

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 9 February 2021, 3.30pm

Governors present:

1. Nikki Webb (Vice-Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Katherine Minns
5. Phil Chapman
6. Lloyd Viney
7. Mike Dant

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

This meeting was held entirely online.

1) Apologies

Steph Thurston (Chair), Brent Schwarz.

2) Declarations of Interest

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

3) Minutes of the Last Meeting

Minutes from 12 January were agreed and will be signed by the Chair at the next meeting held in person.

4) Matters Arising, Including Action Points

All actions from 12 January are complete except those listed below.

No staff meetings have been held with performance management taking place over the last two weeks. Year group meetings are being held this week. We hope to get back into the leadership cycle from 8 March if schools re-open fully.

Governors can visit Zoom music lessons most days as well as Zoom PE held every morning and Monday to Thursday afternoons. The Head will send invites to celebration assemblies on Friday afternoons. Assemblies are also recorded with links on our Twitter feed.

(PC joined the meeting.)

KM (science) could look at lessons online to see planning and whether lessons are progressive. All governors can do this for their linked subject. Click on www.fjslive.net, "Remote learning", then a year group, then a week. A timetable includes a class catch-up at 9.15am where teachers set out the work and their expectations.

Please contact at least one of your linked subject leaders by 9 March. Email PH/BB for help and Zoom links if needed. Maria Hughes is dealing with a problem with the NGA training payment which caused a delay.

Action A: Invite governors to the subject leader Zoom staff meetings.

Action B: Attend assemblies to talk about the role of governors and give termly updates on governance.

Action C: Write a health and safety report once a term.

Action D: Invite governors to Zoom elements of leadership cycle.

Action E: Arrange one Zoom meeting with your linked subject leader before next

BB

All gov's

BS

BB

All gov's

meeting.

Action F: Chase NGA online training. Clerk to email details to governors.

Maria
Hughes

5) Service Level Agreements (SLAs)

The Headteacher explained the SLAs he proposes to buy. Many of the SLAs are charged per pupil and we have 383 pupils.

The route network map costs £150 and is useful as it shows where children come from. Last year we bought silver legal services but needed advice on a data protection issue so paid £205 to upgrade to Gold; this year we should buy Gold.

The SLT have discussed the value for money of the library service but it has many advantages and allows us to do many things so we should buy it.

Question from AP: Does it give access to digital books as the city offers kindle books?

The Headteacher said he does not think the service have been as technically minded in the past as larger authorities, but they may offer that during the year.

For education psychology we have the statutory time and a termly review with a linked EP. We do not pay for any speech and language assistants but would buy this if needed.

We pay for EVOLVE (off-site activities) and for a courier twice a week. Cultural services is a new SLA and it is proposed we try the £900 gold version which gives access to city cultural resources with some online, plus for example guides to walking the walls.

We pay for all financial systems and support, insurance services and enhanced term servicing. The total cost for the proposed SLAs is £28,580. The Headteacher has discussed the SLAs with AP. Governors approved the proposed SLA spending.

6) Reports From and Questions to Follow Up From Governor Visits

On 11 January AP and KM spoke to Holly Cleveley about the curriculum, plus design and technology (DT) and how the curriculum has been changed due to covid.

In regards to DT cooking lessons would usually take place for Y3/Y6 this term so staff are looking into online lessons where parents can join in. Lesson plans are in place to deliver the same learning in class or remotely, although it is not possible to meet all objectives. We are using Oak Academy plus bespoke lessons. It would be good to see other years' lessons on the website.

Teachers are monitoring work done at home and ask for an emailed photo or to see work on Google Docs. Y3 had a lesson on Google Docs last week which will be taught to all year groups. Some children had only used tablets before so were not familiar with keyboards so more computer skills lessons will be introduced.

Hands-on DT teaching opportunities have been lost so teachers hope to catch up later in the year. They have created more options so children can make different outcomes which gives children more ownership and pupils can learn from mistakes. They can do background research, design items and learn how to improve them next time.

Some staff are not confident in delivering DT sessions and need CPD. A portfolio of DT outcomes shows what children could create but they can alter this to make their own options.

Staff link DT to possible future careers. Activity days to places like the Apple Store on DT in the wider world are used, with one planned last year but cancelled due to covid.

Oakwood Primary have a good DT curriculum and we will work with them after covid. Missed DT units need to be identified and filled. We will get in touch with Oakwood once there is more permanency about the pandemic situation.

Questions Arising From the Visit

Question from KM/AP: Do you follow up non-attendance online?

Holly Cleveley addressed this at the 12 January meeting. The Headteacher stated there is a well-drilled system now with the same attendance records in Zoom as in school. Teachers place follow-up calls and if there is no reply staff send emails and then a letter (some recorded delivery). Hampshire police and education welfare do door knocks for non-engaging families and we gave them details of about four families.

Question from KM/AP: How can we address pupil use of keyboards?

LV noted pupils are spending more time on computers and gaining better skills. Y3 did typing activities for most of a week using BBC Bitesize dance mat to build towards the Google Docs lesson. He will work with year leaders and they could incorporate these lessons into their planning. There has been an improvement because of children's exposure to computing.

Question from KM/AP: What happens with practical lessons on the return to school, is that a scheduling problem to fit them into the timetable?

The Headteacher said no as resources are all in place and scheduling is not an issue. The Deputy Head stated that when children come back staff will carry on with the curriculum in a similar way to what they are doing now and gradually put other parts back in. Staff have adapted well to doing practical lessons differently.

Question from KM/AP: Could staff have remote CPD on DT?

The Deputy Head noted that Oakwood school will be CPD for our other DT lead (not Holly) as they have a very experienced leader. We look out for effective courses on DT. The Headteacher explained that DT and PE have been left behind by CPD providers.

Question from KM/AP: How can you identify gaps in DT learning?

The Headteacher stated that since the pandemic they have had more SLT meetings with in-depth discussions about the curriculum and different subjects.

The Deputy Head said we know through trial and error where we need to go for support.

Governors were asked to please arrange virtual visits shortly; the visit report can be brief. The new OFSTED focus is on curriculum and governors need to ask questions.

7) Safeguarding

Domestic violence and pastoral issues take up a fair bit of time. Nine children are on child protection and there is an increase in children in need plans.

DSLs took annual refresher training last week led by education welfare, tailored for keeping children safe in the pandemic. The voucher scheme has reopened with two lots ordered so parents have had four weeks' worth of vouchers. Next week they will get winter support scheme vouchers, ordered from Edenred.

FJS has gained the Safe Remote Education accreditation from National Online Safety, probably the first school in the city to do so, which involved six online courses plus exams. Governors congratulated the school.

An anonymous staff questionnaire has been sent to all staff about remote learning, with another questionnaire sent to pupils on lockdown learning.

Virtual headteacher's awards, postcards home and golden tickets are now embedded

with 12 headteacher's awards sent since yesterday. We give golden tickets four days per week, one in each year group.

Celebration assemblies are on Fridays at 2pm. We had about 100 entries for the extreme reading challenge with 20 prize winners. NQTs are still receiving external training. A card reader that lets us take card payments has arrived.

Question from PC: Can we take online payments?

The Headteacher said yes, we have always been able to through Tucasi but we were not previously able to take cards.

Question from AP: What is the cost per transaction?

The Headteacher explained it is a very small percentage, between 0.03% and 0.05%. The LA used to pay online payment bank charges but we are not sure if they will pay charges for the card reader; he will report back. We will not add on charges and hope the LA will add the charges to their online bill.

Question from PC: If you take into account the work involved and cost of banking cash it is likely to be cheaper?

The Headteacher agreed.

We received 88 laptops from the DfE which have all been given to children. Yesterday another 40 were delivered and two chromebooks have been donated to us, giving 130 laptops in total.

We had bought several wireless dongles and because we are involved with O2/EE we have O2 and EE sims to give out, plus 50 codes so parents can increase their wireless connectivity. The code allows part of an internet connection to be made public-facing.

Question from AP: Do we need more laptops? Do DfE give to most in need?

The Headteacher noted the DfE allocate laptops every time they buy a big amount. We were allocated 40 last Friday which arrived yesterday and will go to children from tomorrow.

8) DfE Benchmarking Report Card 2019/20

The DfE benchmarking report card is on Google Drive. We have also received Arbor's report which AP will discuss with Maria Hughes.

The DfE card shows our teaching staff budget is slightly higher than similar schools, with admin staff spending in the same ballpark. Our revenue reserves are much higher than similar schools and the Headteacher has obtained quotes he will discuss with governors.

Our pupil-teacher ratio is similar to other schools. We spend more on ICT learning resources but our catering costs are average. We spend 9.6% on support staff whereas Valentine Primary spend 27.4%, although they spend slightly less than us on teaching staff.

Question from AP: Are Valentine's results better than ours?

The Headteacher stated they are not.

We employ more experienced staff in teaching as opposed to support staff; where we can we employ teachers. We have a very effective, qualified and supportive support staff team and we value them, but the Head believes it is not right to spend less on teachers and three times as much on support staff.

LV noted we have really well-targeted support staff in for example English and maths.

A 1:1 classroom assistant can be a crutch which may not be great for independent learning.

It is possible that some support staff in other schools may function as behaviour management for tricky children. We do not have that due to our ethos, behaviour policy and training and we expect success. Our policy works and we have expectations of all children. It is more exciting for them to be in classrooms than anywhere else due to relationships with staff and the quality of teaching and learning.

LV noted that having a support staff member can indicate a child is different and can create behaviours. Without that expectations are exactly the same and they are treated exactly the same by the teacher

One child at FJS had some teething problems but then was well-behaved. He had a 1:1 in infant school with poor behaviour. His behaviour changed as he understood expectations. He knows what the boundaries are and his attitude to learning has completely changed.

9) Policies

The grievance policy for staff is unchanged.

Question from AP: Is this the standard policy for all Southampton schools?

The Headteacher confirmed it is, agreed with the LA, professional associations and unions.

Governors approved the grievance policy.

10) Tucasi Data Incident

On 29 January Tucasi emailed us to say there had been a data breach on their third party text messaging service on 8 January. They said there had been unauthorised access from 1 December to 8 January with the user downloading SMS messages.

The Headteacher spoke to Maria Hughes that weekend and emailed Chris Thornton, GDPR expert at legal services. He also contacted Tucasi and the ICO. Tucasi had already reported the incident to the ICO so the ICO said FJS did not need to report it as well.

The Head used the self-assessment on the ICO website and Chris Thornton provided wording which was sent to parents. We conducted our own investigation and there is no further formal action needed. We have had no feedback from the ICO or parents. Many Southampton schools received the same notification from Tucasi.

Question from NW: Why did the incident take so long to come out?

The Headteacher explained that Tucasi passed details to the ICO and were investigating but they did not wish to let schools know potentially unnecessarily.

Question from AP: Have the sub-contractors now closed the loop?

The Headteacher said yes, straight away. Only the text messaging service was affected, not the Scopay online payment system.

The Head also spoke to Techs4Education and the LA contracts division in case we need to recover costs from Tucasi or the third party. The ICO consider the risk minimal and state we have done everything we need to do to minimise risk.

(MD left the meeting.)

11) AOB

11.1 This item is covered in a confidential minute.

11.2 Question from NW: Do we offer school places to families where only one parent is a key worker?

The Deputy Head reported they have had lots of problems with this with many conversations held. We do offer individual calls and Zooms to children at home. The Head stated there are many more children in school than during the last lockdown. The government guidance says children "with at least one parent" who is a critical worker can attend but parents should keep children at home if they can.

If children have to stay at home it is the child who may suffer if there is a lack of parental support. Some pupils may show poor behaviour at home so parents want to send them to school.

The government have set a one size fits all plan of four hours work per day and some children cannot do that. We have tried not to stick to that. The Deputy Head does tell parents to pause home learning if necessary.

If there is conflict a child will not learning anything so you might as well have a break. Parents understand when not to push and feel less obligation. They have realised they need to listen to the child and do what is right at that time.

In every celebration assembly we say do not fret about home learning, try your best and expect success.

11.3 NW will donate an old laptop; we can turn any laptop into a chromebook for £18.50.

11.4 Results from the staff and pupil questionnaires will be heard on 9 March. Governors joined the Head in thanking all members of the school community for stepping up to the plate during remote learning.

11.5 A quote of £12,600 has been obtained to put new ceilings and lighting in three classes, including being able to switch the front row separately. (Quotes of over £10k need governor approval.) There is a good chance work can be done before the full re-opening which is hopefully on 8 March.

Question from AP: Are the classrooms empty now?

The Headteacher explained that one is in use but we could easily move the children.

Question from PC: Are they LED panels which give better lighting?

The Headteacher said yes, square LED panels.

Question from AP: Will they save energy costs?

The Headteacher said yes.

Governors agreed to the £12,600 spending.

11.6 Question from PC: Is there any indication that once over-70s are vaccinated school staff will receive vaccines?

The Headteacher noted there is talk of that but the issue would be who does not get vaccinated so school staff could take precedence. A covid schools map app is available.

12) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 9 March at 3.30pm.

The meeting closed at 5.10pm.

AGENDA

	ACTION POINTS FROM 9 FEBRUARY 2021		
	Action to be completed	By whom	By when
A	Invite governors to the subject leader Zoom staff meetings.	BB	TBC
B	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govs	TBC
C	Write a health and safety report once a term.	BS	End spring term
D	Invite governors to Zoom elements of leadership cycle.	BB	Ongoing
E	Arrange one Zoom meeting with your linked subject leader before next meeting.	All govs	9 March 2021
F	Chase NGA online training. Clerk to email details to governors.	Maria Hughes	9 March 2021
	Questions to follow up from governor visits	By whom	By when
	Agenda Items for Future Meetings		Date
	Staff and pupil questionnaire results	PH	9 March 2021
	Performance against SIP targets	All govs	Ongoing
	Agree newsletter updates on the budget, decisions made and governor roles	All govs	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing