



## Southway Junior School

### Full Governing Body Meeting 6pm Wednesday 23<sup>rd</sup> September 2020

**Governors Present:** Kieron Woodland (KW) Peter Newbold (PN) (Head teacher), Helen Lewis (HL), Richard Harris (RH), Laura Whitman (LW), Sharon Carter (SC), Nick Winder (NW), Isabel Carpenter (IC)

**Associate Members:** Helen Denison (HD)

**Apologies for Absence:**

**In attendance:** Linda Tullett (Clerk)

The agenda and all supporting papers for the meeting were placed on the Southway VLE site for all Governors and Associate Members to view prior to the meeting. Hard copies of papers will no longer be printed out for the inspection file, apart from the minutes of each meeting - these signed minutes will be kept in the school office.

This meeting was held as a virtual meeting via Zoom due to the current Government restrictions.

**Start 6.03pm**

Agenda item		Action
<b>AUT20 FGB. 1</b> (Welcome)	KW opened the meeting welcoming governors and IC to the governing body.	
<b>AUT20 FGB. 2</b> (Apologies for absence)	No apologies were received.	
<b>AUT20 FGB. 3</b> (Declaration of Pecuniary Interest)	HL declared a Pecuniary Interest due to her role on the Local Board at Burgess Hill Academy. All Governors to complete the annual Register of Pecuniary Interest Form.	
<b>AUT20 FGB. 4</b> (Approval of the previous meetings Minutes)	The Minutes of the previous meeting were approved and will be signed by the Chair once Government restrictions have been lifted.	
<b>AUT20 FGB. 5</b> (Matters Arising)	<ul style="list-style-type: none"> <li>a) <b>Governor Advert for new Parent Governor going out Friday.</b> KW moving from Parent Governor to Co-opted. One Year 3 parent has shown an interest – SC to make contact.</li> <li>b) External Governor update – contact made with several local companies.</li> <li>c) Still need to appoint LA Governor &amp; additional Co-opted Governor. Governor Services have been contacted re: LA Governor.</li> <li>d) Pioneer are now operating from Burgess Hill Rugby Club. School can make use of the additional space.</li> </ul>	
<b>AUT20 FGB. 6</b> (Head teacher's Update)	<p>The Head teacher's update was presented to the members verbally.</p> <ul style="list-style-type: none"> <li>a) Attendance figures healthy (well above 99% when came back to school) and have hit target of 97%. Steady slow decline in attendance numbers. National figures around 88% but this includes secondary schools. Currently we have 351 on role and have a waiting list.</li> <li>b) Staffing: NQT's started well – mentored by Gerry Bailey. One TA resigned last week. Emma Tullett - temporary TA appointed. Advert out for replacement - so far 7 applications.</li> <li>c) <b>Rhiannon Mudford appointed as 'catch-up' teacher for academic year which is government funded (approx. £28K).</b> Role involves communicating with teachers, marking NFER tests and gap analysis. Rhiannon liaises with teachers with regards to which children need additional support.</li> <li>d) Maddy Bowers supporting across school - Year 3 YGL support and putting together work packs for children self isolating.</li> <li>e) Public Health England letter regarding symptoms and actions taken has been sent to all parents.</li> <li>f) PN &amp; Gerry Bailey undertaking weekly learning walks. Consistency seen around school, behaviour outstanding and quality of teaching excellent.</li> <li>g) Risk Assessment – reviewed weekly on Friday's by PN &amp; HD. Minor adjustments made. All staff fully aware of its content and carrying out duties</li> </ul>	



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	<p>responsibly and safely.</p> <p>h) Drop off/pick up – taking 5 mins. No issues from parents and working well.</p> <p>i) Parent/Teacher communication good, reducing emails received by PN/HD. Concerns dealt with directly by teachers. Staff appreciate time to reflect on content and can reply as necessary within 48 hours. Great way of communicating – positive step now and possibly for the future.</p> <p>j) Premises Update/Projects:</p> <ul style="list-style-type: none"> <li>i) Classrooms – new cupboards and sinks installed.</li> <li>ii) New overhead projector and audio system for the main hall.</li> <li>iii) Murals have been completed. New murals planned.</li> <li>iv) New fencing along Poveys close</li> <li>v) Market garden near completion.</li> <li>vi) Walkway – Scooter Park enlarged and landscaping completed.</li> <li>vii) Internal doors fitted along corridor.</li> <li>viii) 3D models to be installed next week.</li> <li>ix) Plans for hub – split in sections (kitchen, toilet refurbishment, re-carpeted, teaching area, working space). Straight forward and can hopefully be done within budget. Could be let for training purposes. Positive move. Could possibly also be used as training meeting room for SBM/Premises Officers/ private organisations potentially to bring in small income.</li> <li>x) Fencing/Electric gates to be installed over October half term.</li> </ul> <p>k) Remote Learning – letter sent to parents this week as to how the school will provide remote learning should there be a bubble/year group lockdown and we're required to have a plan in place by end of September. Zoom would be used to teach/run a school day remotely. VLE would be used. Oak Academy have provided KS2 lessons online and we will use that. School will contact parents whose children are not engaging – expectation is for parents to engage. No Covid-19 cases reported as yet. Work packs being sent home for those self-isolating. Free School Meals children have had food hamper packs delivered to their home if self isolating.</p> <p>l) Q: <b>What if a child is displaying symptoms?</b> They will be isolated in reception area until collected and required to take a test. If parent has positive test, child to isolate.</p>	
<b>AUT20 FGB.7</b> (SDIP review)	<p>Main focus of the SDIP is to keep the school open. Impossible at present to set realistic targets that will be met. School hampered with children having 5/6 months off. Data route would be unrealistic. However, improvement for the school has always been around achieving above national average. There seems no need for SDIP other than to keep everyone safe and school open - wait until virus is under control. SLT on board with message. LW/AN producing English/Maths Action plan. Classroom practice and what's working well in classroom is the primary focus for development.</p> <p>Performance Management based on how classes have achieved. SLT to discuss what it looks like? YGL are the key to success – they drive effective change.</p> <p>Q: <b>How are the Year 3's getting on?</b> Settling in well, positive behaviour and the children have adapted. All year groups settled. No evidence of issues.</p>	
<b>AUT20 FGB.8</b> (Governor Appointments)	<p>There was 1 nomination for the position of Chair – KW. KW then left the meeting. LT proposed the nomination and this was seconded by PN. A vote then took place and KW was unanimously voted in as Chair. KW returned to the meeting.</p> <p>There was one nomination for Vice Chair – HL (HL left the meeting). This was proposed by LT and seconded by PN. The vote was unanimous. HL returned to the meeting.</p> <p>The following roles were also elected:</p> <ul style="list-style-type: none"> <li>Chair of Teaching, Learning and Staffing – HL</li> <li>Chair of Finance &amp; Premises – NW</li> <li>Chair of Pay Committee – KW (additional member: HL)</li> <li>Chair of Complaints Committee – NW (additional member: RH)</li> </ul>	
<b>AUT20 FGB.9</b> (Governor Roles)	<p>A discussion took place as to the additional roles the governors would take on.</p> <ul style="list-style-type: none"> <li>Safeguarding - KW</li> <li>Health &amp; Safety Governor – RH</li> <li>Inclusion Governor – IC</li> <li>GDPR, Policies, Website and Compliance – HL</li> </ul> <p>To focus on 4 key areas of the Ofsted framework involves coming into school to monitor which is not possible at present. Roles to be allocated at a later date.</p> <p>No governor visits will take place under the current conditions. KW will continue to visit the school to view the single central register.</p>	



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<b>AUT20 FGB. 10</b> (NGA Code of Conduct)	We need to review our own Code of Conduct annually. Governing Body can choose adopt the NGA model policy and then be signed by Chair of Governors on behalf of the GB if we wish to adopt it. All governors advised to read and will be discussed further at the November F&P meeting.	
<b>AUT20 FGB. 11</b> (Safeguarding Update)	WSSC Statutory Safeguarding Policy was circulated to all governors prior to the meeting. Agreed to adopt the policy. Will go onto school website.	
<b>AUT20 FGB. 12</b> (Policies)	SEND Information Report – statutory document. Needs to be reviewed annually and go on our website. A few changes made and may change again once we are able to move on from Covid. It is a Covid friendly document and accurately reflects what is in place in school now. HD job title now Inclusion Manager.	
<b>AUT20 FGB. 13</b> (Residential Overviews)	HL requested approval by the governing body of the Residential Educational Visits documents for both Lodge Hill for current year 4 (June 2021) and France for current year 5 (September 2021). This is based on the assumption that the trips can take place in 2021. Documents approved by the governors.	
<b>AUT20 FGB. 14</b> (Any further matters)	Thanks to all the staff for the work to get the school opened fully – amazing start to the year and governors grateful. Will be passed onto the staff. LT reminded Governors of the need to complete the Pecuniary Interest Form and return.	
<b>AUT20 FGB. 15</b> (Future Business)	The dates for the forthcoming year were agreed and will be placed on the website.	
<b>AUT20 FGB.16</b> (meeting review to be judged against the Ofsted framework)	<p>It was agreed that the following points of the meeting in particular showed good governance, in accordance with the three core strategic functions of the Governing Body, as detailed below:</p> <ul style="list-style-type: none"> <li>- Successful opening of school fully and thanks to staff.</li> <li>- Roles of the Governing Body using skills/expertise.</li> </ul> <p><b>A</b> Ensuring clarity of vision, ethos and strategic direction.</p> <p><b>B</b> Holding executive leaders to account for the educational performance of the school.</p> <p><b>C</b> Ensuring sound, proper and effective use of the school's financial resource.</p>	

End 7.41pm