

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 1 October 2019, 3.30pm

Governors present:

1. Alison Powell (Acted as Chair)
2. Peter Howard (Headteacher)
3. Jess Planter-Dixon
4. Mike Dant
5. Phil Chapman
6. Katherine Minns

Associate members present:

Bev Bessey

In attendance:

Holly Cleveley (Assistant Headteacher)  
Sophie Lee (Clerk)

#### 1) Apologies

Steph Thurston (Chair), Nikki Webb (Vice Chair), Brent Schwarz.

#### 2) Declarations of Interest

Declarations relating to today's agenda: none. Changes to the register of business interests: none.

#### 3) Curriculum – Holly Cleveley

Staff met to review the curriculum. OFSTED praised our curriculum and highlighted two areas for improvement: maths and challenging most able pupils with consistency across all subjects. When Mandy Gard visited in February 2019 she advised staff to make sure they are up-to-date with curriculum development and said FJS is making rapid progress.

The new OFSTED inspection framework has curriculum at its heart and examines teaching, assessment and standards. It centres on three concepts.

- Intent – what are you teaching? How do you plan lessons?
- Implementation – classroom delivery.
- Impact – how do we know pupils are learning? How do we know they are prepared for secondary life? Skills for lifelong learning and developing skills over time.

Reaching Outstanding is about everyone knowing the curriculum, why they are teaching something and their role within that. There should be a sequence of learning. It must also be consistent across subjects and groups. This is easy in English and maths as they have been emphasised in the past 10 years, but all subject teaching must be as good.

Governors were asked to watch an interview with OFSTED's Sean Harford in which he explains the curriculum framework and advises not to rewrite the curriculum to fit into the three Is: [www.schoolleaders.thekeysupport.com/school-evaluation-and-improvement/inspection/ofsted-and-curriculum-exclusive-video-interview/](http://www.schoolleaders.thekeysupport.com/school-evaluation-and-improvement/inspection/ofsted-and-curriculum-exclusive-video-interview/)

An article from The Key explains how OFSTED will inspect the curriculum by conducting a "deep dive" into three to five subjects, always including reading, plus one or more foundation subjects (often maths).

Fairisle Infant School was recently visited by OFSTED and inspectors asked what they would see in this lesson, why are you teaching that and what did children learn in earlier years. They also asked what children will be taught next; it is about the progression of learning.

**Question from MD: Does one lesson plan apply to, for example, all three Y6 classes?**  
Holly Cleveley said that it does for consistency, but that the lesson is differentiated for

different children. Staff have changed the way they plan significantly over time.

Our website includes overviews of the curriculum and curriculum bulletins for parents, plus non-negotiables and an overview of the skills progressions.

Governors were shown the curriculum folder. For each foundation subject there is a curriculum overview which shows objectives, topics and trips for each year group. Skills progression documents show the National Curriculum skills, skills that need revisiting, a glossary, learning opportunities and deeper thinking questions. Teachers use this as the basis for planning.

**Question from PC: Who selects the topics and how are they chosen?**

Holly Cleveley explained that they do not always change yearly. In 2014 they took all the National Curriculum objectives, chose topics that really engage children and invested heavily in whole-class texts. For some foundation subjects, eg: music the objectives are quite vague so are tailored to our school. The skills progressions documents are also tailored to our children. The next step is bringing it back to Southampton, such as a trip to happen this year to Wood Mill.

**Question from MD: After each lesson do you review it? At what point do you review?**

Holly Cleveley stated that they review constantly, so during the lesson as well as before and after. Teachers can stop a lesson and change what they are teaching and teachers should have the confidence to say the pupils are not ready for that.

**Question from AP: Where is the curriculum folder kept?**

Holly Cleveley explained it is all electronic so everyone can access it for all subjects. Some documents are still a work in progress, eg: the PSHE overview. Staff are reviewing the skills progression document for PSHE next week as a whole school.

Groups of staff discuss groups of subjects, eg: STEM or arts. Each subject has a leader and shadowing NQTs. Professional development meetings (PDMs) for curriculum look at whole-school areas for improvement, with the first one on PSHE.

All curriculum documents and skills progressions are accessible to staff on the common Drive. The skills progressions inform planning so there is a clear structure of what is taught when. We assure ourselves of consistency through the year group focus weeks.

PC and JPD are the link governors for curriculum and should check whether what staff outline is actually being taught in classrooms and having an impact. They can ask what parts of the curriculum staff are teaching and refer back to the documents online.

*(Holly Cleveley left the meeting.)*

Mandy Gard will visit on 28 February 2020 and meet governors from 9am to discuss their knowledge of how the curriculum is working in school. Governors are welcome to look at the common Drive or curriculum folder in school or email questions to [hcleveley@fjslive.net](mailto:hcleveley@fjslive.net)

Governors can also look in books, talk to pupils and visit lessons. Questions to ask include what has been taught before and will be taught next lesson? How does it compare to Y4, 5 or 6? Is there progression? What are teachers doing to fill the gaps?

MD noted that one Y5 child he interviewed appeared to be behind in reading.

Governors can also track particular children through the school to check their progress.

Governance is about checking what staff say is happening is actually happening.

**Action A:** Arrange for MD to look at books of same children/meet English leaders after half-term.

BB/MD

**Action B:** Write a report on the curriculum presentation.

JPD

#### 4) Minutes of the Last Meeting

Minutes from 3 September were agreed and signed by AP acting as chair.

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

All actions from 3 September are complete except those listed below.

BS visited on 26 September to tour the school and check health and safety compliance. His report states that paths and playgrounds are hazard-free and parking area repairs will occur after the building work. Parents have been reminded to park considerately.

Builders erected a shelter outside the gate without the Headteacher's permission. This was a safeguarding issue and could have been used for smoking so the builders agreed to take it down. We have also asked for extra bollards near the gate to stop cars coming onto the grass. The report found no further significant concerns about the condition of the site. BS also examined the construction site with no significant concerns.

AP's written summary of the sports premium explains that most of it is spent on giving children a broader range of opportunities outside the normal sports, including sailing and some free clubs.

Achievements include top three finishes in city competitions for various sports and being city girls' football champions. There is a 95% participation rate in extra-curricular clubs and sport is available to all. A daily dance-off is part of Healthy High Five.

#### Question from AP: Will the Healthy High Five funding continue?

The Headteacher confirmed that we received the Healthy High Five award and will have the funding for another year. FJS was featured in a video on the LA twitter account as part of National Fitness Day.

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

**Action D:** Write a health and safety report once a term.

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

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

**Action G:** Invite governors to staff meeting.

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

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

**Action J:** Confirm dates/times from leadership cycle and send to governors regularly.

All gobs

BS

All gobs/

Clerk

ST/PH

BB

BB/PC

BB/BS

Clerk

#### 6) Terms of Reference

Terms of reference for the whole governing body were approved unchanged.

#### 7) Update on Building Extension

The building work has slowed down. Asbestos could potentially be inside 30 existing columns and a full asbestos survey will hopefully be done in October half-term to see if they need clearing out. Builders asked us to open the site last Saturday and weekend overtime sheets for site staff will be sent to the LA for payment.

#### Question from PC: Have the water leaks been addressed?

The Headteacher noted that last Tuesday was very wet with pools of water on the site

so city council plumbers came out. Metro Rod have also looked at the issue.

**Question from KM: Are the council paying for repairs?**

The Headteacher said they are not.

### **8) Questions on Y6 Assessment Outcomes**

**Question from AP: Some percentages are less than the national average, how do they compare to last year?**

The Headteacher explained that they are nowhere near as high as the last two years but this was not a surprise and was entirely around the cohort. The second table shows results of 72 children we taught from start to finish and none were below the national average. The 15 joiners made a massive difference to results.

**Question from KM: Could the school have done more to discipline them?**

The Headteacher said that they always think about could they have done more. The Deputy Head and Headteacher spent a great deal of time, sometimes whole afternoons, unravelling incidents involving the same 12 or so pupils. They were at their best in class.

**Question from AP: Greater depth shows a lesser achievement than most of LA and early national in reading and maths – what steps are you taking to improve?**

The Headteacher noted that GD writing doubled from 9% last year to 17% this year. What was successful in previous years will not be thrown out. This was a much weaker cohort with many issues.

The Deputy Head reported that some Y6 children had been arrogant in SATs and a governor confirmed seeing that behaviour. Reading is on the SIP and staff are considering giving recommended reads in planners to encourage home reading.

This year's Y5 are probably our trickiest year but are not like last year's Y6. It is about learning from the experience last year and making sure no year group has such an unbalancing effect on the school in the future.

**Question from PC: What proportion of Y5 come from our Y3 all the way through?**

The Deputy Head stated she would have to check that.

### **9) Governor Visits**

Science Y3, 11 July

KM visited Y3 pupils and the science leads to track a group of greater depth children through to Y6. Becky Shepherd asked questions and may have been leading pupils to the answers. The leaders would like more science days linked with other subjects and to study more scientists. The Deputy Head noted that the leaders need to lead that.

The science shelving has been completed. Becky Shepherd has invited KM into science lessons and will contact her directly. Children were really engaged with disaster day which happens every year.

**Question from AP: Will there be operational difficulties in enlarging the scope of science or health and safety reports needed?**

The Headteacher stated that if work was different from the usual they would risk assess in the normal way.

Leadership, 23/24 September

PC visited the Headteacher as he has nominated the senior leadership team for a national award. He saw the SLT managing the school and dealing with issues such as the shelter, water leaks and wifi problems with a high volume of work. A new Business Manager should be appointed without delay to ease the workload and three applicants have been shortlisted.

### SIP, 25 September

AP and KM attended the SIP review and the updated plan is on the Drive. Pupil numbers have increased in the past two years. Parents may not know they need to apply for FSM so this has been highlighted in the newsletter. This Thursday is school census day which determines next year's funding.

#### **Question from AP: What happens if an eligible parent comes in after the cut-off?**

The Headteacher said that children do join us after census day.

In Y6 92% are predicted to achieve expected standards in reading, writing and maths combined which is an improvement on last year. Only seven pupils are not expected to meet the combined standard.

#### **Question from AP: Will the seven pupils receive remedial work?**

The Headteacher said that it is always in the children's and school's interest to get the highest possible score as one of the accountability measures is the average score across the 90-odd children who take the tests.

Prior pupil attainment is now more realistic compared to previous years. Fixed penalty notices are not always being issued by the LA when we request them. The two main action points from OFSTED are in the SIP. Some funding for additional resources will be allocated to meet key targets.

The SIP is shorter and more manageable than last year to focus on the most important improvements. Performance against the SIP targets will be reported to governors at every meeting as a standing item.

Governors praised the SLT who are managing without a Business Manager. Interviews for this role will take place on Wednesday 9 October from 9am.

### Recycling Scheme/Science Leaders, 27 September

KM discussed the crisp packet recycling scheme from Terracycle with the science leaders. Encouraging crisp eating may clash with the Healthy Schools programme. Staff do not police lunch boxes but will make suggestions with 45% of pupils having school lunches. The scheme may not genuinely recycle the packets and 8kg is needed for a reward. Aldi are also running a school voucher scheme.

#### **Question from KM: How disruptive would it be to have a drop-off point at school?**

The Deputy Head said we should not have a drop-off point, we are a learning school.

### Y6 Focus Week Interviews, 1 October

PC spoke to six Y6 pupils today and found they are settling in well and having fun. All were aware (with some prompting) of the responsibility to provide a good example to the rest of the school. A sin bin is now used in Y6 (and Y5) if pupils have not finished their work. One said work was easier in Y6 and the others said it was harder. Many pupils talked about WW2.

MD also spoke to Y6 pupils today and found that they all liked the teachers and were excited and interested in the work.

### **10) Dates from Leadership Cycle**

Next week is Y5 focus week. MD and PC will ask the same questions to Y5 as they did to Y6 (and will do Y3/Y4 in future). MD will visit on Thursday 10 October at 10am. Other governors can choose when they wish to come in during the week.

**Action K:** Email BB to arrange Y5 interviews in w/b 7 October.

AGENDA

PC/BB

Next Monday will be PPA time with pupil progress meetings in the afternoon. Observations are on Monday and Tuesday with book looks at some stage.

### **11) Safeguarding Update**

A report covers 20 July to 30 September. During the holiday there were a number of incidents for 10 pupils, mainly from police reports and children's services interactions.

We have moved DBS checks/children's barred list checks from Capita to Strictly Education for the same price as Capita Southampton no longer provide this service. Five checks of the children's barred list were done for parents on a Y5 trip and all were clear.

One child is on child protection, seven are children in need, two have a team around the family and three have a special guardianship order (with two of those previously looked after children). We only receive extra pupil premium money if the child was looked after prior to the special guardianship.

#### **Question from AP: Is "historical chronology" for pupils from the infant school?**

The Headteacher said yes; the infant school does not use CPOMs so the records are scanned in under historical chronology.

#### **Question from MD: What happens if a child moves to another category?**

The Headteacher replied that the figures move to another category for that child. They are thinking of changing the categories to fit in more with the continuum of need. Staff have to assign each entry to at least one category. Children on CP may be on there for two issues, eg: domestic violence or substance misuse as well.

There are high numbers of children shown under parental contact because many parents come to staff with issues.

#### **Question from MD: What do you do if a child reports an incident?**

The Headteacher explained that they find out more information, make a judgement about referral and can refer to MASH and pass it to children's services.

#### **Question from AP: Can you change the categories on CPOMs?**

The Headteacher confirmed that they can as staff design them on CPOMs.

### **12) Section 128 Checks for Governors**

A list is held under section 128 of the Education and Skills Act 2008 of people banned from managing independent schools or being maintained school governors. The Headteacher confirmed that all FJS governors have had clear section 128 checks.

There are four different checks that can be done online – section 128 for governors, restrictions on teachers, restrictions to teach in any EU/EEA country and whether a teacher has passed their probation/NQT period. We carry out some of these checks for all staff, whether they are teachers or not, as some non-teaching staff have been teachers in the past.

All job offers at FJS are subject to an enhanced DBS check, teacher regulation checks, references and occupational health medical checks which must all be satisfactory.

#### **Question from MD: What is the cost of a section 128 check?**

The Headteacher stated that section 128 checks are free online.

### **13) Policies**

All policies to be approved are on the Drive.

The child protection and safeguarding policy has a small number of changes highlighted

in yellow, with an added paragraph on upskirting. The disciplinary policy and procedure is the updated model LA policy. Dismissal and appeals is also the model policy. The key changes in the disciplinary and dismissal policies are shown in a separate document.

The e-safety policy has been updated and includes information on governor accountability, PEGI ratings for video games, protecting personal data, Hampshire Constabulary Safe4Me, pupil planners, internet safety day and our twitter account.

The teachers' pay policy is the model LA policy with our pay ranges added in. There are no changes to the physical intervention policy.

**Question from KM: The policy says helpers on school trips can use reasonable force?**

The Headteacher said that guidelines on who can use reasonable force can also apply to unpaid volunteers. Our policy comes from a model policy which encompasses infant school situations such as holding children's hands. It is not always as a sanction for discipline, it can be crossing roads etc. It is straight out of DfE guidance.

There have been negligible changes to the SEND policy. If governors have questions on the SEND information report please email Robin Hayes. The whistleblowing policy is unchanged.

All the above policies were approved.

#### **14) AOB**

**14.1 Question from AP: HPSN looks like a faster line for less money, is there a catch?**

The Headteacher said he did not think so. Broadband has been poor at the school and we are switching to HPSN broadband for a three-year contract which has not been much more expensive so far. We do not have the new service yet.

**14.2** A data breach occurred on 9 September. On 6 September a staff member was asked to phone Y3 parents who had not returned admission forms. The employee reprinted Y3 registration forms and sent them home with children but when a form was returned it had a different pupil's name and address pre-printed on it. The employee contacted all parents who had received the forms and signed them back into school.

The Headteacher phoned the GDPR solicitor and spoke to legal services who said it was not an overly serious breach and does not need reporting, but advised the Headteacher to phone the parent whose details had been given to another parent. He phoned the parent to apologise. He has stressed the importance of checking template forms. All six forms have been signed back in.

**14.3** A pensions letter shows two minor reconciliation issues which were quickly resolved.

**14.4** The Business Manager should be in school by January at the latest.

**Question from MD: Have you had any indications of staff leaving?**

The Headteacher said he has not.

**14.5** KM will attend LA data training on 18 October; the clerk will book a place.

#### **15) Appraisals**

**This item is covered under a confidential minute.**

#### **16) Time and Date of Next Meeting**

The next whole governing body meeting is on Tuesday 5 November 2019 at 3.30pm.  
*The meeting closed at 6pm.*

<b>ACTION POINTS FROM 1 OCTOBER 2019</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Arrange for MD to look at books of same children/meet English leaders after half-term.	BB/MD	5 Nov 2019
<b>B</b>	Write a report on the curriculum presentation.	JPD	5 Nov 2019
<b>C</b>	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	End spring term
<b>D</b>	Write a health and safety report once a term.	BS	End spring term
<b>E</b>	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govts/ Clerk	Ongoing
<b>F</b>	Arrange governor training from Mandy Gard.	ST/PH	5 Nov 2019
<b>G</b>	Invite governors to staff meeting.	BB	5 Nov 2019
<b>H</b>	Look at history on Chromebooks/look at recent history work. BB to arrange date.	BB/PC	5 Nov 2019
<b>I</b>	Look at maths on Chromebooks. BB to arrange date.	BB/BS	5 Nov 2019
<b>J</b>	Confirm dates/times from leadership cycle and send to governors regularly.	Clerk/BB	Ongoing
<b>K</b>	Email BB to arrange Y5 interviews in w/b 7 October.	PC	7 Oct 2019
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Update on building extension	PH	Ongoing
	Attendance and punctuality	Robin Hayes	5 Nov 2019
	Performance against SIP targets	All govts	Ongoing
	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