

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 4 July 2017, 4.00pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance: Sophie Lee (Clerk)
Robin Hayes (Assistant Headteacher)
Glenda Lane (LA Governance and Leadership Advisor)

1) Apologies

Nikki Webb.

2) Welcome and Introductions

New parent governor Justin Cook was welcomed.

3) Declarations of Interest

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

4) Cancellation of the Extension

Kevin Verdon has informed us that the long-planned extension has been cancelled. PH raised the points that we have been working towards this build for 18 months and it should have already started. There will also not be space for all the current Y1/YR pupils to come over to us from Fairisle Infants. However, nursery numbers have decreased markedly and we do not want a great deal of spare capacity.

Question from PC: What are the LA's projected numbers for five year's time?

The Headteacher stated that this is difficult to say. There are 102 in the current YR, 109 in Y1 and 93 in Y2. The issue is the cost of maintaining/running a building that is not at capacity.

Question from MD: Has there been a change since the build was originally planned?

The Headteacher explained that it was difficult to know, but the LA would look at the census and Mr Verdon quoted numbers from the January census. Taking 106 children may be difficult. The current Y2 is in four classes and parents may expect four classes here. The LA are investing the £1.3m elsewhere.

We have spent money due to the expected build, including funding the wireless network, roofing, server, entrance and telephone system and photocopiers. The LA had promised to fund 50% of these works and PH has stressed that the LA must now pay for 100% of these expenses as we were futureproofing for the new build.

Action A: Write to the LA to ensure they fund the extension-related projects and state the board's view on its cancellation.

ST

5) Budget

Due to the building cancellation governors were asked to approve an amended budget.

We were in line to receive an extra £27,600 to fund an additional teacher for the additional class; this teacher was appointed in January. We have retained that money for this year but if the teacher leaves we would absorb the cost.

Question from AP: Does that money show in 2018/19 and 2019/20 budgets?

The Headteacher replied that it does, but as part of the larger budget.

Although governors approved the budget previously, figures on the budget software had not been updated by the LA so some items were missing and numbers were only valid until February. The updated budget shows a surplus in 2017/18 with a deficit in 2018/19.

Approximately £18k will be refunded to us from the LA for the extension expenditure. The LA also promised CCTV so we will argue for this to be funded.

We had planned to put £30k of our underspend towards the new building. A revised plan cannot be submitted to the LA as that process has now closed, but the money needs spending. The playground needs work but it is too late to book contractors for the summer holidays. The kitchen also needs work.

Question from AP: Can we use that as justification if there is any slippage?

Andrew Clark replied that we cannot. The LA will take the money back by the end of the year if we do not have justification for spending it.

Question from AP: Could we pay a contractor in advance before 31 March?

Andrew Clark agreed that we could, or spend it on other projects such as converting the music room to a kitchen and decoration of Y4 classrooms which will be done by our site staff over the summer. As long as we spend it on capital projects that is fine.

The Lions Club and others donated money towards the building work; this money will not be refunded. Governors will be shown a new spending plan in the autumn.

Question from AP: What other changes are in the budget?

Andrew Clark explained that the main change is in staffing as the full year's costs are now shown; figures for staff costs are always two or three months behind on Agresso and the school budgeting system.

Question from AP: Can we ask the LA to update the budget faster?

The Headteacher confirmed that we have already asked with no change. Our payroll provider provide a portal which shows exactly how much is spent, but we cannot pull those figures into our budget system.

Question from AP: Could you put the figures into an Excel spreadsheet?

Andrew Clark stated that as a federation we are looking at different budgeting systems as ours does not show where we are today. The LA update the system periodically so it is never accurate. We want five years shown in the budget plus the previous two years.

Action B: Write to the LA treasurers and express concern about the slow updates of the budget.

Question from MD: Have there been any resignations?

The Headteacher reported that one teacher has resigned and been replaced. Y2 will be taught in three classes with an extra teacher to support teaching and learning.

Governors approved the revised budget.

6) Minutes of the Last Meeting

Minutes from 8 June 2017 were agreed and signed by the Chair.

7) Matters Arising – Including Action Points

AGENDA

AP

All action points from 8 June complete except the following:

Action C: Meet the SENCO regarding SEN.

Action D: Chase Andrew C about federation hire charges.

Action E: Review the curriculum after SATs.

Action F: Chase Andrew C about consulting federation schools to save money.

Action G: Arrange for ST to attend another coaching meeting.

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

Action I: Send a questionnaire to parents on safeguarding.

Action J: Write a report on his reading visits.

Action K: Moderate with the infant school.

(Robin Hayes entered the meeting at this point.)

8) SEND Policy/Information Report, Pupil Premium Strategy and Impact Report

Robin Hayes explained the draft pupil premium (PP) strategy, expenditure and impact report 2016/17. This must fit in with the school improvement plan (SIP) which is being written on 7 July, so this draft may alter.

A review of expenditure is shown plus its impact. Feedback was sought from 20 to 30 pupils about their experiences of items such as film club and additional support. Quotes from school improvement officers, the regional schools commissioner and HMIs are shown. In most areas feedback was positive. Some data is missing as we are awaiting key stage and end of year assessments.

Quotes are included from evaluations of teacher training and from coaches about their own impact. Some actions listed were not completed and are explained. Reports from Rosy McVittie and speech and language therapists are included.

Question from ST: Are the costs of each action listed in line with what was actually spent and budgeted?

Robin Hayes confirmed that they are. Provision map software will be vital for that from September.

Question from ST: Are there any areas where we have spent with no impact?

Robin Hayes replied that there are not. We need to buy more concrete apparatus for maths and the book corners are sparse and need improvement. Disadvantaged pupils are not reading enough challenging texts at home. We also need more breadth in reading, eg: through magazines.

Significant investments planned for next year are maths resources, reading books and staff time.

Question from AP: Do the investments include any TAs?

Robin Hayes confirmed that no additional staff were included as the budget was too tight for extra staff. One exceptional TA will work in Y5 next year.

AP recommended the Hampshire Inspection and Advisory Service (HIAS) and Hampshire Teaching and Leadership College (HTLC) services which will provide resources at cost and CPD. Speech and language therapists have been funded. We have employed a reading champion and paired reading is used.

A family project will start after school. Home study and revision support packs were bought for Y6 and very well-used. More able disadvantaged pupils need a higher profile.

Action L: Resend the PP strategy to governors once the data has been inputted.

NW/PC
ST
JD/MD/PC
ST
ST/BB
ST/MD/PC/JC
ST/NW
MD
BB

Robin H.

SEND Policy

This policy is unchanged and is on the Drive.

Governors approved the SEND policy with no amendments.

SEN Information Report

The information report has been updated. It is designed for parents to read and has been made more friendly with more information on mental health. It explains elements such as pupil passports, learning plans and the new homework approach. All relevant training is listed.

Action M: Send any feedback on the SEN information report to Robin Hayes.

All gobs

(Robin Hayes left the room at this point.)

9) Governance Support from Mandy Gard/Glenda Lane

Governors completed a maths learning walk with Mandy Gard whose report of the day was very positive. Glenda Lane met ST and PH on 24 May and governors have asked for further advice on conducting school visits and meetings.

Question from MD: Can we schedule two learning walks per term?

The Headteacher stated that governors should be included in the leadership cycle as much as possible. Learning walks are scheduled in the cycle every half-term with an open invitation to governors.

Action N: Add the leadership cycle to the Drive.

PH

Governors are invited to the SIP discussion on 7 July and the 24 July INSET day where the first session will also focus on the SIP. Our new governor plan will reflect the SIP and the new targets.

10) Headteacher's Report

Safeguarding

There were 81 incidents logged in CPOMs regarding 36 pupils from 7 to 30 June.

Attendance

Attendance is 96.34% which is very high compared to most city primaries.

Question from AP: Are one or two children in each class the problem?

The Headteacher reported that the main issue is holidays and the Platt court case. We have issued 15 penalty notices this term and the Platt case will be mentioned in the newsletter.

Admissions and Leavers

We have gained 23 new pupils since September; a table shows relevant issues for these children such as SEN, PP and those in danger of exclusion. More new children have come into Y4 than any other year group this year. Y4 will be split up next year and the classes mixed; a letter explaining this has been sent to parents.

Question from AP: What attempts have been made to include pupils in the normal running of Y4? What actions were taken if the split is likely to impact on results?

The Headteacher reported that incoming pupils become integral very quickly. We are using the strike charts as a strategy in Y4 which involves some of these children and a very experienced TA will work in Y5 next year.

Question from MD: Are these managed moves?

The Headteacher stated the table includes one In Year Fair Access pupil who had previously been electively home-educated; there was no reason not to take the child and the move was very successful. For other pupils we just had places available.

Question from ST: How will we know the split classes in Y4 has been successful?

The Headteacher replied that there should be fewer behaviour issues and better outcomes. We have moved friendships around and are keeping children who have positive friendships together.

Question from ST: Are you confident it will not have a negative effect on some pupils?

The Deputy Headteacher reported that they are not 100% confident but she only sees positives. Feedback from Y4 children has also been positive and they want the mixing done every year.

Question from AP: Are there extra assistants for EAL pupils and is there a budget impact and/or extra funds available?

The Headteacher explained that assistants are sometimes used but it depends on the language skills of the pupils. We receive no extra funds but it is not a major drain.

Question from MD: How many places do you have in Y4 and Y5 now?

The Headteacher responded that there are two places in Y4 and 23 in Y5. The other years have perhaps two spaces. Four children left FJS but then returned.

Question from AP: Can you disclose why they left?

The Headteacher replied that four pupils went to other local schools and came back as the grass was not greener, but most moved out of the area.

Children's Self-Assessments

Self-assessments from annual reports in Y3/4 and Y5/6 asked children to rate themselves as red/amber/green in various areas, with very positive results. JD reported that her pupils were very reflective and took the exercise seriously.

Action O: Look at the pupil self-assessments for the next questionnaire.

ST/NW

Pupil Progress

Y6 teacher assessments have been uploaded. Figures are given for all pupils and key groups such as disadvantaged and SEND. EAL figures may not be 100% accurate as not all parents declare their children as EAL.

SATs Results

SATS results for 2017 were distributed with 2016 results for comparison as requested by AP. In 2016 FJS achieved 44.8% combined; this year it was 81.8%. This outstrips both the Southampton result of 61.1% and the national result of 61%. Reading was 92%, grammar, punctuation and spelling (SPAG) 86.4%, writing 87.5% and maths 93.2%.

Question from AP: Were the teacher assessments and SATs results reasonably consistent?

The Headteacher confirmed that they were.

Question from MD: Was this year's cohort different to last year's?

The Headteacher confirmed that it was – this year's cohort came over at sig+ and had an extra year of the new national curriculum. There has been more teacher training and more coaching. Last year's results were a blip, not a trend. It is about different cohorts but that is not the full story.

The Chair noted that we have been watching this year group all the way through.

A KS2 test summary handout shows LA and FJS results. Governors noted that FJS is

lower in one reading area with 5.7% achieving a scaled score of 115-120 compared to 10% for the LA. Reading at greater depth at FJS is 36.4% but 24.3% in the LA.

MD believes we need more co-ordination in what children are reading in Y3 and more consistency. We will improve the book corners.

Governors suggested that the board does not necessarily want reams of figures as governors needs to focus on what we can learn from the data and what actions are required. A statement on the data may be sufficient.

Appraisals

We are at the end of the teacher appraisal cycle and pay recommendations will be made in September.

(AP left the meeting at this point.)

Debt Management Policy

Since this policy was implemented debt is down by nearly £2k. Governors approved reducing the trigger amount from £30 to £20.

Evaluation of SIP

Three milestones for governors have either been met or will be shortly (the LA review of governance is no longer required).

Under teaching and learning, triangulations have taken place with 38% of teaching rated Outstanding. The percentage rated Good/Outstanding has increased by 10%.

Behaviour

Incidents this term are shown split into low, medium or high level. Strike charts have had an effect. Most issues occur at lunch.

BB talked to Class Charts who can adapt their software to record low, medium or high level behaviours. Children are happy with the low/medium/high system. The system can also record positive aspects such as Headteacher's awards. We hope to buy this software but no final decision has been made.

BB and the learning leaders looked at the table of low/medium/high behaviours, cut it down and presented it to all classes, linked to Respect, Ready, Safe. It will be included at the end of our behaviour policy. It includes ideas from the pupils themselves.

Action P: Talk to children about the behaviour policy (email BB to arrange a time).
ST = Y3, JC = Y4, MD = Y5, PC = Y6. Questions to ask are on the Drive.

ST/JC
MD/PC

There was one equality incident involving a Y5 pupil out of school intimidating a member of the public while in uniform. Police were involved and we received a children and young persons report.

11) Feedback on Actions Following Peer Review

None.

12) Update on the Y4 No Sets Maths Trial

The trial is still running with no decisions made yet; staff will discuss it this week. The biggest concern is supported children; we might need a single SEN set and then two other mixed sets. Y3 have also been trialling no sets for three weeks.

13) Reports From Governor Visits

Maths Learning Walk (14 June)

NW, PC, MD and ST undertook a maths learning walk with Mandy Gard to review the use of concrete, pictorial and abstract methods in maths.

As a result governors asked about the consistency of feedback and maths learning walls. Displays will be updated in the corridors by the summer but it is harder in classrooms as maths competes with other subjects. Some lessons had too much on display. Staff will review the marking policy tomorrow and also talk about maths setting.

Action Q: Look at no sets maths.

ST/JC
MD/PC

14) AOB

14.1 Governors will provide lunch for staff on the 24 July INSET day.

Action R: Email governors about 24 July INSET day food.

ST

14.2 A Families and Schools Together (FAST) group is being set up to engage parents and we will receive funding for an eight-week programme. Four parents will be site co-ordinators alongside staff and the group will recruit families who need it. Families receive a weekly budget to cook and we offer childcare. They eat as families at FJS and then parents and staff chat and receive help.

14.3 The Y2 parents' meeting is tomorrow at 6pm.

14.4 A report on religious education at FJS is on the Drive explaining changes to the RE syllabus Living Difference. Too many religions were being covered so this has been addressed. The syllabus recommends teaching through a cycle of enquiry.

From September we want to use social, moral, spiritual and cultural (SMSC) books for RE and PSHE. RE will be taught as a one-day block every half-term. Next year in Y3/4 we will teach Christianity and Hinduism and in Y5/6 Christianity and Islam. Our federation RE specialist is positive about the proposed changes.

A governor raised the issue of tying RE into festival and visits. Festivals are covered at FJS and children visit places of worship.

Question from MD: Do people from the religions also come to FJS?

The Headteacher confirmed that they do.

Governors approved the revised Living Difference syllabus.

14.5 Governors were shown a video which showcases FJS.

14.6 Governors are encouraged to attend safeguarding training all morning on 1 September.

14.7 Please email reports of governor visits to slee@fjsslive.net

15) Time and Date of Next Meeting

Whole governing body meetings will be every four weeks on Tuesdays at 4pm:

Autumn term: 12 September, 10 October 2017, 7 November 2017, 5 December

Spring term: 9 January 2018, 6 February 2018, 6 March 2018

Summer term: 17 April 2018, 15 May 2018, 12 June 2018, 10 July 2018

The meeting closed at 6.10pm.

ACTION POINTS FROM 4 JULY 2017			
	Action to be completed	By whom	By when
A	Write to the LA to ensure they fund the extension-related projects and state the board's view on its cancellation.	ST	12 Sept
B	Write to the LA/county treasurers and express concern about the slow updates of the budget.	AP	12 Sept
C	Meet the SENCO regarding SEN.	NW/PC	12 Sept
D	Chase Andrew C about federation hire charges.	ST	12 Sept
E	Review the curriculum.	JD/MD/PC	5 July
F	Chase Andrew C about consulting federation schools to save money.	ST	12 Sept
G	Arrange for ST to attend another coaching meeting.	ST/BB	12 Sept
H	Ask children if they understand the levels of behaviour table.	ST/MD/PC/JC	10-15 July
I	Send a questionnaire to parents on safeguarding.	ST/NW	12 Sept
J	Write a report on his reading visits.	MD	12 Sept
K	Moderate with the infant school.	BB	12 Sept
L	Resend the PP strategy to governors once the data has been inputted.	Robin H	12 Sept
M	Send any feedback on the SEN information report to Robin Hayes.	All gavs	12 Sept
N	Add the leadership cycle to the Drive.	PH	12 Sept
O	Look at the pupil self-assessments for the next questionnaire.	ST/NW	12 Sept
P	Talk to children about the behaviour policy (email BB to arrange a time). Questions to ask are on the Drive.	ST = Y3 JC = Y4 MD = Y5 PC = Y6	10-15 July
Q	Look at no sets maths	ST/JC/MD/ PC	10-15 July
R	Email governors about 24 July INSET day food.	ST	ASAP
Agenda Items for Future Meetings			Date
	New spending plan for the surplus		Autumn
	Safeguarding (standing item, to include CPOMS reports once a term)	PH	Ongoing