

Governors of Fairisle Junior School

Minutes of a meeting of the Whole Governing Body Monday 7 November 2016, 4.30pm

Governors present:

1. Peter Howard (Headteacher)
2. Steph Thurston (Acted as Chair)
3. Jessica Donovan
4. Alison Powell

Associate members present:

Bev Bessey
In attendance: Sophie Lee (Clerk)
Andrew Clark (Business Manager)

1) Apologies

Nikki Webb (Chair), Phil Chapman, Mike Dant. Kim Hadley has resigned as parent governor but may be interested in becoming an associate member.

2) Declarations of Interest

Changes to the annual declaration of business interests form: none. Declarations relating to today's agenda: none.

3) Minutes of the Last Meeting

Minutes from the meeting held on 20 September 2016 were agreed and signed by ST.

4) Matters Arising Including Action Points

Points A, B, C and E have been completed. Governors had not received the DfE consultation email under point D.

Action A: Forward the DfE consultation email to governors and ask for their feedback.

5) Budget Review

5.1 A budget report shows the 2016-2017 revised budget in the third column. We are operating at or slightly below expected figures. PH, Andrew Clark and Gary Wooldridge have all worked on the budget.

Total income for 2016-17: £1,588,506

Total expenditure: £1,628,125

In-year deficit: £39,619

Balance brought forward: £230,000

Ongoing surplus: £190,381

The teaching staff figure is a mis-print and should be £775,794. The teaching staff actual spend until 28 October 2016 of £244,879 is based on five months of salaries. The teaching staff budget is adjusted for any known payscale and staff changes, including money for new teacher Anna Ward from 1 January 2017.

Some account codes are being withdrawn or merged with others. There is now £19,200 under code 2002 due to the merging of codes.

Under premises-related costs, extra spending under term servicing of £1,829 is for emergency light failures; new LED emergency lights are gradually being fitted. The total premises-related budget has been revised upwards by about £3k, partly due to inflation.

AP asked whether the actuals for term servicing will be moved to 5572/5574.

The Business Manager reported that actuals have already been moved, but there will be a lag in the reports that governors see until the new budget is loaded onto the system due to the code changes brought in by the LA.

NW/
All gov's

AP asked if it is possible to download the budget into Excel with an extra column showing known adjustments and revise the actuals for that.

The Headteacher stated that the GLS62 report would show this information.

Action B: Email the GLS62 budget report to governors.

ST asked why £50,799 has been spent under educational supplies IT when the revised budget only has £30k under this code.

The Headteacher reported that this spending includes some furniture such as the tall lockers which were purchased on one invoice alongside IT equipment. The code therefore includes other areas of expenditure.

BB asked whether we had spent £12,500 in total on supply and whether supply teaching staff (£7,354) and agency-purchased teaching supply (£5,272) are definitely two different figures.

The Business Manager said the figures are correct, but for FJS the two codes effectively show the same thing because we do not have agency-purchased teaching staff but we do use agency-purchased supply.

The Headteacher noted that the supply teaching staff code includes Tanya and Arthur McVittie. He reported there has been an extremely low level of teaching staff sickness this year with no insurance claims. However, the school has paid for some supply as Holly Cleveley and Robin Hayes were put into class at the beginning of the year.

The total budget for employee-related costs has been revised down by about £38k.

The training budget has been cut as it will not all be used. We have sold places on our 3 January INSET day, when an acclaimed speaker is attending, to 39 other schools at £40 each (lunch included).

AP asked how the school will record the INSET day financials in the accounts.

The Headteacher confirmed the figures will be included as increased income and expenditure. Gary Wooldridge can journal funds for federation schools and we will invoice schools outside the federation.

AP asked if the school will build in a premium to cover admin costs of the INSET day.

The Business Manager said that on this occasion that had not been done. The speaker will cost £1,750. It has been much more successful than we had envisaged.

AP asked whether the city council charge for invoicing of Southampton schools.

The Business Manager stated that they do not, only for invoicing externally.

The Special Assistants budget has increased. This includes the salaries of two apprentice TAs which have increased, two extra TAs from September and one TA on maternity leave. It also includes increased hours for TAs.

SEN top-up funding will be between £55k to £60k. For each child with a statement/ education and health care plan we pay for the first 12 hours and the city tops up the funding to the necessary number of hours at the end of each term.

AP asked whether we would lose one statemented pupil in 2018-19 as the top-up figure reduces in this year.

The Headteacher stated that one statemented pupil is currently in Y6.

AP noted that in 2018-19 a deficit is predicted of around £76k and asked whether the budget was prepared before adding in additional funding for our extra classes.

The Headteacher confirmed that it was. The Business Manager said that they have added in pupil numbers in the year groups, taken from YR, but it is difficult to gauge

teaching staff costs due to differing payscales.

Governors were reminded that budgets for future years are included in the report for interest, but they are only being asked to approve the 2016-17 revised budget today.

Governors approved the 2016-17 revised budget.

5.2 Schools Forum have approved a proposal paper called 'Proposals for Changes in Surplus and Deficit Policies in SCC Scheme for Financing Schools' and from October 2016 these proposals apply to the scheme for financing schools. The key changes in the paper involve the treatment of surplus and deficit budgets and the treatment of loans from school balances.

Primary schools may have a surplus of up to 8% of their total school budget share, but any money above 8% is liable to be removed by the LA. In 2016-17 our school budget share is £1,285,577, 8% of which is £102,846. Our surplus under the revised 2016-17 budget is £190,381, greater than the 8% balance allowed.

The LA have stated that they do intend to start removing any 'excess' money from schools. Schools could then receive a reduced budget allocation in the next financial year.

There are three allowable expenses which 'excess' money can be spent on:

1. revenue contributions to capital projects within a two-year period
2. maintaining a reserve to fund staffing levels due to a verified dip in pupil numbers
3. providing resources to fund the impact of changes in government policy on the curriculum.

Schools will lose their balances over 8% if they do not inform the LA of the governing body decision before the 31 May of proposals to use these funds. Therefore, proposals have been drawn up to spend our 'excess' money effectively and make revenue contributions to capital projects within the next two years.

ST asked whether we could equip our new classrooms in advance.

The Business Manager replied that there are aspects of this we can do and we can have capital plans ready with headline figures if governors are happy to sign them off.

The Business Manager stressed that if we have a deficit in future the governors should not consider that mismanagement by the Headteacher as the previous budget plan would have produced a sustainable budget, but we are not being allowed to follow that plan now.

We had previously been asked for £30k by the LA as our contribution to the four new classrooms. Colin Floyd at the LA has now agreed to pay for our new phone system (3k), sign system (2k), 50% of the wireless network (£7k) and the roof works (£5k). These items constitute £17k of the £30k spend, so FJS will pay the remaining £13k only.

It is proposed that the following items are purchased for a total of £27k:

- a new server – ours is around five years old and there will be many extra pupils joining the school (£6.5k)
- two interactive screens for the new music room and new learning lounge (£6k)

- three desktops (£1.5k)
- new blinds for the music room (£3k)
- books for the reading scheme and richer text books (£10k).

It is proposed that the following capital projects are funded for a total of £82k:

- a new surface, equipment and markings for the playground (£35k). The LA will already be doing some resurfacing work on the high jump area and grass and will have engaged contractors so we will simply ask for some extra work to be done
- a makeover for the three old Y4 classrooms once the new building is ready, with redecoration and work on ceilings, lighting and flooring (£20k)
- dismantle the small kitchen, put in new ceilings/flooring and blinds in both that room and the new kitchen, install a new kitchen in the old music room (£27k).

ST asked when the playground was last resurfaced and marked.

BB confirmed this has not been done since she or PH joined the school.

These works have to be done within two years and we would start work as soon as we can once the new build is complete.

Governors were asked to approve the spending of £27k in total on the server, screens, desktops, blinds and reading scheme. Governors approved this spending.

Governors were asked to approve a revenue contribution to the three capital projects outlined above to a total cost of £82k, to be spent within the maximum two-year period, as stipulated in the revised principles of the scheme for financing schools and decision paper to Schools Forum 'Proposals for Changes in Surplus and Deficit Policies in SCC Scheme for Financing Schools' dated 14 September 2016. Governors approved this planned spending.

Governors noted that the expenditure figures stated above are estimated figures and will be subject to inflation.

(Andrew Clark left the meeting at this point.)

6) Action Plan for External Review of Governance

6.1 PH has produced a draft action plan in discussion with NW, focusing on the key priorities for improvement identified in the external review of governance. Key actions required and success criteria are listed.

The priorities for improvement are:

1. agree a strategy with priorities for achieving our vision with key performance indicators against which we can regularly monitor and review the strategy
2. ensure improved understanding of the school's performance data (including in-year tracking data) so governors can properly hold the school to account
3. ensure the clerk is properly trained in order to be able to provide sound legal advice and oversee the board's induction and development needs.

The plan will be reviewed every three months (January/April/July). We could invite Dai

Thomas to attend a future governor meeting to look at the plan and its implementation.

Governors will be asked to ratify the action plan on 15 November; it is available on the Drive.

6.2 Assessment training will take place at FJS on 14 November at 6pm. JD has attended governor induction training.

7) Achievement of Vulnerable Groups

7.1 A headteacher's report contains progress headlines in each year group for 2015-16, including figures that show the achievement of vulnerable groups.

There is a smaller percentage of pupil premium children in lower years. This may be because the current Y3 have had universal free school meals so their parents may not have applied for free school meals themselves. However, the registration form now includes all information needed to find out if the children qualify for FSM.

End of KS2 outcomes are given in reading, writing and maths showing the percentage of children achieving 'below', 'at expected' or 'above'.

In writing, the children had to meet every criteria at 'expected' in order to be awarded this level. Handwriting was a limiting judgement so pupils could not get above 'expected' if their handwriting was poor.

End of KS2 test results for 2016 are shown with average scaled scores, including results for the key groups of SEND, disadvantaged pupils, disadvantaged able pupils and pupils with English as an additional language. There were no looked after children in this cohort.

The percentage of children in each group reaching the expected standard is shown. For FJS disadvantaged children, 72% reached the expected writing standard, 51% the reading standard and 39% the grammar standard, below the national disadvantaged figure for grammar of 60%.

FJS children found the grammar test challenging this year. The reading paper was complex and difficult for children with limited life experiences. We want to make sure pupils have access to more complex reading texts and are looking at changing one book to a Shakespeare text in Y6.

7.2 A case study of the new Y3 has been undertaken by Rachael Woods following the visit from Lynn Ross on 9 September. Y3 teachers identified the children who were finding reading challenging due to their lack of phonics knowledge and these children had a phonics audit to identify gaps in their understanding.

Actions to be taken are listed to address issues found in Y3.

In writing, some children working at greater depth in KS1 lacked stamina. There was a lack of creativity and writing pieces from different children were similar. There was little evidence of independence. There was evidence of higher level punctuation but some misconceptions. Actions to be taken include writing with purpose and for real audiences so they are engaged and creative.

In maths, a collection of books were moderated for children considered to be working at greater depth. There was little evidence of children meeting or being taught the objectives outlined in the interim teacher assessment framework for the end of KS1.

7.3 The Arbor tracking tool is now being used.

7.4 Results of the Y3 settling in survey are shown. A full 100% of children said they like their teacher, think their teacher helps if they have a problem or are worried and they get the right amount of homework. Ten per cent said they had been bullied but this may be more about the pupils' conception of what bullying is (eg: shouting). There were also 56 comments, all positive.

We are gathering information from children, parents and staff about homework to possibly change the homework regime.

AP asked if there would be follow-up on the 10% of children who said they had experienced bullying and whether this was a typical level.

BB noted that the equality forms indicate a lower level of bullying. In Y3 there has only been one behaviour incident.

The Headteacher said that our view of what bullying is may be different to the child's, eg: a child might fall out with a friend. He did not give children a definition of bullying and he stated that the figure does not give him cause for concern.

7.5 Anna Ward has been hired to teach for four days a week with Robin Hayes taking the class on Fridays.

7.6 Senior leader performance criteria are given.

7.7 The school improvement plan has been updated and is on the Drive.

7.8 Upcoming events are listed including the Christmas lunch and concert.

8) AOB

8.1 LA School Improvement Officer Mandy Gard visited FJS on 11 October. Her report is on the Drive and should be read by governors.

8.2 The schools monitoring group has categorised FJS as a group C school.

8.3 The pupil premium strategy 2016-17 is now on the Drive and our website. Schools are required to have a strategy in place showing desired outcomes and the evidence and rationale behind planned expenditure. Please read the strategy and bring any questions to the next meeting.

9) Time and Date of Next Meeting

The next whole governing body meeting will be on Tuesday 15 November 2016 at 4.30pm.

The meeting closed at 6.10pm.

ACTION POINTS FROM 20 SEPTEMBER 2016

| | Action To Be Completed | By Whom | By When | Complete? |
|-----------|---|--------------------|----------------|------------------|
| A. | Email governors to ask for feedback on the external review and ideas for the action plan to be sent to NW/ST. | Clerk/ All govs | 7 Nov | ✓ |
| B. | PC to complete our safeguarding training. | PC | ASAP | ✓ |
| C. | NW to inform governors of their roles and ask KH to arrange a meeting with RH in the spring. | NW | ASAP | ✓ |
| D. | NW to forward the DfE consultation email and governors to send her any feedback. | NW/ All govs | ASAP | X |
| E. | PH to forward the Blue Star letter to the SCC parking manager. | PH | ASAP | ✓ |
| | | | | |

ACTION POINTS FROM 7 NOVEMBER 2016

| | Action To Be Completed | By Whom | By When | Complete? |
|---|---|----------------|----------------|------------------|
| A. | Forward the DfE consultation email to governors and ask for their feedback. | NW/All govs | ASAP | |
| B. | Email the GLS62 budget report to governors. | PH | ASAP | |
| | | | | |
| Agenda Items for Future Meetings | | | Date | |
| | Ratify the action plan relating to the external review of governance | | 15 Nov | |
| | | | | |
| | | | | |
| | | | | |