

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 17 April 2018, 4.00pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Allison Powell
4. Phil Chapman

Associate members present:

Bev Bessey

In attendance:

Connie Boler (Y6 Teacher)
Paul Atkins (Interim Capital Projects Manager)
Sophie Lee (Clerk)

1) Apologies

Jess Planter-Dixon, Nikki Webb, Mike Dant.

2) Declarations of Interest

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

3) Presentation by the Science Leaders

Stacey Woods and Rebecca Shepherd have prepared a written science report which was distributed and is available on Google Drive. Please send any questions to PH, ST or MD

Action A: ST or MD to meet the science leaders and discuss their report.

ST/MD

4) Minutes of the Last Meeting

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

5) Matters Arising – Including Action Points

New Chromebooks have arrived. Fairisle Infants declined the suggestion to provide swimming in KS1 with FJS meeting half the cost as they felt children would be too young. The governor assembly was cancelled due to lack of availability. There were no parent governor volunteers.

All actions from 6 March are complete except those listed below.

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

All gov's

Action C: Meet maths leaders. BB will email PC to arrange.

BB/PC

Action D: Look at progress in book bands within the FFT English interventions.

ST

Action E: Look at no sets maths.

PC

Action F: Repeat the behaviour questionnaire in w/c 16 and 23 April. Governors to each suggest convenient times.

See left

Y6 = NW, Y5 = ST, Y4 = PC, Y3 = AP

Action G: Look at rewards.

All gov's

Action H: MD to read with able children/Rachael Woods to share her introduction to being a reading volunteer with MD. Email rwoods@fjsslive.net to arrange.

Rachael

Action I: Meet with Andrew Clark about recouping more money through the debt management policy.

W/MD
ST/NW

Action J: Review whether spellings are revisited consistently.

BB/C Boler

Action K: Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos.

All gov's

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

All gov's

BB spoke to learning leaders about rewards. Their comments included: "We don't get them often, you don't get house points every week and you must really do good work to

get one" and the child thought this was right. Pupils also said: "You don't get much for a Headteacher award, just a certificate and I would rather have a house point". They said it tended to be the same pupils who get rewards and the "smarter" children.

Out of 12 pupils, 10 had received a postcard home, 10 a Headteacher's award, 10 had been learner of the week during their time at FJS, nine had won a bronze award, five a silver, four a gold and two a platinum. All liked the learners of the week award and listening to the teacher's write-up and seeing their work. They all liked the postcards home and merit system but did not like the HT awards so much.

They were asked how rewards could improve and one idea was to run a trial, potentially run by Y6 learning leaders alongside the teachers, with pupils voting for HT awards (four per week).

Question from Connie Boler: What about children who would not get picked by peers?

The Headteacher said this would run over potentially 39 weeks with four awards each week, so every child could be chosen at some point. The teachers could also nominate.

The learning leaders also asked for funkier, more colourful certificates so the HT certificate has been redesigned and the reading certificates will be also. All pupils thought there are enough rewards in school and they go well with the behaviour policy.

Question from PC: If the pupils choose popular children might we need an award for those who make the most progress?

The Headteacher noted that learning leaders are elected in their class and would drive the trial together with the teachers. Children would enjoy being picked by peers.

Question from AP: Are rewarded children mentioned in the newsletter?

The Headteacher said they are not, but they are put on the website. Learners of the week are mentioned on twitter and shown on the television in reception.

6) Fair Access Protocol

Schools were asked to comment on the fair access protocol and federation Headteachers including PH responded, but very few comments were listened to or incorporated into the final version. PH suggests that governors disagree with the final version. If 50% of schools disagree the LA must review the protocol again.

Governors accepted the recommendation to disagree with the fair access protocol.

7) Plans for the Extension

(Paul Atkins entered the meeting.)

Paul Atkins agreed to raise the fair access protocol issue with Julien Kramer (new Interim Head of Service for Education and Early Years) and Bryn Roberts. Julien Kramer will visit FJS on Friday 20 April at 10am and Jo Knight (Head of Schools Finance) will visit on 27 April at 10am.

Paul Atkins reported that consultants Faithful and Gould are taking over the extension project, have surveyed the school and the project is moving forward with Richard Hards as project manager. There are no drawings yet. Colin Floyd is moving on to other work so Paul Atkins is happy to attend each governor meeting and liaise with capital assets about any issues.

Question from AP: When is the estimated finishing time for the build?

Paul Atkin stated it is September 2019.

Question from ST: What plan was agreed upon?

Paul Atkin replied that the report going forward to the capital board is based on the proposal to put in a permanent extension.

(Bev Bessey entered the room.)

Question from PH: Are we still aiming for a two-storey building, as that would require the least playground space?

Paul Atkins said that the only thing that will impact that is if costs rocket northwards, but in principle we are moving forward on that basis.

Question from AP: As we are only allowed to carry forward a percentage of our surplus, will we be able to preserve that excess?

Paul Atkins stated that he has made a commitment to ensure the school will not lose out because of the special circumstances of FJS holding back money to contribute to this scheme.

In September 2018 we have 108 children joining the school with a plan to put them in four classes, perhaps with one smaller class in the old music room for one year. However, we will not have space to do the same thing next year. Numbers may change if parents make new or late applications. There are one or two children coming from schools that are not Fairisle Infants.

PH spoke to the LA about one child joining us who will be out of their age group as we are over number in that year group. They will apply to secondary in three years' time, not four. The LA are not the admissions authority for Oasis Lordshill; if the parents choose that school Oasis do not have to take account of another admissions authority.

The extension does not have to go back through planning as we are not extending the footprint of the building. However, it is probable that little of the previous plans can be used.

Question from ST: When can you update us next?

Paul Atkins replied he would like to attend our governor meetings each month.

Question from PC: Where will the access point be?

The Headteacher replied that he does not think they can put the access through the environmental area. However, the re-fencing is taking place with double gates at the front paid for by Colin Floyd. This will give easier access to the field.

(Paul Atkins left the meeting.)

8) 360 Degree Review

ST has gone through all the feedback received from stakeholders. Governors agreed the following actions in response to the concerns raised.

Pupil Concerns

1. Pupils do not know who governors are – the governor assembly will be re-organised.
2. Pupils do not understand the role of governors – see 1.
3. Governors do not spend enough time talking to pupils – governors will do a learning walk on each visit and lunchtime visits to include playing games with pupils and lunch in the dining hall.
4. Governors need to communicate changes they have made – a termly assembly catch-up will take place to explain current issues for governance (penultimate week each term).

Parent Concerns

1. Parents do not know who governors are – a termly newsletter catch-up will explain.

AGENDA

AGENDA

2. Parents do not know how to contact governors – it is clear in the complaints policy how escalation through to the governing body works and how to contact the Chair. A complaint to the Chair should be in writing, after procedures for level 1 and 2 have been followed (as listed in children’s planners).

Question from AP: What if parents have a question or compliment, not complaint?

It was suggested that a generic governors@fjsslive.net email could be set up, although some messages may not be relevant to governors or may be unreasonable.

3. Some parents do not know where to find policies or minutes – the Headteacher will add a line on the bottom of every newsletter reminding parents that policies and minutes are all on the website.

FJS is on twitter and replies to tweets. The twitter profile lists our website. Parents told OFSTED that communication from the school is good.

4. Governors do not tell parents what decisions they make or how the budget is being spent – the pupil/sport premium reports and meeting minutes are on the website. A budget and decisions update will go in the newsletter once a term.

AGENDA

Staff Concerns

1. Contacts with governors is minimal (unless as a subject leader) – governors to ensure they talk with as many staff as possible during school visits.
2. Staff do not really know what governors do – the staff governor to provide some sort of termly feedback to colleagues.

Governor Concerns

1. Not all governors fully understand the OFSTED framework – at each GB meeting from now we will take an area of the framework and discuss briefly what it means to us and our school. Behaviour will be the first area discussed.

Action M: Email the behaviour section of the OFSTED framework to governors.

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BB

As a Good school OFSTED will not re-inspect FJS for four to five years. LA inspections will take place once a year with the next inspection in the autumn term.

2. Some governors cannot spend enough time in school – governors should prioritise and do what is important.
3. Not all governors understand the three areas of priority for success in the SIP – governors to work with SLT in the summer term on the new SIP (Monday 25 June).
3. There is no succession plan for the Chair/Vice Chair – continue to advertise for more governors, including to Y2 parents before children start in September.

Action N: Act on agreed changes from the 360 review.

All gobs

A record of pupil rewards was shown. As all rewards are recorded in SIMs reports can be printed of boys versus girls, pupil premium, different classes etc. Rewards must be earned but every child should be a learner of the week if possible at some point from Y3 to Y6. All children should also get a postcard home at some point during the year.

Rewards for pupil premium and non-PP children are shown by class and there is an imbalance between these categories. Headteacher’s awards tend to be given for homework.

Some research shows giving rewards does not have much effect and it is the ethos in class that is important. The relationship with the teacher is still the best pointer of children doing well. Children should want to please the teacher and motivation should be intrinsic. The learning leaders said there was a good balance between rewards and

sanctions, although they did not like seeing the same children get the Headteacher's awards.

OFSTED said that "Children enjoy celebrating their success. They take great pride in their work and delight in receiving rewards for their efforts." Some children have said they do not hear "well done" enough in class, although they may forget hearing this and remember any critical comments more clearly.

9) Reports From Governor Visits

9 April, Easter School

ST visited Easter school and found it was relaxed, well-planned and children were enjoying it. Staff could deviate from plans if needed. Children wanted to be there.

Question from ST: How do children who have missed Easter school catch up?

Connie Boler said they have boosters in assemblies and afternoons and it is picked up in lessons.

The Headteacher noted they pay for a revision guide for all pupils.

The Deputy Head said Holly Cleveley, Robin Hayes and herself are in classes. Two or three times a week the Easter school format is used with the children who attended.

Question from ST: Do you use what has been covered to plan what to do next?

The Headteacher confirmed that they do.

10) Easter School 2018

Forty children attended at least part of Easter school and a pupil questionnaire was completed by 34, with 70.6% saying they enjoyed it. Only one child thought it had not helped with particular areas they needed to develop. The questionnaire was overwhelmingly positive and 82% said staff were friendly and helpful. In their general comments pupils asked for longer days and mock tests.

Staff were given the option of payment or two days off in lieu, but the latter will not be a cost for the school as BB, Robin Hayes or Holly Cleveley will provide cover.

11) OFSTED Inspection Update

The written OFSTED report and accompanying letter has been sent to parents and FJS received a congratulatory letter from the LA. Glenda Lane also sent congratulations to the governing body.

12) GDPR Update

The general data protection regulation (GDPR) comes into force on 25 May. A document shows 12 steps to follow as recommended by the government. Step 2 is to create a high level data map so we know all data we collect, why we collect it, that it is secure and the minimum is collected. We must make sure all companies we work with who are data holders are GDPR compliant.

Question from PC: How can we find out if companies are compliant?

The Headteacher explained that each company is sending us contracts and paperwork so there is an understanding that we will hold each other's data securely.

BB has been appointed data protection officer (DPO). We are looking at the pupil registration form across the federation plus all consent forms and they will be updated if needed. Governors will be informed of further progress.

A virtual server is being built within our regular server so the SIMs team can log in without access to the rest of our server. A federation team is looking solely at GDPR.

13) Safeguarding

A safeguarding report covers 6 March to 12 April, with 90 incidents recorded regarding 43 children. Four are on child protection plans, four are children in need and one has a team around the family. Our two looked after children both have 100% attendance; they are not placed with family members. Two other pupils are under voluntary special guardianship with family members.

14) AOB

14.1 The OFSTED Good logo is now on our headed paper. FJS is one of only two schools in the city to win the gold Modeshift stars award.

14.2 An attendance report for spring term shows whole school attendance is at 96.2%, up from 96% last year. Last year there were 86 sessions lost to term time holidays with 102 sessions lost this year. Hours lost to lateness have decreased from 39 hours last year to 34 hours this year. Children who come to school with parents tend to be later than the older children.

14.3 Staff are taking IHASCO training on issues such as GDPR and health and safety.

15) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 15 May 2018 at 4pm; MD has given his apologies for this meeting. AP gives apologies for 12 June.

The meeting closed at 6.00pm.

ACTION POINTS FROM 17 APRIL 2018			
	Action to be completed	By whom	By when
A	ST or MD to meet the science leaders and discuss their report.	ST/MD	15 May
B	Visit school to look at computing (computing leaders to suggest dates).	All govts/ Computing Leaders	Summer 1
C	Meet maths leaders. BB will email PC to arrange.	BB/PC	Summer 1
D	Look at progress in book bands within the FFT English interventions.	ST	Summer 1
E	Look at no sets maths.	BB/PC	Summer 1
F	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
G	Look at rewards.	All govts	Summer term
H	MD to read with able children/Rachael Woods to share her introduction to being a reading volunteer with MD. Email rwoods@fjsslive.net to arrange.	Rachael W/ MD	12 June
I	Meet with Andrew Clark about recouping more money through the debt management policy.	ST/NW	15 May
J	Review whether spellings are revisited consistently.	BB/Connie Boler	15 May
K	Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos.	All govts	15 May
L	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	Penultimate week each term
M	Email governors the behaviour section of the OFSTED framework.	BB	15 May
N	Act on agreed changes from the 360 review.	All govts	10 July
Agenda Items for Future Meetings			Date
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Discussion of OFSTED framework areas, starting with behaviour	All govts	15 May
	Updates on the extension	Paul Atkins	Ongoing
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing