

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 4 February 2020, 3.30pm

Governors present:

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

Associate members present:

- Bev Bessey
- In attendance:  
Maria Hughes (Business Manager)  
Sophie Lee (Clerk)

#### 1) Apologies

Phil Chapman, Brent Schwarz.

#### 2) Declarations of Interest

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

#### 3) Minutes of the Last Meeting

Minutes from 7 January 2020 were agreed and signed by the Chair.

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

All actions from 7 January are complete except those listed below.

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

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

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

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

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

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

**Action I:** Write up outstanding governor visit report on Herne Bay School.

All gobs

BS

All gobs/  
Clerk

All gobs

PC/BS

Clerk

NW

ST/PH

KM

#### 5) Nine-Month Budget Review

*(Maria Hughes entered the meeting.)*

Maria Hughes presented the nine-month budget review showing spending to December 2019 and projected end of year figures. There is a big underspend of £52,778 projected in teaching staff with a £33,620 underspend projection for total employees.

One staff member has been off long-term and dropped to nil pay so we are paying for supply cover which is not listed in the teaching staff code. We had budgeted £30k for supply costs and the projected overspend is only £2.5k. The special assistants code is overspent but some money will come back to us through the LA EHCPs.

#### Question from AP: How much comes back to us?

The Headteacher stated it will be more than the figure shown. So far we have had

about £16k and we will end up with £24k.

Admin staff is overspent due to the hiring of a new Business Manager. For total employees there is a projected £33k underspend but this is because supply cover is coded under total supplies and services. We have spent £31,195 on supply to December 2019.

**Question from AP: How does that compare to our average supply spend?**

The Headteacher noted that the spend this year is higher than typical because a teacher has been off for so long. We pay a premium via an agency to keep the same person and quality.

For all employees we looked at what the budget will contain if we continue to spend the same amount for the next three months. The £52k teaching staff underspend is therefore a projected amount at the end of the year.

**Question from AP: Are there any pay rise changes?**

The Headteacher noted that one lunchtime supervisor will leave on 14 February and that is included in the projection. There is nothing that will make a huge difference.

**Question from MD: Surely you would put money allocated for part-time teachers into the teaching budget?**

The Headteacher said no because they are supply and that is part of supplies and services. The £30k was in the teaching staff budget at the start of the financial year but the LA have changed the codes.

**Question from ST: Is the "end of year variance" based on nine months of spending?**

The Headteacher said no, it is projected forward to the end of the year. We plan to be in credit. We have put some estimated spending into admin supplies, learning resources and ICT resources as part of the projection.

Last year's carry forward was £165k and there will be about a £206k underspend this year. This gives a carry forward of approximately £371k.

**Question from AP: Is most of the surplus due to direct revenue financing of £49k from the extension?**

The Headteacher said yes. They are firming up the playground plans and will do the classrooms at the end of the school and also change one class back to a non-classroom. The LA understand why we are carrying forward that amount.

**Question from AP: As the extension was delayed and we will spend the money next financial year will there be no attempted clawback?**

The Headteacher confirmed that was correct. A good practice surplus is about 10%.

The Headteacher met Graham Pugh from grounds maintenance today to discuss the playground plans for once the extension is complete.

**Question from ST: Do we not rent out the hall or facilities?**

The Deputy Head said it is rented out on Monday nights.

*(JPD entered the meeting.)*

**Question from ST: Is there anything other than the playground that needs investment?**

The Headteacher stated that two classes upstairs and one downstairs plus the new kitchen workroom need work at about £150k for all. They have a wishlist but some work is hard to do unless it is in the summer. Once the extension is finished two classes can move in there allowing work in those classes during term time. All the individual things

on the wishlist are within the amount of money spent normally during the year.

**Question from MD: Have any costs arisen directly from the extension, eg: class work?**

The Headteacher said no, the work has been done already in all the other classrooms but they did not want to put in new carpet and ceilings in those classes as the build may have messed them up.

**Question from MD: Has the delay to that work cost us money?**

The Headteacher stated he did not think so. If classes can be moved into the extension in term-time it will be cheaper as work in summer holidays comes with a premium.

**Question from ST: Are you working on the grassed area to the right?**

The Headteacher confirmed they were, plus the area outside the staffroom. The link group playground will have a makeover including gymnastics equipment.

We have increased our ICT technician cover from one day to a day and a half for £2.8k. We are considering buying another part to the reading scheme for £5k and increasing specialist teaching assistants, one for each of maths and English. Also being considered is teachers being able to record videos and listening to a mentor in their ear while teaching for just under £2k.

The Chair noted that as the school has a large surplus governors need to be confident the children are not missing anything they should have and everything is good quality. The Headteacher would like to redecorate the whole school.

**Question from AP: When would the TAs start?**

The Headteacher explained it would probably be in the next financial year.

New curtains will be bought for the hall. The hall will not be expanded as it would block off windows to a room. We have gone through the curriculum areas and resources to look at possible spending. We have enough laptops and Chromebooks.

Schools Forum voted for the full national funding formula if affordable. In 2020/21 the government grant to the LA shows they can offer the full formula with £283k left over. Schools Forum said the extra must come to schools directly. Each school will receive a lump sum of around £120k plus a share of the £283k (around £4k per school).

We may lose some pupil premium money next year because fewer pupils who qualify may join from the infants, although PP funding per pupil should go up so FJS should not be worse off.

**Question from ST: With fewer PP children have there been more unpaid dinner money issues?**

The Headteacher said no.

**Question from BB: When do we send out a notice about dinner debt, should it be sooner?**

Maria Hughes stated it is sent after four weeks. We also have the SIMs parent app now and it is shown on there.

**Question from ST: Do parents have to pay in advance on the app?**

Maria Hughes reported that the app just shows the balance but a payment method is coming in, so parents could top it up via the app.

Reminder notices are sent once dinner money debt reaches £30.

**Question from AP: Why is the "budget share" end of year variance different?**

The Headteacher reported that codes changed mid-year, so there is a £2k difference. The £2k is from an LA school improvement grant we bid for.

## 6) Service Level Agreements

We are buying the same or similar services as last year. Prices for 2020/21 are shown below with last year's price in brackets.

Grounds maintenance: £1618 (£1571)  
Children's data team gold: £1622 (£1596)  
Free school meals checking: £306 (£283)  
Legal service silver: £595 (£380)  
Financial management support: £1920 (£1881)  
Creditors, debt recovery and banking: £3110 (£3046)  
Business World: £1300 (£1242)  
Insurance package B: £1912 (£1948)  
Employee liability package A £8521 (£8206)

### Question from ST: Why has the insurance price gone down?

Maria Hughes said she does not know as there is no change in the services. It covers material damage (damage to buildings).

### Question from ST: Have we increased any services as we have more equipment now, eg: Chromebooks?

The Headteacher stated all the SLAs are based on pupil numbers. Only the minibus is on separate insurance.

### Question from AP: Will the figure change as we will have a bigger building next year?

The Headteacher noted the rates will change. It is all based on the number on roll from the October census.

### Question from AP: Will it be sufficient if the value of the building has increased?

The Headteacher confirmed it would be. It is one massive insurance policy for multiple schools.

Health and safety: £0 (£658)  
Term servicing enhanced: £678 (£658)  
Courier: £426 (£412). The infant school use our courier service.

Total cost of SLAs this year: £26,693. (Last year was £29,424 including ICT strategy which we do have this year but is not on this list.)

### Question from KM: Why is there no health and safety charge this year?

The Headteacher stated the LA are not charging for health and safety this year for unknown reasons.

Governors agreed to purchase the above SLAs.

*(Maria Hughes left the meeting.)*

## 7) Building Extension Update

Reinforcements will be installed tomorrow and covered with concrete. The next meeting is on 10 February at 1.30pm.

## 8) New OFSTED Framework

The new OFSTED framework includes more involvement of middle leaders who will spend approximately half a day with the inspector. There will be a curriculum discussion, joint observations and joint work scrutiny. There is also scrutiny of planning

documentation, eg: are the requirements of the national curriculum being met and are adaptations made for SEN children.

There is more emphasis on the thread of learning so staff will be expected to have spoken to the infants about the curriculum. A pre-inspection phone call shapes the focus of the inspection. The SEF should be up to date. Inspectors will spend more time talking to pupils and staff rather than looking at data and discussions will be *with* staff rather than giving feedback *to* staff.

There will be a deep dive with subject leaders and inspectors will ask them to talk through the curriculum with a focus on the sequence of learning and how they build on skills through the school.

**Question from ST: Are we comfortable that every subject leader could do that?**

The Deputy Head said no but we will be.

There is more interest in internal isolation arrangements and inclusion rooms and a focus on extra-curricular activities. A section 8 inspection will be over two days. OFSTED will look for gaming and off-rolling and consider staff workload and welfare. Outcomes and quality of teaching still really matter. Most of the inspection will be similar to before.

Intent does not mean vision and values, it means the plan – what does the school want pupils to learn and why. Staff do not need to write intent statements and should focus on good curriculum plans and the SEF. Recall of learned facts is not the same as how does new knowledge build on what has been learned before.

In preparing for the inspection schools should think of the SEF as a script, support middle leaders and collect examples of pupils' work that exemplifies curriculum progression. Herne Bay School had an A3 book with evidence of children's work.

Inspectors will ask what challenges the school has faced, areas of undue pressure from the community, what were the previous key issues and what has been done about them, how you have designed the curriculum, logical progression of the curriculum, the use of assessments and how the school takes account of teachers' workloads.

Mandy Gard will visit FJS on 28 February and work with governors from 9.15am; governors are welcome to stay all day. Governors should read the OFSTED curriculum narrative document on Google Drive beforehand.

Likely OFSTED questions for teachers include how do you help pupils remember? How do you use assessment? How do you know what is essential information? How ambitious is the school for pupils? OFSTED give one day's notice and as a Good school FJS will be inspected around every four years.

### **9) Performance Against SIP Targets**

It is currently Y4 focus week with Y3 focus next week. A Y3 book scrutiny took place this morning (a work scrutiny occurs in the week before that year group's focus week). Comparative judgements are being made in Y4. Focus weeks are becoming a much more robust and focused instrument.

### **10) Governor Visits**

Art, 20 January

NW met the art subject leaders who felt that they cannot at the moment take the subject forward. One only volunteered as no-one else came forward. They felt art was in a good place but asked for more display of art and thought it did not have the same emphasis as other subjects.

They felt they did not have a good hold on the subject as they had not managed to meet (one works part-time Monday to Wednesday) and were worried about this.

The Mayflower project is a good opportunity to celebrate art but they felt it would not be given the emphasis. They wanted half an hour every so often to touch base with each other.

It was noted that there is a process for staff to bid for subject leadership time but staff are not bidding. The Deputy Head did give one art leader some time this week.

**Question from ST: How can we help staff understand the bidding process?**

**ACTION J:** Remind staff of the subject leadership time bidding process.

BB

There will be some work on the Mayflower project but the LA have withdrawn their support for schools' involvement.

PE, 23 January

NW and PH visited two PE lessons, one inside and one out. Children outside were running to the far corner during orienteering and teachers did not follow. However, the Headteacher noted that is how orienteering is done and if a whistle is blown three times the children return. Risk assessments have been completed.

During feedback pupils were standing in a long line so the teacher would have been unable to see several children at either end.

NW and PH discussed PE with subject leader Simon Woods, including the issue of staff continuity and how to take PE forward. He is thinking of running breakfast or after-school activities again but this needs investigation first. He spoke about how his staff progress such as working in other schools.

**Question from ST: Does Simon maintain our teachers' progression as FJS teachers do not do sport?**

The Deputy Head reported that we have not used Simon for that but NQTs have to watch and join in. Simon did a PE session from Saints including teaching staff team games and how to use them in class. Any teacher can go with him during their PPA time and we make sure NQTs go at least once.

We have the PE gold award and talked about going for platinum. Simon has written a wishlist for equipment spending as the Sainsbury's voucher scheme has ended. Any equipment bought must not go to other schools.

It was noted that there is already a breakfast club in the infant school which FJS children can attend.

Curriculum, 15 January

JPD and PC discussed the curriculum with Holly Cleveley.

**Question from ST: Is there anything different that needs doing based on the new OFSTED framework?**

The Deputy Head suggested that the governing body could look at one subject from the infant school right through to Y6 in a meeting.

JPD explained that progression of skills documents are in place for each subject so teachers have to plan for prior learning. Skills documents are all on the website.

AGENDA

**Question from ST: Do you go back to check long-term learning?**

JPD stated that needs to be developed but in some subjects it definitely happens.

*(MD left the meeting.)*

JPD and PC looked at how the curriculum is presented and adapted to needs and the freedom teachers have to do what they think is right for the school. Local issues are added in.

Swimming will now be in Y3 and Y4 this summer term and then Y3 will swim from the next academic year, learning this skill earlier. This also gives more teaching time in Y5.

In Y3 there is a lack of understanding of where children are when they join us so JPD/PC asked how can we improve the transition and relationships with the infant school? How can purposeful use of ICT be further implemented? We have signed up for the new internet service but there is no install date yet.

### **11) Dates from Leadership Cycle**

Governors are welcome to visit any time for a behaviour walk. It is Y4 focus week now and Y3 next week.

### **12) Safeguarding**

A report covers 1 December to 6 January. There are two children with a team around the family. Tracey Rankin sees about 30 children each week. If a child in special guardianship was previously in the care of the LA we receive a higher rate of pupil premium for them and two of our three special guardianship children qualify.

DSL update training occurs tomorrow. The LA children's service received an OFSTED rating of Requires Improvement.

### **13) Policies**

The only changes to the behaviour policy bring it in line with the new OFSTED framework. Governors approved the policy.

### **14) AOB**

**14.1** The LGBTQ+ day yesterday was successful. Two children were withdrawn from part of it by their parents who wished to be in control of what was taught. However the subject will be statutory from next year.

**14.2** Parents and governors are invited to e-safety day next Tuesday with the first session at 9.30am.

**14.3** Dinner prices rise from £2.22 to £2.35 from 20 April.

**Question from AP: Will there be any defaults from parents?**

The Headteacher said there probably will be.

**14.4** Today BB and Robin Hayes discussed music and have bought a music scheme which is on trial. They spoke to Alex Pope about music and progression. As we still do Music on the Map in Y4 when we look at progression everything would have to be focused around Y4 so they discussed what we can do for Y3.

Y3 have ukuleles for a half hour lesson each week and then musical instruments in Y4. We also need to think about Y5 and Y6.

Alex is writing up a plan for music so we might need to change the subject completely. We would like to use Alex not just in Y4 and have specialists come into every single year group, say for two days a week doing team teaching with the teacher. Teachers do not join in with Music on the Map so they are not getting the subject knowledge.

Some pupils have three lessons of peripatetic music per week which is a lot of time lost; one lesson should be at lunch or break. We also subsidise peri considerably which could be unfair to other children. Other schools do not subsidise peri but ask parents to pay. KM stated the quality of peri lessons and instruments is not that good.

We buy all instruments for Y4 Music on the Map but are not prepared to prop up costs of buying other instruments as well. It would be good CPD opportunity for staff to team teach music lessons.

**Question from KM: How much do we subsidise peri lessons?**

The Headteacher stated it was a fair amount.

The Deputy Head stated she would rather see good music lessons across Y3 to Y6.

**Question from AP: Would teachers then gain more knowledge to teach it themselves?**

The Deputy Head said she did not think so, but we have to do something as other year groups apart from Y4 don't have enough put in.

**Question from JPD: Is there not room for that approach in French as well in terms of specialists?**

The Deputy Head stated they will do music first. There was discussion about getting a scheme of work.

Each class would have 30 minutes music per week and we have just started looking into it. The school will stop subsidising peri lessons and if parents wish to continue they will be asked to pay.

**Question from AP: How many children who have peri lessons are pupil premium?**

The Deputy Head said that information is available.

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

The next whole governing body meeting is on Tuesday 3 March 2020 at 3.30pm. KM gave apologies for this meeting.

*The meeting closed at 5.30pm.*



<b>ACTION POINTS FROM 4 FEBRUARY 2020</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.	All govts	End spring term
<b>B</b>	Write a health and safety report once a term.	BS	End spring term
<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>	Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB/JPD in advance.	All govts	End spring term
<b>E</b>	Arrange a time to come in to ask children about using Chromebooks and what they added to learning.	PC/BS	3 March 2020
<b>F</b>	Confirm dates/times from leadership cycle and send to governors regularly.	Clerk/BB	Ongoing
<b>G</b>	Review SEND report with Robin Hayes.	NW	3 March 2020
<b>H</b>	Write to LA about their lack of support on attendance.	ST/PH	3 March 2020
<b>I</b>	Write up outstanding governor visit report on Herne Bay School.	KM	3 March 2020
<b>J</b>	Remind staff of the subject leadership time bidding process.	BB	3 March 2020
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Learning leaders report to governors	BB	3 March 2020
	Look at history from infant school to Y6	All govts	28 April 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