



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

Held on 18 March 2024 from 5pm to 6.15pm at Southwold Primary School

Governor	Role	Term End	Present	Attendance
Alberta Senyah (AS)	Co-opted Governor	08/25 (T2)	Y	1/1
Lenna Marson(Chair)	Co-opted Governor and Chair (11/23)	08/25 (T1)	Y	1/1
Aya Haidar (AH)	Parent Governor	08/25 (T1)	Y	1/1
Cllr Ian Rathbone (IR)	Local Authority Governor	08/26 (T2)	Y	0/1
Rachel Davie (RD)	Executive Head Teacher	n/a	Y	1/1
Others in attendance				
Rachael Carr (Headteacher)	Headteacher, Southwold School	n/a	Y	1/1
Noah Birksted-Breen (NB-B)	Associate Governor and Vice Chair (11/23)	n/a	N	0/1
Clerk				
Simon Bravery	Hackney Education	n/a	Y	1/1
Governor attendance at this meeting			80%	
Governor attendance year to date			80%	

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	Apologies were received from NBB and IR (late arrival).
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.
2.1.2	Viridis Terms of Reference
2.1.3	Governors acknowledged that they had read the Terms of Reference.
2.2	Viridis Register of Business Interests
2.2.1	No declarations of interest were made.
2.3	Code of Conduct
2.3.1	Governors confirmed that they had read the Code of Conduct.
2.4	Governing Body Annual Calendar 2023-2024
2.4.1	Governors acknowledged the calendar, including a visit to Orchard on Friday 26 April.
3.0	Agreement of minutes from the last meeting of 30 November 2023 and any actions arising
3.1	There were no actions arising.
3.2	There were no comments on the minutes from the last meeting of 30 November 2023 which governors APPROVED as an accurate record.
4.0	Headteacher's Report - RC <ul style="list-style-type: none"> ● Data Outcomes ● Quality of education ● Behaviour, safeguarding and well-being ● Current risks and priorities
4.1	Outcomes – highlights Assessments from the end of the Autumn Term show standards are high across the school. At least 75% of pupils achieved the expected level in writing and maths. The results showed sustained attainment when compared with the Summer Term results.

	<p>Most pupils have made the expected progress, particularly in Years 2, 4, 5 and 6 and many have made significantly more progress than expected.</p> <p>Most key groups have exceeded expectations in all areas. Pupils with EHCPs (Education and Health Care Plans) are making progress against IEP (Individualised Education Plan) targets.</p>
4.2	<p><u>Quality of education</u> – highlights</p> <p>All teaching is good or better with an increased percentage classified as outstanding.</p> <p>Teachers continue to engage in the CPD programme. ECT (Early Career Teachers) have their own programme.</p> <p>Staff survey results are very positive. 95% of staff intend to stay at the school and say they feel supported. 100% agreed that working relationships are positive and communications are good which was an area for focus.</p> <p>The school is applying for Artsmark Platinum and Healthy Schools awards.</p>
4.3	<p><u>Behaviour, safeguarding and well-being</u> – highlights</p> <p>No children are at risk of exclusion. There have been no bullying incidents and fewer incidents of concern are being logged.</p> <p>Attendance continues to be a focus. Attendance is at 95.2% and above the national average. Persistent absence is 14% against a national average of 21%. Families who are persistently absent are supported by the school and referred to Hackney Education Attendance team if absences persist.</p>
4.4	<p><u>Current risks and priorities</u> - highlights</p> <p>The pupil roll is stable.</p>
4.5	<p>QUESTION: What is the definition of persistent absence? ANSWER: 10% or more absence</p>
4.6	<p>QUESTION: Why is attendance such a serious national issue? ANSWER: This has not recovered since the pandemic. All pupils have entitlement to full time education from the age of 5. The Government have issued new and stricter guidance which will start in September 2024.</p>
4.7	<p>QUESTION: Do you identify the reasons for sickness absence?</p>

	ANSWER: Yes, it is important to understand the reasons behind non attendance.
4.8	QUESTION: Is holiday absence a problem for the school? ANSWER: Yes, there is a noticeable increase in absence at certain times of year.
4.9	QUESTION: Why has the number on roll increased from 354 to 363? ANSWER: There is always an increase in Nursery children during the course of the school year.
5.0	Consideration of SIP report
5.1	<p>Highlights were:</p> <p>The SIP (School Improvement Partner) makes three visits a year.</p> <p>Outcomes from last summer showed that the children made good progress.</p> <p>There is no KS (Key Stage) 1 data as pupils are not sitting SATS.</p> <p>The leadership team is well structured with high expectations among all leaders.</p> <p>Areas for attention are: Embedding consistent feedback within Year 1 and Year 4 writing Embedding Personalised Assessment Grids for pupils with SEND (Special Educational Needs and Disabilities) Writing at a higher standard in Years 5 and 6.</p> <p>These were identified as areas of focus alongside school leaders as areas for development to ensure opportunities for evidencing continued development and improvement.</p> <p>Premises issues and actions are reported on during the visit. For Southwold, an update on the façade works was given. A full window survey has been undertaken. When the results are known, the windows will need to be replaced or repaired. Necessary works will be financed by the Council.</p>
5.2	QUESTION: When were the windows last repaired? ANSWER: A long time ago, before the Federation of the schools.
6.0	IDSR and KS2 Headline Measures
6.1	<p>Highlights were:</p> <p>This is the document used by OFSTED (The Office for Standards In Education) as part of their pre-inspection checks.</p>

	<p>The school is in the OFSTED window i.e. an inspection could take place at any time.</p> <p>Part 1 shows the positioning of the school over three years. Pupil numbers are stable. School stability has gone from well below average to below average. The area is slightly less fluid in the movements of families. Relative deprivation is high with a high proportion of children qualifying for free school meals.</p> <p>The ethnicity grouping identifies all groups comprising over 5% of the total. This has been fairly stable apart from those in the “other background” group which increased from 4% to 9%. The primary needs for pupils with SEND are speech, language and communications which is common in urban areas.</p> <p>Oracy and vocabulary will be a focus for the Inspectorate.</p> <p>There has been a high staff turnover in the past. Staffing is now more stable and the staff survey results show that the vast majority of staff members want to stay at the school.</p> <p>Absence figures are included for the past few years. When compared with schools with similar levels of deprivation, the school is in the lowest 20% both for overall absence levels and persistent absence levels.</p> <p>Suspensions and permanent exclusions are not shown over three years but will be examined. They have decreased and there have been no permanent exclusions in the past five years.</p> <p>Data shows a positive picture over a three year trend. Progress from the starting point will be examined in detail. For example, three children did not pass the phonics test when they retook it in Year 2. All have SEND. They may be checked specifically to see what support has been given to them.</p> <p>Data for reading, writing and maths compare favourably with 87% reaching the expected standard compared with 70% for Hackney and 59% nationally.</p> <p>The progress points scores are also above the national average at 110 points in reading, 107 points in maths and 105 points in writing.</p>
6.2	<p>QUESTION: Who selects the workbooks that the inspectors look at? ANSWER The inspectors choose them at random but the SLT routinely checks books in a similar way and so the staff are used to this approach.</p>
7.0	<p>Pupil Numbers Case Study</p>
7.1	<p>Highlights were:</p>

	<p>The effect of reduced numbers of children across the borough as a whole needs to be considered.</p> <p>65% of schools are likely to be in deficit. This year there will be less of a carry forward for the federation in the last year. There have been 40 first choice applications for September, six more than last year. There will be fewer coming as second choice because more will be allocated their first choices due to low numbers across the borough. Of the 10 nearest primary schools none are oversubscribed and Southwold is fourth on the list in terms of first choice applications.</p> <p>The Executive Head is on the advisory board for the Council's estates strategy.</p>
8.0	Outcomes and actions from parent survey
8.1	<p>Highlights were:</p> <p>This is an annual survey run in December. There were 209 responses. There was an increase in positive responses to all questions. There was a 5% increase in those saying coffee mornings were useful. There was a 4% increase in those saying communications are effective. There was a 5% increase in those saying bullying is dealt with effectively. The office staff were described as friendly and welcoming.</p> <p>Electronic communications and more after school clubs were the most popular options for further development. The government has pledged to increase the availability of wraparound care with funding for two years. The wraparound care currently operates at a loss but does attract parents to send their children to the school. The Council is planning to run a survey in schools.</p>
8.2	<p>QUESTION: What is the arrangement for free school meals? ANSWER: It is not clear how long the Mayor of London's funding will be available.</p>
9.0	Any Confidential Business
9.1	The Chair or Clerk were not notified in advance of any Confidential Business.
10.0	Glossary of Common Terms
10.1	Governors were advised of the glossary of terms.

The meeting finished at 6.00 pm.

Signed: _____ **Date:** _____

Lenna Marson
 Chair of the Southwold Sub Committee
 The Viridis Federation