

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 18 June 2019, 3.30pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

#### 1) Apologies

Alison Powell, 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 21 May were agreed and signed by the Chair.

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

All actions from 21 May are complete except those listed below. Governors are invited to Y2 parents' evening on 3 July from 6pm.

**Action A:** Attend assemblies to talk about the role of governors and give termly updates on governance. (Next assembly September 2019.)

All gobs

**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 gobs/  
Clerk

**Action D:** Complete stakeholder questionnaires.

See left

Parents = AP, KM (30 parents total)

Pupils = PC

**Action E:** Discuss what governors will say in assembly.

ST/NW

#### 5) LA Update on Building Extension

Amjid Raza has replaced Paul Atkins at the LA. One company submitted a quote but it was higher than expected so Mr Raza has gone back to full cabinet to have the extra funding released.

#### 6) Governor Self-Evaluation

##### Feedback From Governors

Governors reported that they all have enough time to do the work. They asked for support with the new OFSTED framework, the curriculum, groups of pupils, management of safeguarding processes, how to ask strategic questions and knowledge of the key priorities of the school.

Governors had asked for support on key priorities in the previous self-evaluation as well and it was noted that these are clear in the school improvement plan (SIP). Governors are invited to attend the termly SIP reviews (the Chair attended the latest review). The SIP is being reviewed soon in time for September and a termly SIP review will be added to the cycle of events.

**Action F:** Email the next SIP review date to governors/add termly SIP review to cycle

BB

of events.

**Action G:** Termly SIP review.

All gobs

The board will request training from Mandy Gard on strategic questioning and the OFSTED framework as part of the next thematic review. The significant groups of pupils at FJS will not change; they are pupil premium, SEND and white boys.

**Action H:** Arrange governor training from Mandy Gard.

ST/PH

Governors will look at the curriculum in September with Holly Cleveley.

**Action I:** Invite Holly Cleveley to board meeting/invite governors to staff meeting.

BB

Management of safeguarding will be discussed on 16 July. Governors are invited to the morning of the INSET day on 2 September which includes safeguarding training.

AGENDA

**Action J:** Attend 2 September INSET morning.

All gobs

#### Feedback on the Chair

There was no negative feedback on the Chair. Succession planning should be considered as there were no volunteers for future Chairs.

#### Feedback From Staff

JPD explained that there is a general feeling governance has improved with a stronger presence in school. There was some negative feedback, with staff feeling governors picked work apart in book sampling and gave criticism that was not constructive with no ways to move forward given or acknowledgement of evidence that could be seen.

Teachers stated that during book sampling they were not sure of the purpose of the visits and what governors were looking for. This is about staff knowing the remit of governors and requires a better communication of governor roles. Some staff felt slightly deflated after governor visits.

JPD will be given a regular slot on governance in professional development meetings (PDMs) to clarify what book looks are for and explain it is about triangulation, seeing progress in school and another level of ongoing accountability.

Staff were positive about the increased governor presence around school. Teachers are used to receiving feedback but lack knowledge of the relationship between staff and governors.

Staff can read governor visit reports and these should be reviewed so they are balanced between positive comments and constructive criticism. Please email reports to PH who adds them to the Drive and they can then be sent to subject leaders. JPD needs to tell staff what happens in meetings and why governors are coming in.

Overall the board received better feedback from the staff than in the previous self-evaluation. Staff did not think that children are unaware of who governors are.

#### Feedback From Children

Some pupils said they do not know who governors are. Governors write for the newsletter and will consider what to do differently in assemblies.

#### Feedback From Senior Leaders

There were no major issues raised.

The self-evaluation shows that the board is in a better position than last time and has provided some areas to improve.

## 7) Governor Training

Discussed above.

## 8) Reports From Governor Visits

None.

## 9) Dates From Leadership Cycle

Pupil progress meetings will be held on 20 June. An informal parents' evening is on 26 June. Peer observations are taking place shortly (not for governors to attend) plus end of year appraisals.

Transition morning is on 3 July with governors invited to the Y2 parents' evening 6-7pm. A governor SCR check is in the week beginning 1 July. SLT triangulation and feedback to staff takes place shortly. On 17 July the leavers' party is 5-7pm with the leavers' assembly on 18 July at 1.30pm.

## 10) Safeguarding

A report shows incidents for 20 May to 17 June. **This item is covered further in confidential minute one.**

## 11) Policies

The lettings policy is unchanged. FJS is buying a floor scrubber and the infant school is not paying half so it is for our use only.

### Question from MD: Could we rent it out?

The Headteacher said yes, we could rent it.

All lettings charges are reviewed annually. Governors approved a £5 increase to all hire charges, with new rates as follows:

Hall: £25

Playground/field: £25

Hall/playground/field: £35

Hall/playground/field/classroom: £45

Classroom: £20

### Question from PC: What is the annual revenue from rent?

The Headteacher did not have the figure to hand.

### Question from KM: Are the hirings open to anyone?

The Headteacher said yes, in theory.

The policy states that school equipment may only be used with written permission. There are also additional charges for caretaking costs. It was noted that we need to start charging the infant school for their disco in our hall.

### Question from MD: Does FJS use any infant school equipment?

The Headteacher said no. The field belongs to the Fairisle schools.

### Question from ST: Does the infant school use our broadband?

The Headteacher explained it is a shared line paid at 50% each.

Governors approved the lettings policy.

## 12) AOB

**12.1** Governors will provide a cream tea as a thank-you to staff on 17 July and were asked for donations.

**12.2** JPD asked staff for ideas to promote sport using the £200 from Sportfit. They suggested items for pupils to take home, eg: skipping ropes; a lunchtime club for yo-yos or another craze; or buying old-school equipment such as pogo sticks or space hoppers.

**Action K:** Buy space hoppers with £200 donation.

BB

**12.3** A survey on the use of Chromebooks shows how they are used in subjects in each year, with a lot of use in computing. It is up to teachers how they are used. Our slow internet causes delays when using Chromebooks but we are upgrading to 100Mbps minimum broadband (HPSN 2.1). We cannot use Agresso without using the Hampshire internet package. The price will increase but the new price is not known.

**Question from PC: Can you use a 4G card at 20gb for £15 per month?**

The Headteacher explained that this would not give the level of filtering needed. Hampshire system data is in a private network with firewall and anti-virus software included plus flexible website filtering. We pay about £3k/year for our fibre line.

Chromebooks are used for maths in Y4 and Y5 but not much in other years. It will be interesting to compare next year to see if there is more uptake in different subjects.

**Question from PC: Do you use online learning packages?**

The Deputy Head said yes, including some where you do not have to be a member.

The Agresso team are shadowing us one day this week to see how slowly the package runs in school.

**Action L:** Look at history on Chromebooks/recent history work. BB to arrange date.

**Action M:** Look at maths on Chromebooks. BB to arrange date.

PC/BB

AP/BB

**12.4** In the national child measurement program 34% of Y6 children nationally are overweight or obese. In Southampton it is 37% and at FJS it is 44%.

**12.5** In 2020 the bank holiday will move for VE Day to Friday 8 May. Monday 11 May is the first day of SATs so the DfE may move SATs to run Tuesday to Friday.

**12.6 This item is covered in confidential minute one.**

**12.7** An insurance claim is being made due to an allegation by a parent with a disabled badge who was driving out of the gates on 29 April and claims the gates closed on her car at 9.10am. It was reported to school at 12.50pm. The claim is against the LA. It was not caught on CCTV. MD stated the gates close too fast when driving in.

**12.8** On 3 July we will give new parents our updated school attendance matters brochure.

**12.9** FJS received a certificate of excellence from the primary school of the year awards and a letter from Michael Morpurgo.

**12.10** Reports go home on Thursday with a book look on Wednesday 26 June.

**12.11 This item is covered in confidential minute two.**

**12.12** An email from the LA schools monitoring group had highlighted areas for consideration and said the LA average for EHCPs was 3.04%, with 1.08% at FJS.

The Headteacher spoke to Derek Wiles and replied to an email from Tammy Marks who

had asked to visit us. He said he would be happy to arrange a visit and stated that at FJS there are six EHCPs which is 1.6% of pupils, down on last year. DfE tables show the Southampton average is 3.4% but this includes secondary and special schools. The primary average is 1.8%.

It is unfair to compare FJS percentages to special schools. We should concentrate on the quality of education and dismantling barriers to learning. In 2018 OFSTED said that disadvantaged and SEND pupils achieve well and make good progress at FJS and we received a national inclusivity award. OFSTED also said SEND pupils have their needs well met and pupils are making strong progress. Tammy Marks has not replied.

**13) Time and Date of Next Meeting**

The next whole governing body meeting is on Tuesday 16 July 2019 at 3.30pm.

*The meeting closed at 4.50pm.*

<b>ACTION POINTS FROM 18 JUNE 2019</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Attend assemblies to talk about the role of governors and give termly updates on governance. (Next assembly Sept 2019.)	All govts	Penultimate week each term
<b>B</b>	Write a health and safety report once a term.	BS	Dec 2019
<b>C</b>	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govts/ Clerk	Ongoing
<b>D</b>	Complete stakeholder questionnaires. Parents = AP, KM (30 parents total) Pupils = PC	See left	16 July
<b>E</b>	Discuss what governors will say in assembly.	ST/NW	Sept 2019
<b>F</b>	Email the next SIP review date to governors/add termly SIP review to cycle of events.	BB	16 July
<b>G</b>	Termly SIP review.	All govts	Ongoing
<b>H</b>	Arrange governor training from Mandy Gard.	ST/PH	Sept 2019
<b>I</b>	Invite Holly Cleveley to board meeting/invite governors to staff meeting.	BB	Sept 2019
<b>J</b>	Attend 2 September INSET morning.	All govts	2 Sept
<b>K</b>	Buy space hoppers with £200 donation.	BB	16 July
<b>L</b>	Look at history on Chromebooks/look at recent history work. BB to arrange date.	PC/BB	16 July
<b>M</b>	Look at maths on Chromebooks. BB to arrange date.	AP/BB	16 July
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Update on building extension	Colin Floyd Richard Hards	16 July
	How safeguarding is managed in school	All govts	16 July
	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