

## Governors of Fairisle Junior School

### Minutes of a meeting of the Whole Governing Body Tuesday 20 September 2016, 4.30pm

Governors present:

1. Nikki Webb (Chair)
2. Peter Howard (Headteacher)
3. Steph Thurston
4. Jessica Donovan
5. Phil Chapman
6. Alison Powell

Associate members present:

Bev Bessey

In attendance: Sophie Lee (Clerk)

Andrew Clark (Business Manager)

Jessica Donovan was welcomed as the new staff governor.

#### 1) Apologies

Kim Hadley, Mike Dant.

#### 2) Declarations of Interest

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

#### 3) Welcome Committee Update/Budget

**3.1** Andrew Clark discussed the welcome committee report, which identified some issues which are being rectified (eg: signage both inside the building and around the site).

AC outlined that in future, all internal doors will have a sign that includes our Expect Success branding.

AC took note of a concern raised about an area that becomes muddy during bad weather on the way into the site.

There was a question raised about re-painting the yellow markings for visually impaired pupils and the Headteacher reported that there is a city service level agreement for things such as grass cutting, but that these have been cut back.

AP asked if the city still charge the same price following the cut backs and whether we could go elsewhere.

The Headteacher reported that in common with other SLAs, prices have increased. The Business Manager stated that in theory, we could employ a groundsman between the two Fairisle schools, but we would not have the necessary equipment, eg: a large mower.

AP asked if we could provide such services as a federation.

AC answered that it might be possible in the future and stated that the LA service may not be there eventually and that we could employ someone on a part-time contract.

ST reported that it is possible to contact Tesco or Sainsbury's and ask about community programmes.

The report also commented on the impression of the school from a parent's point of view in the morning and afternoon. Senior leaders and admin staff now man the gates outside in Fairisle Road and can address smoking and parking issues at the front gate;

PH has received positive feedback about this from parents and it helps staff get to know the infant children before their transfer to the juniors. We have invited the infant school to participate in this scheme.

**3.2** Schools now have to send a signed balance sheet to the city to show how we plan to spend our balance from 2015/16. Our sheet shows £230,433 in committed funds with planned areas of spending listed; no specific figures have been requested. No money is listed as uncommitted funds. The committed money includes our contribution to building construction in 2016/17.

Over the next four years, as we are expanding, we will lose fewer children from Y6 than we gain into Y3. We are not funded for the extra children until the following April. This is not backdated (the pupil census is undertaken in October for the following April). We will need to run an extra class in some years, which will be expensive.

**ST asked whether we will experience a similar funding situation until we are up to 16 classes.**

PH stated that this is the case and that for 2016-17 we will have two very small year groups (Year 3 will be 100 children and Year 6 will be 65 children).

There was a carry forward of £230,433 this year and this is higher than the DfE recommended 8% for primary schools (£125,581 for FJS). However, this is because we will need a cushion for the next four years due to increasing numbers of pupils each year for the next four years and accompanying support/office/lunchtime staff. It was also noted that there will be no further relief of national insurance and pensions and the living wage is rising beyond inflation.

The Headteacher stated that we will hopefully move into the new building to enable renovation of the two Y4 classrooms which will be cheaper in term-time. We will receive an expansion grant of about £27k (2016-17 amount) in each year that we have an extra class. The city reserve the right to claim back any of the surplus.

The school's revenue balance sheet was agreed and signed by the chair.

**3.3** An updated three-year budget report shows actual figures to the end of July (there are some journals that have not yet been updated by SCC – for example staff costs, which have not yet been deducted from our budget for July).

Under employee costs we are £62k under budget. One teacher did not start work in September for health reasons; Holly Cleveley and Robin Hayes are taking the class. A new teacher will be appointed from 1 January and this is included in the budget.

Under statemented pupils' support we will receive an increase of £30K, meaning approximately £60K. Next year's surplus will therefore be increased by £30K at the end of this financial year.

**AP asked why there is a difference between some GL codes in the budget.**

The Business Manager explained that the city have closed some codes this year and published new ones. The Headteacher reported that the city have put our statemented pupil money into the SEN top-up funding code.

**AP asked if we are broadly expecting spending to be in line with the budget.**

The Headteacher and Business Manager reported that spending will be broadly in line but that there will be some extra money coming in through the year.

**AP asked if we can ask for journals to be put through by the city more quickly.**

The Business Manager replied that it is largely impossible to get it done quicker.

The budget report will be uploaded to Google Drive.

*(The Business Manager left the meeting at this point.)*

#### **4) Minutes of the Last Meeting**

Minutes from the meeting held on 12 July 2016 were agreed and signed by the chair.

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

All action points complete except:

Point A: Produce an action plan following the external review of governance.

**Action A:** The clerk will email governors to ask for feedback on the external review and ideas for the action plan to be sent to NW/ST **by 21<sup>st</sup> October.**

Clerk/  
All gov's

Point B: MD has completed safeguarding training. PC has not yet completed our safeguarding training, although as a magistrate he has completed the Department of Justice training.

**Action B:** PC to complete our safeguarding training.

PC

Point D: No longer needed. The city have released guidance on school safeguarding policies but there is now to be no LA model policy. Our safeguarding policy will be reviewed at the next policy review meeting as planned.

For point F there is no set number of free spaces that Superstar Sports will give us, but as long as staffing ratios are appropriate this is not an issue. We could have taken up three or four free places this summer if we had needed them.

#### **6) Meeting Dates**

The governing body will meet on these dates, with all meetings running from 4.30pm until 6pm:

Monday 7 November (budget review)  
Tuesday 15 November (policy review)  
Tuesday 10 January  
Tuesday 7 March  
Tuesday 16 May  
Tuesday 11 July

#### **7) Election of Chair/Vice Chair**

NW was elected chair. ST was elected vice chair.

#### **8) Terms of Reference**

The whole governing body terms of reference were approved unchanged.

#### **9) Appointment of Committees and Governor Roles**

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

Health and safety = MD

SEND/inclusion = KH

Safeguarding, Gifted and talented, Attendance = PC

Appeals committee (children) = PC, ST, KH

Disciplinary committee (staff) = PC, ST, KH

#### **10) Governor Responsibilities (See Governors' Review)**

A suggested governor visit schedule was distributed to help governors hold the headteacher to account. After each visit governors will report their findings back to the

board.

#### Autumn term

Termly joint health and safety consultative group meeting and report back = MD  
Accompany SLT on learning walk/book scrutiny = ST (Friday 4 November)  
Evaluate impact of pupil voice (learning leaders, house captains, head boy/girl) = PC  
Meet with PH and external advisor for performance management review and target setting = head's performance review committee (Tuesday 4 October)  
Visit the Stubbington study centre during the Y5 residential and report back on the impact of the provision = NW

#### Spring term

Termly joint health and safety consultative group meeting and report back = MD  
Meet with PH to review progress of PM objectives = head's performance review committee  
Accompany SLT on learning walk/book scrutiny = ST (Wednesday 1 February)  
Meet with Robin Hayes for an annual review of SEN provision and update the SEN information report and policy = KH  
Meet with year leaders about the impact of their leadership of their year groups = NW and PC

#### Summer term

Termly joint health and safety consultative group meeting and report back = MD  
Accompany SLT on learning walk/book scrutiny = ST (Wednesday 14 June)  
Meet with PH to review progress of PM objectives = head's performance review committee  
Visit the school during the end of KS2 test week (8 May 2017) to check procedures and systems surrounding all aspects of testing = NW plus any governor able to attend.

**Action C:** NW to inform governors of their roles and ask KH to arrange an inclusion meeting with RH in the spring.

NW

### **11) External Review of Governance Update**

**11.1** The NGA peer review will be discussed on Monday 14 November at FJS 6-7pm with as many governors as possible in attendance.

**11.2** All governors are asked to contribute ideas for the action plan we will formulate in response to Dai Thomas's external review of governance.

### **12) Policy Review**

The following policies were adopted from the city model policies without amendment:

Appraisal policy for teachers, Appraisal policy for support employees, Capability procedure for support staff, Privacy notice (staff), Grievance policy for support staff, Grievance procedure for teachers, Privacy notice (parents), Professional support for teaching staff.

The charging and remissions policy was approved with one amendment: the final paragraph will be deleted, as it states that we do not charge to hire the school and we do charge in some circumstances.

The intimate care policy is a new policy that applies to some current pupils. It is designed to safeguard the children and protect the staff providing care. It contains guidelines and an intimate care plan, which is completed for each child who may need such care.

NW asked if it is usual for just one person caring, particularly with vulnerable children,

and whether it should normally be two people.

PH will change the wording so "sound reason for having more adults present" is changed to "Where possible one child will always be catered for by the same adult unless there is a sound reason for changing the adult concerned. Wherever possible, a second adult will be present or close by."

Governors approved the intimate care policy with the amendment described above.

### **13) School Improvement Plan Update**

**13.1** The SIP now contains milestones for each term, including milestones for governors. Autumn term milestones include "Governors will be aware of the achievement of vulnerable groups" which will be discussed at the next meeting.

Other autumn milestones include producing an action plan after the external review and reviewing the use of pupil and sport premium funding.

Teaching and learning milestones are shown. Lynn Ross has seen the updated SIP and has commented favourably on the milestones.

*(PC arrived at this point.)*

**13.2** Comparative attendance figures for all children and our biggest groups were distributed in a handout. They have shown signs of considerable improvement in 2015/16 compared to last year.

The senior leadership team plan for the year was distributed to governors.

PC asked if we have had any issues or problems after the test case on holidays taken in term time.

The Headteacher reported that there has been an increase in applications for term-time holidays since the outcome of the case on the Isle of Wight.

ST asked what we are doing to tackle lateness.

PH: We moved assembly to 9.05am so late children have to walk into assembly. The SLT are out at the gates. Children only get a raffle ticket if they are on time every day for the week.

NW asked how many of the 15 fixed penalty notices that were issued last year have been paid.

The Headteacher reported that most have been paid. As a federation, we are still putting penalty notices through and the LA then decide what happens next. We are waiting for further guidance from the LA.

### **14) KS2 Outcomes**

The assessment regime was an interim framework for 2016. A handout shows KS2 outcomes and governors were asked to bring any further questions to the next meeting.

ST asked how we will review progress this year and how we will show that the current Year 6 children are on track to achieve expected outcomes.

The Headteacher reported the same process as last year, with the SLT undertaking book scrutinies (some alongside governors) and standardisation. Y6 teachers will attend city assessment briefings and we will use the DfE exemplification materials. We are transferring to the Arbor system to chart progress in all year groups later this term and governors will have the opportunity to see the outcomes.

Jessica Donovan reported that all baselines assessments have been done.

The Headteacher has benchmarked some Y3 children with Lynn Ross this term, who looked at Y3 writing books and heard some children read.

AGENDA

## 15) AOB

**15.1** There will be a governor slot in the FJS newsletter each half-term, with governors writing pieces in this order: NW, a parent governor, NW, PC/MD, JD, NW.

**15.2** A DfE consultation is being held on creating new school places including the possible use of grammar schools, with replies needed by 12 December.

**Action D:** NW to forward the DfE consultation email and governors to send her any feedback.

NW/  
All gov's

**15.3** SCC are conducting parking observations on schools with high incidences of reported problems. We also received a letter from Blue Star bus company complaining about parents parking in the bus stop.

**Action E:** PH to forward the Blue Star letter to the SCC parking manager for their comments and action.

PH

**15.4** Handouts show the results of the Year 6 exit survey, headlines from the first learning walk this term, confirmation of our data protection registration renewal and the report from Lynn Ross's latest visit on Year 3 pupils. Our new FJS postcard was shown.

**15.5** Newport training events are available, see [www.newporteducational.co.uk](http://www.newporteducational.co.uk).

## 16) Time and Date of Next Meeting

The next whole governing body meeting will be on Monday 7 November 2016 at 4.30pm.

*The meeting closed at 7.00pm.*

**ACTION POINTS FROM 12 JULY 2016**

	<b>Action To Be Completed</b>	<b>By Whom</b>	<b>By When</b>	<b>Complete?</b>
<b>A.</b>	Produce an action plan following the external review of governance.	All govts	ASAP	<b>X</b>
<b>B.</b>	Complete safeguarding training.	PC/MD	ASAP	<b>X</b>
<b>C.</b>	Meet on 6 September to complete the policy schedule.	PH/MD/NW/ RH/Clerk	6 Sept	✓
<b>D.</b>	Study LA and FJS safeguarding policies to see if any key points from the LA version should be added to our own.	PC/MD	20 Sept	✓
<b>E.</b>	Meet Andrew Clark to discuss the accessibility plan on 18 July at 1pm.	RH/ST	18 July	✓
<b>F.</b>	Ask Superstar Sports how many free spaces they will give us.	PH	20 Sept	✓
<b>G.</b>	Advertise the staff governor vacancy; advertise for co-opted governors.	PH/NW	ASAP	✓

**ACTION POINTS FROM 20 SEPTEMBER 2016**

	<b>Action To Be Completed</b>	<b>By Whom</b>	<b>By When</b>	<b>Complete?</b>
<b>A.</b>	Email governors to ask for feedback on the external review and ideas for the action plan to be sent to NW/ST.	Clerk/ All govts	7 Nov	
<b>B.</b>	PC to complete our safeguarding training.	PC	ASAP	
<b>C.</b>	NW to inform governors of their roles and ask KH to arrange a meeting with RH in the spring.	NW	ASAP	
<b>D.</b>	NW to forward the DfE consultation email and governors to send her any feedback.	NW/ All govts	ASAP	
<b>E.</b>	PH to forward the Blue Star letter to the SCC parking manager.	PH	ASAP	
	<b>Agenda Items for Future Meetings</b>		<b>Date</b>	
	Governors to be aware of the achievement of vulnerable groups (SIP milestone).		7 Nov	