> <ul style="list-style-type: none"> <li>• Re-opening has generally gone well. We had not anticipated the children being off for so long. The majority of pupils are now back in school.</li> <li>• We had anticipated some behaviour issues however this has been much better than we expected and some behaviour has now settled down. There are only 4 children whom we are working intensively with.</li> </ul>

- Communications with parents have been very good and we have received some very positive comments.
- There has been some absence due to Covid testing. All of the bubbles have been open since we have been back to school and we have not had to yet close any bubbles. There has been no confirmed cases. A lot of pupils and staff have been for testing.
- There are high EAL and SEND numbers in the school.
- PP remain one of our biggest groups in school with a breakdown of PP. There are 35 at the highest year group.
- There are a lot of FSM pupils and families who have been struggling through lockdown. We have been buying items ourselves and providing hampers.
- We continue to work with local stores and the foodbank.
- We have been able to recycle our uniforms with parents
- Attendance – this is looking promising so far. We have some cautious parents who are reluctant to send their child in.
- Behaviour and welfare – there were some warnings issued but there has been no bullying cases. We have a 15-day exclusion due to a serious incident.
- We are working with 219 families for welfare and carried out our safe and well calls through the holidays for regular contact and continue our regular counselling programme.
- We have decided not to run any clubs and mix the bubbles. The HT pointed out that there is also the emotional and physical exhaustion of staff to consider.
- We have considered admissions and have recorded a virtual tour. We had some great feedback about the way we brought in our EYFS children this year along with our transition children to secondary school.
- Working with the LA – we have had a daily update briefing all the way through the pandemic and there has been a lot of guidance and training provided. The LA have been very supportive. We have provided training such as first aid to ensure that this is up to date across the board.
- We have carried out zoom moderation with other schools
- Premises – to ensure that health and safety is compliant we arranged a check and a walk around school
- The staff performance management process was complete at the end of the year.
- Maths – we have joined up our working with Cambs and Peterborough schools. There is a lot more work to do in this.
- The next objective is around emotional wellbeing with staff and pupils. We have found that there is a mixture of emotions and reactions to being back at school. We are working with staff who are severely anxious.
- TAs – Friday afternoon is PPA time. There are targeted interventions taking place with TAs and pupils
- Staff structure – the HT gave an overview of staffing including maternity leaves We have appointed additional TAs and support staff where required i.e. half a day a week as we cannot have staff moving between the bubbles.
- Quality of teaching and learning – the HT explained that last term we did not write a recovery plan as we did not know how arrangements were going to be term and we were keen to meet the families etc first.
- The school's vision – the main vision is to follow the risk assessment and address the points in the SDP. In the last lockdown we sent out 57 laptops to families. The DfE have promised us further devices. We are starting to prepare work for families on Dojo.
- Charities and fund-raising events – we want to more to help our families and this continues to be part of our vision.

	<ul style="list-style-type: none"> <li>• Feedback from pupils - It was agreed that governors would carry out zoom assemblies with different year groups.</li> <li>• The swimming pool is still closed.</li> </ul>
9.2	<p><b>Governor questions about HTs report</b></p> <p><b>Attendance guidance</b></p> <p>Q What remote learning are we providing?</p> <p>A Online learning - Espresso, IXL, Phonics play , Bug club, times table Rockstars, Active learn, Purple Mash, Learning by question LBO, PiXL</p> <ul style="list-style-type: none"> <li>• Year groups packs - address basic skills paper based and google classroom</li> <li>• Zoom safe and well contact</li> </ul> <p><b>Staffing</b></p> <p>Q Are the kitchen team managing with reduced staff?</p> <p>A The meals have been reduced from 5 options to 2 options and daily jacket potatoes. Are the new staff settling in well?</p> <p>Lizzy joined year 6 and is leading the team extremely well and really enjoying school life Jenni joined year 1 and is doing really well and such a huge asset to the team Cherish is leading year 2 really well and working incredibly hard Clare and Lauren have settled really well into EYFS and are doing a fabulous job.</p> <p><b>Finance</b></p> <p>Q Have we considered leasing laptops rather than buying them? What happens to our old laptops/ tech?</p> <p>A We have in the past leased laptops but there is quite a lot of legislation around laptop leases - there is not much difference in price in the end and you may as well own them. Also, if we lease them, we could not send them out to parents to support children at home. The government has also allocated 63 for our school.</p> <p><b>Welfare</b></p> <p>Q How is the sunshine room evolving now it's in operation?</p> <p>A This is fully functioning with a set timetable and intense training in de-escalation has taken place.</p> <p>Q If a family accesses the school counsellor (not a Southfields' student), do they contribute towards the cost?</p> <p>A No - we believe in family therapy to support the child - it is not therapy to support them but to support them supporting their child.</p> <p>Q How do we ensure this doesn't detract from children in school who it is our duty to support?</p> <p>A We have team meetings and make decisions about the most appropriate and important children and the family counselling is part of this</p> <p><b>SDP</b></p> <p><b>Standards</b></p> <p>Q 'To alter PPA.....' Whilst I don't disagree with the need to ensure teachers get PPA, this statement is more operational, from our perspective it should read strategically.</p> <p>A PPA allows the staff time for team planning as the bubbles are so separate during the week, it also allows TAs to focus on interventions with smaller groups/impact measures.</p> <p><b>Inclusion</b></p> <p>Q The last statement here doesn't quite make sense, should it be 2 separate statements? I'm not sure what is meant by 'catch up money' and how it relates to vulnerable students?</p> <p>A Catch-up premium goes to all pupils however the inclusion team will oversee that our</p>

most vulnerable pupils make accelerated progress and where additional money for Pupil Premium/SEND is allocated this is additional support.

### **Wellbeing**

Q I am concerned that the HT is putting a lot of pressure on herself, especially at a time when we do not have a full time Deputy head. We need to consider this.

A The DHT is amazing and settled in quickly to the role. I honestly feel very supported and she is very proactive - I feel I do not need to tell her what needs to be done. She is doing lots of things that really help and support me.

Q Staff wellbeing – following a difficult period staff may need additional support while adjusting to what has happened and the ongoing changes.

A We are continuing to review marking, which work began on prior to Covid 19, may help with this as it could reduce workload pressures in addition to the work Emma Harlow was doing to strengthen the team/ internal support network.

We have worked with the SLT and staff on supporting them back to school, we offer FSM to staff helping at lunch, we offer daily updates for staff through emails

Staff wellbeing has improved since parents have not been coming into school in the morning

Emma Harlow is working on the action plan for staff wellbeing and support - this includes access to the edu support that we purchase for staff.

Q In terms of staff anxiety, are there any schemes to support from the LA?

A We buy in our own support. There are two fully trained counsellors in school w hciih staff can access.

### **Policies**

Q It is very difficult to ratify policies that we can't evidence, are we able to ratify the majority based on what we have seen historically, we may not be able to ratify some new policy changes as of yet. Can this be added noted in the minutes/ is there any guidance available on what we should do?

A I think this is about reading and understanding the content it would not be about reviewing the effectiveness of the policy within school. It would be about the guidance and clarity around expectations and legal requirements.

Most of the policies that link to legal requirements are model policies from EPM.

### **Behaviour**

Q Why have the number of behaviour plans dropped

A Children have left

### **Performance management**

Q What matrix do we use for PM?

A This is impact measured along with the triangulation of evidence coming in from other sources. We also take into account their planning, quality of books, relationship with parents etc. we would expect the conversation about performance to take place before the end of the year. The process is moderated by the HT and the SLT talk about as they go through the year as there are financial implications too.

## 10.0 **Finance Report and Recovery Plan**

10.1 The finance manager attended the meeting to present her report as uploaded to the drive:

- At present the bank account is healthy and we have had FSM and PP income.

<p>10.2</p>	<ul style="list-style-type: none"> <li>• Staff have come off furlough and we have claimed up to the end of August. We have put the claim in for exceptional costs at £27k but we do not know when we will receive this.</li> <li>• The forecast was set at the end of July and were expecting an outturn of £14.500. We will do the next one end of September as we are operating normally again with the costs and the income from parents. The £14.000 includes the teachers' pay awards at an increase of 2.75%. We had to increase the bottom line. 5.5% has gone onto the budgeting toolkit and is in the forecast.</li> <li>• The LA have updated the budgeting toolkit with the recommended amounts. To be comparable with other schools, governors should consider whether they adopt the pay awards.</li> <li>• 2.75% for support staff has gone through and this is around £8500 total to add to the forecast.</li> <li>• We have included the Covid catch up premium in the forecast and we expect some this term and further amounts in the spring and summer.</li> <li>• There are some other small amounts to add to the budget which will be updated.</li> <li>• We have received income to date. There is a shortfall of £1600 based on 15 days the school has been open. We had to pay a whole month's salary to the Explorers team. We are averaging 18 children in the afternoon and 17 in the morning. We would like to keep the after-school club open and should review whether the fees are adequate. The HT added that we were not sure initially whether to open the clubs but following feedback from parents there was a good response however some parents have now decided to take up their place.</li> </ul> <p><b>Governors agreed to adopt the 2020 teachers pay awards.</b></p> <p>Q Is the forecast based on the school being fully staffed?  A This is based on our current staffing at present so this may be adjusted. There are still unknowns. Governors discussed the fact that we were not able to claim things back which had originally been indicated. Finance chair to take this to the committee for further discussion.</p> <p>Q Can the budget summaries be produced in a more readable format?  A The converted documents have now been added to the governors' drive.</p> <p>The HT thanked the finance manager for her support and hard work throughout the pandemic.</p>
<p>11 11.1</p>	<p><b>Governors Development Plan</b></p> <p>-Governors agreed the targets and key priorities for 2020-21 as follows:</p> <ol style="list-style-type: none"> <li>1. Monitoring, promoting and evidencing the supportive programmes and enhancement linked to wellbeing of pupils and staff</li> <li>2. Supporting new and existing leaders to ensure that training and development enhances and develops their skills to improve outcomes for pupils, support their teams and promote the school vision and aims.</li> <li>3. Track progress of Class bubbles/groups of pupils from their various starting point in English and Maths to ensure that the school is held to account and has robust plans to support pupils' recovery from the Covid19 lockdown.</li> <li>4. Tracking how well the school narrows the gap to ARE and for those at GD to ensure that resources (including human) are used effectively and leaders/teachers/TAs are held to account for effective recovery planning and escalated progress of pupils particularly in the core subjects.</li> </ol>

<p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>5. To monitor and demonstrate a good understanding of how the school has approached narrowing the gap for Pupil Premium Pupils throughout the curriculum and considering well being support</p> <p>6. To take an active role in achieving the arts mark through supporting leaders, monitoring progress and evidence.</p> <p>The HT has made suggestions in terms of priorities and how this links with school. The HT said that the DHT has worked very hard on the SDP and has been very proactive co-ordinating all of the required information.</p> <p><u>Staff wellbeing</u> Governors commented on the high staff turnover over the last year.</p> <p><u>Assessments</u> We have started to look at assessments of children and there is mixture of ability with some gaps identified. Governors asked if the school can consider getting the children back to ARE by the end of the academic year. The HT said that some children will not be ARE, but it is more realistic to get the children back to their targets. Governors should view the data at each meeting to see how many children are starting to shift. Governors agreed that this would go onto the SDP.</p> <p><u>Quality mark for English and Maths</u> This was done at the end of last term and target come out of this is to narrow the gap. We have achieved this by achieving the basic skills for English and Maths and this is in the SDP. This is specifically relating to pupil premium and should be monitored by governors. Arts mark – Marie is working on the Arts mark; it was agreed that governors would include this within their targets.</p> <p><u>PSHE development</u> To be developed through arts, music and pupil premium.</p>
<p>12.0</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p> <p>12.10</p> <p>12.11</p> <p>12.12</p> <p>12.13</p>	<p><b>Policies for approval</b></p> <p>Governors approved the following policies:</p> <p>Accessibility Plan</p> <p>Behaviour Policy</p> <p>Behaviour Principles written statement</p> <p>Child Protection Policy and Procedures (Safeguarding)</p> <p>Exclusions Policy (Sept 2020)</p> <p>EYFS Policies and Procedures</p> <p>Gifts &amp; Hospitality Policy</p> <p>Hot Drinks Policy</p> <p>Medical Needs Policy</p> <p>Positive Handling Policy</p> <p>SEND Provision/Local Offer</p> <p>SEND Information Report / SEND Policy</p> <p>Sex and Relationship Education Policy</p> <p>Governors approved the policies.</p>
<p>13</p> <p>13.1</p> <p>13.2</p>	<p><b>Governor Training Update</b></p> <p><u>Online training options</u> The clerk has circulated online training options for governors. Governors should book courses of interest either directly or through the clerk.</p> <p><u>School based training</u></p>

	The DHT said that the training materials from the PD day for all staff has been uploaded to the drive. This is a wealth of information which will be shared with governors. This is also a good insight as to what is going on in school. There are some very good learning modules which can be accessed by staff at a time convenient to themselves.
14	<b>Any other business</b>
14.1	Governors discussed the skiing trip and agreed to review the effectiveness before planning the next one.
14.2	Governors were thanked for attending the meeting remotely from their homes.
14.3	The HT thanked governors for their help and support including throughout the holidays.
14.4	Governors were grateful that the school had received a thank you letter from Councillor Lynne Ayres.
15	<b>Confirmation of the next meeting.</b>
15.1	Tuesday 12 January 2021 at 4.00pm

#### Agreed Actions

2.1	Governors were asked by the clerk to complete and return pecuniary interest and KCSIE / Prevent proformas electronically by 2 <sup>nd</sup> October.
6.2	Clerk to send governor elections guidance to the HT.
7.4c	HT to send through staff link member details and to decide parameters of what is expected from governors during contact and visits.
11.0	HT to email governors summarising agreed actions relating to the GDP
13.2	Staff training materials to be shared with governors

The meeting finished at 18:15

Signed: .....

**Chair of Governors**

Date: .....