

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 6 March 2018, 4.00pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Mike Dant
4. Phil Chapman
5. Nikki Webb
6. Allison Powell

Associate members present:

Bev Bessey

In attendance:

Kay Howard and Abi Saunders (Computing Leaders)  
Paul Atkins (Interim Capital Projects Manager)  
Sophie Lee (Clerk)

#### 1) Apologies

Jess Planter-Dixon. Parent governor Justin Cook has resigned.

#### 2) Presentation by the Computing Leaders

Kay Howard and Abi Saunders explained that over the past year they have ensured computing is taught in every year group. They have addressed the fact that the curriculum was not covered effectively with insufficient coding. They ensure skills progression across the school and use non-negotiables. In Y3/4 they focus on parents' roles but in Y5/6 the focus is on the child's own responsibilities.

##### Question from ST: What level do you aim for when pupils leave in Y6?

Abi Saunders said children should understand how to keep safe on social media and general technology, eg: viruses. They should be confident in coding for the Scratch package, the use of variables and problem solving in coding.

##### Question from ST: What about basic computing?

Kay Howard said that Y3 pupils learn about Word, sound and images. In Y4 they cover spreadsheets with more advanced spreadsheets in Y5.

Abi Saunders said in Y5 they are also taught about Google Drive. Google classroom is not used at the moment but could be in future.

BB noted pupils should decide by Y6 what kind of software fits the activity best.

##### Question from AP: Would Google Classroom or associated training have a cost?

Abi Saunders explained that Google Drive and Classroom are free but there would be a training cost. In Classroom the teacher can type a question for the child to give immediate feedback.

The Headteacher noted that they want teachers to use Google Filestream as a shared cloud drive so one copy can be worked on by multiple people.

*(Nikki Webb entered the meeting.)*

The computing leaders have ensured that differentiation occurs for each group of pupils. There are success criteria with steps to success. There are skills for a whole area and different tasks within that step to get the breadth of coverage. An able child may reach a high step very quickly so they ensure breadth of skills.

##### Question from ST: Do you have the facility to get a child higher without waiting for others to catch up?

Kay Howard said they use resources such as online catch-up cards for coding. Variables are also trickier. Each unit is differentiated two or three ways with exit passes in books.

##### Question from ST: Can one lesson fit all abilities?

Abi Saunders confirmed it can. Children may have more tech experience than staff but

may not have the emotional side to deal with the technology. There are also key skills that need more rehearsal, eg: KS1 pupils should be confident at typing but may only have touchscreens at home. Therefore they cover some KS1 objectives, eg: use of a touch-typing program as a starter.

**Question from AP: How do you make sure PP children keep up?**

Abi Saunders replied that they track PP children in assessment folders and have asked Holly Cleveley for feedback on gaps. The last time they did this PP children were on par with non-PP, with a slight discrepancy in higher attainers which they have worked on. They treat PP children the same as the others and provide opportunities if there is no computer at home. Many disadvantaged children have lots of tech at home.

**Question from ST: Do you have enough time and money for ICT?**

Kay Howard said ICT has around 45 minutes to an hour per week.

Abi Saunders said they are limited by only having one computer suite. Ideally ICT is cross-curricular and that links back to teacher training.

**Question from PC: Have you looked at bluetooth keypads for ipads?**

Abi Saunders noted there are six ipads per class plus two or three laptops. They could look into bluetooth keypads.

**Question from PC: Is the procedure for keeping laptops/ipads charged and working reliable?**

Abi Saunders replied that the tech is reliable. Dan comes in twice a week now, not once. It comes back to staff training and confidence. Staff now know how to contact Dan and log problems and he can also help remotely.

**Question from PC: Do the pupils know how to plug in computers and clear them down?**

Kay Howard confirmed that they do.

**Question from PC: Is the wifi reliable with fibre broadband?**

Abi Saunders said it is as good as it can be (10mb) due to what the council provide. The Headteacher confirmed it is fibre broadband with ruckus wifi. The wifi was improved 18 months ago, funded by the LA.

**Question from ST: As subject leaders, what are you contributing? How do you measure your impact? If staff lack tech knowledge how do you ensure they get what they need?**

Abi Saunders noted that there is a technical side and a teaching side. Staff had been having basic issues so they wrote a "Check this" list to consult before contacting Dan. Kay Howard stated they have both been working in Y4 as they were not covering everything. They have supported staff by taking a unit each, planning it and going through the lessons with staff. She would like to go in and watch staff teach and coach side by side and also hold staff meetings on coding. They have done work and planning scrutinies and given feedback and support to staff.

Abi Saunders said they have been coaching in Y3 as well. They have ensured the curriculum is up-to-date, progressive, well-differentiated and assessed by teachers. They also do pupil conferencing.

**A confidential minute covers a question asked at this point.**

**Question from BB: What will you do now in Y3?**

Abi Saunders replied that they need to coach and support delivery with the children. There are some basic skills issues. Staff have put computing on the backburner because they do not realize its importance.

**Question from ST: Isn't it your job to make computing as important as it should be?**

Abi Saunders said they are raising the profile slowly and linking it to geography, Y6

English and SMSC. They have focused on e-safety which is seen as really important now in school so they need to disseminate that.

**Question from ST: Is e-safety seen as important because it is safeguarding?**

Abi Saunders replied that the children would say it is important as it is technology and they would talk about e-safety in terms of how it keeps them safe with technology.

**Question from PH: Where do you get your development from?**

Kay Howard stated that coding support comes from a federation staff member who will be invited in to talk to staff. There are also federation subject leader meetings. Abi Saunders noted that a coding trainer came in to school.

**Question from ST: Do you get the time and resources you need as subject leads?**

Abi Saunders said they get enough time but they would always like more resources.

**Question from ST: If governors came in how could you show what you have described?**

Abi Saunders explained that exit passes can be seen in book looks. Kay Howard said that saved outcomes are on the server and children can also explain their learning.

**Action A:** Visit school to look at computing (computing leaders to suggest dates).

The e-safety day for parents was really useful and a coding day was suggested.

**Question from ST: Is there anything we can do to help you?**

Abi Saunders would like more computers in classrooms. Some apps may be valuable.

**Question from ST: Why are the 30 ipads allocated six to a classroom rather than taking a lesson with all 30?**

Abi Saunders explained that they should be used through most lessons. There has not yet been enough staff training on their benefits.

**Question from AP: Do you need ipads or are there cheaper solutions?**

Abi Saunders said they need the Apple apps. They can all be updated together.

**Question from AP: Do you get a discount on ipads and deal direct?**

The Headteacher noted that they negotiated a small discount dealing with Apple retail sellers for a good warranty and price.

PC examined a child's ipad and found it was set up well but the operating system was out of date and it had not been cleared. The next steps in computing will be further staff training and the governors' visit.

*(Abi Saunders and Kay Howard left the room.)*

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

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

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

Minutes from 6 February 2018 were agreed and signed by the Chair.

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

BB spoke to 14 teachers and found nine keep CPD files and five keep documents rather than specific files. All actions from 6 February are complete except those listed below.

**Action B:** Contact Oasis about collaborating in other subjects.

All gobs/  
Computing  
Leaders

BB

- Action C:** Meet maths leaders. PC will email BB to arrange.
- Action D:** Look at progress in book bands within the FFT English interventions.
- Action E:** Look at no sets maths.
- Action F:** Repeat the behaviour questionnaire in w/c 16 and 23 April.  
Y6 = NW, Y5 = ST, Y4 = PC, Y3 = AP
- Action G:** Look at rewards.
- Action H:** Rachael Woods to share her introduction to being a reading volunteer with MD/MD to read with able children and write a report. MD to email rwoods@fjsslive.net to arrange.
- Action I:** Meet with city catering to discuss debt management policy.
- Action J:** Ask learning leaders if they think rewards are given fairly in their class.
- Action K:** Talk to Fairisle Infants about sharing the cost of swimming.
- Action L:** Review whether spellings are revisited consistently.
- Action M:** Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos.

PC/BB  
ST  
PC  
See left  
  
All govts  
Rachael  
W/MD  
  
ST/NW  
BB  
PH  
BB/C Boler  
All govts

The 360 review has been postponed to 17 April.

AGENDA

## 6) Reports From Governor Visits

### 8 December, Science Leadership

MD met joint science leader Stacey Woods. She considers her leadership temporary and awaits a permanent replacement. Some lessons have suffered due to time constraints but FJS teaches more science than most federation schools. More planning, sampling and work scrutiny is required. There are too many worksheet lessons. The science leaders will be invited to the 17 April meeting.

AGENDA

### 6 February, E-Safety Day

ST attended e-safety day alongside about 80 parents and found it to be very good.

### Question from MD: Why are pupils members of sites with a minimum age limit of 13?

The Headteacher stated that children would have to lie about their age. They do advise on age limits for websites.

### 6 February, Learning Leaders

ST and PC spoke to learning leaders about the role of governors. Children were surprised that governors are unpaid and many did not know what governors do.

**Action N:** Attend assembly (2.45pm on 17 April) to talk about the role of governors. The clerk will check attendance nearer the time.

All govts/  
Clerk

## 7) OFSTED Inspection

**A confidential minute covers an item discussed at this point.**

## 8) Update on the Extension

*(Paul Atkins entered the room.)*

Paul Atkins explained that they have consulted with planning about changing to a smaller scheme. As long as the footprint of the extension is the same as originally planned there is no need to submit a separate planning application.

### Question from AP: Was the original plan for four classes over two floors?

Paul Atkins confirmed that it was. A smaller build of either two classes on one floor or one class downstairs, one up would not need a larger footprint than originally planned.

We need to maximise the playground space so the LA's preference is for two classes over two floors. However, the cost implication of that configuration is not yet known.

Architects have been engaged. The likely cost of the reduced scheme would be £760k. Architects have also given an alternative which is temporary accommodation on a significantly lower budget. Paul Atkins explained that he prefers the permanent solution as there will be a permanent growth in pupil numbers.

**Question from AP: Would the temporary structure be a luxurious portacabin?**

Paul Atkins said they have costings for two schemes. The temporary accommodation scheme would be in place for September 2018 and the permanent build for September 2019. His recommendation is for the permanent build.

**Question from AP: Would it be funded from capital? Would there be ground rent?**

Paul Atkins said both projects would be from capital with no rent.

**Question from AP: Would it have all facilities needed such as toilets?**

The Headteacher noted that Colin Floyd and the architects have confirmed to him that all facilities will be the same as planned originally. Colin Floyd has said he will help the school to house the fourth class in September. The Headteacher explained he would prefer the permanent solution with one class up, one down.

**Question from BB: If both classes were on the ground floor would you build sufficient foundations in case you need to build on top in future?**

Paul Atkins said yes and this would have no significant extra cost. The build would be in the same location as originally planned.

**Question from AP: What is the lifespan of the temporary structure?**

Paul Atkins said it would be a standard temporary classroom with about 10-15 years before the first full refurbishment is needed. However due to forecast demand he does not believe there is any case for temporary accommodation to meet a permanent need.

**Question from MD: Are two classes on the ground floor cheaper to build?**

Paul Atkins said it is likely to be cheaper.

The Headteacher noted it would take away some playground space. The choice is between a footprint of the same size as originally planned with two classes on the ground floor, or a smaller footprint with one up, one down.

**Question from MD: Will you extend the playground?**

Paul Atkins explained that was not part of this scheme; they would need to look at it. They are aiming for the one up, one down to take as little space as possible from the playground. If additions are made to the scheme the capital board may challenge that and say we need to go for the lower cost option.

**Question from ST: When will a decision be made?**

Paul Atkin stated that by the meeting on 17 April one scheme will have been approved.

**Question from AP: What happens if we need four classes in future, not just two?**

Paul Atkins noted that the forecasts show it is unlikely we would get a significant influx. We could increase accommodation if needed, potentially with temporary accommodation.

**Question from MD: Will you take access through the car park when constructing? Could you create a second access way through the environmental area and extend the congested car park?**

Paul Atkins noted that he will raise these questions with Colin Floyd.

The Headteacher noted that in four years we could have three additional teachers if the room with a kitchen is turned into a classroom.

**Question from PH: If schools have a surplus over 8% it must be kept for a specific**

reason. Can you give assurances that our over 8% carry forward, set aside to spend on the extension, will not be removed?

Paul Atkins replied that he will make sure FJS is not detrimented by this issue. If what FJS is doing by retaining that sum is to deliver further capital works in support of a building program then there has to be a mutual way forward on that.

**Question from PC: If it is a two-storey build will it be like the infant school building?**

Paul Atkins said no, they would stick closely to the original designs. The Headteacher stated that SAPA no longer make that design.

Paul Atkins should have a decision on the mesh fencing we requested in the next 48 hours. Governors thanked Paul Atkins for attending.

*(Paul Atkins left the room.)*

MD suggested building homes on local land in line with a previous plan if the LA build the access route. The LA own the site but it could be acquired.

### **9) Discussion on Making Up Time from Snow Closures**

FJS was closed due to snow on 1 and 2 March and governors discussed whether two extra days should be added to forthcoming terms to compensate. The Headteacher suggested that this was not practical as term dates are published 18 months in advance and parents and staff will have holiday plans. Easter school is also scheduled.

**Question from PC: When were the last snow closures?**

The Headteacher reported a one-day closure in 2013; time was not made up.

**Question from MD: Could we extend the school day for half an hour?**

The Headteacher replied this may cause parents problems if they pick up siblings from the infant school. Y6 will not lose any time as they can attend Easter school.

**Question from AP: Could you open on INSET days?**

The Headteacher noted there was only one INSET day left in 2017/18.

**Question from ST: What will the impact be on the children's learning?**

The Headteacher said that on the face of it they would lose two days, but no current child has ever had a snow day before.

The Deputy Head noted that the children had their own education on those two days.

**Question from MD: Could you open on an INSET day for the next two years?**

The Headteacher noted that the infant school would have to do the same.

Governors agreed that we will not add extra days to the term.

### **10) Safeguarding**

A safeguarding report shows issues logged on CPOMS from 3 February to 5 March and also since the start of the academic year. So far in 2017/18 safeguarding incidents have involved 97 unique pupils.

**Question from ST: What actions have been taken because of these incidents?**

The Headteacher stated that the NSPCC visited. We will never be without safeguarding issues entirely. Safeguarding is embedded in the school.

### **11) Policies**

The behaviour policy is unchanged and was approved.

There have been minor changes to the health and safety policy, including a new fire

action form. Governors approved the policy.

There have been minor changes to the schools financial value standard (SFVS). It shows independent advice on the Headteacher's pay decision process now comes from the head of a local teaching school. A business continuity plan must be in place for recovery after a major incident. Governors approved the SFVS and the business continuity plan.

## **12) AOB**

**12.1** There are three vacancies on the board. We are still registered with SGOSS.

**Action O:** Advertise for a parent governor.

**12.2** The Headteacher noted that it has been a while since we have discussed active travel so wanted to take the opportunity to update governors on progress. We are in the process of renewing our Modeshift Stars accreditation and are hoping that our Silver status will be maintained.

Following the success of the road closure we are determined to keep the momentum going and do all that we can to encourage active and safe travel. SLT have noticed that our children are coming to school earlier and earlier and classrooms are very full at 8.40am. Fewer children are travelling by car.

The report following the road closure was very comprehensive and clearly outlines the collaborative process that involved the whole school community as well as the successes. A significant aspect of the report is page 16, section 7: recommendations. The 'prioritisation of implementation' shows what could be achieved if money can be found. We really do need to push for this to happen, particularly with the expansion. We will receive some money via section 106 as a result of the extension.

**12.3** The purchase ordering system is being replaced with a requisition order process. There are three options available:

- 1) all requisitions of zero to £100 can be auto-approved
- 2) all requisitions of zero to £1000 can be auto-approved
- 3) no requisitions are auto approved.

One option will be implemented across all schools, but we can express a preference. Governors agreed that we should authorise all requisitions (option 3).

**12.4** We were involved with a national comparative judgement writing moderation in Y4 and this will now take place in Y6. FJS achieved around 95% at Expected or better in Y4 with 46% at Greater Depth, much better than national averages.

**Question from AP: Do you pay to participate in this?**

The Headteacher stated it cost £600.

**12.5** The open evening last Wednesday was changed so that parents brought children in to celebrate their work; 126 children and parents attended with really positive feedback received from staff and parents.

**Question from NW: Was attendance better than usual?**

The Headteacher said attendance was about the same and is recorded.

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

The next whole governing body meeting is on Tuesday 17 April 2018 at 4pm. MD has given his apologies for the meetings on 17 April/15 May.

*The meeting closed at 6.10pm.*

PH

<b>ACTION POINTS FROM 6 MARCH 2018</b>			
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Visit school to look at computing (computing leaders to suggest dates).	All govts/ Computing Leaders	Summer 1
<b>B</b>	Contact Oasis about collaborating in other subjects.	BB	Summer 1
<b>C</b>	Meet maths leaders. PC will email BB to arrange.	PC/BB	Summer 1
<b>D</b>	Look at progress in book bands within the FFT English interventions.	ST	Summer 1
<b>E</b>	Look at no sets maths. BB to email PC to arrange.	BB/PC	Summer 1
<b>F</b>	Repeat the behaviour questionnaire in w/c 16 and 23 April.	Y6 = NW, Y5 = ST Y4 = PC Y3 = AP	W/c 16 and 23 April
<b>G</b>	Look at rewards.	All govts	Summer term
<b>H</b>	Rachael Woods to share her introduction to being a reading volunteer with MD/MD to read with able children. MD to email rwoods@fjsslive.net to arrange.	Rachael W/ MD	17 April
<b>I</b>	Meet with city catering to discuss debt management policy.	ST/NW	17 April
<b>J</b>	Ask learning leaders if they think rewards are given fairly in their class.	BB	17 April
<b>K</b>	Talk to Fairisle Infants about sharing the cost of swimming.	PH	17 April
<b>L</b>	Review whether spellings are revisited consistently.	BB/Connie Boler	17 April
<b>M</b>	Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos.	All govts	17 April
<b>N</b>	Attend assembly (2.45pm on 17 April) to talk about the role of governors. The clerk will check attendance nearer the time.	All govts/ Clerk	17 April
<b>O</b>	Advertise for a parent governor	PH	17 April
<b>Agenda Items for Future Meetings</b>			<b>Date</b>
	360 degree review	All govts	17 April
	Presentation from the science leaders	Science Leaders	17 April
	Plans for the extension	Paul Atkins Colin Floyd	17 April
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing