

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 3 September 2019, 4pm

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. Brent Schwarz
8. Alison Powell

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

1) Apologies

Jess Planter-Dixon (present for item three only).

2) Declarations of Interest

Declarations relating to today's agenda: none. Governors completed the annual business interests register. The Headteacher has joined the board of city catering Southampton as the primary Headteacher representative. FJS has a three-year SLA with city catering.

3) Reappointment of Governors

MD and AP were reappointed as governors.

4) Minutes of the Last Meeting

Minutes from 18 June were agreed and signed by the Chair.

5) Matters Arising – Including Action Points

All actions from 18 June are complete except those listed below.

Action A: Attend assemblies to talk about the role of governors and give termly updates on governance. (Next assembly 1 October.)

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

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

Action D: Email stakeholder questionnaire results to ST.

Action E: Discuss what governors will say in assembly.

Action F: Termly SIP review. Governors invited to SIP review tomorrow 9.30am.

Action G: Arrange governor training from Mandy Gard.

Action H: Invite Holly Cleveley to 1 Oct meeting/invite governors to staff meeting.

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

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

All gobs

BS

All gobs/
Clerk

AP/KM/PC

ST/NW

All gobs

ST/PH

BB

BB/PC

BB/BS

6) LA Update on Building Extension

Builders started work at FJS on 19 August and have boarded classrooms where the new classes will be and stairwells. The preliminary work is now complete and the full schedule for the build is 19 August to 31 January.

7) How Safeguarding is Managed in School

The Headteacher reported on the management of safeguarding, following a previous question from NW in the governor self-evaluation. The Headteacher and link governor completed a safeguarding self-evaluation in autumn 2018. OFSTED judged safeguarding to be effective and it is of paramount importance to all.

OFSTED said our records are high quality and the school is relentless in its pursuit of external support to ensure pupils are safe. Safeguarding training for staff and governors is comprehensive and up-to-date.

All staff bar about two took safeguarding training yesterday and the remaining staff will train online. We provide well-attended training for parents on safer internet usage. Mandy Gard stated that safeguarding processes are effective and we have completed the LA safeguarding self-evaluation for the last two years.

We have four designated safeguarding leads (DSLs) so there is always a DSL in school. Staff toured the MASH room and take part in monthly DSL network meetings.

Question from ST: Can you give feedback on the external agencies you use, for example during their OFSTED inspections?

The Headteacher confirmed that when OFSTED inspect safeguarding they talk to representatives from schools.

Question from ST: Do you get what you need from outside agencies? Do you escalate? Question from NW: Do you tell people why you escalate?

The Headteacher confirmed that they absolutely do escalate and tell people why. Sometimes they are unhappy about decisions made. They have escalated up as far as the Head of Children's Services Jane White and the Director of People.

Question from ST: When you phone and ask for advice is it good enough?

The Headteacher said that when they phone outside agencies what they are often doing is seeing if their own views about what should happen are along the right lines. They sometimes think the thresholds on the continuum of need are set too high. If they are unhappy staff escalate to team managers and then people like Jane White.

Question from ST: Is there anything we can do to help?

The Headteacher said no, it is about us providing the city with a level of professional challenge that is appropriate to ensure children stay safe. FJS staff sometimes feel they do not get enough feedback or cases are closed in the holidays without their input and they might escalate that.

The Deputy Head noted that agencies phone staff in holidays. There are some cases where they do not listen to us and services are short-staffed and can expect schools to do their role for them which is frustrating.

The DSLs meet and triage cases which also provides team supervision. They discuss whether to escalate issues and this allows a wider view of the next possible steps.

Our CPOMs records have two-step authentication enabled for the four DSLs and they can see everything across the school. All staff can write into CPOMs and the DSLs must read every single entry staff write.

Question from ST: Can you choose to escalate a case because a teacher might not know what else is there?

The Headteacher noted that was exactly how it works, with bits of the jigsaw coming together. DSLs click a button to say they have read the entry. The school must not chase numbers for safeguarding issues.

FJS has been involved in a serious case review, not because of an incident at the school but because of a family involved with our school, and may be involved in another soon.

If a child comes to us from another school with CPOMs we receive their complete chronology. If a child leaves FJS the system automatically sends their chronology to the new school and an archive is kept here.

Question from PC: What is the retention policy for the archive?

The Headteacher said he believes it is until the child turns 25 but he could check.

The school pays for CPOMs as the LA declined to. Fairisle Infants does not have it so their pupils' papers are scanned into CPOMs when they join FJS. Other papers are also uploaded to the system, eg: reports from child protection conferences or police, so it forms a complete chronology for every child. When staff attend a child protection conference they write a report in advance and take the CPOMs chronology.

Pupils are taught how to stay safe online and have lessons in basic first aid, CPR and how to contact emergency services, with ambulance staff in school to talk to pupils about phoning 999 and CPR.

Question from NW: Is the session with ambulance staff an annual lesson?

The Headteacher said yes, they have been booked to come in again.

Wake-up Wednesdays from the national online safety organisation cover issues such as gaming safely. One member of every recruitment panel has safer recruitment training and pre-employment checks are rigorous. Our safeguarding governor conducts a monthly check of recruitment and the single central record.

(BS entered the meeting.)

8) Staffing Update

At the end of last term £2.5k of invoices were raised for Y6 pupil debts. In the past the LA told us to assign the debt to any younger siblings but this policy does not work. Some parents do not pay these debts even if we phone and write, but an invoice from SCC is more effective.

Therefore staff raised SCC invoices in Agresso, which means parents receive the invoices and pay the council directly but money comes straight into our account as part of our SLA for debtors and creditors. The LA then chase the parents if they decide to.

An item discussed here is covered in a confidential minute.

Three NQTs started at FJS on 1 July, working in Y3, Y4 and Y5.

9) Assessment and Outcomes Update

Assessment outcomes were distributed. The top table shows all 87 Y6 children, with six disapplied in reading and five in maths. Seven pupils scored 98 or 99 in reading and five in maths.

Outcomes are also shown for the 72 pupils who were not disapplied and did not join FJS from other local schools; results are much higher. In reading they are just under the LA results and in writing and maths they are above both LA and national results.

The second page shows greater depth results. Last year writing at GD was 10% and this year it was 17.24%. Reading is 13.79% and maths 17.24%.

An analysis of the reading results and marking outcomes was distributed. In 2018 the reading extract for KS2 was under 1500 words in total, but this year it was 2168 words. One text alone had over 900 words. It also had a very high pass mark to get Expected.

Question from AP: Is it about the difficulty of words rather than the sheer number?

The Headteacher stated it was both. It was also the subject matter which was so far removed from children living in Lordshill.

Some questions had extremely strict marking requirements and examples were shown. We have done some marking reviews and asked for six for reading and four for maths.

Action K: Email questions on assessment outcomes to PH or bring them to next meeting.

All gobs
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Last year's Y6 had behaviour issues with some disruptive pupils who had caused problems outside of school, including in Sainsbury's. Two Y6 pupils were sent home at lunch on the last day of term because of language they used in autograph books. Some pupils were swearing and shouting outside the school on the last day and one threw a bottle.

Question from MD: How many pupils were swearing outside the school?

The Headteacher reported it was eight or nine. There was already an issue in Y5 and then Y5 were joined by some tricky pupils from other schools.

The Deputy Head noted that the attitude of some Y6 pupils in SATs week was very poor.

The LA's policy is that parents can choose where to send their children to school and the school must take them by law if they have a place. Some of the pupils being discussed had attended a number of local schools.

FJS took part in the Y4 multiplication tables check which will become statutory in 2020. Results were reported to parents and we had the opportunity to feed back to the DfE.

10) Reports from Governor Visits

8 July, Dance-Off and Pupil Premium

AP saw the dance-off which is part of sport premium and Healthy High-Five. Nearly all children participated and older children demonstrated the moves. A couple of pupils had minor injuries which did not result from the dance-off.

AP also met Robin Hayes about the pupil premium. It comes to us automatically via the census so does not need to be claimed. Parents were asked in the newsletter to tell us if there is a special guardianship in place as we can claim an extra amount; we have four special guardianship pupils currently.

17 July, Y3 English

MD interviewed Y3 English pupils about progress. One child caused concern and needs special consideration.

11) Dates from Leadership Cycle

Action L: Email the leadership cycle; clerk to confirm dates/times and send to governors regularly.

BB/Clerk

On 25 September the SIP will be updated. Y6 focus week will begin on 30 September.

12) Safeguarding Update

From 18 June to 19 July there were 118 incidents with 20 child protection incidents. The report shows one child under "historical chronology" as they joined from another school that does not use CPOMs so staff have scanned in their papers.

Question from PC: How many incidents involved last year's Y6?

The Headteacher said in theory it would be 25%, but that year probably skewed the percentages as they were involved with authorities out of school.

Around six or seven child and young person (CYP) reports were received in August, with

most regarding domestic incidents.

13) Policies

The following policies were approved: admissions, acceptable ICT usage, privacy (governance, pupils and workforce). The organisational change policy is unchanged; governors adopted the LA policy last year and continue to adopt it.

14) Dates for Governor Meetings

Dates for 2019-2020 governor meeting were set as follows, all starting at 3.30pm. Holly Cleveley will be invited to talk about the curriculum on 1 October.

1 October
5 November
3 December
7 January
4 February
3 March
31 March
28 April
2 June
7 July

15) Governor Roles and Subject Links

School food standards = MD

Standards and progress = KM

Safer recruitment = ST, NW, BB, PH

Teaching and learning = MD

Curriculum = PC, JPD

SEND/inclusion/safeguarding/more able pupils/attendance = NW

Budgets/finance and pupil/sport premium = AP

Health and safety = BS

More able pupils/attendance = PC

STEM (computing, science, DT) = KM and AP

Humanities (geography, history, SMSC, RE) = PC

Arts (art, music, PE and French) = NW

English = MD

Maths = BS

Headteacher's performance review committee = ST, NW, AP, PC

Appeals committee: any three governors who are not school employees

Disciplinary committee: any three governors who are not school employees

16) AOB

16.1 Attendance and punctuality will be discussed on 5 November with Robin Hayes.

16.2 The Chair will meet with a potential new governor.

16.3 Action M: Prepare a summary of the sports premium report.

16.4 An LA training course on 18 October will cover internal tracking data and end of key stage performance analysis, 9am-12pm. Please email the clerk to book a place. KM, PC and MD attended FJS safeguarding training yesterday.

17) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 1 October 2019 at 3.30pm.

The meeting closed at 6pm.

AGENDA

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AP

ACTION POINTS FROM 3 SEPTEMBER 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 1 October.)	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	Email stakeholder questionnaire results to ST.	AP, KM, PC	1 Oct 2019
E	Discuss what governors will say in assembly.	ST/NW	1 Oct 2019
F	Termly SIP review. Governors invited to SIP review tomorrow 9.30am.	All govts	Termly
G	Arrange governor training from Mandy Gard.	ST/PH	1 Oct 2019
H	Invite Holly Cleveley 1 Oct meeting/invite governors to staff meeting.	BB	1 Oct 2019
I	Look at history on Chromebooks/look at recent history work. BB to arrange date.	BB/PC	1 Oct 2019
J	Look at maths on Chromebooks. BB to arrange date.	BB/BS	1 Oct 2019
K	Email questions on assessment outcomes to PH or bring them to next meeting.	All govts	1 Oct 2019
L	Email the leadership cycle; clerk to confirm dates/times and send to governors regularly.	BB/Clerk	Ongoing
M	Prepare a summary of the sports premium report.	AP	1 Oct 2019
Agenda Items for Future Meetings			Date
	Update on building extension	Colin Floyd Richard Hards	1 Oct 2019
	Curriculum	Holly Cleveley	1 Oct 2019
	Question on assessment outcomes	All govts	1 Oct 2019
	Attendance and punctuality	Robin Hayes	5 Nov 2019
	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