

**Minutes of Governing Body Meeting
Thursday 15th March 2018 at 7pm**

Southfield Primary School

- Further embed the school's Vision and Values by widening the curriculum through even better teaching of British Values and the PSHE curriculum.
- Improve reading outcomes by developing reading skills across the school.
- Improve writing outcomes by ensuring better coverage of the writing skills and applying them across the curriculum.
- Develop maths teaching and learning through consistency of practice, even better curriculum coverage and more use of practical apparatus.
- Close the attainment gap for specific underachieving groups i.e. Disadvantaged, Disadvantaged White British, SEN/D through developing interventions, parental / carer involvement and robust assessment.

Present Robert Huxford (Chair), Simon Prebble, Tom Muir, John Tanter, Angela McHale, Leong MacSweeney, Emma Sharpe, Georgie Gilbey

In Attendance Amandeep Tamber, Pav Bal

1	Apologies	Apologies were received from Anthony Korn, Cedric Glaux and Marianna Loizia Robert Huxford will attend from 7.30pm	Action
2	Authorised / Unauthorised absence	Governors authorise the above absence Ngozi Fasan– unauthorised absence.	
3	Governing Body (GB) Membership and Declaration of Business Interests	There were no declarations of interest for this meeting. Declaration of Interest form received from Emma Sharpe.	
4	Minutes of Previous Meeting and Matters Arising	The minutes of the meeting held 7.12.17 were agreed and signed by the Chair.	
5	Minutes from the Committee Meetings	Resources Committee The school has predicted a deficit at the end of the year of £30,000. This is to be approved by Ealing and budgets need to be planned in the following year to save money. Question raised - Would the borough look into this if all schools are in the same situation with budgets? The Head responded with the Funding Formula has change and the LA will not do much to	

		<p><u>Ealing Learning Partnership</u> Head has been looking at best value and from this the school has joined a small cluster of schools to support each school's self evaluation. Next term a cycle of school review (like an Ofsted inspection) will start in one of the cluster schools.</p>	
7	Governing Body Audit/Self Evaluation Action Plan	<p>It has been identified that deadlines have been missed. Mr Huxford, Mr Tanter and Ms McHale have identified what is needed but not giving a deadline. Behaviour has not been changed on the evaluation School Link Reports It was discussed that School Link Reports are to be written up and shared within 1 week of the meeting. Governors decided this is not enough time so agreed to change this to 10-14 days. Reminder to send minutes etc to HT as he will distribute reports etc whilst the clerk is off long term sick.</p> <p>Training – Anthony has received training. Governors to feedback about if they need training and if they are currently receiving training to inform Mr Huxford and HT.</p> <p>Communications from survey to be sent to Tom Muir to check. What is the analysis? How will this be discussed? And what are the next steps with the outcomes? To create an action plan on this.</p> <p>Went through each area of evaluation of the overall action plan and moved some to green as the Governors are more secure with them. Mr Huxford to update the evaluation</p> <p>Mr Huxford to visit Little Ealing to look at the funding from after school clubs.</p> <p><u>Code of Conduct</u> Angela action to change the NGA to Southfield one Rob to do a draft charter to link to the vision and send to Angela to go on the top of the code of conduct.</p>	<p>TM RH AMcH RH</p>
8	Policy Ratification	<p><u>GB allowances</u> GB Expenses Policy is statutory – Governors agreed the changes, Rob signed it.</p>	
9	<p>Governor Link Reports</p> <ul style="list-style-type: none"> • Healthy and Safety / Site visit • EYFS • Inclusion • IPC / Computing • English • Maths • Safeguarding 	<p>Verbal Feedback was provided</p> <p><u>Robert Huxford - Healthy and Safety / Site visit</u> Head distributed copies. Governors to challenge if they do not agree with the priorities with the changes of what needs to be on the site. The school has been successful with getting funding from the LA for new fire doors on the Middle and Ground floors and the work will take place in the Summer holidays. Sugar fund- Business Manager is looking into this.</p>	

<ul style="list-style-type: none"> • Parent / Carer Forum • Budget letter <p>11) Date and Time of next meetings up until the end of the school year including Budget meeting on 10th May</p>	<p>Any reorganisation has to go through the Full Governing Body, from advice from HR. Lunch is not on the SMSA contract it is just a custom that has happened for years.</p> <p><u>School Journey 2017</u> Surplus of £113.67 – to put it into the legacy fund. Governors all in agreement to this.</p> <p><u>Sunflower Fund</u> Raised approx 3-4K. Discussion of how to spend it. As the SPSA are funding the curriculum, suggested looking at the Reception area to make it more like a 'L' shape to make it more welcoming. Cost came up to 5K as an approx costing. Governors to think about communicating the idea of the fund to parent/carers who would like to contribute in the fund in the future. A suggestion is to give parents the choice of 4 or 5 areas of what they want the money can be spent it on. Governors agreed to use some of Sunflower money to fund this. Mr Huxford or the Head to speak to SMC about the Sunflower Fund within the SPSA for tax purposes – can they be gift aided?</p> <p><u>Parent/carer Forum</u> Suggestion to have termly forum where RH and SP have an open door policy to parent/carers to be more accessible. Maybe doing a Q&A session and inform them about the school priorities and amalgamate the forums. Mrs Sharpe has a list of concerns to share with the Head as she had been approached with many queries from parent/carers.</p> <p>Mrs Sharpe raised how to deal with the information and questions that parents raise in the playground? Head advised that a governor needs to let the relevant person know they should email the school with the concern. SP to add a note in the Sunflower to contact the school with the positives and moans. Mr Huxford and the Head to decide when the forum will take place.</p> <p><u>Budget Letter</u> Mr Huxford to send communications to parents regarding the restriction on the budget. To provide a factual informative letter after the budget has been set – beginning/middle of next term.</p> <p>Budget meeting to ratify the budget - SP to look at another date maybe 3rd May. FGB Tuesday 3rd July SP to send dates for ideas with the budget</p>	<p>SP/RH</p> <p>SP/RH</p>
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