

Governors of Fairisle Junior School

Minutes of a meeting of the Whole Governing Body Tuesday 15 November 2016, 4.30pm

Governors present:

1. Nikki Webb (Chair)
2. Peter Howard (Headteacher)
3. Steph Thurston
4. Alison Powell
5. Mike Dant

Associate members present:

- Bev Bessey
- In attendance: Sophie Lee (Clerk)

1) Apologies

Jess Donovan, Phil Chapman.

2) Declarations of Interest

MD completed the annual declaration of business interests form; there were no other changes to the register. Declarations relating to today's agenda: none.

3) Minutes of the Last Meeting

Minutes from the meeting held on 7 November 2016 were agreed and signed by the chair.

4) Matters Arising Including Action Points

All action points complete.

The DfE consultation called Schools That Work For Everyone closes on 12 December.

Budget report GLS62 is on Google Drive. The sum of £4800 was listed in the budget twice under both its old code and code 5572, but Gary Wooldridge has amended this error and also fixed the error codes shown in the printed GLS62. These amendments do not change the 2016-17 revised budget that governors approved.

5) Policy Review

5.1 Policy for Determining Teachers' Pay

This is an LA policy and the only amendments proposed are to add "The governing body of FJS adopted this policy on [date]" and to insert the individual school ranges (ISRs).

AP noted that the policy states "all teachers are given a written statement setting out their salary and any other financial benefits" and asked what benefits we offer.

The Headteacher reported that the school does not offer other financial benefits, but the incremental point is shown separately from any teaching and learning responsibility (TLR) payments. A recruitment and retention payment is an example of a financial benefit offered by other schools.

Governors ratified the Policy for Determining Teachers' Pay with the minor amendments described above.

5.2 Child Protection and Safeguarding Policy

The LA have produced a draft model policy which we have added to.

Item 8: Taking and the use and storage of images had previously been in a separate policy, as had item 9: Transporting pupils. As we now use the minibus to transport pupils, staff and parents do not usually provide transport.

Under item 10: Off-site visits, a paragraph has been added about the educational visits co-ordinator and to state that all parents on school trips are checked against List 99.

Contractors and sub-contractors must carry an enhanced disclosure and barring service (DBS) check.

MD asked if the Headteacher sees the contractors' DBS checks.

The Headteacher confirmed that he does wherever possible and whenever work is being done for the school. The checks are listed as a requirement in the scope of work when the LA is managing the project (such as the boiler replacement and the forthcoming extension).

The four Designated Safeguarding Leads (DSLs) are PH, BB, Robin Hayes and Tracey Rankin. They are now trained every year. Governors need to take online awareness training every year and are invited to the first INSET day of every academic year which offers this training.

Item 16.6 will be changed to reflect the fact that the Chair is now the nominated governor for safeguarding. She will attend safeguarding training on 31 January 2017.

Item 4.8 in appendix A states that all staff must read chapter one of Keeping Children Safe in Education and sign a confirmation form; all staff have done this.

The policy covers neglect, gender-based violence and violence against girls. Staff have been trained in preventing female genital mutilation. It also covers forced marriage.

AP asked if the issue of forced marriage is relevant to FJS.

The Headteacher noted that it may apply to older siblings and the school would report it if they heard of an older sibling going to a particular country to be married.

The policy also covers honour-based violence, missing, exploited and trafficked children and children missing from education. The school has reported two families in the last year who moved overnight to get away from domestic violence. Vulnerable children are also covered. Bullying is covered in a separate policy.

The Chair asked if there are any young carers at FJS.

The Headteacher reported that the school has about half a dozen children who care for parents or siblings.

The policy also covers:

- domestic abuse
- gangs and youth violence
- prejudice-based abuse
- faith abuse
- hate crime
- mate crime and peer-on-peer abuse
- internet/e-safety/online
- social media and cyberbullying
- sexting
- gaming, eg: online games
- online reputation
- grooming
- recruitment procedures
- whistleblowing.

The continuum of need will be updated mid-year.

Under dealing with allegations made by a child, the approach is to now only ask questions when necessary to clarify events, eg: what, who, when, where. This has changed from the "tell, explain and describe" approach. Any notes must be contemporaneous.

LA School Improvement Officer Mandy Gard was happy with our safeguarding procedures as seen on her recent visit.

Governors ratified the child protection and safeguarding policy with the minor amendment described above.

5.3 Sex and Relationships Education

The only change to this policy is under item 10.1 where the reference to the 'curriculum committee' will be changed to 'the governing body'. The policy is monitored by governors every two years.

Governors ratified the sex and relationships education policy.

5.4 Equality Information and Objectives

Little has changed in the equality statement, but the pupil data and attendance figures have been updated and the equality objectives brought up to date in line with the school improvement plan. The statement is reviewed annually.

Governors ratified the equality information and objectives.

5.5 Accessibility Plan

This policy has not changed. We make sure all children can participate in all activities (including residential) as far as is reasonably practicable.

Governors ratified the accessibility plan.

5.6 Freedom of Information Publication Scheme

This covers how to request information, information we publish and complaints. It is reviewed annually.

Governors ratified the freedom of information publication scheme.

5.7 Recruitment and Selection

This is an LA model policy. It covers the recruitment process, discrimination, what we consider when we have a vacancy and decisions regarding grades/salaries. All jobs go through the LA grading system.

We provide a person specification and send a copy of our safeguarding policy to all applicants. Jobs are advertised on the Hampshire website and www.rlfederation.net. We are not permitted to advertise for an 'outstanding' teacher. We try to give 10 days' notice to candidates for interviews.

AP asked whether we can advertise for a candidate with 'x' years of experience.

The Headteacher replied that we can state whether the job is open to NQTs.

AP asked whether we pay to advertise on the Hampshire website.

The Headteacher reported that it costs about £300 a time. The federation website is found in a Google search for 'teaching jobs Southampton' and is useful. The Times Education supplement costs £1.5k to £2k per advert but we have made no appointments from the Times Ed despite interviewing some candidates.

Governors ratified the recruitment and selection policy.

6) Ratification of Action Plan for External Review of Governance

6.1 The action plan will be on the agenda for every meeting.

AGENDA

Governors suggested a federation training session on understanding data would be useful. Governors were not able to attend the recent learning walk. Dai Thomas will be invited to the governors' meeting on 7 March.

Action A: Invite Dai Thomas to the 7 March governors' meeting.

NW

Governors ratified the action plan for external review of governance.

6.2 PH and BB will attend the Getting to Good and Maintaining It programme on 21 November and 12 December.

7) AOB

7.1 PH, BB, NW, MD, ST and PC attended assessment training given by three federation schools on 14 November.

7.2 A letter will be sent to parents asking for a parent governor volunteer.

Action B: Send letter to parents asking for a parent governor volunteer.

PH

7.3 Governors are invited to the Christmas crafts day.

7.4 PH has checked that we comply with the guidance on what maintained schools must publish online. Lyn Codling could audit our website if required. The website is being updated and made mobile-friendly.

8) Time and Date of Next Meeting

The next whole governing body meeting will be on Tuesday 10 January 2017 at 4.30pm.

The meeting closed at 6.10pm.

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	✓

ACTION POINTS FROM 15 NOVEMBER 2016

	Action To Be Completed	By Whom	By When	Complete?
A	Invite Dai Thomas to the 7 March governors' meeting.	NW	ASAP	
B	Send letter to parents asking for a parent governor volunteer.	PH	ASAP	✓ 18 Nov
	Agenda Items for Future Meetings		Date	
	Action plan relating to the external review of governance		10 Jan and ongoing	
	Dai Thomas to attend and review action plan		7 March	