



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

Held on 8 July 2024 from 5pm to 5.45pm 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	3/3
Cllr Ian Rathbone (IR)	Local Authority Governor	08/26 (T2)	Y	1/3
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	1/3
Clerk				
Jane Ware	Hackney Education	n/a	Y	2/3
Governor attendance at this meeting			100%	
Governor attendance year to date			87%	



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.
2.1.2	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 Draft Annual Calendar 2024-2025
2.4.1	Governors acknowledged the calendar and were asked to check for clashes and to let RD know if so, by 24 July 2024.
3.0	Agreement of minutes from the last meeting of 18 March 2024 and any actions arising
3.1	There were no actions outstanding.
3.2	There were no comments on the minutes from the last meeting of 18 March 2024 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	<p><u>Outcomes</u> - highlights</p> <ul style="list-style-type: none"> Majority of pupils in all year groups are working at expected levels in reading, writing and maths. SATs results arrive tomorrow on 9 July 2024. All year groups have made above expected progress in reading, writing and maths apart from year 3 maths.
4.2	<p><u>Quality of education</u> - highlights</p> <ul style="list-style-type: none"> Quality of education is increasingly good or better across the school One teacher took part in developing an excellent practitioners programme, working across all three sites and they are now in the outstanding profile. The current deputy headteacher has been recruited to the headteacher role at Southwold, and RC is moving to Hoxton Garden School in the headteacher role. Staff retention is positive and the staffing profile is stable for the coming year. The school will be opening two Reception classes in September and the focus will continue on increasing the number of children in nursery through promotion of places. A number of best practise visits have taken place from Hackney Schools, Early Career Teachers and international researchers. They have looked at curriculum, pedagogy and inclusion structures.
4.3	<p>QUESTION: How many children are in reception now? ANSWER: 44 are due to be in Reception in September 2024.</p>
4.4	<p>QUESTION: Is that out of 60? ANSWER: Yes. Forward planning consideration may need to be given to a 45 cap if new intake maintains under 45, combining classes to keep staffing costs affordable.</p>
4.5	<p>QUESTION: Are there any advantages? ANSWER: The smaller the classes, the greater the challenge as there isn't the balance of children learning from each other e.g. a cohort of 15 at the lower end may not have the aspirational model in the classroom.</p>
4.6	<p>QUESTION: Does the strong data come down to individual cohorts or something the school actions? ANSWER: Data outcomes are stable over time, progress is tracked robustly in groups and classes and intervention put in quickly to ensure no one falls behind.</p>
4.7	<p>QUESTION: Of the two children currently in year 3 who are not working at expected standard, what is the picture? ANSWER: One is not accessing the curriculum as they are working below their age group, and there is another child who is new to English.</p>

4.8	Persistent absence is being tracked and work is completed alongside Hackney attendance team which has been really effective and supported the current positive picture.
4.9	There is still a national concern about attendance in primary and secondary levels post covid so this remains a focus.
4.10	<u>Behaviour, safeguarding and well-being</u> - highlights <ul style="list-style-type: none"> • There have been two suspensions in year 6. • There has been a PGL trip.
4.11	<u>Current risks and priorities</u> - highlights <ul style="list-style-type: none"> • Current roll is 366. • The special educational needs (SEN) percentage has stayed the same. • Attendance is 95.2%. • Years 2 and 6 target predictions are as per the report and priorities remain a focus. • Pupil roll has increased due to nursery entries which come throughout the year, the nursery is just under 50% for 2024-25 so there is a lot of promotion to support reception numbers. • Capacity at Southwold is 420 pupils.
4.10	QUESTION: How do Children's Services respond to low attendance? ANSWER: Attendance forms part of a picture but is not enough on its own in terms of meeting the threshold for Children's Services intervention. Persistent absence has decreased significantly on last year's figure due to school based intervention for families at risk.
5.0	<u>Review of SDP</u> - RC
5.1	The three main points were: <ul style="list-style-type: none"> • Subject leaders are more confident articulating the curriculum. • Financial stability relies upon work around pupil numbers and nursery. • Six core texts for each year group have been introduced and this has been positive but is about embedding now.
6.0	Consideration of <u>SIP 2 report</u> - RC
6.1	SIP focus tasks identified in collaboration with the SIP were reviewed. <ol style="list-style-type: none"> 1. Embedding consistent feedback in years 1 and 4 writing; this was a focus and has been achieved. 2. Embedding grids for children with the highest level of need; now 10 children access them and clear implementation processes were noted to be in place. 3. Writing at a higher standard in years 5 and 6; this has been achieved and evidenced by viewing books and pupils sharing that they are proud of their work and enjoyed the challenges set.
6.2	The summer term SIP report will be looked at in autumn.

6.3	The children across all three schools enjoy writing competitions and this term took part in a debating competition.
7.0	<u>Pupil Survey 2024</u> - RC
7.1	<p>Highlights were:</p> <ul style="list-style-type: none"> • This survey was given to the children in spring term. • Percentages stayed in line with last year's federation percentage. • Increases are in green and decreases are in red. • There has been staff training on challenging learners in various different situations, such as carpet time. • Pupil comments were 10% lower in terms of feeling safe in school, which from their comments related to playground scaffolding, so teachers have been helping support staff managing that space.
7.2	The facade works are on track in terms of timeframes.
7.3	The windows is a complex project and will extend the length of time the scaffolding is up and works are being undertaken.
7.4	Adapting opportunities for more accessible outside space is being put in place whilst the playgrounds are restricted due to facade works. For example, the use of the park.
7.5	<p>QUESTION: How do you follow up with children that don't feel safe or say they are being bullied?</p> <p>ANSWER: Lessons are planned regularly regarding keeping safe in order that children have a build up of knowledge over time regarding what this means , how to report concerns to an adult and learning what is and is not acceptable behaviours from others and themselves. In addition, there are wider school structures such as focus days, assembly content and pastoral care intervention.</p>
7.6	<p>QUESTION: How do the children understand their emotional health as a concept?</p> <p>ANSWER: There is planned delivery set including assemblies and pupil ownership opportunities. For example, at the end of class council there is a wellbeing section, planned and delivered by the children. Wellbeing is a taught culture and approach. Staff treceive regular training.</p>
8.0	Any Other Business
8.1	<u>School streets</u>
8.1.1	<p>QUESTION: Has there been any progress with school streets?</p> <p>ANSWER: The camera has been put in but people are congregating at the top of the street now. There have been two accidents where children have been run over and hospitalised near Theydon Road, Mount Pleasant. An active parent group is advocating for the local area about the road which is overused beyond the school.</p>

9.0	Any Confidential Business
9.1	The Chair or Clerk were not notified in advance of any confidential business.
10.0	<u>Glossary of Common Terms</u>
10.1	Governors were advised of the glossary of terms.

The meeting finished at 5.40pm.

Signed: _____ **Date:** _____

James Gowland

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