

Southfield Primary School
Open Minutes of the Governing Body Meeting on Monday 10th December 2018 6.30pm

Present Robert Huxford (Chair)(RH), Simon Prebble (SP), Leong MacSweeney(LMS), Anthony Korn (AK), Clare Reed (CR), Nick Barrett (NB), Jim Hubbard (JH), Ngozi Fasan (NF), Georgie Gilbey (GG)

In Attendance Pav Bal (PB)

	Agenda Item		Action
1	Apologies	Apologies were received from Angela McHale and Emma Sharpe.	
2	Authorised / Unauthorised absence	Governors authorised the above absences.	
3	Governing Body Business interests	No changes were declared.	
4	<p><u>Minutes of Previous Meeting</u> <u>Agree the Minutes.</u></p> <p>Review Matters Arising SMC to organise DBS for new Governors</p> <p>SP to e-mail staff re GB vacancies.</p> <p>RH to finalise Chair & Vice Chair for Resources.</p> <p>Governors taking on responsibility for link areas to arrange a handover.</p> <p>SP to send the Code of Conduct to new Governors.</p> <p>SP to consider way forward re GB self- evaluation.</p> <p>All Governors to look at opportunities for their companies to donate to the school. Anthony & Ngozi to be provided with copies of Keeping Children</p>	<p>Minutes from previous meeting agreed</p> <p>DBS clearance from NB and CR. Waiting for JB's and <u>need to get confirmation from Emma Sharpe.</u></p> <p>4 members of staff came forward after SP's email about the staff vacancy. SP contacted the governing body services in Ealing for advice. 3 teachers and 1 support staff showed interest. SP advised to have support staff as this was the original request of the GB and to make the GB ratio fair by having the support staff represented. Governors made the decision to appoint the support staff applicant who is Sara Nelder. <u>SP to inform Sara Nelder.</u></p> <p>AK will be the Chair for Resources <u>Vice chair TBC</u></p> <p>A handover from the meeting from Tom Muir was shared with CR NB to be the EYFS link governor</p> <p>New governors have received this</p> <p>SP looked into a new format from the Key and wasn't able to find one so to continue with the current format.</p> <p>Action is to ask the school community to ask their companies. The GB to also look at how their companies also donate. <u>Meet with the SPSA about the next steps with fundraising of this nature.</u></p> <p>NF and AK received the Code of conduct and safeguarding documents and signed for them on the form provided.</p>	<p>SMC</p> <p>SP</p> <p>RH</p> <p>SP</p>

	Safe in Education (KCSIE) (part 2) and to sign for them.		
5	<u>Feedback from Teaching and Learning Committee</u> Minutes of 21 November 2018.	Angela was not present, and the minutes have not yet been sent by the clerk. <u>Angela to circulate the minutes to GB once checked.</u>	SP/AMcH
6	<u>Feedback from Resources Committee</u> Minutes of 17 October 2018.	<p>SP/Sheila McCabe (SMC) /RH had a meeting with Tamara Quinn from Ealing Council. There is a forecast deficit of £70K at the end of this financial year. In comparison to other schools our deficit is relatively small. There are 2 new schools that have opened therefore less demand for places at Southfield. SMC and SP have looked at different scenarios for setting the budget for the next few years. SMC mentioned claw backs from Ealing Council. Ngozi raised a question to SMC of why she wasn't aware of the changes in advance to the claw backs. SMS said the LA said they would not claw back but then someone else said they would. This makes it difficult and unfair when this is all in the forecasted budget and then it is taken away.</p> <p>If we are over spent then we can ask for a loan which the school does not want to do. Loans come under Corporate Finance. They are extremely detailed and would expect to see a financial plan for the next 2-3 years.</p> <p><u>How long have we had this deficit and what is the reason for it?</u> Deficit is mainly for sick pay/ cover for a few members of staff. It has been for over a year. We have cut £200K by getting rid of CLIPS and TAs and less supply with internal use of cover. <u>The resources committee need to change the date of their meet of the 25th Feb to the end of January</u> before the meeting with Tamara Quinn in early February, where a plan needs to be shared of rectifying the deficit.</p> <p>A suggestion is to explore insurance for a member of staff's absence. NF informed the GB that SMC said the LA was the better option for insurance.</p> <p>Compared to other schools, our school is full compared to the London average.</p>	SP
7	<u>Head's report</u>	<p>No questions from the Heads report.</p> <p>SP informed the GB that the nursery will be full in January.</p> <p>On Wednesday 23rd January there will be a Roehampton fair to recruit NQTs. There will be 50 other schools there. It will be a selling point for the school to attract NQTs to join the school. PB and an NQT will go. <u>SP has asked a governor to go on the day too. If interested to let SP know.</u></p> <p>The vacancy page on the website has also been updated to entice people.</p> <p><u>How is deprivation categorised?</u> Children on FSM, over crowded housing and different educational circumstances. This is based on the information collected for the census which indicates where we fit in nationally. We have a higher deprived</p>	ALL

		<p>community than National. However the number of children entitled to Pupil Premium is different from each cohort. Last year, Year 6 was 43% PP and the current Year 1 is 17% PP.</p> <p><u>Is the reason for the difference because the current year 6 is a bulge year and it was under a different catchment?</u> SP said it could be the case to some extent.</p>	
8	<u>Feedback on Headteacher Recruitment</u>	See separate confidential minutes.	
9	<u>Update Governing Body Audit / Self Evaluation</u>	<p>Rh/AMCh and John Tanter (past governor) have completed the audit. However with John's departure, another governor will need to replace him.</p> <p>There are currently 4 ambers</p> <ul style="list-style-type: none"> • Progression in communication with the community-The GB will add their newsletter to the current Sunflower. • Sending link report in a timely manner - This is ongoing • Teacher progression and supporting staff with CPD - SP stated that staff has had many opportunities to work with other schools, including training provided by other schools on inset days. • Budget- this is aligned with the SIP <p>RH would like to start the audit again- suggestions is to start it in the summer term due to the recruitment of the HT</p>	
10	<u>Policies for Approval</u> <u>Terms of Reference</u> <ul style="list-style-type: none"> • Resources Committee • Teaching and Learning Committee <p>Appraisal Policy Complaints Policy Asthma Policy</p>	<p>No changes to the terms of references – GB approved them</p> <p>Ratified Ratified <u>Circulated today and to be ratified by email by 17th December.</u></p>	All
11	<u>Safeguarding Update</u>	<p>SP/AT/CR met. SP to send out the school report. SP suggested that all safeguarding/site roles are all done at the same time to keep all information aligned. <u>SMC to organise the meetings</u></p>	SMC
12	Parent / Carer meeting	<p>Only 6-7 parents turned up.</p> <p>RH has requested for this open communication with the school community to continue.</p> <p>Feedback from parents was they didn't know what the meeting was about and who it was for. – GB to communicate this better.</p>	

13	AOB	<p><u>RH to collect money from GB for breakfast (£70)</u></p> <p>There is a co-opted governor position available and a local priest from the community is keen. RH met him and suggested he came to a meeting and did an introduction to his reasons for wanting to be a governor at Southfield. It was agreed that at the end of his presentation he would leave and GB to discuss and then RH will contact him with the decision. He is linked with Twyford and also carries out mindfulness sessions.</p> <p><u>Some governors would like to enquire about the religious element.</u> SP stated that approx. 25% of the school community is Christian, the rest is mixed and or not of any religion.</p>	RH
14	Date and Time of next meetings	<p><u>FGB</u> Monday 18th March 6.30pm- 8.30pm (Note new timing) Monday 1st July 6.30-8.30pm <u>SP to email those not attending to see if the dates are ok for them.</u></p> <p><u>SP to email about budget meeting date.</u></p> <p><u>SP to email about Resources Committee</u></p> <p><u>GB to meet regarding next steps on recruitment of a head on Monday 7th January at 6.30pm</u></p>	<p>SP</p> <p>SP</p> <p>SP</p> <p>All</p>