

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 12 February 2019, 3.30pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

1) Apologies

Brent Schwarz.

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 15 January 2019 were agreed and signed by the Chair.

4) Matters Arising – Including Action Points

All actions from 15 January are complete except those listed below. We will receive an LA health and safety assurance inspection at the end of March/beginning of April which governors are invited to attend.

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

Action B: Write the termly newsletter paragraph.

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

Action D: Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.

Action E: Complete another self-evaluation of governance.

Action F: Email Andrew Clark to arrange audit of H+S management.

All gobs

NW

BS

All gobs/
Clerk

All gobs

BS

5) Curriculum

A curriculum report explains that OFSTED described our curriculum as lively and interesting. Our children are enthusiastic about after-school activities. Most able pupils attained well but to further improve most able children must be challenged well and deeper learning opportunities must be provided.

Tomorrow Mandy Gard will examine opportunities for most able children, maths, governance and the curriculum. From next September the OFSTED framework will have more emphasis on the curriculum.

Holly Cleveley has completed a wide review of the curriculum, which was developed by all the school community. It aims to deepen learning across a broad and balanced range of learning opportunities. Children should be thirsty learners and there should be a clear skills progression. We should foster pride in the school and community and promote health and wellbeing and British values.

The curriculum is constantly under review and is adapted to different cohorts. It must

ensure challenge for all and reflect the local community and city.

Next steps for the curriculum include:

- ensuring all teachers have good curriculum knowledge
- empower teachers to have flexibility to change/review the curriculum as they know their children best
- develop imaginative ways to teach maths/English across a range of subjects
- link curricular content
- offer regular opportunities for pupils to apply what they know
- develop further links to the local area and explore local issues, eg: the Mayflower 400 celebrations
- invite parents and families to sample the curriculum in school (eg: internet safety day)
- regularly review and renew the curriculum with stakeholders.

As a group of schools we are trying to publish a Southampton passport for YR to Y6 with LA funding so children can gain stamps for city experiences, eg: walking the walls.

Question from MD: When is the next curriculum review and are governors involved?

The Headteacher stated he would ask Holly Cleveley to contact curriculum link governors.

What is most important is that our curriculum is bespoke to FJS and tailored to our school as much as humanly possible. It is always under review and changed for different cohorts.

Question from ST: How can we help teachers be skilled in PE as we use external staff?

The Headteacher explained that Simon Woods provides training for all teachers during the year. Simon Woods and the Headteacher write the PE curriculum and look at it every year.

Question from ST: Could the PE lessons still be taught if the usual teacher was absent?

The Headteacher confirmed they could.

Subject overviews were shown. Some aspects of PSHE have been changed, including the use of homophobic language and earlier coverage (Y4) of some aspects of puberty.

Question from ST: How is the issue of homophobic language received by pupils?

The Headteacher stated that they teach children pejorative usage such as "that's so gay" is not acceptable.

6) Service Level Agreements

Federation headteachers have discussed the SLAs. For FJS there are no real changes from last year but the cost has risen from £27k by about £2k.

It was proposed that we buy the following SLAs:

- grounds maintenance (£1572)
- data gold service (£1596)
- free school meals checking, £283 total at £2.60 per child. This has doubled in price but the LA have not raised the price for many years previously. This service tells us when a child is eligible for FSM and therefore pupil premium. Some parents do not apply for free meals at infant schools due to universal free school meals
- legal services (£380)
- we do not buy financial systems and support as we use Gary Wooldridge

- creditors (£3046) and Agresso (£1242)
- insurance services B and A (£1949 and £8207), plus minibus insurance (£700)
- library service (£3403); this lets us change books annually and we get more than £3403 worth of books
- ICT strategy team (£4342) and remote SIMs (£433)
- we do not buy the educational psychologist or SALSA
- offsite activity (EVOLVE) (£561) which is the LA inspector for offsite activities
- health and safety silver service (£658), not gold which only adds a yearly audit
- term servicing enhanced (£639)
- courier service at two collections per week (£412). We get some of this money back as we allow federation schools to use some collections
- we do not buy pest control.

Question from AP: Is the psychologist not used at all?

The Headteacher explained that we do use them but paid for as needed, eg: half a day at a time.

Question from ST: How do we manage pest control? Do we need regular reviews?

The Headteacher stated we would buy this as needed and do not need regular reviews.

Question from ST: Are there any pest problems?

The Headteacher said there are not.

Question from ST: Do we share everything that we can?

The Headteacher confirmed that we do.

Total expenditure for SLAs is £29,424. This has increased from last year because many services are costed per pupil and our numbers have increased. Governors approved the SLA expenditure.

7) Governor Roles in School Improvement Officer Visit

Mandy Gard will visit on 13 February. The school improvement plan, milestones and self-evaluation were distributed. Governors considered a question that could arise tomorrow: how does the school ensure safeguarding is effective and how do governors know it is effective?

Governors have completed safeguarding questionnaires with both children and parents. NW checks the single central record and recruitment process. Safeguarding is discussed at every governor meeting and governors are NSPCC trained. Pupils are aware of the issue and children feel safe here.

Four designated safeguarding leads receive annual training and attend network meetings monthly. We have adopted the LA safeguarding policy and improved it for our school and we completed the self-evaluation tool. Staff were trained by the LA in September 2018 and new employees have completed online training.

OFSTED said safeguarding is effective and our records high quality. We work well with outside agencies and we involve parents. The DSLs meet to discuss individual cases and all DSLs read all CPOMs cases.

(BB entered the meeting.)

MD stated that Y5 need more revision of safeguarding. The Headteacher noted we have gone back over the PSHE curriculum and increased safeguarding units during the year.

Question from MD: Will we have another chance to interview different pupils in the

same year group?

The Headteacher said governors can come in any time.

Governors will ask Mandy Gard for advice on conducting book looks. Mandy Gard will look at books from the most able and most able disadvantaged children across the school.

8) Governor Visit Reports

Safeguarding Questionnaire Y3, 11 December

PC found Y3 had a good grasp of safeguarding. It would be interesting to see how their answers have changed in July. They had a good knowledge of computer safety.

Lesson Observations Y6, 16 January

KM saw two Y6 English lessons where children were well-behaved.

Governors are welcome to attend the learning walk with Mandy Gard tomorrow when she can advise on what to look out for.

Question from KM: Are the greater depth children always taught separately?

The Headteacher said they are not. Abby had a student and so could teach pupils as a smaller group.

Question from ST: Do the non-greater depth children miss out?

The Headteacher said no as they are then also in a smaller group.

The Deputy Head said work must be differentiated and the GD children need different work to push them on. Y6 are going back into sets for English which should be more effective as the work can be targeted more.

Safeguarding Questionnaire Parents, 5 February

AP found that better communication to parents may be necessary as some did not seem sure of their responsibilities. Parents did not mention safeguarding but talked about the physical security of the building. The Headteacher has therefore written about safeguarding in a recent newsletter.

Safeguarding Questionnaire Y5, 6 December

MD reported that all children should be made aware again of who is a responsible adult; children did not know the four DSLs in the photos were responsible. It was noted that everything around safeguarding should highlight the four DSLs.

Safer Internet Day, 5 February

AP saw discussions including whether parents should share images of children online. KM also visited.

Question from KM: Are parents aware of the dangers of sharing photos online?

The Deputy Head replied that yes, the school has run courses, sent booklets out to parents and mentioned it at performances.

Question from MD: What do you do if a parent reports an alleged "paedophile"?

The Headteacher stated that he phones the police to report it and asks them if he needs any further information.

Safeguarding Questionnaire Parents, 5 February

KM found that parents said children did feel safe.

Andy Harris, 7 February

AP visited with Andy Harris, her colleague who used to be a professional footballer. He spoke to Y5 and Y6 about subjects including career aspirations and healthy eating and

received rave reviews from children and staff. He also complimented children on their good behaviour.

Question from JPD: Why did he visit only Y5 and Y6?

The Headteacher explained it would lose the personal touch if he visited 380 children but it would be nice to invite him back.

AP has studied a financial benchmarking report from Arbor which shows where our income is from. As we do not let the building out for external hire our direct grant seems to provide a higher percentage of income than other schools. Some facilities income will come in next year from Simon Woods.

Catering income is constant. We spend more than the average on teaching staff (over 50%) which is a deliberate policy for retention. We redeploy teachers rather than use supply cover so we have a lower than average spend on supply. Cleaning and caretaking spend is below the national average.

AP is happy with the contents of this report.

9) Behaviour Report Questions

Question from ST: In each year there is a pocket of behaviour issues, will you move classes around this year?

The Deputy Head said they will potentially look at Y4 again.

Question from ST: The report says a handful in Y3 are struggling to come to terms with behaviour here, is there anything we should be doing such as support the Y2 teachers?

The Deputy Head stated that in July we need to spell out the policy to Y3 parents and also to children on transition days. They find it harder coming from Y2 to Y3.

The Headteacher noted they have tried to support Y2 teachers.

The Deputy Head said they will talk about the policy, boundaries and strikes in the talk to parents and do more with the children. The pupils do talk to FJS children to hear about rewards and know it is not just about negatives.

