MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF SOUTHROP C OF E PRIMARY SCHOOL HELD AT THE SCHOOL AT 6.15 PM ON WEDNESDAY 21 MAY 2025

PRESENT	Megan Davies	-	Headteacher
	Shelley Davis		
	Gareth Griffith		
	Dale Hall	-	Chair
	Stuart Harwood-Hope		
	Cassandra Patten		
	Danny Scrivener		
	Jennie Tipple		
IN ATTENDANCE	Julia McLellan		English Lead
	Emma Shorey	-	Clerk (online)

The meeting was declared quorate.

0231 **WELCOME AND APOLOGIES**

Governors were welcomed to the meeting.

0232 **DECLARATIONS OF INTEREST AND CONFIDENTIALITY**

Governors' attention was drawn to Paragraph 1 of the Schedule relating to Regulation 16 of the School Governance (Procedures) (England) Regulations 2013 "restrictions on persons taking part in proceedings of the Governing Body or its committees".

Governors were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting. Governors noted that any updates to their business interests should be published on the school website.

There were no declarations of interest.

Governors were reminded that care should be taken to ensure that they were aware of agenda items of a confidential nature. In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as once approved, these become public documents.

The Clerk requested that Governors consider if any items were of a confidential nature. Governors were advised that these items should be considered in private.

0232 **ENGLISH SUBJECT LEAD REPORT**

The English Subject Lead shared a power point document and gave a verbal summary as follows:

- Focus had been on Phonics provision, improvement of spelling, staff training, handwriting, improved enthusiasm for writing and increased GD knowledge of writing.
- JM had received training from Year of Reading and County subject leader training from Corinium Trust. All staff had completed Inset Phonics training and SD had completed storytime delivery training. There had been two RWI development days and SD had completed training to coach other members of staff on RWI.
- Outcomes had been good with staff more confident. Non-SEN children had made good progress, above expectations.
- Two out of four children were expected to pass Phonic Screening, and three Y3 retakes were also expected to pass.
- RWI Spelling had been introduced for Y3-6. Snips Intervention for KS2 Spelling had been introduced; two children had responded well, one with Dyslexia had not (this child had been provided with picture cues to learn spellings.) Outcomes had been good with all children now at ARE or GD.
- Handwriting – each year group have daily lessons which include the Bubble writing intervention which was successful.
- Pupil enthusiasm had been increased by the introduction of new texts for Y5/6 and RWI Storytime books with Cygnets in addition to Phonics. There were daily reading interventions and were trialling Literacy Tree planning.
- Y6 writers were all ARE with one child a strong GD and one a potential GD. There were more opportunities to do inspiring writing, and examples would be taken to the June moderation meeting.

JM reported that KS2 Reading interventions had moved children to GD in Reading and this should progress into their writing. Writing would need to improve for Y2, and they would assess the impact of Literacy Tree. Pupil voice showed that children could discuss their learning and KS2 could explain how they were building on their previous learning. **The Chair asked if there was a retention of knowledge** and JM replied that they could discuss what how what they were producing related to what they had previously learned. **The Chair asked if this was captured in any way** and JM replied that there was a Pupil Voice template and she attended an external review where it was clear that children could do joined up thinking.

A Governor commented that when children entered the school from other schools, it was vital to assess them quickly and JM agreed and confirmed that upon entry children were given a RWI assessment, British Vocabulary scale test and Accelerated Reading test.

0233 <u>**HEADTEACHER'S REPORT**</u>

Governors had received a copy of the Headteacher's Report (Paper 4.1) in advance of the meeting.

Attention was drawn to the following salient points:

Pupil numbers and Attendance

There were two new Y3 children and there would be five YR in the September intake. Attendance had fallen slightly, and PA absences were being followed up.

SEND

The flexi school arrangement for selected children had proved successful. The Y6 child had received a place at the specialist provision following a tribunal.

SIAMS

The Headteacher had completed the SIAMS training as a visit was expected in 2025/26. GG commented that the inspectors would want to see evidence of how the school's Christian vision shaped practice. The Headteacher had spoken with Roland Roberts, Diocese lead for Governance, regarding the lack of a Foundation Governor and Ethos meetings. A Foundation Governor could be sought from another CofE School, or it could be an existing Governor who completed Foundation Governor training.

0234 **SAFEGUARDING**

There had been one new case for concern since the publication of the report and the child had been referred to a Social Worker. There had been seven incidents of concern, five of which were with the same child. The Headteacher had reviewed the risk assessment for this child and put a plan in place to remove the child from the class if they became overwhelmed. **A Governor suggested that information was shared in the newsletter on what help was available to parents.**

0235 **STRATEGIC DIRECTION**

This was discussed in the Headteacher's Report.

FINANCE

Governors had received copies of the Finance plan (Paper 7.1), Southrop 3-year plan (Paper 7.2) and Understanding the GBP (Paper 7.3) prior to the meeting.

The Headteacher provided a verbal summary of the report and highlighted the following:

- In 2025/26 there was a carry forward of £4,872, total income (including carry forward) of £472,164 and total expenditure of £510,777 leaving a shortfall of -£38,613
- A TA had resigned and would not be replaced which resulted in a saving of £36K.
- Numbers on roll were falling, and the Swan class was overstaffed. The 2026/27 budget was based on 33 children, but this should be 38 children.
- There was a need to consider moving to two teachers for three mornings only in Swan class.

The Chair asked what the implications were of running at a deficit and the Headteacher replied that LA would approve that but would need to see a plan of how savings would be made. The Chair recommended that the three-year plan be approved but with an accompanying deficit plan to bring the budget back to surplus by year three. There had already been a planned reduction to TA staffing that would minimise the deficit next year. This plan would be brought to the next FGB meeting.

0236(a) **RESOLVED:** **That the three-year budget be approved.**

It was agreed that a mobile phone be purchased for the Headteacher to use for school matters.

0236(b) **RESOLVED:** **That a mobile phone be purchase for the Headteacher.**

0237 **AUDIT AND RISK**

This was deferred to the next meeting.

POLICIES

Governors had received copies of the following policies prior to the meeting:

Positive Relationship and Behaviour Policy 2024/25 Paper 9.1
Data Protection Policy 24/26 Paper 9.2
Admissions Policy Sept 2024 Paper 9.3
Disciplinary Procedure Paper 9.4
First Aid Policy 2024/5 Paper 9.5
Equality Statement and Objectives 2024/25 Paper 9.6
ECT Policy 2024/25 Paper 9.7
Supporting Children with Medical Needs Policy 2025/27 Paper 9.8
Staff Code of Conduct 2025/27 Paper 9.9
SEND Policy 2025/26 v2 Paper 9.10
Pay Policy 2024/25 Paper 9.11
Grievance Policy 2025/27 Paper 9.12
Pupil Premium Statement 24/26 Paper 9.13

0238 **RESOLVED:** **That the above policies be approved.**

MINUTES OF THE PREVIOUS MEETING

0239 **RESOLVED**: That the minutes of the previous meeting held on 12 March 2025, be approved as a correct.

0240 **MATTERS ARISING**

There were no matters arising from the minutes.

0241 **ANY OTHER BUSINESS**

There were no items of Any Other Business.

0242 **MEMBERSHIP OF THE GOVERNING BOARD**

The Clerk reported the vacancy of a Foundation Governor which had been discussed in an earlier item. There were no terms of office approaching their end and no attendance concerns.

0243 **LINK GOVERNOR REPORTS**

JT had reviewed the SCR.

0244 **DATA PROTECTION UPDATE**

None to report.

0245 **VISIBILITY OF GOVERNORS**

CP commented that there was a need for Governors to be more visible to parents and children. It was suggested that Governors award cards to children who had demonstrated the values of the school.

ACTION: CP to produce Governor award cards.

WORKING COLLABORATIVELY

The Chair reported that there was a need to investigate ways to facilitate better communication with parents. It was suggested that a Parent Council be established of which the Governing Body could agree on the constitution. Benefits for parents would be more ownership and transparency of decisions made in school. Members would be appointed from each year group and a letter would be sent to parents asking for applications. A Governor suggested that the letter be linked with the parent survey and the Chair agreed that was a good idea. A Chair of the council would be appointed at the first meeting. The Chair, and SHH would also sit on the council.

0246 **RESOLVED: That a Parent Council be established.**

0247 **URGENT ACTION TAKEN BY THE CHAIR**

The Chair had reversed the decision with agreement of the Headteacher and Vice Chair prior to the meeting, and ratified by the FGB at this meeting, to offer the Lechlade Lions to have their logo on the school minibus.

0248 **CHAIR'S CORRESPONDENCE**

There was no correspondence to be reported.

0249 **SUCCESSION PLANNING**

Both the Chair and Vice Chair were happy to continue in their roles.

DATES OF FUTURE MEETINGS

0250 **RESOLVED**: That the next meeting of the Governing Board be held at the School on 2 July 2025 at 6.15 pm

Signed…………………………………………
(Chair of Full Governing Board)

Date: 2 July 2025

The meeting ended at 8.50pm.

SPFGB210525

Final Audit Report 2025-09-30

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