

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 24 May 2022, 3.30pm

Governors present:

1. Phil Chapman (Vice-Chair)
2. Peter Howard (Headteacher)
3. Gary Natella
4. Lloyd Viney
5. Alison Powell
6. Mike Dant

Associate members present:

Bev Bessey

In attendance:

Maria Hughes (Business Manager)

Sophie Lee (Clerk)

This meeting was held entirely online.

1) Apologies

Nikki Webb (Chair), Katherine Minns, Brent Schwarz. Steph Thurston has resigned.

2) Declarations of Interest

Declarations relating to today's agenda: none. Annual declaration of interests: no changes to the register were declared.

3) Budget 2022-2023

The LA policy on budget surpluses and deficits was uploaded to Google Drive. We have a slightly higher surplus than the 10% allowed by the LA. Our balance brought forward is £251,840 and the allowable surplus is £208K, giving us £43k in excess surplus.

A summary of spending plans for the excess surplus is shown on our balance sheet and includes a complete library upgrade and a lighting upgrade in all classrooms. We are also investing in reading and phonics resources. Therefore the £43k excess surplus is all committed.

Question from AP: Is a lot of the surplus due to timing, where you hoped to spend it before 31 March but it slipped into the new year?

The Headteacher said yes. It is committed money with plans to spend it.

AP noted that is a reasonable excuse to carry it forward to next year. Governors approved the balance brought forward of £251,840.

Salary spending was £1,535,000 last year and in 2022/23 we have budgeted for £1,662,000. A member of staff is returning, we have hired two new teachers and the increase covers any other potential staff increases or vacancies.

Question from AP: Are pension contributions the same percentage at 12% or 15%?

Maria Hughes stated she had not seen any changes to these costs.

Question from AP: Has inflation been added since last year?

Maria Hughes said yes. There is a new LA tool with Access Financial which includes inflation costs and incremental costs and all the figures reflect that.

We spent £23.8k on supply last year and have budgeted for £30k as regardless of covid we spend quite a lot, but this could be lowered in October if needed. The £23.8k is the highest we have ever spent but this is due to covid and should decrease.

Question from AP: Does it cost about £200 or £250 per day for supply?

Maria Hughes noted she has got it down to about £180 per day.

Question from AP: Are our extra teaching assistants in the budget?

Maria Hughes reported the new welfare assistant who has just started is included, plus we have budgeted for two catch-up TAs who moved from temporary to permanent contracts.

Question from AP: Have they moved into a different line with permanent status?

The Headteacher stated they are still included under special assistants.

Repairs and maintenance (including the lighting upgrade) is at £78k versus £59.9k last year. This is an increase but we are having big works done this year.

Question from AP: Was the storm damage to the roof covered by insurance?

Maria Hughes noted it was not and we have paid for it from last year's budget. It was not seen as an act of God.

Under energy we have predicted a spend of £32.8k with £28.2k spent last year, an increase of about 20% but we will keep an eye on it. Under educational supplies we have budgeted for £106.7k, with £97.8k spent last year. This includes stationery, printing and photocopying and has been increased because we are back in school full time.

In communications and computing we have budgeted for £65.6k, spending £78.1k last year. Last year's costs included the new server, Chromebooks and some laptops for teachers were replaced. In this financial year we have replaced all the teacher laptops.

Question from AP: Can you reuse and reformat old laptops?

Maria Hughes stated newer laptops have been given to TAs and HP accept traded-in laptops under 10 years old for £120 cashback when you buy a new one so we sent our oldest laptops. All TAs have newer laptops.

Under miscellaneous the predicted spend is £189.4k with £184.2k spent last year. This includes hiring sports facilities, with £17k spent last year including swimming for all year groups. This year only one group will go swimming but there are more trips happening now.

Under income, pupil premium funding for 179 children is £247,915. We receive extra PP for looked after children in contributions from other bodies and that also includes MIDAS minibus training the Headteacher provides.

Question from AP: Why is the contributions income down since last year (£21k to £10k), do we have fewer income streams?

Maria Hughes noted that previously we received funding from the LA for the holiday activity fund of about £12k.

Question from AP: Will we not receive that this year?

Maria Hughes stated there is a full week option but we will not run such a long option this year. We are having works done in summer so may run it for about half the time. She can change that once we have a better idea of funding options.

Contributions from school trips shows a slight increase. PE/sport premium is similar to last year. The LA DSG includes covid recovery premium with three payments received and one still due. The school-led tutoring payment is also due.

The budget share now includes business rates and the teachers' pay grant and pension grant which are no longer separate. SEN top-up funding includes EHCP money, including one new child from Y2. More EHCP children will be leaving from Y6 than

joining us.

Budget Figures 2022/23

Total expenditure: £2,405,648

Total income: £2,284,142

Balance brought forward: £251,840

Surplus: £130,334

AP stated she is happy with this budget and it was approved by governors. Governors thanked AP for going through the budget with Maria Hughes and Maria for her time spent preparing it.

(Maria Hughes left the meeting.)

4) Minutes of the Last Meeting

Minutes from 22 March were agreed and the Vice-Chair will be asked to sign them off via email.

5) Matters Arising, Including Action Points

All action points are complete except those listed below.

Action A: Meet your linked subject leader (at least touch base by end of term).

Action B: Invite governors to the subject leader Zoom staff meetings.

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

Action D: Invite governors to Zoom elements of leadership cycle.

Action E: Write an item for school newsletter (150 words max).

All govs
BB
BS
BB
PC

GN visited school almost every day during SATs to support and see the distribution of papers and governors thanked him. Please meet up with your relevant subject leader before the end of term.

ACTION F: Send out the OFSTED webinar.

BB

Moderation takes place tomorrow with federation schools. Report writing is on 8 June and 15 June is Y6 moderation with governors invited from 3.30-4:30pm. On 22 June governors are invited to a curriculum follow-up from this Friday's INSET day (which governors are also invited to) from 8-10am. This will cover the vision and curriculum and year group planning in the afternoon.

29 June is parents' evening, 6 July is planning in new year groups, 13 July is final appraisal meetings and 20 July is planning in new year groups.

The Head was asked to get a report on how many children are having CPOMS entries written about them. However, CPOMS have changed the reporting process and cannot provide that easily.

The Head was asked to check if we need a separate bank account for salaries as a co-operative trust. There is a holding budget. The balance sheet shows the balance brought forward for capital, for community and for revenue.

The balance brought forward for our payroll budget is £0 because Strictly Education pay the wages and bill us through the LA for pensions and taxes. There is a separate budget for that and we check it each month against the payroll outturns and authorise the transfer from our payroll budget to the LA.

The LA is not timely at getting the money from the payroll budget. We contacted schools finance to make sure we could zero down at the end of the year.

Question from AP: When we are in the co-operative trust will the LA dump the budget in a separate bank account so we have to monitor day-to-day transactions, generating payments and reconciling it?

The Headteacher noted they should not as we already buy that service from the LA under an SLA.

Question from AP: So that will not change in a co-operative trust?

The Headteacher said no. Only one primary is a pure chequebook school but there is no reason for us to become one.

Question from AP: Will we share the LA VAT registration number?

The Headteacher said yes.

Question from MD: Have you established whether the electrical system is properly fireproofed?

The Headteacher reported that work will be done in the summer to compartmentalise it at no cost to us.

6) Governor Membership

ST has resigned as co-opted governor and Co-Chair. The Headteacher and Chair have both written to her personally and governors will make a presentation to her.

Governors thanked ST for her sterling efforts as a governor.

Parent governor KM has begun working at FJS as a TA. Parent governors cannot be elected if they work for the school for more than 500 hours per year but Sharon Taylor at the LA advises that KM could serve out her term of office which runs until November. KM would prefer not to be appointed to a new term of office in our co-opted vacancy.

Governors discussed whether KM needs to resign due to a conflict of interest. Governors also discussed whether KM's link role for English is now appropriate. KM is a 1:1 with a particular child and that is not subject dependent, but she will support the child across the curriculum and work in the same class as the English lead.

We only received one volunteer for the parent governor post recently. The Headteacher has written to Y2 parents to say we will need a new parent governor in the autumn and he will mention it when meeting new parents on 6 July. (Governors are invited to attend on 6 July at 2:30pm.)

Governors decided that KM can serve out her term of office until November but should not continue as English link governor.

ACTION G: Discuss GN possibly becoming English link governor.

PH/GN

ST was a member of the pay committee so MD was appointed to the committee in her place with PC/NW. This leaves BS, GN and AP to hear pay appeals (AP could hear an appeal from a teacher but not the Head because she is on the Head's appraisal panel).

7) Governor Visits

PC visited Y3 and Y6 pupil progress meetings. In the Y3 meeting he heard that children who have English as an additional language have good spoken English but their written English is not so good. A group of two to four children who need help are assigned to the "pink group" for extra tuition.

Question from AP: How many EAL children do we have and are they evenly spread across years?

The Headteacher reported we have about 10 to 15% EAL children equally spread out, most from Eastern Europe.

In the Y6 meeting PC heard there are some children whose work has deteriorated and some with poor behaviour who are taken out of class and spoken to by SLT. The disruption caused by covid has had an enormous impact on learning and behaviour and the behaviour of some children is a little concerning. The progress meetings showed an analysis of each child causing concern and are very analytical and detailed.

We have reached the end of the second cohort of the Lightning Squad catch-up interventions with 16 children from Y3, 12 from Y4 and three from Y5. Reading ages went up on average by 18 months in a four-month period of intensive work led by Cara Whitt which is fantastic. Results will tie into the next pupil progress reviews. We have chosen a third cohort and work on their interventions starts this week.

Question from AP: Was that from an outside expert? Are there any tips that could be disseminated widely?

The Headteacher reported that Cara is a teacher and is taking children in groups of two or three which has worked well. It is very intensive as part of the national tutoring programme.

GN visited during SATs week, saw the security of papers being checked and was very impressed. He could not imagine papers ever being opened by mistake and it went very smoothly. He also saw how hard staff worked to make children relaxed and happy beforehand. Boxes of papers were opened in front of the children. These were our first SATs since 2019.

Question from AP: How did the children take it as there has been a gap?

GN noted that children seemed really relaxed and staff put them at ease. Pupils did a lot of work on revision to help them relax.

The Deputy Headteacher reported it was one of the years where we had the most wobbles but they were quickly sorted out.

NW also attended for SATs monitoring and stayed all day to see papers locked up.

Question from AP: One child was ill during SATs, what was the outcome of that?

The Headteacher reported the child had chickenpox but sat the tests after returning on Monday with a timetable variation application. Security was not compromised. She had no contact with Y6 friends and the parent was told she must not contact friends.

Question from AP: Are you confident she did not have contact on the phone?

The Headteacher said yes. He told the parent she cannot be on the phone or on social media etc.

8) Headteacher's Report, Including Safeguarding

Charlotte Clark has started work as Inclusion Assistant alongside Tracey Rankin. She had her first child protection conference yesterday and is a great addition.

There is an update on the fire risk assessment in the Head's report. The LA will now pay an invoice of £1650 for a fire inspection survey. The roof and outside gym surface were damaged in a storm and the gym surface was repaired yesterday. Contractors said it would take five days but it took just one.

Question from AP: Have they reduced the price accordingly?

The Headteacher stated it cost just over £3k. He will talk to them.

ACTION H: Talk to gym surface contractors about price of work.

Question from AP: Was the price for the job or a daily rate?

The Headteacher noted it was for the job but they said it would take five days.

PH

Attendance figures for spring 2 are not great.

Question from AP: There are many G codes in Y5, why is that and is it the same children?

The Headteacher stated it is unauthorised holiday, but it is an assortment of children. This term there will be more G codes. There is not much authorised absence and the X code absences have now finished.

The contingency framework is still in place. The language in government guidance has changed and now says children "should" isolate for three days if they have a temperature. FSM vouchers arrived today and 181 will go out tomorrow.

Question from AP: Will vouchers continue over the summer?

The Headteacher noted they probably will, depending on the covid local support grant.

Question from AP: Will staff come in during the holidays for that?

The Headteacher reported vouchers will all be sent out before the summer holidays. Maria Hughes schedules all emails to send at the same time.

Zoe O'Shea was due to return from maternity leave tomorrow but is still isolating. We hoped to appoint an academic mentor but the one candidate was not successful.

The Head spoke to Lee Phillips from CSNet. There has been an issue between the co-operative trust and the legal firm who have not done what they were asked to. Our co-operative trust is still on track for 1 September as long as there is time for a full 30-day consultation.

An update of the school improvement plan is shown with objectives, plus a teaching and learning update. We have seen teaching and learning improvements and are really pleased. Charlotte Clark is really enjoying working here and said she could see consistency in classes, which we had been worried about in September. Jackie Kemp is a new 1:1 and has also made positive comments including about the team ethic.

FJS is not being moderated this year but we are moderating at other schools and Abi Saunders is doing LA moderation (we get paid for her time). Three new pupils joined the school last week. The secondaries our pupils will join are shown in the report.

The Oasis Assistant Principal visited and noted children's behaviour was "incredible". We had a number of children going on trips from all years and every time adults have been pleased with their behaviour and they have been brilliant ambassadors.

Question from AP: We talked previously about behaviour problems in class however, do pupils misbehave in school but not outside?

The Headteacher noted the discussion referred to small issues in school, not disruption to teaching and learning or major issues. We look after the little things and therefore do not get bigger problems. We have genuinely excellent behaviour and do not allow behaviour issues to disrupt teaching and learning.

PC clarified that a small number of children are causing behaviour concerns but there is not a concern across the whole school.

The calendar of events is shown in the Head's report. INSET day is Friday 27 May, 8 June is Sports Day, Y3 will have a fish and chip supper and Y6 go to Paulton's Park. Please let the school know which events you wish to attend.

9) Policies

The relationships and sex education policy is unchanged and was rewritten fully at the

start of the pandemic.

The behaviour policy is unchanged. It is a robust policy that meets the needs of children and works. We need to sell it to Y2 parents. Governors previously agreed to enable the school to influence behaviour beyond the school gates.

The information sharing protocol is the LA policy dated 2017 but the LA has not reviewed it since then. The lettings policy is unchanged with our charges shown. Although the policy says governors review the charges annually the Head sees no reason to change them.

Question from AP: Are the charges full cost recovery to cover caretakers, wear and tear and utilities? Are they still valid given increased costs on some of those?

The Headteacher noted that if we were letting often we might need to review or if people were leaving taps or lights on but lettings happen very infrequently.

Question from AP: Do we have public liability insurance?

The Headteacher noted we do through the LA but not insurance for the fabric of the building. For our break-in we were covered for monies but not for the damage. It is a thin policy.

Question from AP: If a member of the public was injured are we covered?

The Headteacher reported they would sue the LA and that has happened.

All policies discussed were approved.

10) AOB

10.1 PC attended the LA governors' forum and met governors from Highfield School, which received a poor OFSTED rating due to safeguarding and child protection failings and how they operated their systems.

Governors must ensure that safeguarding procedures are in place. Safeguarding link governor NW comes in monthly and checks the single central record and also looks at safeguarding training. The safeguarding self-evaluation tool was recently presented to the governing body.

Some schools find that OFSTED say they are holding on to risks around children which should have been referred on. We therefore produced a spreadsheet so we know the number of children on safeguarding plans and number of children we refer on, plus the outcome of the referral, eg: a child protection plan. It also shows when plans are stood down and whether we agree with that decision or if we have to escalate.

SIO Mark Lindfield's report commented positively on safeguarding, saying "The school have responded proactively to a recent OFSTED survey and to changes in safeguarding guidance. As a result, the school have well-established procedures to track and monitor incidents, including peer-on-peer harassment or bullying. Governors are aware of their statutory responsibilities and have attended safeguarding training alongside staff."

He also noted that governors receive a comprehensive account of safeguarding incidents and said it was a pleasure to listen to staff as we left no stone unturned in keeping children safe.

PC noted we must ensure the safeguarding system is up-to-date and that information transfers securely to a pupil's new school or if a child goes abroad etc.

It is important governors check the processes and policies. A governor may need to go through policies and make sure they are up to date. Governors also need to check that

everyone knows the procedures, so governors could send a survey to staff to see for example if they know the grievance procedure, plus a survey to parents.

The LA are looking for more governor involvement to ensure triangulation is in place. The presentation from governors' forum is on Google Drive.

Question from PC: Do we have a member of staff to oversee the mental health of children? Do we have a careers adviser?

The Headteacher noted we do for mental health and that was one reason we hired Charlotte Clark. We do not have a careers adviser as that is not a priority.

About 70% of schools have CPOMS. When a child joins us our CPOMS automatically sends a request to their previous school if they have CPOMS and they copy information into our system. If the school does not have CPOMS we send a request to the Head for their safeguarding record and PH signs to say we received it.

If we send a child to a school with no CPOMS we send a paper record by recorded delivery or password-protected email, plus a form they sign and send back to us. If the child is moving and has no school yet we take their forwarding address and keep in touch until we get a request for their CTF file.

The clerk keeps a schedule of all policies. Every policy on our website is up-to-date and once each policy is approved by governors it is uploaded onto the website the same day.

OFSTED will check that policies are in place for when a child leaves a school for whatever reason. One issues with CPOMS is that if a child joins us but goes back to their original school CPOMS cannot transfer the record back as they keep a copy of the record as it was on the day they left. CPOMS are looking into that.

Question from AP: What if a child is moving out of the country or being home-educated?

The Headteacher reported he would inform the LA Missing Education Officer. We take the address and postcode of their new home.

10.2 The LA advised that governors should sign a confidentiality agreement.
ACTION I: Find an example confidentiality agreement.

Clerk

10.3 Zoom are limiting free meeting time to 40 minutes from the start of July.

10.4 ACTION J: Email list of staff meetings governors are invited to.

BB

11) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 12 July at 3.30pm and will be held in person.

The meeting closed at 5.30pm.

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| | ACTION POINTS FROM 24 May 2022 | | |
| | Action to be completed | By whom | By when |
| A | Meet your linked subject leader (by end of summer term). | All govs | End term |
| B | Invite governors to the subject leader Zoom staff meetings. | BB | Ongoing |
| C | Write a health and safety report once a term. | BS | End autumn term |
| D | Invite governors to Zoom elements of leadership cycle. | BB | Ongoing |
| E | Write an item for the school newsletter (150 words max). | PC | 12 July |
| F | Send out the OFSTED webinar. | BB | 12 July |
| G | Discuss GN possibly becoming English link governor. | PH/GN | 12 July |
| H | Talk to gym surface contractors about price of work. | PH | 12 July |
| I | Find an example confidentiality agreement. | Clerk | 12 July |
| J | Email list of staff meetings governors are invited to. | BB | 12 July |
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| | Questions to follow up from governor visits | By whom | By when |
| | | | |
| | | | |
| | Agenda Items for Future Meetings | | Date |
| | Update on co-operative trust | PH | Every meeting |
| | Review of catch-up (standing item) | PH | 12 July |
| | Review SIP at first meeting of every term | PH | Autumn term |
| | Performance against SIP targets | All govs | Every other meeting |
| | Agree newsletter updates on the budget, decisions made and governor roles | All govs | Once per half-term |
| | Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports) | PH | Ongoing |