**Southway Junior School**

**Full Governing Body**

***6pm Wednesday 15th June 2022***

**Governors Present:** Pete Newbold (PN) Helen Lewis (HL), Judy Groome (JG), Sharon Carter (SC), Nick Winder (NW), Elinor Wood (EW), Laura Whitman (LW), Nikki Donson (ND)

**Associate Members:** Mike Blanchard (MB)

**Apologies for Absence:** David Child (DC), Ceri Williams (CW)

**In attendance:** Claire Morley (CM) (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.*

**Meeting started: 6:01**

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| Agenda item |  | Action |
| **SUM22 FGB1** (Welcome & Approval of Minutes) | HL opened the meeting welcoming Governors. Welcome back to LW and introduction to new Governors since LW has been on maternity leave. The Minutes of the previous meeting were approved. |  |
| **SUM22 FGB2** (Apologies for absence) | Apologies received from DC CW Apologies approved. ND will be late. |  |
| **SUM22 FGB3**(Declaration of Interest) | No pecuniary interests were declared. |  |
| **SUM22 FGB4** (Declaration of non-compliance) | There were no declarations of non-compliance. |  |
| **SUM22 FGB5**(Actions) | Action points one and four have been completed since the last meeting on 11th May 2022. Action points two and three will be actioned by the end of June. PN advised Jo Peiris (PE Lead) was asked to send this information to CW , therefore SC to check with JP before sending again.  | SC to check with JP to ask if sports funding list already sent to CW |
| **SUM22 FGB6**(Matters Arising) | 1. Government Recruitment – HL, SC and CM met at the end of May to discuss recruitment and have devised a plan to create two packs, one for Parent Governor and another for Co-opted Governor. This will include information from the website and prospectus and will include all statutory functions and be clear in what the expectations are. We will also hold interviews for the positions to be able to meet the person face to face and discuss at length, what is expected to ensure we have the right people on the board. Q Would there be a different pack for Local Authority Governor? We could combine the LA and Co-opted Governor into the same pack.

We will advertise on different sites and include the packs on our website. We currently have our term of office set as 4 years, however this could be reduced to 2 years as this may generate more interest.HL has been communicating with DC this week with regards to his position on the Governing Body and whether he wished to continue. Unfortunately, with an increasing workload he cannot commit the time required to the Governor role and will therefore be resigning with effect from tomorrow. CW will also resign as a Co-opted Governor and reapply as a Parent Governor as previously discussed. We therefore have one Parent Governor vacancy and one Co-opted vacancy. HL has someone to approach for Co-opted Governor and we can promote the Parent Governor vacancy at the Year 2 transition meeting 1. The Governor Newsletter was sent out to parents today (15th June 2022)
 | CM to make Governor Services aware of DC resignationRecruitment Pack to be created |
| **SUM22 FGB7**(Self Evaluation) | Copy of the NGA Self Evaluation document will be forwarded to the Governing Body to read and digest before the next FGB in September. There is a Personal Skills Audit on the NGA site which would be beneficial for all Governors to complete to identify any gaps. SC and CM to locate the document and send out with the NGA Evaluation. Q Do we need to complete anything on the NGA document or only the Personal Skills Audit? You will need to completed the skills audit which will highlight training needs etc. The NGA document is very large and will need to be read. If we can highlight anything we feel we are missing, we can discuss at the next FGB | SC & CM to locate Personal Skills AuditCM to send NGA Self Evaluation document and Personal Skills Audit to Governors |
| **SUM22 FGB8**(Governor Away Day) | HL discussed the possibility of a Governors Away Day Q What would be the purpose? What is going to be different after having a morning away? What is going to change from what is happening now? Q Rather than an away day, could we have a meeting to cover this in September and incorporate the FGB at the same time? Yes, this would be the preferred option and this would be held on site.Q Could we prepare a list of questions, or items to discuss at the meeting? Yes, this would be a structured meeting and would therefore have an agenda. Governors are to read the NGA document as per the previous item and complete the Personal Skills audit and we need to set a deadline for this to be completed. HL discussed Governor Ofsted training which could be completed. PN suggested he interviews all Governors as a training exercise.HL has attended a locality meeting and can provide a synopsis of comments made by Ofsted about the Governing Body at other schools in the local area. This could also be discussed at the meeting. Governor roles also need to be discussed at this meetingQ Shall we decide a date for this meeting now? Yes, that would be beneficial. Deadline for Personal Self Skills Audit to be completed by Friday 8th July and to be familiar with the NGA gaps for a meeting in September. The meeting itself will be on Thursday 29th September from 9AM until 12PM which will replace the Wednesday evening meeting as we will be having the FGB at the same time. Governors to send completed skills audit to a centralised place, therefore please send to CM to collate. Q Have we decided the dates for Governors meeting for the next academic year? No not as yet. Q Will everyone be able to arrange time from their work places to attend? Yes, as booked in advance  | CM to collate Governors Skills Audit – Deadline 8th July |
| **SUM22 FGB9** (Staff Voice) | Staff Voice results were sent to Governors prior to the meeting Governors agreed that results are extremely good and most results are 90% or higher. There were some fantastic comments also. |  |
|  | SC left meeting at 18:34 to collect ND |  |
|  | Only written comments provided were fantastic and no comments omitted Q There were a very low percentage who had disagreements or feel they don’t have an opinion. How will you respond to those staff or how do results like this get followed up? The survey is anonymous and we have received no negative comments, therefore we are unaware as to whether they are Teachers, SLT, TA’s or Office staff. There could be numerous reasons why they have selected the answer and without making a comment and advising of the issue, it is very difficult to improve the situation and follow it up with them.  |  |
|  | SC and ND enter at 18:37 |  |
|  | Q With regards to the Pupil Voice that was carried out, parents received an email regarding the data but why do we not have this as an agenda item? This was carried out by the school and not the Governing Body. Q Has the Parent Voice data been discussed as this was a Governing Body survey? Yes, this was discussed at the TLS meeting in April and parents have been thanked in the recent newsletter. Q Would we do this again next year? Pupil and Staff - yes most definitely however, the Parent Voice can often be very demoralising for the staff when actually they are doing a fantastic job Q Stakeholder engagement is very important and parents enjoy being included as part of the school community. As Stakeholders their voice is important, so would this not be beneficial to include them every year? Yes, completely agree however if they would like to raise their concerns they are always welcome to do this at any time. Q Maybe this could be done bi annually? As a child’s experience in Year is different to their experience in Year 6 for example? Yes, completely agree, bi annually would be the way forward. Most of the feedback from the survey was Covid related and actually the survey happened at the time when Government restrictions were being lifted, therefore, most of the concerns raised were already in hand and being changed.We have had no complaints made to the Governing Body.  |  |
| **SUM22 FGB10**(Project Update) | Unfortunately, SC has no Financial report available due to issues with data transferring to the new system however, will have this for the TLS meeting next month and will provide an update then. The new Viking Ship has been built on the small playground and is in use. They have left 12 shields for the children to paint which will then be fixed to the fences.New scooter racks to be fitted next week.Radiators in the HUB will be replaced on 13th July and other radiators will be installed in the first two weeks of the Summer holidays.SC has received an update regarding solar panels. They may be ready to install in Summer 2023. Work on the HUB and Staff toilets will be started very soon. Swimming Pool is now open and children have been swimming for the past two weeks. The children who missed lessons last week due to low air temperature or issues with the levels have been given an extra session to ensure all children have swam for the same amount of time. SC will look further into a poly carbonate tunnel like St Lawrence in Hurst, new changing rooms, toilets and shower. This will mean we will be able to swim for 12 months per year and also generate income by hiring to external swim schools. Q Do you have a grant for this? We have received a support grant from the Government which covers NI increases and utility bill increase which will allow us to release funds from those cost centres to allocate to the pool. Q You can also obtain Town Council and Parish Council Grants – is this something we can look into? Yes, most definitely  |  |
| **SUM22 FGB11**(Headteachers Report  | A copy of the Headteachers Report was sent to Governors prior to the meetingGovernors were asked if they had any questions.Q You have recruited a new teacher? Could you tell us more? Yes, we conducted three days of interviews, a very thorough process, watching them teach and formal interview and we could have recruited on all three days. However, we recruited Dawn Albery who interviewed on the third day. She will start with us in September as a Year 3 teacher. She is a first year ECT (Early Careers Teacher) and will complete her second year with us. who will be in her 2nd year and will have ANH as mentor. We also have a new Teaching Assistant starting – Anastasia Harrington will be joining Year 4. We will be interviewing for a 1:1 teacher for September. Our SEND team is well staffed going ahead. Both 1:1 TA’s in Year 3 will be leaving in July. BH is leaving to complete her PGCE and is planning on having her placement at Southway, \*confidential item\*We will need a strong 1:1 cohort for the upcoming Year 3 children. There are four children in one class with EHCPS and there are two more going through the process We are recruiting very good people and we have a very strong teaching team, the best yet. Q You have had one racist incident? Has this been dealt with? Yes this incident was outside of school but was followed up and reported. Q Year 5 figures for attendance seem to be persistently low? Do we have the necessary steps in place to improve this? They are legitimate absences and we have all of the correct protocols in place to ensure that we have all of the necessary contact in place. No further questions |  |
| **SUM22 FGB12** (Leadership & Management Report) | A copy of the Leadership & Management Report was sent to Governors prior to the meetingGovernors were asked if they had any questions.Q How well do we engage with the voluntary community? We are in a national intergenerational project where Year 5 are going to an old people’s home in Burgess Hill and building relationships with older people. They talk and play games. Zoe Holland has been involved in Science Week and we have been paired to complete a project with Edwards, a company on the industrial estate. This will then be followed up at a Science Fair at the end of this week. Young voices concert at the O2 was amazing and the parents really felt part of Southway We have the Talent Show soonMB and PN delivered a staff meeting at another school Hurstpierpoint College students are coming to help with our Year 6 children with their Charity Day. We really feel that everything is beginning to get back to “normal” which is great.Q In terms of community have you been approached by any Ukrainian families? Yes, we have one boy starting in Y6 tomorrow and we have another wanting to join Year 4, however as we are at PAN an appeal will need to be made.  |  |
| **SUM22 FGB13**(Safeguarding Report) | A copy of the Safeguarding Report was sent to Governors prior to the meetingQ What system do you use to record your safeguarding? CPOMS Q Does CPOMS have the facility to record low level concerns as per KCSiE (Keeping Children Safe in Education) for September 2022? MB to investigate | MB to investigate whether CPOMS has ability to record low level concerns in line with KCSiE |
| **SUM22 FGB14** (Further matters, Any other business) | No Any Other Business  |  |
| **SUM22 FGB15**(Future Business) | Future agenda items: 1. NGA Self Evaluation document and Personal Skills Audit for FGB September 2022
2. Financial update for TLS July 2022
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| **SUM22 FGB16 (**Meeting to be judged against the new Ofted Framework | 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;**Strategy meeting, Swimming Pool improvements, Reports**A - Ensuring clarity of vision, ethos and strategic direction - B - Holding executive leaders to account for the educational performance of the schoolC - Ensuring sound, proper and effective use of the school’s financial resource.  |  |
| **SUM22 FGB17****(**End) | HL thanked everyone for their time.Next meeting is on Wednesday 20th July 2022 and will be TLS with JG |  |

**Meeting ends 7:20PM**