

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 7 January 2020, 3.30pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

#### 1) Apologies

Katherine Minns.

#### 2) Declarations of Interest

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

#### 3) Election of Chair and Vice Chair

ST was re-elected as Chair and NW as Vice Chair with terms of office until the end of September 2021.

#### 4) Minutes of the Last Meeting

Minutes from 3 December 2019 were agreed and signed by the Chair.

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

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

For action E please email BB or JPD when you wish to attend a staff meeting. Topics are listed in the online calendar with behaviour on 8 January, curriculum engagement on 15 January (PC to attend), no meeting the week after, maths on 29 January (BS may attend), attachment on 5 February and reflective partnerships on 12 February.

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

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

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

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

**Action E:** Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB/JPD in advance.

**Action F:** Arrange a time to come in to ask children about using Chromebooks and what they added to learning.

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

**Action H:** Review SEND report with Robin Hayes.

**Action I:** Write to LA about their lack of support on attendance.

**Action J:** Write up outstanding governor visit report.

**Action K:** Ask learning leaders for report to governors.

JPD

All gobs

BS

All gobs/  
Clerk

All gobs

PC/BS

Clerk

NW

ST/PH

KM

BB

#### 6) LA Building Extension Update

The end date for the extension has been delayed to 29 April 2020. Update meeting four will be on 9 January at 1.30pm and MD attended the 5 December meeting. Delivery of

the steels was delayed because our contractors failed to provide necessary information to the steel producer.

**Question from ST: What is the consequence for not inputting the data on time?**

MD stated there was no comeback.

**Question from ST: Surely there should be some penalty?**

The Headteacher reported that the LA are managing the contractors with Faithful and Gould. They do not seem to put financial penalties into any contracts.

**Question from MD: Was the cladding sorted out and the side door?**

The Headteacher stated that contractors have looked at it and tightened it up.

**Question from AP: Can we ask the LA for financial recompense?**

The Headteacher said that FJS is not paying anything towards the build. We have lost a bit of playground but it has not made any difference to the pupils. JPD has not heard a lot of disturbance. There is more noise from the dwellings being built over the road.

**Question from MD: Were the steels delivered on 9 January? Did the crane arrive?**

The Headteacher reported they were delivered around that time. A crane arrived this morning although there may also have been a crane used for the steel delivery.

**Question from AP: As children are in temporary classes does that give us leverage? Has it cost more or less than £30k?**

The Headteacher replied our leverage is that we are not paying the £30k schools are normally asked for. He is not sure we can put a cost on it financially. We have had to make it work including rejigging Y3 class sizes so one class can use the small room and rejigging rooms in the second year.

**Question from MD: Have you seen the JCT contract as that would have a penalty in it?**

The Headteacher said no. The contractors would say it is because of issues around potential asbestos in the columns which they could not look at until they started work and the school had to open at weekends. When this became more than two or three weekends the Head said we would invoice Sienna construction for our staff costs.

**Question from MD: How many weekends did they need to look at the columns?**

The Headteacher reported it was about four weekends when they also took the ceiling down outside a classroom and rebuilt the fire break. He insisted that work was done so you would not know it had happened. Builders did not know about the potential issues when they put the contract in.

**Question from AP: Do you have the school site plans?**

The Headteacher noted that SCC do not appear to be aware of where all the plans for our school are located.

**Question from MD: Is Richard Hards responsible from the LA point of view?**

The Headteacher said yes, along with Luke Farren.

MD will attend the update meeting on 9 January and ask about the JCT contract and penalties.

## **7) Performance Against SIP Targets**

The complete focus week rounds, updates and all feedback have been finished. BB will report to governors on behaviour.

## **8) Governor Visits**

Food Standards and Allergies

MD observed the serving of canteen food.

**Question from MD: Why do staff make more meals than required?**

The Headteacher explained that staff make a couple of extra meals of each type because children can arrive at 11am from appointments or meals get dropped etc. Children also say they are having sandwiches but remember wrongly. Sharon makes 200 to 400 meals daily and has to have some flexibility.

**Question from MD: Why is extra food given to pupils who want seconds, not by need?**

The Headteacher stated staff can only give food as seconds if they give it to pupils who are last in the hall on that day. Every day the year group order changes.

**Question from MD: But some children don't eat properly at home, why not give it to them?**

The Headteacher questioned how we would know that. Some days we have two spillages and sometimes staff make extra for samples for packed lunch children or those who had another lunch so they taste new foods. Part of the kitchen's role is to increase the number of cooked meals. We have parent days when they have lunch with their children.

**Question from ST: Is there a mentality that nothing goes in the bin?**

The Headteacher said yes.

**Question from AP: Are parents charged for their lunch?**

The Headteacher said he does not generally charge because he does not get charged.

Our kitchen staff also produce meals for the infant school.

**Question from MD: Even after giving the infants food why is there still plenty left over?**

The Headteacher noted they can store some of it for the following day.

A school food checklist for Headteachers was not displayed in the Head's office or kitchen but is now on display and the Headteacher has also been through it with Sharon. Most points are already covered but one point on the checklist is to have children as part of the cooking/serving staff so we will start doing this.

*(BB entered the meeting.)*

**Question from MD: Are you insured against child injury?**

The Headteacher said yes.

MD found that all children with allergies produce a card and if the server does not know the details they check a list where the needs of every child are recorded.

Governors thanked Sharon and her team for their hard work cooking Christmas meals, with 335 children's meals served plus adult meals and 200+ infant school meals.

Christmas Hat Competition, 13 December

AP helped judge the competition which all children attended and were very well-behaved. The standard was high although there may have been some parental help.

Carol Concert, 16 December

AP found the concert well-organised with a guide to internet safety on the back of the program; thanks to BB for organising this. Parents were asked to only photograph their own children and not to put photos of other people's children on social media. All pupils had the opportunity to perform and there was a welcoming atmosphere and charity collection.

Question from AP: Was there a fire safety announcement at the start?

The Headteacher said there was not but the signs are all lit.

### 9) Dates from Leadership Cycle

The SLT will discuss tomorrow the approach to focus weeks for this term. Teacher observations start with Y6 next week. The Deputy Head would like to incorporate more coaching and mentoring.

**Action L:** Email dates from leadership cycle to governors.

BB

### 10) Safeguarding

A report shows safeguarding information for 1 December to 6 January. We received some police reports during the holidays which can be a stressful time for families.

Question from AP: Under historical chronology have we had new children join?

The Headteacher explained that new children have joined plus we received some more information from the infant school for pupils we have had since September.

Question from NW: Why did it take so long to get that information?

The Headteacher did not know.

Question from AP: How do figures compare to last Christmas?

The Headteacher stated they were probably higher but we have more pupils now.

Question from MD: Do you hear about everything?

The Headteacher said he is sure some issues go on that we don't know about because it is not reported or staff do not pick everything up. It is always a worry as to whether we have missed something.

Question from MD: Can that information come out later?

The Headteacher said it does sometimes. We record even the soft information on CPOMs which builds into a jigsaw about that child.

Question from MD: How do safeguarding incidents compare to eg: Hollybrook School?

The Headteacher said he would imagine our figures are much, much higher here.

Question from PC: If police are called to a domestic incident at a house with children does the information always come to you?

The Headteacher said it does automatically. There were four police reports over the holidays, two for the same child. The highest number recorded is home issues (32).

Question from AP: What is the number of children as a percentage of the total? Can we look at trends over years?

The Headteacher said 32 pupils would be around 7 or 8% of the total. Of the four weeks in the report two were during holidays so no information would come direct from children so he suspects figures would be lower, but Christmas is stressful and that comes through in public protection notices and CYPs.

On 31 January governors will visit Herne Bay School. The safeguarding self-evaluation tool has been sent to Alison Philpott. DSL lead training will take place on 5 February.

Question from MD: Are our CPOMs records compared to other similar schools? Do the LA analyse it?

The Headteacher said no. It is nothing to do with the LA but they keep records of public protection notices and child and young person reports etc. Not every school has CPOMs.

### 11) Policies

The governor allowances policy was approved unchanged. The behaviour policy will be discussed at the next meeting.

AGENDA

**12) AOB**

**12.1** A behaviour report for the autumn term was distributed.

**Action M:** Email questions on the behaviour report to BB.

All gobs

**12.2** Staff met to discuss the new OFSTED framework and details will be shared at the next meeting.

AGENDA

**12.3** PC is away for most of February/March.

**12.4** A DfE scheme is providing free period products for pupils and FJS will take part.

**12.5** At the next meeting Maria Hughes will bring a nine-month budget review, following our move to Business World. AP will discuss this with Maria next week. Governors will also be asked to sign off the service level agreements.

AGENDA

**13) This item is covered in a confidential minute.**

**14)** A map shows that not many FJS pupils come from our catchment area. Most FJS pupils come from the most deprived or second most deprived areas but the school site is in the middle quintile for deprivation.

**Question from BS: What is the reason for that? Can we see the parental choice data?**

The Headteacher said it was about reputation of the schools and pupils moving to us through parental choice. Parents make three choices when they apply and he has access to some FJS info but not the number of first, second or third choice applicants.

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

The next whole governing body meeting is on Tuesday 4 February 2020 at 3.30pm.

*The meeting closed at 4.50pm.*

<b>ACTION POINTS FROM 7 JANUARY 2019</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Write a report on the curriculum presentation.	JPD	4 Feb 2020
<b>B</b>	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	End spring term
<b>C</b>	Write a health and safety report once a term.	BS	End spring term
<b>D</b>	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govts/ Clerk	Ongoing
<b>E</b>	Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB/JPD in advance.	All govts	End spring term
<b>F</b>	Arrange a time to come in to ask children about using Chromebooks and what they added to learning.	PC/BS	4 Feb 2020
<b>G</b>	Confirm dates/times from leadership cycle and send to governors regularly.	Clerk/BB	Ongoing
<b>H</b>	Review SEND report with Robin Hayes.	NW	4 Feb 2020
<b>I</b>	Write to LA about their lack of support on attendance.	ST/PH	4 Feb 2020
<b>J</b>	Write up outstanding governor visit report.	KM	4 Feb 2020
<b>K</b>	Ask learning leaders for a report to governors.	BB	4 Feb 2020
<b>L</b>	Email dates from leadership cycle to governors.	BB	10 Jan 2020
<b>M</b>	Email questions on the behaviour report to BB.	All govts	ASAP
<b>N</b>	Contact Robert Atkinson about the Headteacher's review.	NW	4 Feb 2020
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Behaviour policy	PH/BB	4 Feb 2020
	New OFSTED framework	BB	4 Feb 2020
	Nine-month budget review	Maria Hughes	4 Feb 2020
	Service level agreements	PH	4 Feb 2020
	Update on building extension	PH	Ongoing
	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