

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 30 October, 3.30pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Phil Chapman
5. Jess Planter-Dixon

Associate members present:

Bev Bessey

In attendance:

Kay Howard and Abi Saunders (Computing Leaders)
Georgia Corrick (Governor at St Monica Primary)
Brent Schwarz (Potential Governor)
Sophie Lee (Clerk)

1) Apologies

Nikki Webb, Mike Dant.

2) Declarations of Interest

Declarations relating to today's agenda: none. Changes to the business interests register: PC completed the register and AP updated her entry.

3) Presentation from Computing Subject Leaders

Kay Howard and Abi Saunders explained that they bought Chromebooks with the money approved by governors. Every class got 10 Chromebooks so there are now a total of 15 devices in each class (including I pads).

Chromebooks are lightweight, quick and are all securely logged and accounted for. They have a long battery life and save work automatically to Google Drive. They have eased timetable issues as two classes can work in pairs while the third uses the ICT suite.

Question from ST: What can you do now that you could not before?

Kay Howard explained they have more coverage now and the Chromebooks are very fast, whereas the old laptops were slow to load.

Abi Saunders said they have increased productivity.

Question from AP: What precautions do they have for internet access?

Kay Howard explained that you can only login as an fjslive user.

The Headteacher added that only adults have access to some areas and we have our own filtering service which blocks sites like Facebook.

Abi Saunders said our internet protection has just been improved by Virgin and the same rules are applied to the Chromebooks as are applied across the whole school.

Question from BB: Are there more lessons taking place now in computing?

Kay Howard said yes. Y5 did publishing in pairs with the whole unit typing in pairs.

Question from ST: How would I see that in school? What would be new?

Kay Howard explained that English work would have print-outs, there would be evidence in books and you would see two classes sitting in pairs using Chromebooks.

Question from ST: Have you adapted the curriculum to the extra equipment?

The Deputy Head said that computing is being taught more now.

Abi Saunders noted that they have overhauled the curriculum so it is more explicit now with precise steps for each year group and they have tightened it up on progression. When it is taught it is really sequential.

Question from ST: Do you set an expectation in terms of every class?

Abi Saunders said yes and they give examples of where to look for planning/resources.

The Deputy Head noted that she had asked for more computing to be taught and Abi Saunders said that is happening. JPD said the Chromebooks are planned in and she knows exactly where to look and what to plan for.

Question from ST: How do you know that everything is being done that should be?

Kay Howard noted it was through planning scrutinies, checking on the system and books and conferencing children.

Question from ST: What has the impact been on children?

Abi Saunders said that they learn computing and the skills they need.

Kay Howard reported that in feedback pupils said they do not lose work in saving, they can log in quickly, share work with friends and get teacher feedback straight away.

A summer term coding club was held for all year groups and outcomes from this were shown. Greater Depth children were identified by setting more independent tasks. Y6 have worked collaboratively creating slides and Y5 have coded using Scratch. The leaders have put a lot more coding work in and been more challenging with coding.

Question from ST: Do you link that with the secondary schools?

Abi Saunders reported that in secondary they start with Scratch and move to Python. Everything they have done enables pupils to access what they need at secondary.

Kay Howard said they look at Python towards the end of Y6.

Governors were shown the computing skills progression document. Greater Depth pupils do independent projects which are enabled by the Chromebooks as one child can work on something different to the others. JPD noted it can be difficult taking Y3/4 into the ICT suite and time can be wasted so the Chromebooks are an advantage.

Chromebooks do not have a hard drive. They automatically open email, Google and Google Drive for all subjects and anything on the Drive is shared with the teacher.

Question from ST: What work did you do with the teachers on the Chromebooks?

Kay Howard said she held a staff meeting where all teachers set up the shared Drive so they can see evidence straight away. For exit passes they do still ask for evidence in books.

Chromebooks are half the price of laptops. Some old laptops have been turned into Clicker laptops for pupils who find writing difficult and the IT tech is looking into turning other old laptops into Chromebooks.

Question from BB: Are Chromebooks one between two in class, how effective is that?

Kay Howard confirmed that they are and you have to rotate them; ideally it would be beneficial to have more.

Abi Saunders noted that children are sharing considerably less than before.

Question from PH: What is the next stage for computing? What is your wishlist?

Kay Howard said more Chromebooks would be beneficial. We need to be careful about pupils working in pairs as some children sit back.

Abi Saunders said use of DT with lego and equipment to enable pupils to code more effectively with a purpose and enable items to move, eg: the crocodile.

Question from ST: What would we see from that investment?

Abi Saunders said that computing runs in stages. They had an amount given to them last time so worked within that (about £22k). A lot more teachers are aware of and using computing now.

The Deputy Head suggested looking at planning sampling and whether it is being carried out. The Headteacher recommended looking at whether outcomes are as good as expected from teachers' planning and if not is training or technology the issue.

