

Governors of Fairisle Junior School

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

Governors present:

1. Nikki Webb (Vice Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Mike Dant
5. Katherine Minns
6. Brent Schwarz

Associate members present:

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

1) Apologies

Steph Thurston (Chair), Phil Chapman, Jess Planter-Dixon.

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 12 February 2019 were agreed and signed by the Vice Chair.

4) Matters Arising – Including Action Points

All actions from 12 February are complete except those listed below. The SLA document was re-signed due to an error on the form but there was no change in expenditure.

The LA health and safety audit is on 25 April at 1pm. PH asked BS about the cleaning cupboard in the corridor which has no ventilation and may need a hole in the door; BS will advise. (UPDATE: BS and PH went to look at the cupboard and BS advised not to put a ventilation hole in the door but to have a process whereby anyone needing anything from the cupboard would open the door and let it ventilate for a little while before entering – a sign indicating this has been placed on the door.)

Andrew Clark has sent BS dates for the walkaround and he will schedule this after the LA audit.

Action A: Attend assemblies to talk about the role of governors and give termly updates on governance. Next assembly Tuesday 26 March, 2.50pm to give feedback on safeguarding, behaviour and fairness.

All gobs

Action B: Write a health and safety report once a term.

BS
All gobs/
Clerk

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

All gobs

Action D: Complete another self-evaluation of governance.

BS

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

ST

Action F: Do pupil questionnaire on the fairness of the behaviour policy.

KM

Action G: Meet the science leaders and feed back to governors.

5) Budget 2019-20

Our budget has risen from £1,340,179 in 2018/19 to £1,548,238 in 2019/20, mainly due to an extra 38 pupils on roll. Some per capita amounts have change substantially as well. We will receive £3750 per child, compared to £3500 in 2018/19.

Question from AP: Are the LA giving with one hand and taking with another?

The Headteacher said partly, but we also have to pay higher national insurance

contributions from 1 April and higher pensions contributions, plus the apprentice levy.

Question from AP: Are pay rises from April?

The Headteacher stated support staff pay rises are from 1 April.

Question from AP: Do we have to pay the apprentice levy?

The Headteacher noted it was aggregated for the whole authority so we do pay.

Question from AP: Do we have plans to use that levy?

The Headteacher explained that we have tried to but were refused. He met the LA overseer of apprenticeships and asked for national qualifications for senior and subject leaders and some support staff but was told they were ineligible.

Question from AP: Could we use the levy for NQTs?

The Headteacher said we could not.

Question from KM: Could we use it for PGCEs?

The Headteacher said only if you are part of a SCITT.

Our pupil premium will also be higher this year (the figure of £1,548,238 does not include the PP or the £27,600 funding we will receive for the extra class).

Question from MD: Has our budget been hit by the LA stopping disabled placements outside of the city?

The Headteacher said no, that is a long-term plan. We have not been asked to take additional disabled children.

Another month of salaries will come out of the budget but employee costs will be just under the budgeted figure. Premises costs are £5k underspent mainly due to lower energy costs.

Question from AP: Is that due to better insulation?

The Headteacher explained that we might get two bills in one year and three or four the next. We split utilities with the infant school and it takes a long time to get bills through.

Water and sewage has a £1519 surplus. Transport is slightly overspent as we have paid three months of advance minibus rent. Supplies and services is £7k overspent. Governors approved £11k of ICT funding previously which has been spent, giving a £9k overspend for ICT learning resources.

(BB entered the meeting.)

Question from AP: Why is catering supplies £5k over?

The Headteacher noted it is the cost of free school meals. It is overspent because we had more pupils and a higher number of FSM. City catering had charged more for a free lunch than a paid one (£2.10 paid-for but £2.23 for free) and the school gets billed for "free" lunches.

We get a lump sum at the start of the year and pay the SLA to city catering and pay for the free meals. From 1 April both meals will cost £2.22. We have received a £500 rebate on the SLA as we have not changed the menus and have been offered a 5% reduction each year on the SLA if we sign for five years.

Question from AP: Is that worthwhile?

The Headteacher said it is.

Recharges are as expected. Under capital financing there is £49k remaining that we put

away.

At the beginning of the year we set an in-year deficit budget of £17,495 which has been turned into a surplus of £36,969. The balance brought forward is £103,535, giving an ongoing balance of £140,504. Governors congratulated FJS on this budget turnaround.

A further update on the budget will be given on 2 April.

AGENDA

6) Report From Meeting English Leaders

MD met the four English leaders on 4 March. They have split the leadership into sections, eg: lower and upper school, and he was very impressed overall. They have taken on board the issues in reading and writing and MD found that some of the writing was excellent in comparison to before. Leaders have done really well and are on top of English teaching staff. Governors congratulated the English leaders on their achievements.

Question from AP: How has this progress been achieved?

The Headteacher stated it was through quality first teaching by people who badly want to teach and do not put up with second best, plus having a team overseeing it with specific responsibilities.

The Deputy Head noted it started with the Power of Reading, staff who are enthusiastic about English, training and thinking out of the box if needed.

MD suggested he meet the English leaders once a term and follow up children's books from Y3 to Y6 (one poor pupil and one good).

7) Feedback From School Improvement Officer Visit

Mandy Gard visited on 13 February and her report recognises that FJS has further improved since the OFSTED inspection. She identified an issue with children not always choosing the most appropriate maths resources but found that skills are developed well over time in maths and English books and most able children have deeper thinking tasks. Her comments on the governing body were positive.

8) Governor Self-Evaluation

Postponed to 2 April.

9) Reports From Governor Visits

Safeguarding Questionnaire (Parents), 31 January

BS found that parents had no concerns about safeguarding.

Behaviour Questionnaire Y3, 1 March

KM found that pupils were not sure how to make the behaviour policy fairer. One Y5 child said some children get strikes but not others for the same behaviour; the Headteacher noted that staff will always miss things occasionally. Pupils referred to the banning of the game "It" which has made the playground safer; lunchtime activities have been put in instead.

Y5 Presentation to Parents, 1 March

KM watched the Y5 presentation on their learning from the half-term, including Stubbington. Some other year groups are doing this too but the Headteacher would not want to do these presentations every term due to the time involved.

Behaviour Questionnaire Y5, 4 March

MD found that most children behave fairly but some do not. Several children did not remember Respect, Ready, Safe until prompted but all could explain it in detail. MD suggested that future interviews concentrate on poorly-behaved children. It was noted that governors can pick pupils themselves or ask teachers for poorly-behaved children

or a random selection.

E-safety Workshop, 5 March

KM found the workshop very useful. It covered the Net Aware app, O2 guru device safety service and safety helpline for adults. Some pupils have many Instagram followers with no privacy settings and the Headteacher will speak to them.

Question from AP: What is the age limit for Instagram?

The Headteacher stated it is 13. He has sent a description of Net Aware and O2 guru to parents.

Question from AP: Will there be remedial action for pupils on Instagram?

The Headteacher said one issue we have found was a child's account containing a photo of a number of children with no privacy settings wearing school sweatshirts. He will talk to children and probably parents too about privacy settings. BS suggested sending a letter and reporting to Instagram if we know usernames.

We publicise online safety help from the FJS Twitter account. We do not post any photos of children on Twitter without parental permission. There are sometimes complaints regarding photos of children on residential with parents who say they have not seen their child yet, so we may do one group photo at the start and one halfway through only.

Governors should consider the issue of online photos and privacy settings and when the school should post photos online.

Question from AP: Might it attract the wrong attention to say where the children are going online?

The Deputy Head noted that there are always children at Stubbington and the site is very secure.

LA SEND Meeting, 5 March

MD heard it costs the LA on average £60k to place a child in a special school outside the city but £20k within the city, so the LA plan to reclaim children to save money.

Behaviour Questionnaire Y4, 8 March

NW found that nearly all children knew Respect, Ready, Safe. They felt that PE staff sometimes have favourites. They mentioned missing access to equipment at lunchtimes when year groups go on a trip and said they have to share with Y6. The Deputy Head said they do not have to share, but if they are on a trip or it is raining they forego the chance to use equipment and we do not catch up. The Headteacher will pass on the message about PE staff.

Monthly Check of Single Central Record, 8 March

NW visited Andrew Clark. Mandy Gard was happy with our safeguarding processes and said we go over and beyond, for example we do a section 128 check for every member of staff. Supply teaching agencies do not have to give us all the information we request but all give us the DBS date and result. One agency is giving us more information now.

Question from NW: Can I see a staff member's folder to correlate the information with that on the system?

The Headteacher said yes. We could also look at the governor safeguarding checks recommended on The Key.

10) Dates From Leadership Cycle

SLT triangulations will take place in the week beginning 18 March, followed by triangulation feedback in the following week. Governors are invited to a book look on 2

April from 1pm and are welcome to come in for lunch beforehand.

Governors were asked to donate Easter eggs and display stands for hats for the 5 April raffle with proceeds going to the playground fund. Governors can attend the hat parade at 1.45pm. Easter school will take place in the holiday.

Governors are invited to attend any day of SATs week, beginning 13 May. In the week beginning 20 May governors are invited to a behaviour walk; BB will confirm the date closer to the time.

11) Safeguarding

There were 97 incidents involving 45 pupils from 12 February to 11 March.

Question from KM: Are the same children involved?

The Headteacher said that the same children's names never crop up.

Question from BS: Have you done a 12-month triangulation of the trajectory of numbers?

The Headteacher replied that he has not. Governors had stated they did not want to compare statistics as we might be chasing numbers.

Question from AP: Could we look at progression over a period, are there trends?

The Headteacher said that different children may be involved though. All DSLs meet to make sure we all know the details.

Mandy Gard commented positively on our safeguarding procedures. One child is on child protection, five are children in need and three have a team around the family. By the end of the week some children in need may be stepped up to CP.

On 15 February PH, BB, Robin Hayes and Holly Cleveley updated their Team Teach training on de-escalation and physical intervention. Accidents for 2018/19 were shown with five notifiable accidents where parents took their children to hospital, including a concussion in Y4.

Question from BS: Who reported these? Have they been reported to HSE?

The Headteacher stated we report them to the LA on an incident form but they are not notifiable to HSE. The LA come back with any questions but we have never had an incident go any further.

All accidents are recorded on Info Exchange; some old incidents are still marked as pending online as the LA have not marked them closed.

Question from BS: What about incidents involving teachers?

The Headteacher confirmed we report those too if they occur.

Question from AP: Does our insurance cover serious injury?

The Headteacher explained that two SLAs (package A and B) plus the LA's own liabilities cover it. Our insurance is not for third party liability as that is the city's liability.

Question from AP: Is sports equipment inspected regularly?

The Headteacher confirmed that it is.

Governors will be shown accident reports every term.

12) Policies

The complaints procedure, flowchart and policy for managing serial and unreasonable complaints was approved.

AGENDA

The health and safety policy has minor grammar changes and staff supervision in the playground has been added. It was approved.

There have been minor changes to the supporting pupils with medical conditions policy to take account of the updated DfE publication. Forms have also been added to the appendix, including parental approval to administer medicine and Headteacher's agreement to administer medicine. Two forms show who can give medicines, with controlled medicines witnessed by another person. The policy was approved.

Question from NW: Are any children on Ritalin?

The Headteacher said four or five.

The business continuity plan is unchanged apart from a phone number for the LA out-of-hours service. It was approved.

Question from AP: Does it cover computer security and data back-up?

The Headteacher noted that was covered in our IT policy.

13) AOB

13.1 All teacher appraisal mid-year meetings have taken place. Interviews for a teacher to start in September will be held tomorrow.

13.2 Our statement for the primary school of the year nomination was shown.

13.3 Final drawings for the extension are on the Drive and have been signed off by the Headteacher, LA and Faithful and Gould. We are now in the tendering process of three to four weeks. Contractors have spoken to Sainsbury's about parking some cars in their car park and the Headteacher has informed them that builders' cars cannot be left in our staff car park.

13.4 A road closure will occur on 25 March from 7.45-9.15am and 2.30-4.45pm.

14) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 2 April 2019 at 3.30pm; MD gives apologies.

The meeting closed at 5.30pm.

ACTION POINTS FROM 12 MARCH 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. Next assembly Tuesday 26 March, 2.50pm to give feedback on safeguarding, behaviour and fairness.	All govs	Penultimate week each term
B	Write a health and safety report once a term.	BS	21 May
C	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govs/ Clerk	Ongoing
D	Complete another self-evaluation of governance.	All govs	2 April
E	Email Andrew Clark to arrange audit of H+S management.	BS	TBC
F	Do pupil questionnaire on the fairness of the behaviour policy. BB will email document. ST = Y6	ST	Spring 2
G	Meet the science leaders and feed back to governors.	KM	TBC
Agenda Items for Future Meetings			Date
	Science leaders		TBC
	Budget update		2 April
	Self-evaluation of governance	All govs	2 April
	Agree newsletter updates on the budget, decisions made and governor roles	All govs	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing