



Southway Junior School

Full Governing Body Meeting 6pm Wednesday 3rd June 2020

Governors Present: Kieron Woodland (KW), Peter Newbold (PN) (Head teacher), Helen Lewis (HL), Richard Harris (RH), Sharon Carter (SC), Nick Winder (NW), Laura Whitman (LW)

Associate Members: Helen Denison (HD)

Apologies for Absence:

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 |
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| SUM20 FGB. 1 (Welcome & approval of last meeting minutes) | KW opened the meeting welcoming governors. The Minutes of the previous meeting were approved and will be signed by the Chair once Government restrictions have been lifted. KW informed those present of the resignation of Mark Harding stating a few reasons for this decision. He has been a Southway governor for 3 years and KW wanted to pass on his thanks. This leaves a vacancy for a Local Authority Governor. LT advised that contact would need to be made via Governor Services in order to appoint a new LA Governor. KW asked to be copied in on any correspondence. | LT to inform Governor Services of resignation. |
| SUM20 FGB. 2 (Apologies for absence) | No apologies were received. | |
| SUM20 FGB. 3 (Declaration of Pecuniary Interest) | None stated. | |
| SUM20 FGB.4 (Declaration of non-compliance) | None stated. | |
| SUM20 FGB. 5 (Matters Arising) | <p>a) <u>Update on Phased Re-Opening</u> It was reported that 55 children from Year 6 attended school on Monday, a total of 83 including keyworker/vulnerable children. Children have come back enthusiastically. Staff managed bubbles well. Mental Health/Wellbeing of children has helped them. Will accept new children next Monday - not allowing children to start mid-week. Possible new bubbles will be set up if can staff appropriately. All gone relatively smoothly and parents are complying with instructions sent out regarding communication with school. Risk Assessment has been sent to all governors and is a thorough, working document. There is a calm atmosphere around school. Currently opening at 8.15am and PN/HD available for parents to talk to if necessary. All children are recognising the rules early on. Regular communication between staff via WhatsApp/Email. Plenty of space for all. Thanks were given for a robust Risk Assessment and the children seem happy. Congratulations to all staff. Q: Are amendments needed to the Risk Assessment? Currently there are no challenges or adjustments. Meeting at end of week to review. Governors thoroughly appreciate staff efforts.</p> <p>b) <u>Memorandum of Understanding</u> Item to be carried forward to the next meeting.</p> <p>c) <u>WSCC Section 106 funding - £20,000</u> Email received from WSCC. There is money available for routes around the school. A proposal has been put forward to improve front fencing and potentially install electric gates, possibly move to increase space for parents,</p> | LT to contact Governor Services re: LA Governor. |



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| | <p>additional scooter rack and widening of path. This fits the brief – we need 3 quotes, then the work is carried out, paid for and money reclaimed. PN/SC/MM working on application over the next couple of weeks.</p> <p>d) <u>Year 2 transition</u> 88 children coming from Gattons plus 1 new starter which leaves 1 space. HD met with the children prior to lockdown and also the SENCO. Has also spoken to a few parents of specific SEN children as transition will not be as hands on. Alice Navarro has met with the Year 2 Lead and has created a new transition book with expanded information which will be sent to all year 2's. Going well but we won't meet the children before September. The new admission paperwork has gone out and we will contact those who have not responded. PN is updating school prospectus and PowerPoint presentation which will go out to all parents. Drone to show virtual tour of school for children to watch at home which will also go onto school website. It will be interesting to see how quickly they settle down as it will be a new experience for them. A letter has also been sent to SEN parents giving them the opportunity to meet HD in the first half of the Autumn term.</p> <p>e) <u>Governor Recruitment</u> Currently we have 7 voting members. Need to look at recruitment as our Instrument of Government states we are required to have 11 governors – need 6 to vote on any proposals. KW to email WSCC about recruitment. Suggested approaching local companies, which is tricky at the moment. Information was shared between governors on actions/suggestions so far. Will post vacancies on certain websites using school email address office@southwayjunior and contact Indeed, West Sussex School, Burgess Hill Uncovered, Burgess Hill Bugle and Burgess Hill Business Parks. Need 3 co-opted governors. Draft document produced which will be circulated to all governors for any comments/suggestions. KW to look at NGA for examples. Thanks were given to NW.</p> | <p>NW to share draft document</p> |
| <p>SUM20 FGB.6 (Training Update)</p> | <p>All governor training currently on hold. School staff have access to Educare courses – agreed to share with governors to access relevant courses. HL has completed some courses and will forward certificates.</p> | <p>HL to forward course certificates</p> |
| <p>SUM20 FGB.7 (Safeguarding Update)</p> | <p>Safeguarding training (Educare) will be completed by all staff by September with additional courses to be completed by December. This includes Prevent Training. All completed certificates can be downloaded and filed. SC will advise all governors on which ones are relevant and send link.</p> | <p>SC to send Educare link</p> |
| <p>SUM20 FGB.8 (Policies)</p> | <p>There were no policies to approve at this meeting. The Complaints Policy, due to be reviewed in May, to be updated and approved at the next meeting. SC to check there are no amendments from WSCC.</p> | <p>SC – Complaints Policy</p> |
| <p>SUM20 FGB. 9 (Any further matters)</p> | <p>a) Q: Do we need a Vice Chair? Agreed to fill the role on a temporary basis until September when new roles are allocated. HL put herself forward which was agreed by those present. b) Interviewing for a teacher position following a resignation. So far 20 applicants - a lot are strong. Looking forward to making a good recruitment. c) <u>Confidential Item</u></p> | |
| <p>SUM20 FGB. 10 (Future Business)</p> | <p>The next meeting will be TLS on Wednesday 15th July 2020.</p> | |
| <p>SUM20 FGB.11 (meeting review to be judged against the Ofsted framework)</p> | <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"> - Re-opening of school been dealt with well - Section 106 money – can be put to good use and increase security - Governor recruitment information is a good starting point <p>A Ensuring clarity of vision, ethos and strategic direction. B Holding executive leaders to account for the educational performance of the school. C Ensuring sound, proper and effective use of the school's financial resource,</p> | |



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| SUM20 FGB.12 (Date of next meeting) | The next meeting will be TLS on Wednesday 15 th July 2020. | |
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End 7.24pm