Action A: Email an ideal computing spending wishlist to ST. ST to visit to see the impact of Chromebooks.

Computing leads/ST

Question from AP: Can our internet capacity cope?

Abi Saunders noted it is being increased soon to a good speed. The Headteacher explained we currently split bandwidth with the infant school but will get extra bandwidth soon at no extra cost.

Governors thanked Abi and Kay for their presentation.

(Abi Saunders and Kay Howard left the meeting.)

4) Minutes of the Last Meeting

Minutes from 25 September 2018 were agreed and signed by the Chair.

5) Matters Arising – Including Action Points

All actions from 25 September are complete except those listed below. Paul Atkins asked today to attend at 5.30pm but the offer was declined.

Action B: Meet the science leaders to discuss their report. BB to organise a date.

Action C: Attend assemblies to talk about the role of governors and give termly updates on governance. Next assembly 11 December, 2.45pm.

Action D: Write the termly newsletter paragraph.

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

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

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

Action H: Ask LA data team for potential dates for bespoke training at FJS.

MD/BB

All gobs

AP/PH

MD

BB/MD

MD

Clerk

(Phil Chapman entered the meeting.)

6) Budget Review

(Andrew Clark entered the meeting.)

The revised budget was presented to governors. It includes the cost of living increase which is 3.5% for teachers, 2.5% for upper pay scale staff and 1% for leadership. The government are giving us a proportion of the money and this is shown under income. The budget also includes the cost of proposed salary increases from now to April with teachers' increases backdated to 1 September.

Question from AP: Is the full cost included of national insurance and pensions?

Andrew Clark confirmed it is.

A sum of £875,303 has been budgeted for teaching staff and the projected spend is £868,000 by the end of the year. Support staff pay increases occur in April. One staff member is on long-term sick leave and we will probably spend the full £25k budgeted for supply.

Question from ST: What is under premises staff?

The Headteacher explained there is an underspend of approximately £7k due to a gap in employment. The job has been advertised and closes Friday.

Question from ST: Is there money for any additional training needed?

The Headteacher said we budgeted £7k under development and training but have spent less than £2k so far so there is slack there.

Andrew Clark noted that all applicants have some qualifications already.

The special assistants code has less than 50% to spend but a number of assistants are paid for by the LA for EHCP children support. It is slightly overspent but we get about £44k back.

Question from AP: Of the £25k budgeted for supply we have only spent £6k so far, is it seasonal?

The Headteacher said it depends. Supply teachers are paid a month behind so only four months of spending is left for supply staff.

Andrew Clark noted that we cover far more internally now.

Question from PC: Is it policy that all staff have flu jabs?

Andrew Clark said it is not yet but in his view it should be.

Question from ST: Is there anything else that could hit the budget?

Andrew Clark said that no-one else is due maternity leave and nothing should impact the budget before April.

Under building maintenance and improvement (£22k), £10,865 will come back from Paul Atkins and £2,783 from the infant school, plus £306 from the infants under ground maintenance for a Billy Goat leaf clearer. The ground maintenance budget is on track. The LA will return £1259 for rates.

Question from AP: What is the coding error on the budget?

The Headteacher explained it is a commitment posted by the LA coded to the wrong code which we cannot correct. Items attributed under old codes have been corrected.

We received £130 back from Modeshift Stars for a safer travel event in London to be attended by our head boy and girl on 14 November. The Headteacher would like to increase learning resources (not ICT equipment) by £10k and this is shown in the budget.

We have one term left to pay for Alex Pope/Simon Woods. Special facilities is not overspent, we have just paid for swimming and uniforms for the year.

Question from AP: Do you do adjustments at year end if there is uniform left in stock?

The Headteacher said yes.

All service level agreements have been paid for except the £4254 broadband charge which Virgin have not taken yet. Under code 7050 there is a £49k contingency.

Total expenditure budgeted for the year = £1,760,010

End of year projection = £1,727,256

Income code 9170 includes the government grant for teachers' pay increases of £3750 (they are not funding the first 1% of the increases).

Income from facilities and services is budgeted at £26,168 and £23,834 has been received so far. Income from catering is money for free school meals. We made one insurance claim for a break-in. Government grants include £19k for sport premium plus the teachers' pay increases.

Contributions to visits from parents brings in about £30k and we pay out about £36k in educational visits. The difference in the figures is for grants from foundations etc.

Question from ST: Where does the income go for room hire?

The Headteacher stated it goes into code 9000.

Andrew Clark explained the only room hire is Superstar Sports who are receiving invoices for club hires.

The Standards Fund is PP income, with 155 PP children from September 2018, about 20 more than in the summer term. Projected PP income is £199k.

Total budgeted income was £1,687,424 with projected income now £1,709,023. The budgeted balance for the year was a £72,586 in-year deficit, with the projected in-year deficit now £18,233. The balance brought forward is £103,535 which is within the accepted limits of the LA.

Under ICT learning resources £21,960 has been journalled from the capital budget. Around £17k remains in capital.

Question from PC: Have we improved the situation on school lunch arrears?

Andrew Clark explained that Shirley Payne is very hot on this. There is no trouble with Y3. Shirley has reduced a lot of big balances but for a few we will not see the money. One parent is on a payment plan for a residential trip.

The Headteacher stated one parent has had reminders and now a recorded delivery letter to say we will cancel their Stubbington place if payment is not received.

Governors approved the revised budget.

7) Policies

The safeguarding policy is largely unchanged but information on county lines drug gangs has been added. Governors approved the policy.

The complaints policy is unchanged (to be reviewed October 2019) and was approved.

The only change to the debt management policy is to show school meals now cost £2.10; it was approved.

The whistleblowing policy is based on a new LA model policy; we have amended some of the grammar. It was approved.

8) OFSTED Framework: Leadership and Management

OFSTED look at leadership at all levels. Inspectors consider the leaders' and governors' vision and ambition and whether there is a culture of high expectations and aspiration, which can be seen in FJS learning walks, children's books, politeness of children etc and in the presentations from subject leaders.

They consider if there are high expectations for social behaviour; FJS governors receive behaviour reports about the expected ethos from staff and children. We have updated the behaviour policy with governors and children both involved.

OFSTED look at the rigour and accuracy of self-evaluation. We are realistic and never say the job is done. Governors noted they must get back to a regime of regular visits to school and attending learning walks.

Governors were reminded they should come in once between each meeting to look at their link subject, specialist role or a topic agreed at the meeting. SLT have trimmed the cycle of events as there were too many, eg: half-termly behaviour walks.

Action I: Attend one visit between meetings plus events emailed from BB.

All gobs

Inspectors consider the design, implementation and evaluation of the curriculum and its impact and how well the school supports extra-curricular opportunities, plus how effectively the school uses PE/sport premium.

Action J: Meet Simon Woods about the updated PE/sport premium document.

AP

OFSTED consider how pupils are prepared for life in modern Britain and British values. FJS won an inclusivity award and two staff will talk to the SACRE committee about it. We subscribe to the RE centre.

(JPD left the meeting.)

They look at the effectiveness of the actions leaders take to secure and sustain improvement in teaching, learning and assessment and how well governors hold them to account for this. Governors take part in the cycle of events and hear reports from learning walks, pupil interviews and observations and governors interview pupils too.

Leaders must ensure teaching staff are motivated, respected and effective. All our teachers said they were proud to work here in the OFSTED survey and morale is good.

Question from ST: Is there anything different the staff need?

The Deputy Head reported that we ask what the benefit of changes are and if things are just creating more work for teachers. We need to be keep bringing this up and have governors keep talking to staff.

The quality of CPD is considered. Staff will do comparative judgements in their own time, offset against the 23 July INSET day, giving staff the day off.

Inspectors consider how effectively leaders monitor the progress of pupils so they do not fall behind, how well they engage with parents and stakeholders and how well they use the PP. Mandy Gard is looking at more able children particularly in February. Our engagement with parents is effective and staff shake hands with pupils in the morning.

Leaders should promote equality and effective safeguarding. We are a Stonewall training school. Outstanding governors systematically challenge senior leaders.

Action K: Complete another self-evaluation of governance in February/March.

All gobs

Question from AP: Is the Y7 literacy and numeracy catch-up premium because pupils could all be at different standards?

The Headteacher said it is based on their outcomes. Schools will not get much Y7 premium from us. We have liaison with Oasis and worked very closely with their maths department.

The Deputy Head said this has just started again and Oasis staff members will observe, team teach and then teach a lesson. It will prepare the teachers as they will get to know the pupils' personalities.

Outstanding governors challenge SLT on variations in outcomes for pupil groups and between disadvantaged and other pupils nationally. Leaders and governors must have a deep, accurate understanding of the school's effectiveness informed by the views of parents, pupils and staff. They must use high quality CPD to support teachers' improvement.

Action L: Repeat the parent and pupil safeguarding questionnaire.

All gobs

9) Behaviour Report

The report covers behaviour until the end of the summer term and shows mostly minor incidents such as name-calling and some issues with girls' friendship groups. Y3 were split by the Y2 staff before coming to us but were not very equally spread.

Question from ST: Was the split not done well?

The Deputy Head reported it was not done as well as we would have liked. We will look at it for Y4.

Question from AP: What percentage of children come straight from the infant school?

The Headteacher stated it is 99.9% of children.

Suggestions are listed for the teachers who will take each class next.

Question from ST: Do you go into class and ask the teacher if they have followed the suggestions?

The Deputy Head said yes. She sees the behaviour reports and staff get quite blunt feedback and a copy of the charts she fills in.

The current Y5 are a quiet group who show passive learning. They need more differentiation. They also need to earn their rewards and go the extra mile as rewards were being given too easily in one class. The current Y6 were split at the end of Y4.

Question from ST: Have you seen improvement from that Y6 split?

The Deputy Head reported they have not seen much improvement and there are issues outside class in the playground. There have been a number of equality issues this term. The Headteacher said there were not huge issues in class, it is outside.

Question from AP: What were the two external exclusions for?

The Deputy Head explained that one girl had instigated a fight and hitting. They were one or two day exclusions from the school. This term we have had more, all in Y6.

Question from ST: Is there anything we need to do differently? Why is the issue in Y6?

The Deputy Head explained she has listed recommendations in the report. We have started to follow through more on threats which means more exclusions. Some Y6 parents are not on board and blame the school. The sport ban has continued for pupils with too many strikes and sport staff have tightened up on behaviour management.

Question from ST: What do governors need to do? What would we see if we came in?

The Deputy Head stated governors can give support on exclusions and parental complaints, keeping an open mind. Governors can see behaviour sheets, exclusions and CPOMs logs. One Y3 child on a part-time timetable is going full-time and we will apply for an EHCP.

Behaviour meetings will be held once a week with Tracey Rankin, Simon Woods and SLT so all staff are on the same wavelength.

10) Governor Visits

Orders and Payments Processes, 28 September

AP met Gary Wooldridge and Andrew Clark. AP showed a flowchart for purchasing. She is happy with the processes in the main, although she questioned the fact that there is no system for recording invoices sent to the LA. However, the Headteacher noted we have access to them online via Agresso.

Also, invoices sent to the LA are not tracked that they have been actioned by the LA. However, the Headteacher noted that they would hit our accounts first before they are actioned by the LA.

Architect Visit, 20 September
MD met the extension architect.

Dismissal Appeal, 3 October
MD chaired a dismissal appeal.

11) Health and Safety Report

Postponed to next meeting.

12) Safeguarding

One looked after child left us on 5 October as their placement broke down.

Question from AP: Have you had progress reports about the child?

The Headteacher stated he had spoken to their new Headteacher that afternoon. She will keep in touch and we will write to the pupil.

One child still has an emergency protection order. The LA safeguarding self-evaluation will be discussed at the next meeting.

13) AOB

13.1 Parents' Day is on 15 November on anti-bullying.

13.2 AP's DBS check is three years old but it was confirmed that checks do not expire. Governors have a legal obligation to declare any changes.

13.3 Feasibility plans for the extension were shown.

13.4 Georgina Corrick explained that her school has a Requires Improvement judgement and governors described how FJS had moved from RI to Good.

13.5 Governors voted in favour of appointing Brent Schwarz as a co-opted governor.
Action M: Send a letter asking for parent governor volunteers.

14. Confidential Item

A confidential minute covers an issue discussed at this point.

15) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 20 November 2018 at 3.30pm.

The meeting closed at 5.55pm.

AGENDA

AGENDA

PH

ACTION POINTS FROM 30 October 2018			
	Action to be completed	By whom	By when
A	Email an ideal computing spending wishlist to ST. ST to visit to see the impact of Chromebooks.	Computing leads/ST	20 Nov
B	Meet the science leaders to discuss their report. BB to organise a date.	MD/BB	TBC
C	Attend assemblies to talk about the role of governors and give termly updates on governance. Next assembly 11 December, 2.45pm.	All govts	Penultimate week each term
D	Write the termly newsletter paragraph.	AP/PH	11 Dec
E	Write a health and safety report once a term following the H+S audit.	MD	Termly
F	Chase Andrew Clark about updating the online H+S diary.	BB/MD	13 Nov
G	Email details of the health and safety consultant to PH.	MD	20 Nov
H	Ask LA data team for potential dates for bespoke training at FJS.	Clerk	20 Nov
I	Attend one visit between meetings plus events emailed from BB.	All govts	Ongoing
J	Meet Simon Woods about the updated PE/sport premium document.	AP	20 Nov
K	Complete another self-evaluation of governance	All govts	Spring 2019
L	Repeat the parent and pupil safeguarding questionnaire	All govts	End of term
M	Send a letter asking for parent governor volunteers.	PH	20 Nov
Agenda Items for Future Meetings			Date
	LA safeguarding self-evaluation	NW/PH	20 Nov
	First health and safety report	MD	20 Nov
	Presentation from history/geography subject leaders	Subject leaders	20 Nov
	Discussion of OFSTED framework areas: Overall Effectiveness	All govts	20 Nov
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Updates on the extension	Paul Atkins	Ongoing
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing