

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 12 June 2018, 4.00pm

Governors present:

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

Associate members present:

- Bev Bessey
- In attendance:
Richard Hards (LA Project Manager)
Sophie Lee (Clerk)

1) Apologies

Alison Powell, Jess Planter-Dixon.

2) Declarations of Interest

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

3) Minutes of the Last Meeting

Minutes from 15 May 2018 were agreed and signed by the Chair.

4) Matters Arising – Including Action Points

All actions from 15 May are complete except those listed below. Staff have been sent the survey on no sets maths and feedback will be given to governors on 10 July.

Action A: Meet the science leaders to discuss their report. BB will chase the leaders.

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

Action C: Feed back to governors on synopsis from maths leaders.

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

Action E: 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.

Action F: Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos. BB will ask Andrew Clark to send out the link.

Action G: Attend assemblies to talk about the role of governors and give termly updates on governance (first assembly on 10 July at 2.40pm).

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

Write the termly newsletter paragraph.

Staff governor to give feedback to colleagues.

Attend the INSET morning on 25 June.

Action I: Investigate input of delivery notices to Agresso.

Action J: Meet the FIS Chair of Governors and Headteacher to discuss collaborating.

5) Update on the Extension

(Richard Hards entered the meeting.)

Richard Hards gave an update on the extension, representing Paul Atkins who sent his apologies. Mr Hards has taken the project over from Colin Floyd. The LA's decision is to supply a permanent build. As they do not have sufficient design resources in-house they are using an outside designer.

Question from BB: Had the building not already been designed?

Richard Hards said they received planning approval for a permanent building but they did not have a design for a two classroom, single-storey building. They do not need to go through planning again, just ask for a variation, but a new design is needed.

AGENDA

MD/BB
All gov's
PC
ST
Rachael
W/MD

All gov's
All gov's

PC
JPD
All gov's
AP/PH
ST/PH

They received an initial fee bid from the designers of about £85k which was then refined and went up by approximately £40k. The design company have been asked to review this again and a revised fee bid should be received next week. Once an acceptable bid is received the commission will be placed and a workable design should be available just after the summer holiday. The design freeze should be fairly soon in the autumn term.

It is anticipated that the construction will take around 26 weeks. FJS needs the building for September 2019 so the LA intends to complete the build by early August 2019.

Question from BB: Could it be done by the beginning of July? If complete in August staff will have to set up whole classrooms during the holidays.

Richard Hards stated that they can certainly try to do that but he was not making any promises as you do not know what might go wrong.

The specifications of the building are as follows:

- two classrooms of about 63 square metres
- four toilets (designated for boys or girls at the school's discretion)
- some corridor space to maintain existing means of escape
- storage space of 20 square metres, which could be a cupboard off of each classroom or classroom cupboards plus a general store.

Question from MD: Are you allowing for a future first floor in the design if we needed an additional classroom?

Richard Hards stated that they are not. There is a limited budget and this could be planned in but it would add cost so there would be less to spend on what we will benefit from now.

Question from MD: Is that not a short-sighted view as we would have to give up more space if another classroom was required?

Richard Hards replied that he works for capital assets and not the education department so works on purely building projects. He can feed the comments back to Paul Atkins. If he had the money he could do it but it is Paul Atkins' decision, not his.

Question from MD: In the autumn term we were told you were about to go out to design, why are we being told the same at the end of the summer term?

Richard Hards said he had no information on that. He was not involved then.

Question from BB: Who should we see to stop further delays?

Richard Hards said they are progressing now.

Governors expressed their strong frustrations with the considerable delays to the build and asked to see Paul Atkins at their next meeting. Richard Hards promised to convey this to Paul Atkins when he meets him tomorrow.

Question from MD: As the build has been delayed and delayed are you likely to complete by July 2019? Originally we were working to *this* summer.

Richard Hards stated they are working to July 2019 now.

(Peter Howard entered the meeting.)

It was noted that two years and three months have passed since Capita said they were going ahead with the build and it would be in place by September 2018.

Richard Hards explained that Colin Floyd was out of the equation due to juggling of workloads. The Headteacher noted that he has juggled his workload around the potential building for two years and the school will have to use a room for a classroom

in September that we would not have had to use if the build was ready. Richard Hards said he can only apologise.

The Headteacher noted it must have cost the LA in excess of £50k to draw up the thick book relating to the previously-planned building. The Headteacher has spent hours on site with outside providers on numerous occasions and Paul Atkins had promised to show plans to governors in April.

Governors requested a phone call from Paul Atkins to the Headteacher tomorrow to confirm that Mr Atkins will visit governors shortly, either at a WGB or at another time. Governors thanked Richard Hards for attending.

(Richard Hards left the meeting.)

6) Discussion on Spelling As a Key Area of Development for September

It was decided that both spelling and vocabulary will be key areas of development for governors in September. This will be added to the SIP.

7) End of Day Procedures

A document sets out clearer expectations of parents and children when pupils are leaving the school and during handover. Y3 must be collected and handed over directly to a parent or representative. Staff will make reasonable enquiries if they are unsure of who is collecting the child.

Y4 will be led to the playground. They are not dismissed individually but the teacher is present to ensure wellbeing and children can come back to them if the person picking them up is not present. Y5/6 are responsible for leaving independently and should know their collection arrangements or whether they are allowed to leave alone.

Pupils wait at the office if they are not collected as expected. Pupils are responsible for attending their clubs regularly and should apologise if they cannot attend to ensure good safeguarding procedures and because clubs have a waiting list. If a court order prohibits collection by a certain person then we need a copy of the order to fulfil its statutory obligations.

An example was raised of a Y3 class where one child said they were allowed to cross the road and this was written in his plan. The Headteacher confirmed that as this was in writing it is permitted as that parent has absolved us of responsibility. However, he did not like this arrangement as we have a safeguarding responsibility.

8) Governor Visits

15/16 May, SATs

PC visited to look at procedures for managing SATs.

17 May, SATs

AP visited to see SATs procedures.

7 June, Health and Safety Course

MD attended a health and safety in schools course.

Action K: Examine the health and safety policy to see if changes are needed. Discuss with PH.

MD

Question from MD: Do you keep a health and safety diary? It should be brought to governors once a term.

The Headteacher confirmed that Andrew Clark keeps this diary and it can be viewed when the health and safety link governor visits school.

MD stated that teachers should all be clearing out cupboards as they could endanger pupils if untidy. The Headteacher confirmed they will be cleared at the end of the year but children do not go in the cupboards. Ideally the cupboards should be cleared termly. It was noted that governors cannot be sued individually for health and safety breaches but the person in charge can be sued.

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

MD

14 and 16 May, SATs

NW came in to observe SATs.

3 May, Single Central Record

NW conducted her monthly SCR check with Andrew Clark.

May, Behaviour Y6

NW and PC spoke to Y6 pupils about behaviour. Children thought that staff were on different wavelengths as some do not easily challenge behaviour or send them to SLT.

9) Amendment to Budget

A change to national insurance contributions means we have about £1.5k more in the budget than predicted. The extra money is shown on this year's budget.

10) Discussion of OFSTED Framework – Quality of Teaching

Grade descriptors for Outstanding quality of teaching were studied. SLT consult the descriptors when they conduct observations but do not grade lessons.

Question from ST: What stopped us from reaching Outstanding?

The Headteacher replied that more consistency was needed. Staff may not be as systematic as they should be in checking pupils' understanding and feedback may not be incisive enough or enable children to really know what they need to do.

Question from ST: Is there an issue around needing higher expectations?

The Headteacher confirmed that there is, particularly for more able pupils.

(PC entered the meeting.)

OFSTED advised that teachers could use their time better. Inspectors may not have seen enough challenging, open-ended tasks with collaborative learning. Children were well-behaved but OFSTED said they needed to see more energy and drive from pupils.

OFSTED said there was some clear assessment for learning at the start of the lessons. Maths was linked to science. Children had high expectations in their work and there were some good higher order skills. Support for SEND is strong, the curriculum is quite bespoke and children make good progress in reading and maths.

We need more consistency, with teachers teaching skills and giving children opportunities to apply those skills, be challenged and motivated via innovation. There are behaviour issues in Y5 and the attitude of some of these children is an issue.

For September we should think about what we are teaching and how we are teaching it for certain year groups. We do have a plan for that in place. It is about teachers motivating children to learn. We have improved the work-life balance so staff can spend time thinking of what specific children need.

Next year we know what we need to improve in regard to maths, spelling and more able pupils. We should be smarter with the cycle of events and tie it in with the SIP even more.

Question from ST: What do you do to make sure we have Good teaching?

The Deputy Head explained that they use moderation, coaching, peer review, training, professional development meetings and pedagogy chats about children.

The Headteacher noted they have a complete cycle of events. To become better it is about staff working alongside excellent practitioners and us teaching colleagues strategies. It is more about working *with* staff rather than looking *at* staff.

The LA are moderating at FJS on 18 June. We have moderated a lot both in and out of the federation and the feedback is that the quality of our children's books is very high. OFSTED said they had never seen feedback from children as good as that seen in our books.

Question from ST: Are we challenging enough with our teachers?

The Headteacher stated that we are pretty hard on our teachers and do not put up with second best. We could perhaps do more to support them.

Question from ST: Are we getting enough out of the subject leaders?

The Headteacher said no, it is a mixed bag. The situation is better with year leaders.

There are pockets in the school where quality of teaching is not as good and in our plan for September these areas could be addressed.

Question for ST: Do we recognise good teaching?

The Headteacher confirmed that we do and are quite celebratory. In the OFSTED staff survey every employee said they were proud to work here.

11) Safeguarding

A safeguarding report shows 54 incidents involving 26 pupils from 15 May to 10 June. One looked after child has moved to another city school and Robin Hayes visited her the day she started.

There is a national issue regarding the high number of times looked after children receive a new placement which requires a change of school.

Question from ST: Is there anything we can do for safeguarding?

The Headteacher replied that no, we leave no stone unturned.

12) AOB

12.1 Action M: Governors to supply lunch for the 25 June INSET day.

12.2 A whole-school assembly was held on strikes. Children in each year were asked how many were received and the discrepancies could be seen. After talking to children each strike will mean a punishment of two minutes. The Headteacher and Deputy spoke to all pupils with six strikes or more and year leaders have decided to see all pupils with six strikes on Fridays. The Deputy Head will deal with behaviour sheets.

It is good that staff are talking to children about this after the behaviour conversations they have had with governors as it will show it is worth talking to governors.

12.3 A benchmarking report card for FJS is on the Drive, comparing our spending to similar schools.

12.4 The most up-to-date in-year fair access protocol is on the Drive. A group of Headteachers including PH spoke to Bryn Roberts about this and the LA revised it.

12.5 The Headteacher's performance review will take place shortly with Llyn Codling.

All gobs

AGENDA

12.6 A data breach occurred on 5 June. An employee on sick leave asked for a past payslip. Andrew Clark requested it from our payroll provider in a password-protected file and forwarded it to the employee, who sent it on to her mortgage adviser. However, the attachment contained payslips for all FJS staff (although not the requested payslip).

Andrew Clark asked both the employee and mortgage advisor to permanently delete the file and both did so. The Headteacher asked Robert Atkinson for advice and spoke to Chris Thornton at Southampton legal services. Mr Thornton said we have taken all reasonable steps, the risk was minimal and advised that it did not meet the threshold to report to the ICO. He said the school has very robust measures in place. To avoid a breach individuals must check what they send and this has been conveyed to Andrew Clark.

The Headteacher also asked the payroll provider why they sent all payslips for FJS. They explained that in another conversation with Andrew Clark he said the payslip file was corrupt and he could not access it.

The Headteacher decided that the breach does not meet the threshold to report to the ICO. It was limited and contained quickly, all end points are known and have cleared their systems and have confirmed the deletion in writing, so the breach no longer exists. All relevant records will be kept as evidence.

12.7 The Headteacher is considering changing the timings of the internal school day, with a longer morning (later lunch) and shorter afternoon. This would avoid short sections of time where no meaningful teaching can take place. Children are also more productive in the morning.

The current break is at 10.15am with lunch at 12pm. The start and end of day times would remain the same. Staff have been asked for views and governors will consider a detailed proposal in July.

At the moment FJS children eat at the same time as the infant school and city catering cook for both schools. If lunch was moved we would need to change the times within the lunchtime supervisors' contracts.

12.8 A confidential minute covers an issue discussed at this point.

13) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 10 July 2018 at 3pm.

The meeting closed at 6.30pm.

AGENDA

ACTION POINTS FROM 12 June 2018			
	Action to be completed	By whom	By when
A	Meet the science leaders to discuss their report. BB will chase the leaders.	MD/BB	10 July
B	Visit school to look at computing (computing leaders to suggest dates).	All govts/ Computing Leaders	Summer 2
C	Feed back to governors on synopsis from maths leaders.	PC	Summer 2
D	Look at progress in book bands within the FFT English interventions.	ST	Summer 2
E	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	10 July
F	Watch the OFSTED online safety webinar on fjsslive.net under welfare and attendance > e-safety > videos. BB will ask Andrew Clark to send out the link.	All govts	10 July
G	Attend assemblies to talk about the role of governors and give termly updates on governance (first assembly on 10 July at 2.40pm).	All govts	Penultimate week each term
H	Act on agreed changes from the 360 review. Write the termly newsletter paragraph. Staff governor to give feedback to colleagues. Attend the INSET morning on 25 June.	PC JPD All govts	10 July
I	Investigate input of delivery notices to Agresso.	AP/PH	10 July
J	Meet the FIS Chair of Governors and Headteacher to discuss collaborating.	ST/PH	10 July
K	Examine the health and safety policy to see if changes are needed. Discuss with PH.	MD	10 July
L	Write a health and safety report once a term.	MD	Termly
M	Governors to supply lunch for the 25 June INSET day.	All govts	25 June
Agenda Items for Future Meetings			Date
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Feedback on no sets maths	BB	10 July
	Discussion of OFSTED framework areas: Outcomes	All govts	10 July
	Updates on the extension	Paul Atkins	Ongoing
	Revised in-year fair access protocol	All govts	10 July
	Proposal to change internal timings of school day	All govts	10 July
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing