

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 12 September 2017, 4.00pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Nikki Webb
4. Jess Planter-Dixon
5. Justin Cook

Associate members present:

Bev Bessey

In attendance: Sophie Lee (Clerk)

1) Apologies

Phil Chapman, Mike Dant, Alison Powell.

2) Declarations of Interest

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

3) Minutes of the Last Meeting

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

4) Matters Arising – Including Action Points

All action points from 4 July complete except those listed below. ST did not write to the LA as they have already agreed to fund the extension-related projects. Moderation at the infants did not occur as they were moderated by the city.

Action A: Ask AP to forward her letter about slow budget updates to city finance.

Action B: Meet the SENCO regarding SEN.

Action C: Chase Andrew C again about federation hire charges.

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

Action E: Send a questionnaire to parents on safeguarding.

Action F: Look at no sets maths. ST/JC/MD/PC

The new spending plan for the surplus will be considered on 10 October, including improvements to the playground.

5) Terms of Reference for WGB

The WGB terms of reference were approved with no amendments.

6) Appointment of Appeals Committees/HT Performance Review Committee

HT performance review committee = ST, NW, AP, PC.

The appeals and disciplinary committees will consist of any three governors who are not school employees.

7) Governor Responsibilities

Budgets/finance, pupil/sport premium = AP

Curriculum = JPD and MD

Health and safety = MD and PC

Standards and progress = ST and JC

SEND/inclusion/safeguarding/gifted and talented/attendance = NW and PC

Safer recruitment = ST, NW, BB

Governors will be linked to the following subjects:

Clerk/AP
NW/PC
ST
ST/BB
ST/NW
ST/JC/MD/
PC
AGENDA

English (including spelling) = ST
Maths = PC
Computing/e-safety = JC
SMSC = NW
Science = MD

Governors will meet once per half-term with subject leaders and the English, maths and SMSC leaders will be invited to governor meetings once a year. The English leader will attend on 10 October.

AGENDA

Action G: Produce a template of questions governors can ask during subject visits.

BB

8) Reports From Governor Visits

Action H: Email an invite to the upcoming behaviour walk.

BB

The clerk was asked not to provide printed visit reports in future as they are all online.

9 June, Improvement in Outcomes: Reading

MD read with nine Y3 pupils.

30 June, Reading Y3 Outcomes

MD read with nine Y3 pupils.

5 July, Curriculum

JPD and PC reviewed the implementation and impact of curriculum provision.

Question from JPD/PC: How can governors support the monitoring process for subject leaders?

This is now covered in the SIP.

Question from JPD/PC: How are foundation subjects assessed?

This has been addressed. Six children have been picked to assess against each of the learning objectives for foundation subjects.

This was a positive visit and the curriculum is probably the best it has been since the new National Curriculum began. Clear progress is evident.

5 July, Strategic Planning/Transition

MD attended a senior leaders' strategic planning meeting. He requested that a written summary be presented to governors, but it was noted that the board does not need minutes from SLT meetings as this falls under day to day operations. SLT meetings are open to governors to attend.

MD also attended the Y3 transition parents' briefing.

7 July, Behaviour Policy Y5

MD talked to Y5 pupils about the new behaviour policy. Pupils had an excellent understanding of the policy and thought it was working better than the previous one. The questionnaire needs some work to make it more relevant.

12 July, Behaviour Policy Y6/British Values: Democracy

PC talked to Y6 pupils about the new policy. He also attended the election speeches for head boy and girl.

20 July, Behaviour Policy Y3

ST spoke to Y3 pupils about the new policy and found they all understood it.

Question from ST: How do we keep the rules alive and up to date?

The Deputy Head replied that they would keep talking about it and keep it high profile. If a pupil needs an incident form staff ask them if it relates to Respect, Ready or Safe. The Head stated that the rules are up in every classroom and on the hall wall.

Question from ST: How can we ensure consistency and fairness among teachers?

The Deputy Head reported that Y5 are still on strike charts but they do need to keep using these. She met two Y5 parents who said behaviour has improved since the class split and strikes began. An NQT in Y3 is using strikes but she probably needs to at the moment. We do need more consistency but staff are using and following the policy.

Question from ST: How will we know it has worked?

The Headteacher replied that there will be fewer forms filled in, more external people seeing good behaviour and evidence from behaviour walks and pupil feedback questionnaires including the Y3 settling in survey. Our Y3 children are getting used to new expectations of their behaviour.

July, Behaviour Policy Y4

JC asked Y4 children about the new policy. He heard really positive feedback and children liked the strikes system. He spoke to four of the more challenging children who stated they had not been told about the policy. All pupils said they had not been well-behaved as a year group but the strikes and policy are working.

We have had positive feedback from parents since the start of term about the class split in the current Y5. JC reported that Y3 parents had not known about the splitting of classes and it had come as a shock; he asked that Y2 parents be notified earlier (parents were told at the Y2 parents' meeting in July).

Class splits in other years are being considered. Keeping children in one static class all through the school does not help their transition to secondary. It also makes the parental school choice harder as a child may want to stay with their class.

Question from ST: Should rewards be matched to the behaviour policy?

The Deputy Head noted that we could tie rewards into Respect/Ready/Safe. Shirley Payne is monitoring awards to see how many go to disadvantaged/non-disadvantaged pupils and how many are given by each teacher.

Rewards are inconsistent at the moment. It would be difficult to have a blanket rewards policy but there should be some guidance. We will embed the behaviour policy first and then look at the rewards system.

1 September, Safeguarding INSET Day

MD attended.

9) Policy Review

Organisational Change

This is a new model policy from the LA about staff restructures and reorganisations. The policy was approved.

Acceptable ICT Use

This policy is now the Acceptable Technology Use policy but no other changes have been made; it was approved.

E-Safety

Some terminology has been updated. The policy was approved.

Physical Intervention

PH, BB, Robin Hayes and Holly Cleveley have all now taken Teamteach training. Wording has been changed to show that the incident form is online. The policy was approved.

10) Safeguarding

CPOMS figures for 4 July to 11 September show 95 incidents involving 52 pupils.

Question from ST: How do we know where we should be? Is this an excessive amount?

The Headteacher stated the right amount of incidents are being logged. It is more than some schools. Governors could ask about the number of referrals and are children safe here and how does the board ensure the school is keeping children safe. We act on anything that comes to us and meet fortnightly as safeguarding leads to share information. It is about proper, timely, non-kneejerk reactions.

The Deputy Head stated governors could ask how many times staff have had to contact social services to chase a case and what was the outcome.

The Chair asked for a summary of further details such as escalations made and outcomes of safeguarding meetings to be provided in governor reports.

Action I: Provide summaries from safeguarding meetings.

PH

11) SEF/School Improvement Plan

The self-evaluation form and school improvement plan have been read by Mandy Gard and Gerida Montague, with both giving feedback which will be acted on. The SIP will determine the focus of governor visits.

Action J: Email the revised SEF and SIP.

PH

Action K: Plan governor visits in reference to the SIP.

ST

Mandy Gard will visit on 10 October and meet as many governors as possible. She will review governance, data, the SIP, website compliance and complete a learning walk. Glenda Lane will attend the 10 October governor meeting.

Action L: Email the agenda for 10 October meeting with Mandy Gard.

PH

12) Behaviour Report for the Year

A behaviour report was shown. Appendix 1 details equality forms completed, with a concern regarding white, non-pupil premium boys and use of the word "gay" in a derogatory manner. Lessons on sexual orientation and extra assemblies are being arranged.

It has been decided not to buy the behaviour data management software. Parents have been involved in cases of poor behaviour.

Behaviour incident forms have been altered with an onus on teachers to fill in the forms and grade behaviour. This helps with consistency as we can see who the forms are coming from.

Appendix 6a shows what is being shared with parents. Appendix 7 shows analysis of the new behaviour form. The low/medium/high grading was not that successful last term as teachers were not grading behaviour so the revised form is being used.

Governors will hear feedback in January on the impact of the revised behaviour form.

AGENDA

Question from ST: Do you track the data to pupils?

The Deputy Head confirmed that yes, she could pull out records for an individual child.

Question from ST: Are the derogatory comments deliberate or not meant in that way?

The Deputy Head stated that pupils do mean their comments and they have heard similar putdowns elsewhere, eg: on social media. The "gay" comment has been heard once this term with the parent informed, with three behaviour forms completed in total.

Question from NW: When you spoke to the parent what was their response?

The Deputy Head reported that the parent was upset and talked about ADHD, saying their child would not have meant it. An apology was received. She is meeting the parents of all children listed in the report and going through the behaviour policy and explaining zero tolerance. Parents have been glad they were called in.

As a final step before exclusion, children can now be sent to another federation school for a few days; this does not show in attendance data. All parents have had a copy of the behaviour policy.

Action M: Add the low/medium/high table to the end of the behaviour policy.

BB

13) Pupil Progress from Last Year's Results

Governors had previously asked for fewer raw numbers and more analysis, so a progress report was distributed showing KS2 assessment data in three tables.

Table one shows results in Expected/Higher in reading, writing, maths, grammar, punctuation and spelling (GPAS) and combined for early national 2017 figures versus FJS. FJS is way above national in all areas except GPAS Higher, where the spelling test was the main issue.

A progress table shows FJS versus national 2016 figures. Our boys did better than girls in R/W/M. All pupils made significantly better progress than the national norm in reading and maths. Boys made significantly better progress in reading and maths. Girls still made better progress than the national in maths. Disadvantaged pupils did better than non-disadvantaged.

SEN pupils made very good progress in reading and maths and better than national progress in writing. White British children also do well at FJS.

Question from ST: Why are writing results not as good as maths and reading?

The Headteacher explained that writing is teacher assessed and for 2016 and 2017 it was a secure fit rather than best fit: pupils need to meet every single target area to reach the Expected standard. He would not compare our writing figures to reading or maths for this reason.

Table three shows progress figures compared to the city, showing our disadvantaged children do very well despite doing poorly across the city. All pupils show very good progress.

These figures show our children are very well-prepared for secondary school. FJS is sixth highest in the city for combined achievement at Expected. We are second highest in the city for Expected in maths, ninth highest for Expected in writing and fifth highest for Expected in reading.

Question from ST: Based on this, is there work needed with girls?

The Headteacher replied that we need to ensure girls are making the best progress they can. The Deputy Head said it depends on the cohort. Girls felt less confident in maths.

14) Benchmarking Report Card

This card shows what FJS spends relative to similar schools. Our pupil to teacher ratio is

similar to other schools. Possible areas of saving listed include education consultancy (we buy in music and PE staff). ICT learning is shown at 2% due to significant investment in ipads and lockers.

Question from ST: What should this report be used for?

The Headteacher suggested governors can ask whether we are using resources as effectively as possible and can staff explain why some figures are higher.

15) Y6 Leavers' Survey

Results of the leavers' survey show 39% felt they had been bullied; this was a yes/no answer that probably included minor insults. A low number (3.39 with an optimum mark of 5) felt that visits and visitors have helped with learning.

Pupils said they had limited chances to sing/dance/act (2.98/5) although they are given various chances to perform. A total of 95.4% had eaten a school lunch.

When asked 'How much has your secondary school helped you move to Y7' the score was low at 3.2/5. Seven pupils joined the year group over the past two years and were asked extra questions: they all felt they had been more successful here and were glad they came.

16) AOB

16.1 Glenda Lane has asked FJS governors to support another school with changes to their governing body.

16.2 The information commissioner certificate of registration was shown, active until October 2018.

16.3 The unofficial account has been audited by Tony Clews. He found that records show a fair and accurate account from April 2016 to 31 March 2017. He has written to the board to confirm he has audited the financial statements. There is £19,797.35 in the account, a portion of which will be spent on the playground.

16.4 Governors agreed that the Christmas lunch should again be provided for free.

16.5 Currently PH is the only governor with safer recruitment training. At least one member of every interview panel must have this training.

Action N: Complete safer recruitment training.

16.6 A trial street closure in association with Sustrans will occur on 22 September 1-5pm to raise awareness that you do not have to drive to school. Sustrans will write to residents to let them know.

17) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 10 October 2017 at 4pm.

18) Performance Management 2016/17

This confidential item is covered in a separate minute.

The meeting closed at 6.10pm.

ST/NW

ACTION POINTS FROM 12 SEPTEMBER 2017			
	Action to be completed	By whom	By when
A	Ask AP to forward her letter about slow budget updates to city finance.	Clerk/AP	10 Oct
B	Meet the SENCO regarding SEN.	NW/PC	10 Oct
C	Chase Andrew C again about federation hire charges.	ST	10 Oct
D	Arrange for ST to attend another coaching meeting.	ST/BB	10 Oct
E	Send a questionnaire to parents on safeguarding.	ST/NW	10 Oct
F	Look at no sets maths.	ST/JC/MD/ PC	10 Oct
G	Produce a template of questions governors can ask during subject visits.	BB	10 Oct
H	Email an invite to the upcoming behaviour walk.	BB	10 Oct
I	Provide summaries from safeguarding meetings.	PH	10 Oct
J	Email the revised SEF and SIP.	PH	10 Oct
K	Plan governor visits in reference to the SIP.	ST	10 Oct
L	Email the agenda for 10 October meeting with Mandy Gard.	PH	10 Oct
M	Add the low/medium/high table to the end of the behaviour policy.	BB	10 Oct
N	Complete safer recruitment training.	ST/NW	10 Oct
O	Email the total cost of teacher salaries for the last two years to governors present.	PH	10 Oct
Agenda Items for Future Meetings			Date
	New spending plan for the surplus		10 Oct
	English leader to address governors		10 Oct
	Feedback on impact of revised behaviour form	BB	Jan 2018
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing