

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 11 December, 3.00pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Phil Chapman
5. Nikki Webb
6. Mike Dant
7. Brent Schwarz
8. Katherine Minns

Associate members present:

- Bev Bessey
- In attendance:  
Sophie Lee (Clerk)

#### 1) Apologies

Jess Planter-Dixon. New parent governor Katherine Minns was welcomed.

#### 2) Declarations of Interest

Declarations relating to today's agenda: none. Changes to the business interests register: none.

#### 3) Minutes of the Last Meeting

Minutes from 20 November 2018 were agreed and signed by the Chair.

#### 4) Matters Arising – Including Action Points

All actions from 20 November are complete except those listed below.

**Action A:** Visit to see the impact of Chromebooks.

**Action B:** Attend assemblies to talk about the role of governors and give termly updates on governance.

**Action C:** Write the termly newsletter paragraph.

**Action D:** Write a health and safety report once a term following the H+S audit.

**Action E:** Chase Andrew Clark about separating the online H+S diary into H+S and fire/moving emails into separate file.

**Action F:** Attend one visit between meetings plus events emailed from BB.

**Action G:** Complete another self-evaluation of governance

**Action H:** Repeat the parent and pupil safeguarding questionnaire. Y3 = PC, Y4 = ST

ST  
All gov's

NW  
BS  
MD

All gov's  
All gov's  
PC/ST

*(Brent Schwarz entered the meeting.)*

#### 5) OFSTED Framework: Webinar

Governors watched an OFSTED webinar today. A new inspection framework is being drafted to be published in September 2019. It will emphasise the curriculum: what is a school's strategy for your curriculum and why is it special. There will be less emphasis on test results.

OFSTED will separate out 'personal development, behaviour and welfare' into two distinct areas. 'Outcomes for pupils' and 'teaching, learning and assessment' will be replaced by one judgement called 'quality of education'.

Our curriculum should reflect Southampton, eg: the 400<sup>th</sup> anniversary of the Mayflower in 2020. We may put more safeguarding information in pupil planners next year.

**Action I:** Re-evaluate governor roles, subject links and training.

All gov's

We should start building the year planner cycle into our agendas to help plan governor visits. All triangulations have been completed but teachers have not yet received feedback. Mandy Gard will conduct a thematic visit on 13 February on challenge for more and most able children and the governor self-evaluation will occur later next term.

The maths leaders will be invited to the 15 January meeting, followed by the English leader. Behaviour and the curriculum will also be on upcoming agendas.

AGENDA  
AGENDA

## **6) Governor Visits**

### Maths Y5/Y6, 22 November

PC saw good use of the whiteboard and videos. It was a shame there was not more concrete learning; pupils were using pictorial learning for fractions. It may be worth using concrete learning occasionally to reinforce teaching. One Y6 class were facing forwards and paying attention. Y5 working in groups were noisier but having more fun.

*(BB entered the meeting.)*

### Science Leaders, 4 October

MD met the science leaders who are both part-time. They were enthusiastic but seemed to not have much time available. They asked for more time in staff meetings for assessment and marking of pupils' work. It was noted they get PPA time and staff meetings are for professional development; staff talk about best practice on assessment but there is not time for individuals to assess.

Every term there are two professional development meetings (PDMs) where staff can do what they wish to. One science leader does not work on Wednesdays so does not attend staff meetings. They have not bid for leadership time but have been given time out of class to complete their progression of skills.

#### **Question from ST: Does it work if they have no time together on the same subject?**

MD noted that they do get together as their working days overlap.  
The Headteacher explained they are experienced teachers.

Staff do discuss the most effective ways to feed back during staff meetings. Federation Headteachers advise that if subject leaders need time during the school day it must be used for work that cannot be done outside of the day.

The science leaders asked to investigate a new scheme of work called Edukent at £200 but they have not bid for it. Teachers should be given the confidence to take risks in science teaching. Teachers should be discouraged from teaching science in one day as pupils can forget their learning, although the Headteacher noted it depends on the science as it is a good idea to block some areas.

#### **Question from ST: Should Holly Cleveley as curriculum leader be helping to plan that?**

The Headteacher said that she has and they have the progression of skills.

Outdoor learning should be encouraged. The science cupboard needs to be repaired and updated including shelving. It was noted that science leaders have not asked the SLT for these improvements and some issues, eg: shelving, are not for governors to be involved in.

Science leaders suggested providing MD with a list of three or four Y3 children so he can review their science books and interview them periodically. They planned to discuss this with Holly Cleveley.

#### **Question from ST: Where is science as a school, are we where we should be?**

MD reported that the leaders were enthusiastic about their teaching. Other teachers

seem a bit of a problem as they do not understand it and do not use resources. The Headteacher said the teachers' primary resource is the science leaders themselves. Between the leaders, progression of skills, curriculum and Holly Cleveley science should be effectively taught and he would agree it is not in some instances.

The leaders are experienced teachers and are in school together for at least two days per week.

**Question from ST: Is it a hindrance that there are two science leaders?**

The Headteacher stated that it should not be.

MD noted that they do work well together and there were improvements over his previous science visit.

**Action J:** Ask science leaders to: clarify request for staff meeting time on assessment and marking/analyse staff questionnaire/give Y3 child list to MD/attend governor meeting/meet MD again.

BB  
AGENDA

**7) Health and Safety Report**

BS conducted a full walkaround today involving a physical observation of the whole school looking at health and safety arrangements, fire evacuation and general condition. The site manager was not present and BS did not look into the management side. He will now do a number of drop-ins.

Questions arising included the deadwood tree and an ongoing debate regarding SLAs in terms of the LA's responsibility versus that of FJS. The Headteacher raised the issue of asbestos as Dan Humphrey sent an email stating what FJS should be doing on this issue. The Headteacher stated that the LA retained responsibility for asbestos, it is not under an SLA. BS noted that asbestos regulations say the responsible person in school must undertake visual checks, so there is a joint responsibility.

Andrew Clark showed BS the terrible work which has been done upstairs. The Headteacher explained that Mark Cox visited nine weeks ago with contractors who were going to put a ceiling in a cupboard. In October half-term they did other work in the corridor during which they stood on lockers causing indentations and took the entire ceiling down. They also put tape on paintwork which damaged it. They then came in to repaint and put the ceiling back.

Contractors agreed to return to do the cupboard work but did not turn up, wasting the site manager's time who had come into school twice at the weekend. They then arranged to pay the site manager but the Headteacher stated backdoor payments are not acceptable. We received an apology.

Contractors returned the following weekend and did the terrible work upstairs. They will carry out the originally planned work in the cupboard before January.

**Question from MD: Why not remove asbestos?**

The Chair noted it is the cost and that disturbing asbestos causes problems. BD stated that LA policy now is removal, not encapsulate and seal.

**Question from AP: Do you have any choice of contractor?**

The Headteacher reported that the LA have always used Economic Insulations who are known to be professional, but they were not used for this job. There is no flexibility here as they are not our contractor.

**Question from ST: Was there anything in the walkaround to urgently address?**

BS replied that the fire risk assessment was done in April 2017. It needs reviewing externally every three years. There were four high actions raised with no evidence of

closing them out.

The Headteacher explained that the external competent person does that assessment. Schools must review it internally but the reviewer needs training first and the originally planned training was in half-term holiday. PH completed the training three weeks ago so will now undertake the internal review. Governors need to be aware of the assessment's contents.

**Action K:** Complete the fire risk assessment internal review.

**Action L:** Review the fire risk assessment document.

PH  
BS

Laws Marsh conducted our fire risk assessment. 3S Fire (an arm of Hampshire fire and rescue) assessed other local schools and the trainer did not approve of that as Hampshire fire are also the OFSTED of risk assessment. However, BS stated that 3S Fire are completely independent. If we ask the LA to do an assessment through 3S Fire it would be done by Capita staff.

**Question from PH: Would you recommend we stick with Laws Marsh?**

BS stated that when he worked for the LA they decided to stop using Laws Marsh. He would not use them.

**Question from PH: As the assessment needs redoing soon should we do a new fire risk assessment next term?**

BS stated that would be reasonable. He picked up some issues not in the risk assessment, eg: fire doors missing intumescent strip seals. The LA is responsible for seals and should be challenged.

**Action M:** Write the health and safety report.

BS

## 8) Safeguarding

A report covers 19 November to 10 December, showing 89 incidents involving 52 pupils, with a high number of home and pastoral care issues.

**Question from MD: Do you look at previous CPOMs and relate them to this report?**

The Headteacher confirmed that they do and escalate if needed. In a child protection review meeting all professionals are asked their opinion as to whether the child should stay at CP or be stepped down.

**Question from ST: Is there any support governors need to give on the number of incidents?**

The Deputy Head noted that governors should be aware that it takes up staff time; one meeting can take up a whole day including waiting etc.

The Headteacher noted that a staff member attends any meeting in school if an FJS child is being interviewed.

## 9) AOB

**9.1 Question from MD: Is there an update on the extension?**

The Headteacher explained there are no updates since the plans, but he will ask Paul Atkins for information tomorrow. Richard Hards said builders must have access through our car park entrance and planning may be needed if a new access point has to be created. If this means removing trees it may not be given and there would be costs.

**Action N:** Invite Paul Atkins to January meeting.

PH

**Question from ST: Should we start planning how to give up the car park?**

The Headteacher replied that there are alternatives including sharing the NHS car park or using Sainsbury's places.

We have asked how much of the car park they want but received no answer. BS recommended asking for the pre-construction file.

**9.2 Action O:** Arrange induction training for new governors.

Clerk

**9.3 Question from AP: Have we had any info on the Oakland site development?**

The Headteacher responded that he has heard nothing further. He did meet with sustainable travel and there is money available to make Fairisle Road more child-friendly. The grass verge which people park on will be going as they are building 103 dwellings with development up to the pavement.

**9.4** In early 2015 Schools Direct went into administration and on 1 February 2015 we started using Strictly Education. Robert Atkinson has been made aware that there is an issue with schools claiming employment allowance (£3k per year).

HMRC state that schools can claim if they are private businesses or charities. FJS does not qualify so Strictly Education may have incorrectly claimed the allowance on our behalf. This could amount to around £13k for FJS which we may potentially have to pay back plus any fines due.

**Question from AP: Have we seen that £13k?**

The Headteacher explained that we cannot find it. It is an abatement and we cannot find it as one lump sum. It could have been taken off national insurance contributions every month for the last five years. Gary Wooldridge is finding out if we have paid £3k of NI contributions less at some time.

**Action P:** Look at tax records to see if NI payments were correct.

AP

**Question from MD: Are Strictly Education liable, not us?**

The Headteacher explained that the liability is always with the employer.

**9.5** The DfE financial benchmarking report card for 2017-18 was distributed.

**Action Q:** Examine the DfE financial benchmarking report card.

AP

**9.6** All Y5 pupils have completed a comparative judgement piece of writing. A report was given out comparing FJS to other schools. The average writing age of Y5 pupils at FJS is 10 years and two months which is significantly above that of other schools (seven months higher).

Our boys are ten months higher than national and are equivalent to girls nationally. FJS boys have a writing age five months behind our girls (ten month gap nationally). Our pupil premium children are also five months behind our non-PP children. The reliability of our judging was considered excellent.

**9.7** Christmas lunch starts at 12.15 on 20 December.

**9.8** Update on 12 December: The Headteacher and Chair today attended, observed and provided feedback at a full board meeting of the governing body they are supporting.

## **10) Time and Date of Next Meeting**

The next whole governing body meeting is on Tuesday 15 January 2018 at 3.30pm.

*The meeting closed at 4.40pm.*

<b>ACTION POINTS FROM 11 DECEMBER 2018</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Visit to see the impact of Chromebooks.	ST	15 Jan
<b>B</b>	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	Penultimate week each term
<b>C</b>	Write the termly newsletter paragraph.	NW	End spring term
<b>D</b>	Write a health and safety report once a term following the H+S audit.	BS	End of term
<b>E</b>	Chase Andrew Clark about separating the online H+S diary into H+S and fire/moving emails into separate file.	MD	15 Jan
<b>F</b>	Attend one visit between meetings plus events emailed from BB.	All govts	Ongoing
<b>G</b>	Complete another self-evaluation of governance.	All govts	Spring 2019
<b>H</b>	Repeat the parent and pupil safeguarding questionnaire.	PC/ST	15 Jan
<b>I</b>	Re-evaluate governor roles, subject links and training.	All govts	15 Jan
<b>J</b>	Ask science leaders to: clarify request for staff meeting time on assessment and marking/analyse staff questionnaire/give Y3 child list to MD/attend governor meeting/meet MD again.	BB	15 Jan
<b>K</b>	Complete the fire risk assessment internal review.	PH	15 Jan
<b>L</b>	Review the fire risk assessment document.	BS	15 Jan
<b>M</b>	Write the health and safety report.	BS	15 Jan
<b>N</b>	Invite Paul Atkins to January meeting.	PH	15 Jan
<b>O</b>	Arrange induction training for new governors.	Clerk	15 Jan
<b>P</b>	Look at tax records to see if NI payments were correct.	AP	15 Jan
<b>Q</b>	Examine the DfE financial benchmarking report card.	AP	15 Jan
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Maths leaders/English leader/science leaders		15 Jan/ TBC/TBC
	First health and safety report	BS	15 Jan
	Behaviour discussion	All govts	15 Jan
	Curriculum	All govts	TBC
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Updates on the extension	Paul Atkins	Ongoing
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing