The Viridis Federation
Southwold Primary School
Minutes of the Sub Committee Meeting

Held on 29 June 2023 from 5pm to 6.15pm at Southwold Primary School

Governor	Role	Term End	Present	Attendance
Alberta Senyah	Co-opted Governor	08/25 (T2)	Y	3/3
Lenna Marson	Co-opted Governor and Chair (11/23)	08/25 (T1)	Y	3/3
Aya Haidar	Parent Governor	08/25 (T1)	Y	2/3
Cllr Ian Rathbone (IR)	Local Authority Governor	08/26 (T2)	Y	2/3
Rachel Davie (RD)	Executive Head Teacher	n/a	Y	3/3
Others in attendance				
Rachael Carr	Headteacher, Southwold School	n/a	Y	3/3
Noah Birksted-Breen	Associate Governor and Vice Chair (11/23)	n/a	Y	3/3
Clerk				
Jane Ware	Hackney Education	n/a	Y	3/3
Governor attendance at this meeting			100%	
Governor attendance year to date			87%	

Actions Log

Date / item	Action	Who	When
29/06/23, 2.5.1	Governors to review and advise if they are not available for any of the 2023-2024 meeting dates.	All govs	July 2023
29/06/23, 3.2	An update was requested to the Clerk reflecting that Alberta Senyah was not the Chair, and the correct spelling of governors' names Rachael Carr and Noah Birksted-Breen in all relevant minutes.	JW	Completed

PART ONE: Non-Confidential – Main Business

1.0	**Welcome, Apologies and Consent for Absence**
1.1	The Chair welcomed all to this meeting of the Sub Committee for Southwold School.
1.2	There were no apologies.
1.3	The meeting was confirmed as quorate.
2.0	**Governing Body Organisation**
2.1	Membership
2.1.1	Membership of the Governing Body was acknowledged.
2.2	Viridis Terms of Reference
2.2.1	Governors acknowledged that they had read the Terms of Reference.
2.3	Viridis Register of Business Interests
2.3.1	No declarations of interest were made.
2.4	Code of Conduct
2.4.1	Governors confirmed that they had read the Code of Conduct.
2.5	Governing Body Annual Calendar 2023-2024
2.5.1	*Action: Governors to review and advise if they are not available for any of the 2023-2024 meeting dates.*
3.0	**Agreement of minutes from the last meeting of 9 March 2023 and any actions arising**
3.1	Actions were addressed as per the actions log.
3.2	*Action: An update was requested to the Clerk reflecting that Alberta Senyah was not the Chair, and the correct spelling of governors' names Rachael Carr and Noah Birksted-Breen in all relevant minutes.*
3.3	Subject to the above minor amendments (3.2), the minutes of the meeting of 9 March 2023 were APPROVED as an accurate record.
4.0	**Headteacher's Report** - RC - Data Outcomes - Quality of education - Behaviour, safeguarding and well-being

	● Current risks and priorities
4.1	Highlights noted were as follows: ● The majority of pupils are working at expected standards in reading, writing and maths ● Internal moderation has taken place to quality assure assessment and process ● SAT results for KS2 come out on 11 July ● Greater depth June data shows 20% or more of all pupils across all year groups - in line with or higher than last year ● Disadvantaged pupils have made more progress than expected ● All teachers are assessed as good or better on the teaching profile ● One teacher is moving on at the end of year, all vacancies have been filled ● 46 children will join Reception in September, numbers are consistent with previous years ● Deputy heads have carried out study visits ● KS2 outcome judgements were moderated and agreed with Hackney Education ● Southwold was recently awarded the special educational needs and disabilities (SEND) and inclusion award ● Pupil roll remains stable ● Attendance is 93.6% which is above the national figure of 92.6% ● Persistent absence has gone down since spring
4.2	QUESTION: Have the applications gone up for September? ANSWER: Last year we were at 48 out of 60 and this year we are at 46. We had more joiners last year that took the number to 60 as the year progressed.
4.3	QUESTION: Is it common that it increases over the year? ANSWER: Yes, because children turn three over the academic year and this is why it rises throughout the year. With the amalgamation and closure of schools happening in Hackney, this will impact numbers. Also with schools that move into the amber list, this may cause parents to move their children. Six schools are in consultation which will run into the next academic year. There will be no closures until 2024. Other schools are being considered in terms of risk. The federation schools' numbers are stable but this will continue to be closely monitored.
4.4	QUESTION: Is the headteacher role staying? ANSWER: Recruitment will go live in the new academic year towards the end of September, headteacher recruitment is undertaken with guidance and support from Hackney Education.
4.5	QUESTION: Is absence quite high? ANSWER: It is, and the same is the case nationally. 71 children equates to 17% which is in line with the national average. We work with Hackney Education and education welfare as part of this process. There is persistent absence tracking which reflects reasons so individual impact can be reviewed. Holidays are

	included in this and if absence reaches 10% then it has a real impact.
5.0	**Consideration of School Improvement Partner (SIP) 2 Report** - RD
5.1	This is the SIP report from the spring term, as these are termly visits.
5.2	SIP visits give the leadership team a chance to show what they are doing, contexts and changes are considered in terms of their impact and there are checks and reporting on issues such as safeguarding.
5.3	Data is tracked across the academic year to give an overview and can be evaluated.
5.4	The Turkish Kurdish Cypriot (TKC) group were identified as a focus for tracking and support.
5.5	The case study was completed in two out of three schools and the data shows that this focus worked in terms of closing gaps.
5.6	There is book sampling with the SIP, deep dives into art, design technology (DT), personal, social, health and economic education (PHSE) which are foci for SIPs to benchmark and identify areas for improvement.
5.7	Areas are quality of education and reading, and early reading is a strength of Southwold and across the federation.
5.8	Children's articulation of learning is substantiated.
5.9	Foci include SEND and leadership impact, as well as a focus on attendance and the parent survey to provide a whole view.
5.10	Evaluating, benchmarking and looking at other schools is always about best practice.
5.11	QUESTION: Is there any movement of staff across the federation? ANSWER: Yes, the same as every year.
5.12	QUESTION: What is strep? ANSWER: Strep A is a form of Scarlet Fever.
5.13	QUESTION: how are your observations of other schools filtered back into the federation? ANSWER: It depends what it is, but embedding has to be strategic. For example, national professional qualifications (NPQ) are research based, this might present an opportunity for new approaches and initiatives and a roll out is considered.
6.0	**Pupil Survey 2023** and **Analysis** - RC
6.1	Years 1-6 pupils did a survey in spring and everything green reflects increases on last year's results.

6.2	The highest scoring areas included 97% pupils who agreed that people are treated respectfully.
6.3	Areas for development included teachers giving challenge, and helping children improve their learning.
6.4	QUESTION: Are 38% saying that bullying does not happen? ANSWER: 38% said it does happen but it is dealt with quickly. Last year 45% said it did not happen and this year 62% said it does not happen. In assembly children were asked to say one kind word and were asked what it was in PHSE, so it is about understanding kindness in a wider context.
6.5	The analysis can be filtered into year groups which allows a deeper analysis.
6.6	Last year an intervention was completed against the response from a question, then the question was asked again and the responses were measured for impact.
6.7	The data can be broken down to reflect the back story.
7.0	**Any Other Business**
7.1	QUESTION: Would it be possible to have a three to four minute summary of what is going on in the federation as not all sub committee members do not attend the main full governing body meetings? ANSWER: RD will consider this.
7.2	Communication with parents
7.2.1	QUESTION: Why doesn't the school communications officer explain her role to the sub committee, and what she does as the main connection between her and the school? Perhaps there could be a section on communication. It would be interesting to understand the communication strategy on attendance and how the gap is bridged to parents. ANSWER: This could be added as an agenda item but it isn't part of governance, it is an operational role but there could be a presentation at a sub committee.
7.2.2	QUESTION: What are the communications structures in different schools? There is a dissociation between communication and messaging. ANSWER: There are different communication structures in different schools. Parents are asked about their preferred modes of communication.
7.3	Parent feedback
7.3.1	It was noted that a parent asked for governors to be told "It is an excellent school, run to the highest educational standard with amazing teachers and support staff. "We are very happy".
7.4	Streetscene
7.4.1	Concerns are reported to Streetscene with the registration numbers of the

	vehicles noted of those who contravene the rules around cars.	
7.4.2	A camera would be useful in terms of enforcement and the Council should be lobbied.	
8.0	**Any Confidential Business**	
8.1	The Chair or Clerk were not notified in advance of any Confidential Business.	
9.0	**Glossary of Common Terms**	
9.1	Governors were advised of the glossary of terms.	

The meeting finished at 6.15pm.

Signed: _____ Date: _____

James Gowland
Chair of the Full Governing Body (FGB)
The Viridis Federation