

GOVERNING BODY OF SOUTHFIELD PRIMARY SCHOOL

Southfield School draft key priorities

- Review the school's Vision and Values with the school community including ensuring consistent agreed behaviour management systems
- Extend high attainers across the whole school by increasing the amount of children achieving the performance descriptor exceeding in their Year group
- Provide more opportunities in EYFS for developing reading, writing and number in the classroom and outside the classroom
- Improve phonic knowledge in Years 1, 2 and 3 including the application of phonics in English lessons
- Further develop a broad and balanced curriculum by further linking learning skills with lessons and adding an international dimension to the curriculum
- Ensure the new performance descriptors are embedded and data is accurate
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MINUTES OF GOVERNING BODY MEETING

Date	Monday, 5 October 2015
Time	7.00 pm
Location	Southfield Primary School
Present	Richard Sturdy, Simon Prebble, Georgina Gilbey, Janet Barton, Catherine Barlen, Kathryn Cooper, Joanne Cato, Robert Huxford, John Tanter, Carol Douglas, Ngozi Fasan, Anthony Korn, Leong MacSweeney
In attendance	Amandeep Tamber, Parvan Bal, Angela McHale, Marianna Loizia

- 1. Apologies** **Action**
There were no apologies as everyone was present.
- 2. Authorised/Unauthorised Absence**
Not applicable.
- 3. Election of Chair of Governors**
Richard Sturdy was duly elected Chair of Governors for the academic year 2015 – 2015.
- 4. Election of Vice Chair of Governors**
John Tanter was duly elected Vice Chair of Governors for the academic year 2015 – 2016.
- 5. Governing Body Membership and Declaration of Business Interests**
There were no declarations of interest for this meeting.

Mr Korn (LA Governor candidate) and Ms MacSweeney (Co-opted Governor candidate) were invited to say a few words on their background and reasons for joining the governing body. Both candidates were asked to leave the meeting for governors to consider their applications. Governors agreed to invite both candidates to join the governing body.

Anthony Korn was agreed as LA Governor.
Leong MacSweeney was co-opted as a Co-Opted Governor.

Introductions were made and the Chair welcomed everyone to the meeting including the following new governors:

Georgina Gilbey as Staff Governor.
Angela McHale as Parent Governor from 21 October 2015.

Kathryn Cooper's term as Parent Governor ends on 20 October 2015. The Chair thanked her for her work on the governing body.

6. **Register of Business Interest Forms**

Governors completed their Register of Business Interest Forms. Sheila McCabe will add all the relevant information to the school's website.

7. **Planning for the Year**

• **Committee Membership**

Resources Committee

John Tanter (Chair), Simon Prebble, Ngozi Fasan, Richard Sturdy, Robert Huxford, Anthony Korn

Teaching and Learning

Catherine Barlen (Chair), Simon Prebble, Janet Barton, Joanne Cato, Carol Douglas, Leong MacSweeney, Angela McHale, Georgina Gilbey

Hearings Panel

2 Parent Governors, 1 Co-Opted Governor in alphabetical order.

Appeals Panel

1 LA Governor (if available), 1 Parent Governor, 1 Co-Opted Governor in reverse alphabetical order.

Pay Committee (incl Head's Performance Management Panel)

Richard Sturdy, Carol Douglas, Ngozi Fasan

• **Link Governors**

The following were agreed:

English	Carol Douglas	
Maths	Joanne Cato	
Early Years Foundation Stage (EYFS)	John Tanter	
Inclusion (incl Equalities)	Leong MacSweeney	
Curriculum including IPC	Angela McHale	
Safeguarding Working Group (Child Protection & Looked After Children)	Catherine Barlen with Anthony Korn to shadow and input from Joanne Cato. The Head offered to look into models for working groups.	SP
Site, Safeguarding and School Travel Plan	Robert Huxford, Catherine Barlen	
Finance	Ngozi Fasan	
Assessment for Learning	All governors to look at assessment in their link roles	

The office will contact governors to arrange visits.

8. **Governing Body Audit/Self Evaluation Action Plan**

A working group of governors had met to draft the self-evaluation which was on hold until the new framework. John Tanter reported there is an updated self evaluation framework and he will move things into the new framework and distribute to the working group.

JT

Within the school, the self evaluation is being updated, and the Head will send the Leadership and Management judgments out to governors soon following agreement from the Leadership Team. For the Leadership and Management key aspects – those

Ofsted criteria in black are good and those in blue are outstanding to see where we are to consolidate good or get to outstanding.

The same process will be carried out with teachers on the Quality of Teaching, Learning and Assessment next term.

Vision and Values

The Chair reported on the Vision and Values day with teachers and governors talking about the kind of school Southfield is, and what they want it to be. There will be an additional Governing Body session on 17 November at 6.30 pm to talk through next steps. By the end of the evening there will be a draft vision and key values, and a plan on how the governors will disseminate this to the school community including teachers, parents and children.

9. Update on Policies Cycle

Drugs Policy

The Drugs Policy has been circulated to governors for comments by 9 October to be ratified at the governing body November meeting. SP

Admission Policy

Two Admissions Policies 2015 – 2016 and 2016 - 2017 had been circulated which need to run alongside each other. The Head outlined the change made to both policies and Governors ratified both policies.

Governors Expenses

A policy will be sent out after the meeting for comments and agreed at the next governing body meeting. The policy will be in line with the Staff Expenses Policy, and will exclude anything that staff cannot claim for such as child care and will reflect the spirit of the last discussion. SP

Other policies have also been circulated to be ratified by governors at the various governors meetings.

10. Ratification of Term Dates 2016 - 2017

Governors agreed the term dates.

11. Correspondence to the Chair

There was no correspondence of note.

12. Any Other Business

Bulge Classes next September – At present, no bulge classes anticipated by Gary Redhead, but a LA representative will visit the school to discuss projected local figures and possible next steps.

Nursery 30 hours update - The Head said there was no update, but full time places are being piloted, and a small number of parents (3 – 4) are interested. The government would pay for one session and parents would pay for the second session and the children would stay in over lunch.

GEL Learning – The Head will check registration as governors had not received anything from GEL.

W4 Youth Group – Mr Huxford said he had been approached by this group who are looking into building on park land through the Council granting land for a community business plan with the school being able to use these facilities, eg for arts classes, nature works, etc. The group would like to attend a meeting to present their plans and ideas and the Chair will invite them to do this at a governing body meeting. Local councilors have also granted funds for a local forestry education scheme. RS

Ready for Learning - Goals are set up in classrooms and team is meeting again to assess and agree next steps. Changes to rules are specifically child friendly about what children should be doing in the classroom. This will be discussed in the next Teaching and Learning committee meeting.

Park for PE – There was concern that the park is not used enough for PE due to issues with Fit for Sport staffing cover. The school will look into this as it has a block booking sign on the MUGA and tennis courts during school days and this also frees up the school for other uses. The staff pupil ration was discussed and the school will look into it. Two year groups going swimming was also discussed and additional adults could be parent volunteers or CB suggested asking parents to contribute but the Head was opposed to this.

SP

13. **Date and Time of Next Meetings**

The following dates were agreed:

Governing Body Meetings -

Monday, 23 November 2015 at 7.00pm (Apologies from Ngozi Fasan)

Wednesday, 16 March 2016 at 7.00 pm

Monday, 20 June 2016 at 7.00 pm

Teaching & Learning Committee - Tuesday, 20 October 2015 at 9 – 11.00 am

Management Committee - Tuesday, 20 October 2015 at 6.30 – 8.00 pm

The meeting finished at 8.25 pm.

Richard Sturdy
Chair of Governors

Southfield Primary School
Southfield Road
London, W4 1DB

Marianna Loizia
Clerk to the Governors