

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 2 May 2017, 4.00pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Phil Chapman
5. Mike Dant
6. Jess Donovan

Associate members present:

Bev Bessey

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

#### 1) Apologies

Nikki Webb.

#### 2) Budget 2017-18

Andrew Clark distributed the budget for 2017-18 and highlighted that our surplus is far reduced in the coming year. An increasing deficit is shown for 2018/19 and 19/20.

##### Question from AP: Will building work take place in 19/20?

The Business Manager replied that we do not know; it should have already begun.

Money has been saved by prepaying for some items, including computer maintenance with £27k paid in 16/17 and £0 in 17/18 and bought in professional services with £15k prepaid to Showcase, meaning only £40k is budgeted for 17/18 for SuperStar Sports and other professional services.

Under hire of sports facilities swimming has been prepaid within the £8963 for 16/17. The £1.5k in 17/18 includes items such as moving football pitches.

##### Question from AP: Why is teaching staff outturn for 2016/17 substantially lower than the budgeted figure?

The Business Manager explained that the last month's pay is not shown yet.

We have not budgeted for any senior supervisors as two members of the senior leadership team (SLT) will line manage the lunchtime supervisors.

##### Question from AP: Will there be an underspend in employee costs?

The Headteacher confirmed that there will be.

##### Question from ST: Will our surplus be low enough to prevent the LA taking any back?

The Business Manager replied that we were allowed to defer the spending on some projects such as playground work. At the moment the surplus is too high but governors have already agreed to spend some of it as per previous full board minutes. The LA will not get any back.

The Headteacher noted that some spending is in hand eg: blinds for the music room and film on the windows in his office.

##### Question from AP: Why is water budgeted at £5k in 16/17 with £0 spent?

The Headteacher explained that we pay this bill shared 50% with the infant school and the money is journalled across.

##### Question from AP: Why is there a gas underspend?

The Headteacher replied that we pay our own gas bill but have not had the last bill yet.

**Question from AP: Why is repairs and maintenance £10k underspent?**

The Headteacher stated that we have just not needed many repairs.

**Question from ST: Have there been fewer trips as parental contributions are down?**

The Headteacher stated we do not have fewer trips but we have paid for some of next year's trips (PGL and Stubbington) and not had all of the money in.

**Question from ST: We discussed Simon Woods contributing to hire charges, is that money in the budget?**

The Headteacher confirmed that a very small amount is shown in the budget.

### **A confidential minute contains more details on this item.**

**Action A:** Find out what federation schools charge for hirings.

Andrew C

**Question from AP: In 2017/18 why are educational supplies down?**

The Business Manager replied that code 4035 is simply lower.

The Headteacher stated that under IT we bought ipads and lockers as one-off costs.

The Deputy Headteacher explained that Shirley Payne is now in charge of stationery and exercise book supplies which has cut down on our surplus supplies and meant staff are more careful with them.

#### Budget 2017/18

Total income: £1,578,768

Total expenditure: £1,655,792

Balance for the year: deficit of £77,024

Balance brought forward: £190,381

Ongoing balance: £113,357

Governors approved the 2017/18 budget.

*(Andrew Clark left the room at this point.)*

### **3) Declarations of Interest**

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

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

Minutes from 4 April 2017 were agreed and signed by the Chair.

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

All action points from 4 April complete except the following:

**Action B:** Discuss PP spending including staff and academic versus pastoral.

**Action C:** Review the curriculum after SATs.

**Action D:** Consult with federation schools to look at saving money.

**Action E:** Visit to validate the maths trial – book look.

**Action F:** Look into improving Y2 to Y3 transition.

**Action G:** Ask pupils and teachers about the behaviour policy.

AP/Robin  
JD/MD/PC  
Andrew C  
PC/MD  
BB  
TBC

ST has had no response from Phil Hand. Glenda Lane is now chasing him and has agreed to pay up to 50% of our costs; she could do the support work if necessary.

**Action H:** Chase Glenda Lane regarding Phil Hand's support work.

ST

**Action I:** Discuss coaching.

ST/BB

BB has discussed behaviour data with Arbor. Unfortunately they have not yet added KS1 data into our assessment module.

**Action J:** Meet alternative data provider about behaviour data and adding low/medium/high.

BB

**Action K:** Agree low/medium/high examples and add to behaviour forms.

BB

**Question from AP: Could the forms show whether behaviour is physical, emotional etc?**

The Deputy Headteacher confirmed that this does come into it when staff fill in the form; she will consider it further. If we had a suitable data system we could do this. Each behaviour is dealt with on its own merit – there is a benchmark for consequences but they are also based on knowing the child.

The Y4 poster system is being monitored but has not been implemented elsewhere at the moment. Staff spoke to nine Y4 pupils today: one had received more strikes, two had the same number and the rest had received fewer strikes. The Head thinks it has worked. If children receive 10 strikes or more they lose PE and work in silence with the Deputy Head. Teachers want the system to continue. Some children are also on bespoke behaviour charts. One Y4 child is a concern and may need escalation.

AGENDA  
6 June

*(Mike Dant entered the room at this point.)*

**Action L:** Monitor staff records to ensure all attend behaviour training.

PH

**Action M:** Give behaviour policy to temporary employees.

PH

**Action N:** Meet SLT about the levels of behaviour table and share it with children and governors.

BB

**Action O:** Ask children if they understand the levels of behaviour table.

TBC

**Action P:** Send a questionnaire to parents on safeguarding.

ST/NW

**Action Q:** Complete a health and safety walk with Andrew Clark.

MD

## **6) Pupil Premium and Staff Spending Proposal**

It was noted that our overall budget for 2017/18 is tight at £1.578 million; we want to spend £77k more than this.

Governors discussed what percentage of PP should be spent on academic issues versus pastoral. There is still a big gap in attainment and governors agreed that the majority should be spent on academic issues. It might be prudent to buy resources to use over several years, in case there is a change of funding, rather than consumables.

## **7) Reports From Governor Visits**

MD heard children from 3LG read on Friday and was appalled at the wide range of reading abilities with some very low ability readers.

**Action R:** Write a report on his reading visit.

MD

The Chair visited on 26 April to discuss subjects including mid-year reviews which have been completed for all teachers. All year leaders and the senior team have received feedback from their teams and the Head has heard his feedback from SLT via the Chair.

**Action S:** Three governors to undertake the Head's mid-year review.

TBC

Next year 92 children will join us in three classes (two of 31 and one of 30); four small classes would not have been financially viable. The Head and Chair agreed that we will send pupil self-assessments for school reports out and anonymised versions will be given to governors.

Please email all reports from governor visits to the clerk on slee@fjsslive.net

### **8) Questions on the Headteacher's Report**

AP emailed her questions in advance and the Headteacher provided written answers.

#### **Question from AP: Why is there a difference in boys versus girls reaching Greater Depth?**

The Headteacher looked back at the differences at L3 (the closest equivalent to GD) in boys versus girls. In Y2, 22% of boys reached L3 in reading compared to 41.3% of girls. Girls did better in reading than we think will convert at the end of Y6 (11% drop to 30.4% achieving Greater Depth). In writing boys should do better in Y6 than at the end of KS1. In maths girls should convert exactly.

Conversion rates nationally from L3 at KS1 in 2012 to GD at the end of Y6 were low in 2016. We know from work with Lynn Ross that evidence for our children's achievement at the end of KS1 shows inconsistent opportunities for deeper learning. Work on writing shows signs of paying off.

We are proactive in reading/maths to improve achievement and Gehane Gordelier's report highlighted the ways we are diminishing the gaps.

Seven boys joined FJS during this key stage, with most low achievers. Many are disadvantaged and some have additional issues such as safeguarding or autism. A table shows their results in KS1, with no L3s achieved. A second table shows the same seven children at KS2; some should convert to Expected.

#### **Question from MD: In 3LG the girls were poor at reading but the boys were good. Does that class correlate with these children?**

The Headteacher stated that it does not. The current Y3 is a much higher performing year group than the current Y6. The group MD heard read came over to us as the number one performing cohort in the city according to the raw figures. The Deputy Head suggested MD could ask if pupils are GD or Expected on his next visit.

#### **Question from MD: How can we improve the reading of under-performing children?**

The Headteacher stated that Catherine and Rachael are both working on reading and we have invested in the library and new books. The Chair highlighted that we changed the homework to focus on reading.

Fairisle Infant governors have asked if we can join forces with them on some issues so the Chair could enquire about the Y3 cohort. We asked Lynn Ross to look at this 'number one' Y3 cohort in September to examine the evidence.

#### **Question from PC: Does moderation take place at Fairisle Infants?**

The Headteacher said that assessment is internal with moderation on a rolling cycle.

We have discussed Y3 teachers going in to help moderate at Fairisle Infants; BB will try to arrange this after SATs. Holly Cleveley works in the infants once a week.

**Action T:** Moderate with the infant school.

BB

#### **Question from AP: Why was Expected for girls lower in maths than for the other two subjects, but GD was the highest?**

The Headteacher stated that we have added 2.2% (one girl) from L2B+ in Y2 to those who should go out as Expected (84.8% to 87%). Those projected to achieve GD after getting L3s should be maintained at 37%. He believes we have done well. Nearly 40% are very good with some lower performing girls pulling the figures down. Girls in this cohort are more stable than boys and are hardworking.

Question from AP: Why is there a gap between disadvantaged and non-disadvantaged in maths?

The Headteacher noted that there had been a 19.4% difference at the end of KS1 at 2b+. The gap since they joined us has diminished to 12.2% at Expected+.

Question from AP: Why do the Head's report statistics differ from those in the PP strategy?

The Headteacher explained that the statistics in the PP strategy are for outcomes in 2016. Outcomes for this year should be better.

Question from ST: Four classes are below the school average attendance rate: why is that and what are the plans to address it?

The Headteacher replied that one Y4 children with an education and health care plan (EHCP) is now at special school but could not go until the LA changed their statement. In 3JW one child has a medical statement and has needed weeks out of school. Any child with under 90% attendance is flagged up to the Education Welfare Officer.

FJS had 96.59% attendance from February half-term to Easter, with persistently absent pupils at 7% (23 pupils).

Question from AP: Do you analyse absences by their reason?

The Headteacher confirmed that we do: for illness, medical, holidays etc. Last year in autumn 1 there were 79 holiday sessions, this year 168. In autumn 2 last year there were 65 holidays sessions, this year 75. In spring 1 last year there were 40 holidays, this year 42. Last year in spring 2 there were four holidays, this year 44. This is probably due to the Platt court case on term time holidays.

Question from MD: Are you pursuing parents who take children out for holidays?

The Headteacher noted that we ask the LA to issue a warning notice or a penalty notice (for two holidays on separate occasions). Penalty/warning notices issues this year: three in spring 2, three in spring 1, four in autumn 2, nine in autumn 1.

## 9) Safeguarding and CPOMS

A safeguarding report is on Google Drive covering 31 March to today, showing 45 incidents on CPOMS for 24 different children. CPOMS is very efficient and allows easy transfer of information to agencies such as social services.

Eleven children had home issues such as a child and young persons report from the police (CYP). There were seven categorised as children in need, four child protection, four contacts with social workers and two domestic violence.

Question from JD: What happens if staff put a child in the wrong category?

The Headteacher explained that he can change the category if needed and staff can assign more than one category.

## 10) Policies

### Marking and Feedback

This is now called the feedback policy and covers all kinds of feedback such as verbal, peer, marking etc. It is a two-way process to make work better. Feedback is a matter for professional teacher judgement. An agreed code is shown.

Governors approved the feedback policy.

### Right to Request Flexible Working

This is the LA policy. The Head will consider flexible working requests. The policy is due to be reviewed by the LA in June but there should be no major changes.

**Question from MD: Have there been any requests for flexible working?**

The Headteacher stated there has been one request from a staff member who was due to start in September 2016 but could not and then asked to work in a flexible way. He has not yet replied.

Governors approved the right to request flexible working policy.

Off-Site Activities

This policy is unchanged. Governors approved the off-site activities policy.

Debt Management Policy

This covers any money owed to the school from dinner money, trips, uniform etc from parents. In regards to dinner money collection we need to balance school funds versus the needs of the children. Under our service level agreement (SLA) city catering pick up the tab for unpaid dinners.

**Question from AP: Can there be court orders against parents? Is there a cost to this?**

The Headteacher explained that legal services at the LA will write to parents and this is detailed in the policy. Our admin staff can point to the policy when talking to parents. There is no extra cost as we pay for legal services via an SLA.

Governors approved the debt management policy.

**11) AOB**

**11.1** The Chair wrote a letter of reponse to the term dates consultation to object to proposed dates for 2018/19. Views were taken into account and dates have been changed, with term ending on a Friday before Christmas and starting on a Monday.

**11.2** Autumn term 2017 starts on Friday 1 September which will be an INSET day. Governors are invited to safeguarding training from 9.30am.

**11.3** AP will attend an LA school finance briefing on 4 May.

**11.4** Easter school was very successful and child feedback will be provided on 4 July.

**12) Confirmation of Action Points and Deadlines**

Action points were confirmed.

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

The next whole governing body meeting will be on Tuesday 6 June 2017 at 4.00pm.

*The meeting closed at 6.00pm.*

<b>ACTION POINTS FROM 2 May 2017</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Find out what federation schools charge for hirings.	Andrew C	6 June
<b>B</b>	Discuss PP spending including staff and academic versus pastoral.	AP/Robin H	4 July
<b>C</b>	Review the curriculum after SATs.	JD/MD/PC	12 June
<b>D</b>	Consult with federation schools to look at saving money.	Andrew C	Ongoing
<b>E</b>	Visit to validate the maths trial – book look.	PC/MD	6 June
<b>F</b>	Look into improving Y2 to Y3 transition.	BB	6 June
<b>G</b>	Ask pupils and teachers about the behaviour policy.	TBC	6 June
<b>H</b>	Chase Glenda Lane regarding Phil Hand's support work.	ST	6 June
<b>I</b>	Discuss coaching.	ST/BB	6 June
<b>J</b>	Meet alternative data provider about behaviour data and adding low/medium/high.	BB	6 June
<b>K</b>	Agree low/medium/high examples and add to behaviour forms.	BB	6 June
<b>L</b>	Monitor staff records to ensure all attend behaviour training.	PH	Ongoing
<b>M</b>	Give behaviour policy to temporary employees.	PH	Ongoing
<b>N</b>	Meet SLT about the levels of behaviour table and share it with children and governors.	TBC	Ongoing
<b>O</b>	Ask children if they understand the levels of behaviour table.	TBC	6 June
<b>P</b>	Send a questionnaire to parents on safeguarding.	ST/NW	6 June
<b>Q</b>	Complete a health and safety walk with Andrew Clark.	MD/Andrew C	6 June
<b>R</b>	Write a report on his reading visit.	MD	6 June
<b>S</b>	Three governors to undertake the Head's mid-year review.	TBC	6 June
<b>T</b>	Moderate with the infant school.	BB	6 June
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	Y4 behaviour posters		6 June
	Update on pupil premium	Robin Hayes	4 July
	Update on the Y4 no sets maths trial	BB	4 July
	Safeguarding (standing item, to include CPOMS reports once a term)	PH	6 June and ongoing