

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 21 May 2019, 3.30pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

Andrew Clark (Business Manager)

1) Apologies

Peter Howard (Headteacher).

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 2 April were agreed and signed by the Chair.

4) Matters Arising – Including Action Points

All actions from 2 April are complete except those listed below.

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

All govs

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

BS

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

All govs/
Clerk

Action D: Complete another self-evaluation of governance.

All govs

Action E: Complete evaluation of individual governors and 360 feedback of Chair.

All govs

Action F: Complete stakeholder questionnaires.

See left

Headteacher/SLT = ST

Staff = JPD

Parents = AP, KM (30 parents total)

Pupils = PC, NW

Action G: See maths on Chromebooks/maths book look. BB will email a date.

BB

5) LA Update on Building Extension

Representatives from the LA did not attend.

6) Ratification of Budget 2019-20

(Andrew Clark entered the meeting.)

The outturn came out as expected. None of the end of year finance work was returned and it has all been signed off. The 2019-20 budget has been produced by Andrew Clark with the Headteacher but Gary Wooldridge has not advised as he is on long-term sick leave. The Chair has also looked at the budget.

The big changes are that we will have an extra teacher from September for four-form entry. There are also increases in the burden of teacher pensions and the LA have regraded all support staff.

Question from AP: Why has the special assistants budget reduced?

Andrew Clark explained that Y6 children who need assistants are leaving FJS and the contracts have a named child.

The Deputy Head noted that at the moment no children coming from the infants need a 1:1. Assistants knew that their contracts ended when that child left.

Question from AP: What is the £5100 under code 1964, employee other expenditure?

Andrew Clark explained it is contingency money for staffing items, eg: we have paid one honorarium to the site manager and will pay another as he has been working alone.

Question from BS: Why is that not included under premises staff?

The Chair noted that it was not part of the normal budget, it is a one-off. We could bring in a teacher early and that could also sit in this code.

Andrew Clark stated we have two NQTs starting in July who would normally start in September and it will help to cover that. One will start on 1 July and one on 8 July.

There are no noticeable leavers or extra positions created under staffing, but staff could still resign as the deadline is the end of May. The increases are from pay rises and pensions. We will receive a funding cushion from the government for teacher pension costs for a short while.

Question from AP: What is the £30k under repairs and maintenance to buildings?

Andrew Clark explained that as the budget surplus was over the permitted 8% we will strip and redecorate three Y4 classrooms and put in ceilings, carpets and paintwork plus LED panels through the library and corridors. The hall floor will be stripped and relacquered and the 5CW air conditioning unit replaced.

Question from MD: Why have codes 2091, 2092 and 2094 not increased at all?

The Chair stated we get all the money back for these codes; they are ballpark figures.

Question from BB: Were the Y4 classes not done a few years ago?

Andrew Clark said they were given a lick of paint by our site staff but it was not a full job. An external contractor will put in new ceilings, lighting and carpets with most work scheduled for the summer.

Question from AP: Do you expect any water charges for 2018/19?

Andrew Clark stated that the accounts are still open for items like water and we may get a charge.

Rates have increased but we get money in to cover that. We will buy a floor scrubber for the hall.

Question from BB: Will the floor scrubber be purchased between both schools?

Andrew Clark said currently not, but the infants could hire it from us.

Governors stressed that the caretaker must ensure that FJS equipment is used at FJS only and equipment is not shared between schools unless it is hired out.

Transport costs are slightly different to last year as we had to pay a deposit for the minibus. Under furniture purchases we will replace the two sofas in the hallway and put storage into the science cupboard. The governor training budget has been increased to £1k.

Question from AP: Why has computer maintenance gone up?

The Chair explained that we have many more computers and more visits now.

Question from MD: Do you receive money back for pest control? Why is it £50?

Andrew Clark said the school pays for pest control. The callout charge is £50.

We had paid the majority of the £12.5k computer maintenance charge in advance so the 2018/19 outturn was only £495 (there was only additional licensing to pay for). We are changing internet provider and will upgrade to the Hampshire-provided system.

Question from ST: The music and sport staff are not charged for internet and the staffroom has become an office for sports coaches, why do we allow that?

Andrew Clark stated we have never charged them for internet but we do charge for photocopying and tea/coffee. He will take this to the Headteacher.

BS suggested levying an overall service charge. PC suggested asking them to use wireless dongles to save our bandwidth.

A sum of £18,077 had been incorrectly coded under 9163 by the LA and has been removed. Income under pupil premium and SEN top-up funding has been calculated by us, plus we will receive £27,600 growth money for delays caused to us by the LA.

Budget 2019/20

Total income: £1,932,473

Total expenditure: £1,916,151

Balance for the year: surplus of £16,322

Balance brought forward: £160,129

Ongoing balance: surplus of £176,451

Governors ratified the 2019/20 budget.

Action H: Read the benchmarking report on the Drive; send questions to Andrew Clark/PH.

All gobs

(Andrew Clark left the meeting.)

7) Governor Self-Evaluation

The board will complete the self-evaluation once all forms have been returned. JPD needs to be given access to the governor Drive.

AGENDA

8) Reports From Governor Visits

SATS Week, 13-16 May

KM and AP attended SATs training on 23 April. KM, AP, ST, PC and NW saw SATs in progress. KM stated it was good to see the training put into practice. SATs were more official than she had thought they would be with papers sealed. NW saw one boy who poked himself in the eye with a pencil and the protocol was followed to see if a reader or scribe was needed. She also saw tests signed off.

Mosque Visit, 20 May

KM visited a mosque with Y5 and was impressed with their silence and respect. They asked very good questions.

Question from KM: Are the trips compulsory?

The Deputy Head explained they are not.

Question from KM: Do you encourage parents to let their children go?

The Deputy Head said they do but parents have a right to say no.

Question from KM: Is it more the parents' choice rather than the child's not to attend?

The Deputy Head said yes, but pupils also pick up on what parents say. They do have

meetings to try to persuade parents to let children attend.

Science Leaders, 25 April

KM met the science leaders as link governor and will look at Y3 science books soon and monitor the children's progress through school. The cupboard shelving is being actioned.

English Leaders, 20 May

MD found that English is on course with no problems. We need to keep FJS in the top echelon in the country. Writing appears to be not as good as reading/maths. MD will meet the leaders again in the autumn term and look at Y3 books this week and then in future years. One of the leaders will be on maternity leave from September.

AP visited during SATs and saw food served by BB, Robin Hayes and Holly Cleveley.

Question from AP: Do we have insurance cover for food poisoning?

The Deputy Head noted that Sharon cooks the food and uses a thermometer, the other staff just serve it.

NW stated Robin Hayes must roll his sleeves up above his elbows.

Question from KM: Should staff wear gloves?

The Chair and BS confirmed that was a myth and gloves should not be worn.

9) Dates From Leadership Cycle

Behaviour walks take place this week. The Deputy Head will go into a Y6 class full-time from 5 June to cover a period of sick leave so some leadership cycle dates may change.

Question from ST: Why is the Deputy Head covering the class full-time?

The Deputy Head explained that she has been asked to. Robin Hayes is in 6JH two days a week and Holly Cleveley in 5CW two days a week. She will settle the class and then ask Assistant Heads to come in as well.

Governors are invited to pupil progress meetings for Y4 on 3 June, Y3 on 4 June and Y5 on 12 June. Senior leaders will meet to confirm other dates and let governors know.

10) Safeguarding

A report for 2 April to 20 May is on the Drive with similar figures to the last meeting. There are nine children on child protection with 16 incidents recorded.

Question from AP: Are the same children involved?

The Deputy Head said yes. One CP family have moved away but the child lives with the grandmother so is still at FJS. They hope another family will go down to child in need.

Question from ST: Is there anything you need?

The Deputy Head noted they have everything they need. There is another family they are concerned about and they will meet the parent.

11) Policies

The right to request flexible working policy was considered. The dates listed in it have been checked by the Headteacher.

Question from AP: Is this policy standard across the whole city?

The Deputy Head confirmed it is.

The offsite activities policy has no major changes and has been checked. Governors approved both policies.

12) AOB

12.1 Governors were thanked for their support during SATs week. We had one early opening which was approved and one 24-hour timetable variation was approved due to a sickness bug. There were nine notifications for scribes etc, two special considerations which were approved immediately and eight special considerations which we are awaiting.

Question from ST: Did all these children sit the tests?

The Deputy Head confirmed that they did.

12.2 The Headteacher wished to raise a point about an SMG email to the LA but the details could not be recalled; it will be added to the next agenda.

AGENDA

12.3 The EVOLVE form for the sleepover on 23 May has been submitted. Governors are invited for fish and chips.

12.4 The health and safety compliance audit has been completed and went very well. There were two minor issues with risk assessments and manual handling which should already have been addressed.

12.5 Solent Governance training courses were distributed; please email the clerk if you wish to attend. Training needs will be discussed on 18 June.

AGENDA

12.6 Action I: Discuss what governors will say in assembly.

ST/NW

12.7 The company AP works for (Sportfit) has donated £200 to FJS to promote sport. They sponsor our athletic kit and have changed their name slightly but agree we can still use the kit.

Action J: Ask staff for ideas to promote sport.

BB

13) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 18 June 2019 at 3.30pm. AP gives apologies.

The meeting closed at 4.30pm.

ACTION POINTS FROM 21 MAY 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 govts	Penultimate week each term
B	Write a health and safety report once a term.	BS	Dec 2019
C	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govts/ Clerk	Ongoing
D	Complete another self-evaluation of governance.	All govts	18 June
E	Complete evaluation of individual governors and 360 feedback of Chair.	All govts	18 June
F	Complete stakeholder questionnaires. Headteacher/SLT = ST Staff = JPD Parents = AP, KM (30 parents total) Pupils = PC, NW	See left	18 June
G	See maths on Chromebooks/maths book look. BB will email a date.	All govts	18 June
H	Read the benchmarking report on the Drive; send questions to Andrew Clark/PH.	All govts	18 June
I	Discuss what governors will say in assembly.	ST/NW	18 June
J	Ask staff for ideas to promote sport.	BB	18 June
Agenda Items for Future Meetings			Date
	Update on building extension	Colin Floyd Richard Hards	18 June
	Self-evaluation of governance	All govts	18 June
	SMG email to LA	PH	18 June
	Governor training needs	All govts	18 June
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing