

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 10 July 2018, 3.00pm

Governors present:

1. Nikki Webb (Vice Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Phil Chapman
5. Mike Dant
6. Jess Planter-Dixon

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

1) Apologies

Steph Thurston.

2) Declarations of Interest

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

3) SEND Policy

This policy is largely unchanged and is up-to-date with the Code of Practice. Please send any questions to Robin Hayes. Governors approved the SEND policy.

Reports to governors on SEND and looked after children are on the Drive, along with the SEND information report. Robin Hayes will attend the September WGB to discuss these, plus the pupil premium strategy 2018/19 and expenditure report.

4) Update on the Extension From Paul Atkins

Mr Atkins failed to attend again.

5) Minutes of the Last Meeting

Minutes from 12 June 2018 were agreed and signed by the Vice Chair.

(Jess Planter-Dixon entered the room.)

6) Matters Arising – Including Action Points

All actions from 12 June are complete except those listed below. Governors are invited to the INSET day on 3 September, with safeguarding training from 9am. NW attended the 25 June INSET day. All governors present attended today's assembly.

PC and the Deputy Head gave an update on no sets maths, explaining that the maths leads sent a questionnaire to all staff with 13 replies. It was discussed in a staff meeting and everyone has moved to two sets: two classes with three-form entry, two classes with top-middle and one class bottom. We will need to tweak this for Y4.

The Headteacher and Deputy attended a launch at Portswood Primary School of the National Association for Able Children in Education (NACE) hub, looking at maths for able children and using strategies for teaching able children with all pupils. FJS will be part of this project. Both Portswood Primary and the NACE presenter's school use fluid sets where children move according to need, as we do at FJS.

Staff have also looked at a blocked versus spiral curriculum; staff need to think about the needs of our school in particular.

Question from PC: Does a spiral curriculum reinforce previous learning?

AGENDA

The Deputy Head confirmed that it does. Staff chose the spiral curriculum approach.

Staff have been working to make their long-term overviews spiral and will finish by tomorrow. Planning has been started for Y4's first week back. Claire Morse will visit us next week for a catch-up and has been asked to take some staff meetings on challenge.

AP found that Andrew Clark is not planning to input delivery notices into Agresso. This is because the internet is slow, staff do not have time and we have an alternative system for recording. Other schools do not input delivery notices, primarily because the biggest supplier is County Supplies and these orders do not go through Agresso.

We do termly fire evacuations. An incident with toast resulted in a fire evacuation yesterday which has been written up. It was the quickest, most efficient evacuation since PH joined the school.

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

Action B: Visit school to look at computing.

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

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

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

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

Write the termly newsletter paragraph.

Staff governor to give feedback to colleagues.

Action G: Meet Andrew Clark/Gary Wooldridge to discuss the system used to process deliveries.

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

Action I: Write a health and safety report once a term following the H+S audit.

MD/BB

All govs

ST

All govs

All govs

PC/JPD

JPD

AP/Andrew

Clark

ST/PH

MD

7) No Sets Maths

Covered above.

8) Y6 Outcomes

Y6 outcomes were distributed, including spelling average scores; one of the success criteria in the SIP was that these scores would increase. A raw score of 100+ translates to Expected and 110+ is Greater Depth.

In reading and maths all results were better than last year. In grammar, punctuation and spelling (GPAS) 60% of pupils reached GD which is very high. The average scaled score for FJS is over 110 in each of the three subjects, so the average pupil is GD (last year the average pupil was 106/107). The spelling average has gone up. Boys spelling at GD is lower than girls (53% versus 67%).

The combined reading/writing/maths result is much better than last year at 88% (83% last year) with combined GD at 9% versus 8% last year. There were very few higher level writers in this cohort. In GPAS, disadvantaged pupils have gone from 15% at GD last year to 56% this year which is a huge increase.

A table shows that the raw marks needed to achieve Expected and GD have increased, but the papers were not any easier this year. Figures show FJS performed much better than the LA as a whole.

Question from AP: Why are our results lower than the LA in GD writing TA?

The Headteacher explained that we did not have very many Greater Depth writers. Two pupils did not sit the papers, so if you remove those results almost everyone reached Expected in all areas. However, the two pupils count against us as they are not taken

out of the statistics.

Governors congratulated all staff and children on these results. All pupils should be proud of the outcomes, which rubber stamp the Good OFSTED judgement.

Question from MD: Do the results impact what school the pupils attend next?

The Headteacher explained that they do not as none of the schools admit on the basis of selection.

The school improvement plan (SIP) was distributed. It was put together before the SATs results were known but results do not suggest any changes are needed. Please send any comments to the Headteacher.

A draft leadership cycle of events was shown. Governors can choose which events to attend and will receive a copy of the cycle when it has been finalised.

9) Reports From Governor Visits

Health and Safety Policy, 20 June

MD met Andrew Clark and found that everything is kept online and is mixed in with accident reports. All staff should be familiar with the policy.

It was agreed that the policy will be updated annually and a termly report presented at WGB meetings by the link governor following a health and safety audit of the school. Andrew Clark will update the online diary by September (taking out accidents from the health and safety policy and placing them in a separate file) and governors will hear the first report at the WGB in September.

AGENDA

The accident book should be stored where it can be accessed easily. It is currently a loose-leaf folder kept above the sick bed, but a hardback diary was proposed so it cannot be tampered with or pages mislaid. It was suggested the diary should include "near misses" and minor accidents. If a child goes to hospital or there is a major incident it is loaded onto the LA website. The "bound book" is used to record physical restraint.

As the loose-leaf forms come from the LA and are numbered consecutively in the folder it was decided that there is no need for a hardback diary version.

Action J: Chase Andrew Clark about updating the online H+S diary.

BB

Reading, 20 June

MD met Catherine Mobey to discuss methods of reading with pupils and the most appropriate books. MD stated The Hungry Caterpillar is used too often and Catherine Mobey produced more appropriate reading material for each year. Pupils will bring an age-appropriate book when reading with MD. He is not keen on poetry books being used for these reading sessions.

Safeguarding, 3 May

NW checked the SCR and the gathering of staff certificates and documentation. From September she will examine more specific areas of the SCR instead of a general check. She will also visit Andrew Clark unannounced next week, including checking on new staff documentation.

Question from MD: Could we invite the advisor who ran the governor course to look at our health and safety?

The Headteacher noted that Kevin Cardy is the Southampton equivalent and said we could invite the advisor in next term.

Action K: Email details of the health and safety consultant to PH.

MD

Behaviour Y5, 3 May

NW undertook an impromptu behaviour walk in Y5 as issues had escalated in the previous few days. Behaviour was observed to be pretty good with some children on the strike board. One objective in the SIP is "support children and staff to ensure that our oldest children constantly follow our three school rules of Respect, Ready, Safe throughout Y6".

Question from PC: Will you mix classes up for next year's Y6?

The Headteacher said he would not as they were mixed this year.

Behaviour Questionnaire Y6, May 2018

NW and PC spoke to Y6 about behaviour. Pupils thought most staff dealt with behaviour in the same way except for PE staff who were softer and more unfair, favouring some children. This issue is being addressed. The behaviour policy is working.

Question from MD: Has there been any progress regarding Simon Woods?

The Headteacher reported there has been some progress. He is now on paternity leave.

SATs, 14 and 16 June

NW visited during SATs week to see the procedures, including administering of papers. Governors attended during every day of the SATs. During his visit PC was impressed with the care taken and the scrupulously fair procedures.

10) Proposal to Change Internal Timings of School Day

School day timings will be changed from September, with break and lunch half an hour later. Break will be 10.45-11am with lunch 12.30-1.20pm. This has been agreed with city catering and lunchtime supervisors and parents (including Y2 parents) have been notified. Reactions have been positive.

11) Revised In-Year Fair Access Protocol

The Headteacher and other Heads met Bryn Roberts to discuss this protocol. The revised protocol is much better and the Headteacher recommends we adopt it, although there are still some issues. A list of amendments is on the Drive.

Governors approved the revised in-year fair access protocol.

At Schools Forum on 27 June Paul Atkins stated he would come to today's meeting but he has not. The Headteacher will email him.

On 22 June the Headteacher emailed Richard Hards and Paul Atkins to ask urgent questions on the extension. He asked whether Faithful and Gould have been commissioned, when work will begin and will it be complete before the end of summer 2019. He also asked whether guarantees have changed as previously we had been promised a one-up, one-down building.

Paul Atkins confirmed at Schools Forum that we could place a fixtures and fittings order of just under £10k to be funded by the LA; this has been done. He has not yet replied to the other questions.

12) Safeguarding

A safeguarding report shows incidents from 10 June to 9 July. Incidents are not decreasing.

Question from AP: Are there more incidents or more being captured in the system?

The Headteacher said that there are more incidents; we have had this system for the

best part of two years. We are very good at leaving no stone unturned. We receive at least a couple of Children and Young Person reports from the police every week. We received a PPN1 in the last 36 hours and three CYPs this week. The PPN1s tend to be about the relationship of the parents or ex-partners.

13) Policies

The feedback policy has no major changes but has been tightened up by teachers this term.

Question from AP: Are the coloured pens used at other schools? Could they cause confusion if children move?

The Deputy Head confirmed they are used elsewhere, although some schools swap the colours round for comments.

JPD said she had three pupils join her Y4 class this week who did not question it.

The LA moderators on 18 June were given our old feedback policy and the new draft and were very impressed that we were already thinking about evolving the policy for next year. Governors approved the feedback policy.

The classroom placement protocol covers children who join FJS at any time apart from the start of Y3 and explains that children are placed where they will fit best. When children come in at Y3, for the past two years we have worked with the infant school staff who have given us advice to rejig the classes.

It is the school's decision what class a child is placed in and once classes are decided changes are not made. Outcomes, attendance and progress are all very good here so placement must be good too. Governors approved the classroom placement protocol.

14) AOB

14.1 One meeting has been held with Simon Woods and an invoice will be produced for him. AP suggested putting the income generated in a separate ledger code, repaying Simon Woods if FJS children attend his activities and putting the money back against any income generated. Parents do pay for the activities. Alex Pope has also been informed of the changes to the lettings policy.

14.2 **Question from PC: Is debt management under control? Is city catering responsible for collection and what happens with a non-payment?**

The Headteacher reported the situation is much better. It is our responsibility on behalf of city catering and Shirley Payne chases the money. If there is a debt it is eventually written off by city catering and our budget is made up. Some parents know this is how it works and do not pay.

14.3 The Headteacher is considering ending the breakfast club after September as it is not giving us what we had hoped and the Greggs sponsorship is not as easy as expected. Greggs pay for the food but staffing costs are funded by sports premium. Thirty to 35 children attend with no contributions from parents. It was not planned as a childminding service.

Question from AP: Could parents be encouraged to pay?

The Headteacher explained there is already a paid-for breakfast club at the infant school and it would be another batch of money to collect. He will find out the staffing costs.

Action L: Find out the staffing costs of breakfast club.

Question from AP: Would there be an impact on results if the club is withdrawn?

The Deputy Head said no.

The Headteacher noted we run the breakfast club during SATs to make sure we are not chasing children at 9am.

PH

Question from JPD: Has it had an impact on punctuality?

The Headteacher said it has not particularly.

Question from AP: Would there be an impact on nutrition and concentration?

The Deputy Head replied that no, most pupils attending are from families who would give them breakfast.

The Headteacher said it is not the 20% most deprived children who attend.

Question from MD: Was the club originally for under-nourished pupils?

The Headteacher said they are not the ones coming at 8am but we did try to encourage deprived pupils at the start. The club has been running since January 2018. Some parents are leaving children at 7.45am.

JPD noted that some children are quite hyper after attending the club.

14.4 FJS received the gold Modeshift Stars award and gold from the School Games Mark awards.

14.5 The LA are changing their quality assurance process. Category B schools like FJS would previously have received a yearly visit. The LA now state that if a school is performing well an annual visit may not be the best use of time. It is proposed that schools have either a quality assurance or a thematic review focused on a particular area. Schools can request that a colleague from another school is involved.

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

14.7 The head boy and girl presentations take place on 12 July at 1.30pm; governors are invited.

14.8 Governors were thanked for their very hard work this year and for playing a major part in school improvement.

15) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 25 September 2018 at 3.30pm.

The meeting closed at 5pm.

ACTION POINTS FROM 10 July 2018			
	Action to be completed	By whom	By when
A	Meet the science leaders to discuss their report.	MD/BB	3 Sept INSET
B	Visit school to look at computing.	All govts	3 Sept INSET
C	Look at progress in book bands within the FFT English interventions.	ST	Autumn 1
D	Watch the OFSTED online safety webinar on fjslive.net under welfare and attendance > e-safety > videos.	All govts	25 Sept
E	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govts	Penultimate week each term
F	Act on agreed changes from the 360 review. Write the termly newsletter paragraph. Staff governor to give feedback to colleagues.	PC/JPD JPD	25 Sept
G	Meet Andrew Clark/Gary Wooldridge to discuss the system used to process deliveries.	AP	Autumn 1
H	Meet the FIS Chair of Governors and Headteacher to discuss collaborating.	ST/PH	25 Sept
I	Write a health and safety report once a term following the H+S audit.	MD	Termly
J	Chase Andrew Clark about updating the online H+S diary.	BB	25 Sept
K	Email details of the health and safety consultant to PH.	MD	25 Sept
L	Find out the staffing costs of breakfast club.	PH	25 Sept
Agenda Items for Future Meetings			Date
	Reports to governors on SEND/looked after children/ SEND information report. Pupil premium strategy 2018/19 and expenditure report.	Robin Hayes	25 Sept
	First health and safety report	MD	25 Sept
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Discussion of OFSTED framework areas: Outcomes	All govts	25 Sept
	Updates on the extension	Paul Atkins	Ongoing
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing