



# Southway Junior School

## Full Governing Body Meeting 6pm Wednesday 20<sup>th</sup> January 2021

**Governors Present:** Kieron Woodland (KW) Peter Newbold (PN) (Head teacher), Helen Lewis (HL), Laura Whitman (LW), Sharon Carter (SC), Nick Winder (NW), Isabel Carpenter (IC), David Child (DC), Ceri Williams (CW)

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

**Apologies for Absence:** Richard Harris (RH)

**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 6.02pm

Agenda item		Action
<b>SPR21 FGB. 1</b> (Welcome)	KW opened the meeting welcoming governors.	
<b>SPR21 FGB. 2</b> (Apologies for absence)	Apologies were received from RH which was accepted by those present.	
<b>SPR21 FGB. 3</b> (Declaration of Pecuniary Interest)	No pecuniary interests were declared.	
<b>SPR21 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>SPR21 FGB. 5</b> (Matters Arising)	<p>Matters arising from the last meeting:</p> <p>a) Courses: Thanks were given to those governors who have completed the relevant courses. A reminder given of the need to complete the safeguarding, child protection and prevent courses as soon as possible. Need to be compliant if records checked externally.</p> <p>b) Governors Newsletter: Written and well worded - thanks to HL. Just needs photographs added. Will be uploaded and sent via email/added to website tomorrow and circulated to governors. Good holistic document covering all aspects of the school and can be used as a template. Suggested being a termly document.</p> <p>c) Project Update:</p> <ul style="list-style-type: none"> <li>- Financial sign off agreed at the last meeting. Automated gates now working (slight sensor issue which is being resolved).</li> <li>- Internal fencing around small playground, plan to start and be completed during February half term – contactors booked in.</li> <li>- Bungalow being fenced off so no access - February half term.</li> <li>- Murals – awaiting design and will be sent mock up for approval shortly.</li> <li>- Wet room – minutes received from meeting involving PN, SC and Premises Officer. Query regarding numbers and further information to be sent back to consultants. Consultants to send designs on what it will look like.</li> <li>- Solar panels to be positioned ideally on year 3 roof. Needs skim layer first. Electric panels checked. Awaiting report and will discuss next steps when received. Paid for through West Sussex CC. Will power the whole school.</li> <li>- Bird Hide – Had quote from PDP to have electrics inside. Premises Officer to dig trench for cables. Will have lighting, power and heating making it a more usable space. Approx. cost of £1100. Will have own</li> </ul>	



## Southway Junior School

	<p>distribution board. Work to start shortly.</p> <ul style="list-style-type: none"> <li>- Tarmac in poor condition at top of drive. Quote of just under £3,000 to paint a thermal layer in blue over this area and have school logo printed on. Money coming from Operating Revenue pot.  <b>Q: What is the current state of the tarmac?</b> Not breaking up yet, but is patchy - will be improved by painting. Cost also includes repainting lines indicating car parking spaces and disabled bay. SC to email quote to governors. Will prolong life of tarmac area and important from a health and safety point of view. Agreed in principle by all present.</li> <li>- <b>Q: Any update on the new entrance planned in Poveys Close?</b> Still waiting for approval from West Sussex Highways. Will put in gates and ramp in advance as our boundary then wait for permission from West Sussex. Approval is for crash barrier on pavement outside school grounds before we can use gate for safety. SC to chase and update governors. Is also an alternative escape route option. All work to be undertaken is included in original quote.</li> </ul> <p>d) School is gas fuelled at present. <b>Q: Are there any initiatives within West Sussex CC regarding possibility of installing air conditioning units in school?</b> More energy efficient especially using solar panels. Large capital outlay but huge benefits long term. Suggestion of replacing radiators with air conditioning units - benefit saving in cost long term</p> <p>e) Possibility of a ground pump grant? Currently government are offering grants - just need to pay for cost of pump. Large outlay initially minus any possible grant. SC to ask Premises Officer to get some ideas from WSCC.</p> <p>Items d and e to be added to next meeting's agenda.</p>	<p>SC – Send tarmac quote to governors</p> <p>SC – chase second entrance approval</p> <p>SC – speak to MM</p>
<p><b>SPR21 FGB. 6</b> (Head teacher's Update)</p>	<p>The Head teacher's update was presented to the members verbally.</p> <ol style="list-style-type: none"> <li>a) All staff on rota attending on site – working well and to continue for next few weeks.</li> <li>b) Online learning even more efficient recently.</li> <li>c) Nothing but praise received from parents via email thanking staff – recognised challenges of having school open. PN grateful and thankful for the work put in by teaching staff. Opportunity for demonstration of new range of skills for teachers.</li> <li>d) 30 new laptops received – 25 from DfE and 5 privately donated. Currently being set up. To be distributed to families/children struggling due to lack of devices at home and who have made a request to the school for support. Question put to YGL on what to do with the laptops in the future – a pleasant challenge to have! Also awaiting delivery of 16 iPads.</li> <li>e) Prediction on national picture – expecting government to open all schools for summer term.</li> <li>f) Premises – plan for planting along fence line to soften the lines and make it more welcoming. Children to be involved in planting,</li> <li>g) <b>Risk Assessment – updated frequently based on feedback - working highly effectively.</b></li> <li>h) <b>Q: How many children currently attending school?</b> Between 30 and 53 - today 48. The figures fluctuate depending on parents' working patterns. National is 14% of school population attending which is about right for us.</li> <li>i) No staff positive cases this calendar year.</li> <li>j) Risk Assessment has clear review dates with amendments highlighted. HD to forward governors highlighted version when any amendments made.</li> <li>k) <b>Q: Are staff wearing masks in classroom?</b> Personal choice but all members of staff must wear one in communal areas/outside classrooms.</li> <li>l) <b>Q: Are laptops owned by school?</b> – Yes and if request made, would consider loaning out.</li> <li>m) Governors commented on how amazing the online learning is and offered thanks. Fantastic. A credit to the school.</li> <li>n) Government directive is clear – live learning/teaching. Hugely important for interaction with peers, safeguarding and well-being of children. Visibility of children also incredibly important. Discipline and normality has been fantastic – as normal as it can be. Structure is beneficial.</li> <li>o) All staff adapted well and pleased with how it is going. Lovely having interaction with children. <b>A lot of the success is due to the groundwork preparation early on. Sat as SLT and created workable plan in advance – credit given to SLT.</b> Useful having timetable/work emailed the night before.</li> <li>p) PN added that a weekly Remote Learning Reward Certificate to recognise those children who have been working hard at home has been introduced and</li> </ol>	



## Southway Junior School

	sent to them.	
<b>SPR21 FGB. 7</b> (Policies)	There were no policies to review at this meeting, A policy review is currently taking place and any policies requiring amendment/approval will be brought to the February meeting.	
<b>SPR21 FGB. 8</b> (School Improvement Visit Report)	PN/HD/KW virtually met with Tanya Davis-Munro (Link Advisor) on 9 <sup>th</sup> December. Useful to share her report with the governing body, Report reads well. HD/KW attending follow up meeting with West Sussex CC regarding vulnerable pupils, due to criteria changing, to ensure we are familiar with changes and the support we are giving.	
<b>SPR21 FGB. 9</b> (Any further matters)	HL to complete a website compliance review.	
<b>SPR21 FGB. 10</b> (Future Business)	a) Governor's termly newsletter item to be included on Agenda each term. b) Additional cost saving ideas: air conditioning units/ground pump – to be discussed further at next meeting.	
<b>SPR21 FGB.11</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>- Adaptation to online learning</li> <li>- Impact on children of online learning</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 7.04pm