



## Southway Junior School

### Full Governing Body Meeting 6pm Wednesday 9<sup>th</sup> June 2021

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

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

**Apologies for Absence:** Peter Newbold (PN)

**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 6.04pm

Agenda item		Action
<b>SUM21 FGB. 1</b> (Welcome & approval of last meeting minutes)	KW had internet issues at the start of the meeting so HL opened the meeting welcoming governors until he re-joined. One amendment to the F&P Minutes May 2021 – SUM21 F&P.6 - East to be amended to Easter. The Minutes of the previous meeting were approved and will be signed by the Chair once Government restrictions have been lifted.	.
<b>SUM21 FGB. 2</b> (Apologies for absence)	Apologies were received from Peter Newbold.	
<b>SUM21 FGB. 3</b> (Declaration of Pecuniary Interest)	None stated.	
<b>SUM21 FGB.4</b> (Declaration of non-compliance)	None stated.	
<b>SUM21 FGB. 5</b> (Matters Arising)	SC gave an update on the Parent Governor Vacancy. Spoke with Head. Nothing to be sent out with the Year 2 pack. Agreed to mention at new parent meeting and then defer advertising until September.	
<b>SUM21 FGB.6</b> (Training Update)	All governor course information frequently updated on the VLE. Educare courses have been updated and those which need completing will be circulated to all governors. IC to attend Health & Safety course. Important for all governors to do Safer Recruiting course.	HD – Educare courses circulated
<b>SUM21 FGB.7</b> (Safeguarding Update)	HD will send out Safeguarding & Prevent Training update via email. KW now present at the meeting.	HD – Email update
<b>SUM21 FGB.8</b> (Residential Trips)	Residential Trip information circulated to all governors. All previously approved, together with the changes. Trips taking place in June 2021 were originally approved in September 2019 – just for governor information. <ul style="list-style-type: none"> <li>- Lodge Hill for Year 4, brought to governors in September 2020, has now been delayed until March 2022 due to various medical needs/EHCP needs which require additional staff training – previously agreed but just a change of date.</li> <li>- France in September 2021 has now been moved to Osmington Bay – previously approved but just change of venue needs approving.</li> <li>- Lodge Hill 2022 moved to June 2022 for the current Year 3's.</li> <li>- Osmington Bay September 2022 – hoping to move this to France – currently looking at availability/providers.</li> </ul> Agree trip for 2022 but venue may change. All approved by those present.	



## Southway Junior School

	<p>Advised by WSCC against booking any trips abroad at present due to insurance.          Letters going out to current Year 4's informing them of 2 trips close together and advising them of the costs involved, giving them time to save or set up a payment plan (once approved by governors).          All necessary documents approved.  <b>Q: Finance of School trips. Is there support for families struggling financially?</b>          If Pupil Premium/Ever 6, we can help by asking for a voluntary contribution or they pay a percentage of the cost. Legal requirement for them to pay for board and bedding – cannot attend if not. Possibility of setting up affordable payment plan.  <b>Q: Can money in Enrichment Fund be used?</b> Set criteria for offering support.  <b>Q: Is there a cost incurred to cancel Osmington Bay if we book France?</b>          WSCC have advised us not to pay any money until out of lockdown. We will not pay anything until we have to. Will make booking as soon as we can do.</p>	
<p><b>SUM21 FGB.9</b> (Policies)</p>	<p>All policies brought to the meeting are statutory, all reviewed and dates renewed. Amendments - replaced Deputy Head Teacher with Assistant Head Teacher. Minor typing amendment required to Freedom of Information Publication Scheme (last page).          The following policies were approved by those present:</p> <ol style="list-style-type: none"> <li>a) Governor Visits Policy</li> <li>b) Collective Worship &amp; Assemblies Policy</li> <li>c) Complaints Policy</li> <li>d) Complaints Procedure</li> <li>e) Data Protection Policy</li> <li>f) Freedom of Information Policy</li> <li>g) Freedom of Information Publication Scheme</li> <li>h) Managing Serial and Unreasonable Complaints Policy</li> <li>i) Privacy Notice Policies – pupils, workforce and recruitment &amp; volunteers</li> <li>j) Promoting British Values Policy</li> <li>k) Religious Education Policy</li> <li>l) SEND Local Offer</li> </ol>	<p>SC – amendment to Freedom of Information Publication Scheme policy.</p>
<p><b>SUM21 FGB. 10</b> (Any further matters)</p>	<ol style="list-style-type: none"> <li>a) Year 6 Leavers BBQ/Staff party (16<sup>th</sup> July). HL has received an email from Simon Powell asking for governor's support in providing BBQ food/ice creams etc (usually provided by HSA). Possibility of ordering food and have it delivered. HL to email SC/SP to discuss further in more detail.</li> <li>b) Governor Visits in school – hopefully these can return in September 2021. New governors to print off and read Governor Visits Policy which gives clear directions.</li> <li>c) HD to arrange a Zoom meeting with IC and Emily Nicholson (SENco).</li> <li>d) All parents from both schools have now been notified of HD resignation and informed about her role as Acting Head during June 2021. Thanks were given for stepping in and appreciated by all governors.</li> <li>e) Extraordinary Zoom meeting planned following the last meeting did not happen as the information was sent to all governors via email informing them of the appointment of 3 Assistant Head Teachers – Laura Whitman, Gerry Bailey &amp; Mike Blanchard.  <b>Q: Role responsibilities?</b> If Head off for long period, Deputy can deputise for Head, Assistant Head Teachers cannot. WSCC would need to be informed and liaison would take place as to the best way forward.</li> <li>f) SC brought to the governors a planned project. <b>Replace fencing and creating a decking area around the large pond.</b> Cost included clearing shrubbery, fencing and installation of decking area large enough to hold a whole class. Cost just under £16,000. Money would come from project pot. Agreed for SC to email quotes to governors prior to approval.  <b>Q: Does the quote include maintenance?</b> No. Our grounds people would maintain the area for an additional small charge.</li> <li>g) RSPB have offered to come into school to talk to the children. Agreed to ask them to email the admin/office team with information/dates etc.</li> <li>h) <b>Aspiration Fund</b> - used some of the funding this term for the benefit of all the children:             <ul style="list-style-type: none"> <li>- outdoor ice skating rink – 12mx12m area, half hour for each child.</li> <li>- circus skills/show over 2 days</li> <li>- falconry show</li> </ul>             A fantastic opportunity for the children at no additional charge.           </li> </ol>	<p>SC – email large pond quotes.</p>



## Southway Junior School

<b>SUM21 FGB. 11</b> (Future Business)	There was no future business raised at this meeting.	
<b>SUM21 FGB.12</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>- Pupil Premium/Aspiration Fund used for benefit of all children. (C)</li><li>- Approval of Policies (A)</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>	
<b>SUM21 FGB.13</b> (Date of next meeting)	The next meeting will be TLS on Wednesday 21 <sup>st</sup> July 2021.	

End 6.55pm