The report says children think that the approach to behaviour is fair and governors will do a questionnaire to check this.

Question from PC: Have you tried giving challenging pupils responsibilities?

The Headteacher said they have and it works for a while. Two Y6 pupils have been on behaviour reports with every lesson signed off by staff and this has been successful.

Action G: Do pupil questionnaire on the fairness of the behaviour policy. BB will email document.

KM = Y3, NW = Y4, MD = Y5, ST = Y6

(NW left the meeting.)

10) Dates From Leadership Cycle

Governors are invited to a book look on 2 April from 1pm and are welcome to come in for lunch beforehand.

11) Safeguarding

A report for 15 January to 11 February shows 97 incidents involving 48 pupils. DSLs have completed their annual training and staff will receive Team Teach training this Friday including de-escalation. There are three children on child protection, three children in need and one child with a team around the family.

Question from AP: Are there more children in particular year groups?

KM/NW/
MD/ST

The Headteacher reported there are more home and pastoral care issues.

Question from PC: Is that because issues are reported more?

The Headteacher said that was possible. We are part of operation Encompass, a police operation on domestic violence.

Question from ST: Are some cases from children telling you things? Are there more children telling you things?

The Headteacher said yes, some cases are. For pastoral care a lot of cases are from children telling us things. There are more children telling us things.

FJS staff are sometimes asked to find out more details about incidents. It was noted that each incident can be recorded in more than one category in the statistics. Behind each issue is a background story which is detailed on CPOMs.

Question from PC: If there is an incident reported at home with school age children do you get a police report?

The Headteacher confirmed that he does.

Question from AP: Do you know how FJS compares to other schools in terms of reporting?

The Headteacher said he does not but is happy to talk to colleagues who have the same system. Safeguarding issues are properly recorded and children trust staff enough to tell us their concerns.

The Chair noted that we do not want issues to go unreported.

12) Policies

Governors approved the admissions policy and grievance policy for all staff which are both LA policies.

Question from KM: Are we over-subscribed?

The Headteacher reported we have one or two spaces only at the top of the school.

The complaints procedure is on the Drive and will be considered at the next meeting. It covers any form of complaint plus serial and unreasonable complaints. We have aligned our complaints policy across the federation.

AGENDA

13) AOB

13.1 Question from MD: What happened after Paul Atkins was told that August completion of the extension was too late?

The Headteacher reported that nothing has changed.

We have received £7069 from the LA from buying furniture, chairs, tables and IT equipment for Lloyd Viney's classroom so we can transfer it into one of the new rooms.

Question from MD: What about the access issue?

The Headteacher replied that there is no other way for builders to access the site other than through the front gate.

13.2 A letter has been sent to parents asking them not to challenge staff when they deal with behaviour issues as there had been some unpleasant repercussions from parents. If parents have an issue they should talk to the teacher respectfully and not in front of the child. There has been no negative feedback from the letter.

Parents can also contact teachers via an email address. Since the letter parents have not asked to see the Headteacher and Deputy so much.

13.3 We will nominate FJS for the primary school of the year award. Progress results for reading and maths in 2018 show that FJS was second in reading and fourth in maths out of 68 primaries in the city. Out of 495 Hampshire primaries we were sixth in reading and second in maths. Out of 20,861 primaries in the country we were 265th in reading and 149th in maths and of 1046 junior schools we were fourth in reading and third in maths.

Question from MD: How much time will the nomination take?

The Headteacher said it would be half a day's work.

We have also tweeted out a link to the teaching awards so parents or governors can nominate teachers or the whole team.

14) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 12 March 2019 at 3.30pm. PC and MD give apologies for 12 March. MD gives apologies for 2 April.

The meeting closed at 5.40pm.

ACTION POINTS FROM 12 FEBRUARY 2019			
	Action to be completed	By whom	By when
A	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govs	Penultimate week each term
B	Write the termly newsletter paragraph.	NW	1 April
C	Write a health and safety report once a term following the H+S audit.	BS	End of term
D	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govs/ Clerk	Ongoing
E	Complete another self-evaluation of governance.	All govs	12 March
F	Email Andrew Clark to arrange audit of H+S management.	BS	12 March
G	Do pupil questionnaire on the fairness of the behaviour policy. BB will email document. KM = Y3, NW = Y4, MD = Y5, ST = Y6	KM/NW/ MD/ST	Spring 2
Agenda Items for Future Meetings			Date
	English leader/science leaders		TBC/TBC
	Self-evaluation of governance	All govs	12 March
	Complaints policy	All govs	12 March
	Agree newsletter updates on the budget, decisions made and governor roles	All govs	Once a term
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing