

# Fairisle Junior School Full Governing Body Meeting

Tuesday, 28 February 2023 at 3.30 pm

Venue – Fairisle Junior School, Fairisle Road, Lordshill, Southampton, SO16 8BY

## Minutes

### Attendance:

Name	Role	Attended	Apologies accepted	Absent
Nikki Webb (NW)	Chair	X		
Gary Natella (GN)			X	
Phil Chapman (PC)	Vice Chair	X		
Peter Howard (PH)	Headteacher	X		
Alison Powell (AP)		X		
Bev Bessey (BB)	Staff Governor/ Deputy Headteacher	X		
Brent Shwarz (BS)			X	
Also in attendance:				
Liz Irving (LI)	Clerk	X		
Carol Donnachie	SBM	X		

The meeting began at 3.30pm.

Items were taken in the order shown.

The meeting was quorate throughout.

Action - Decision - Challenge/Question/Support

1.	Apologies for absence
	Apologies were received and accepted from BS and GN.
2.	Declarations of interest:
	None declared.
3.	Minutes of the meeting on 10 January 2023
	<ul style="list-style-type: none"><li>Decision: the minutes of the meeting of 10 January were approved.</li></ul>
4.	Matters arising including action points

Minutes approved by the Board as a true reflection of the meeting: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	<p>Please refer to the action log following the minutes.</p> <p>i. Spring 2 newsletter – AP will draft an update on governor’s work, visits that have taken place, etc.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> AP to draft and send to PH.</li> </ul> <p><b>CD joined the meeting at this point.</b></p>
<b>5.</b>	<b>Budget Update including SLAs for 2023-24</b>
	<p>CD presented an overview of the 2023/24 budget, which included the following key points:  <b>Year End position: Overall underspend of £80-85k. Carry forward figure of around £325k.</b></p> <p>i. <b>Staffing:</b></p> <p>There is a significant underspend on admin staff due to the months without an admin assistant or school business manager.</p> <p>A number of items were budgeted under one code and spent under another.</p> <p>The year concluded with an underspend of approximately £30k under Staffing.</p> <ul style="list-style-type: none"> <li>• <b>Question:</b> Will there be any staffing changes from 1 April 2023?</li> <li>• <b>Response:</b> a number of support and teaching staff have been or will be recruited. Recruitment for Teaching Assistants continues to be difficult. Support Staff roles will be regraded from 1 April, with a minimum £1995 increase for full time staff. Some support staff are also due incremental pay rises.</li> </ul> <p>CD anticipates a need for more support staff in the next year due to the number of pupils transitioning from Infants with additional needs.</p> <p>ii. <b>Building maintenance and improvement:</b></p> <p>There was a substantial underspend in this area. CD gave details of the kitchen and roofing work expected in the near future:</p> <p>Kitchen extractor fan – paid for by the school</p> <p>Roof by PH’s office – school</p> <p>Kitchen canopy roof and windows – local authority.</p> <p>£35k has been assigned for building works this year. CD advised that there will be more spend in the following financial year.</p> <p>Energy is underspent. The forecast was adjusted by 50-60% (up from £22k to £34k) as per LA guidance, but CD expects this to be around £25k at year end.</p> <p>iii. <b>Supplies and services</b></p> <p>CD advised that the biggest spend in this section is Educational Supplies. The school’s spend here is high when benchmarked against similar schools. PH said that his policy was to purchase supplies of the highest possible standard so that pupils are working with the best. The spend includes £20k on new library books. An underspend on computer hardware occurred when the government scheme to provide Chromebooks was more comprehensive than anticipated.</p> <ul style="list-style-type: none"> <li>• <b>Question:</b> what is the lifespan of the Chromebooks expected to be?</li> <li>• <b>Response:</b> PH advised that the Chromebooks are good quality and robust, with less on the hard drive to go wrong than a conventional laptop. The server is about 18 months old and will need to be upgraded at some point.</li> </ul> <p>The clerk made the board aware of a recent severe ransomware attack on a local secondary school, in which the on-site servers were compromised. The impact of the attack would have been less if storage had been cloud-based.</p>

	<p>PH advised that some school data is cloud based, and some on the local server. There is an ambition to move more to the cloud.</p> <p>PH observed that the school's broadband capacity is good.</p> <p>CD reminded governors that the catering budget will be overspent as it is being supplemented by the school to mitigate the cost of living crisis.</p> <p>PH is comfortable with the carry forward figure of £325k, which is high but will cover building work where costs are expected to rise.</p> <p>Governors thanked CD for all of the hard work completed on the budget.</p> <p><b>iv. Service Level Agreements (SLAs)</b></p> <p>PH and CD have reviewed the SCC SLAs, and these have also been reviewed by the local Heads group.</p> <p>PH explained which of the SLAs the school intends to adopt:</p> <ul style="list-style-type: none"> <li>• Ground maintenance - outside only</li> <li>• Legal Services Gold - this level of service is not available elsewhere for the same cost</li> <li>• Cultural Services – an excellent service that the school has made good use of.</li> </ul> <p>Not adopted:</p> <ul style="list-style-type: none"> <li>• Educational Psychology is bought across the Trust, which gives the school three days of support at a lower cost than purchasing as an individual school.</li> <li>• <b>Question:</b> would there be any financial benefit to buying the Cultural SLA as a Trust?</li> <li>• <b>Response:</b> No, the cost is pro-rated for the number of pupils on roll.</li> <li>• Insurance Services: PH recommended moving to the DfE Risk Protection Arrangement (RPA). Coverage is as good or better than the SCC SLA and is £8763 compared to £11k+ for the LA service. This would not include the minibus insurance which is purchased through SCC separately.</li> <li>• <b>Question:</b> would it cost more to insure the minibus with a conventional insurance company?</li> <li>• <b>Response:</b> Yes, the LA provide comprehensive cover at reasonable cost.</li> <li>• <b>Decision:</b> the board agreed that the DfE RPA be adopted.</li> <li>• <b>Decision:</b> the board agreed all recommended SLAs and SIMS support.</li> </ul> <p><b>v. SFVS:</b></p> <p>The clerk asked if work has started on completion of the SFVS, which governors should be involved in completing. PH advised that this has not yet been received from SCC.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> PH to complete a draft SFVS and post it on the Drive for comments and queries. AP will approve the SFVS for final submission.</li> </ul> <p><b>CD left the meeting at this point.</b></p> <p><b>Post meeting addendum:</b> during the meeting PH received confirmation of the school budget from SCC. The total school allocation for 23/24 is £1,909,726, up by £100k from £,1808,445 in 22/23.</p>
<b>6.</b>	<b>Workload Survey Update</b>
	Please refer to the paper 8.2.23 Workload Survey Outcomes which gives an explanation of the actions taken in response to the survey results.

	<p>i. BB acknowledged that the survey results had caused school leaders some concern, and gave a detailed overview of the actions put in place to address some of the issues as per the Outcomes report.</p> <p>ii. Additional points:</p> <ul style="list-style-type: none"> <li>a) Day trips arranged instead of the Year 6 residential trip will still be paid by parent contribution, but will be much cheaper and more accessible for pupils.</li> <li>b) All staff will meet to discuss the feedback and marking policy later this term.</li> </ul> <p>BB said that the actions will be revisited at a later date.</p> <p>A governor observed that that actions will help staff to feel they have been consulted and listened to.</p> <p>PH said that school leaders are taking the results of the survey seriously. The wellbeing of staff is of great importance and leaders will take steps to streamline processes and make things easier for staff where possible.</p> <p>PH suggested that staff wellbeing should be on all WGB agendas.</p>
<b>7.</b>	<b>Safeguarding Self Evaluation</b>
	<p>Please refer to the Safeguarding Self Evaluation document which is stored on the Drive with the papers for this meeting.</p> <p>i. The Chair has reviewed the submission in detail.</p> <p>ii. PH drew attention to the following <b>Question: Are Governors aware of parental views about safeguarding in the setting?</b></p> <p>A questionnaire will be given to all parents attending the open evening on 01/03/23, and PH will send a text to all parents reminding them to complete it. Parents have already been made aware of the questionnaire.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> PH to report the questionnaire outcomes at the next meeting.</li> </ul> <p>iii. The Chair drew attention to the following question, which was rated as Amber: <b>Is there evidence of regular monitoring of safeguarding by Governors? (Is safeguarding a standing agenda item at meetings do minutes evidence that the body is ensuring that all governors are aware of their responsibilities for safeguarding?)</b></p> <p>The Chair will monitor the SCR on a monthly or minimum of half-termly basis going forward.</p> <ul style="list-style-type: none"> <li>• <b>Decision:</b> the board approved the Safeguarding Self Evaluation for submission to SCC.</li> </ul>
<b>8.</b>	<b>Health &amp; Safety Management Review</b>
	<p>Please refer to the Health &amp; Safety Management Review document stored in the Drive with the papers for this meeting.</p> <p>i. PH made reference to the amber points in the report.</p> <ul style="list-style-type: none"> <li>a. PH has reviewed the Section 10 checklist to establish the relevant checks, and cross checked this with the Section 11 compliance guide. All of the necessary check should be completed under the LA Gold SLA, but PH has identified some gaps here the LA has not completed everything that should be done according to their guidelines.</li> <li>b. PH assured governors that he has the records to prove that all statutory checks have been completed, although these have not all be submitted to SCC Property.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Question:</b> how often is Legionnaire testing completed?</li> <li>• <b>Response:</b> the water is tested monthly.</li> </ul> <p>PH said that the review has been completed honestly and would be submitted as seen by governors.</p> <ul style="list-style-type: none"> <li>• <b>Decision:</b> the board agreed that the Health &amp; Management Review could be submitted to SCC.</li> </ul>
<b>9.</b>	<b>School Improvement Officer (SIO) Report (Draft)</b>
	<p>i. Governors observed that it was difficult to find any negative points in the SIO's report. PH said he was very happy with the outcome. SLT have more notes for improvements than are noted in the report.</p> <p>ii. PH referred to the following comment from the report in relation to the headteacher's report to governors:</p> <p><b>"in reporting and in governor meetings there appears less information for governors on the key and immediate priority for the school on evaluating the impact of these actions on raising pupils' achievement in reading, writing and mathematics."</b></p> <p>Going forward, PH will ensure governors receive the data to support this. BB suggested that twice-yearly summative tests are undertaken in years 3, 4 and 5. BB further suggested that data be presented at the next meeting covering progress made, distance from target, and the effectiveness of measures/interventions taken.</p> <p>iii. PH advised that Ian Taylor will be the external advisor for PH's performance review, and will meet with governors on 7 March.</p>
<b>10.</b>	<b>School Self Evaluation Form &amp; Inspection Data Summary Report</b>
	<p>The SEF was reviewed by senior leaders and the SIO, who suggested picking out five or six of the most important bullet points in the second section of the SEF. PH was unsurprised to find that all leaders highlighted the same points, which demonstrates the cohesiveness of the team.</p>
<b>11.</b>	<b>Cooperative Trust Update – Instrument of Governance</b>
	<p>i. <b>Progress</b></p> <p>The board voted to join the Bridge Education Trust at a meeting on 23 February 2023. Stone King solicitors have submitted the Incorporation paperwork with PH listed as an individual director in order to progress the formation of the Trust from 1 March 2023. PH has spoken to Derek Wiles at SCC, and progress is being made on the registration of land and assets.</p> <p>The Trust will consist of six schools: Fairisle Infants, Fairisle Juniors, Shirley Warren, Newlands, and Mason Moor joining in September 2023 following a request from governors for more time to prepare. Links with Holy Family will be maintained.</p> <p>The Trust is formally a Foundation Trust from 1 March 2023, when the schools' revised Instrument of Government (IoG) also comes into effect.</p> <p>ii. <b>Board structure:</b></p> <p>The clerk advised that the board needs to appoint a new Local Authority governor, and two of the co-opted governors will need to be appointed as Foundation governors by the Trust Board.</p> <ul style="list-style-type: none"> <li>• <b>Decision:</b> it was agreed that PC and NW be nominated as Foundation Governors.</li> </ul>

	<p>The board has a vacancy for a parent governor, however PH advised that there was no response to a message to parents about the vacancy in the autumn term. It was also included in the welcome letter to parents of new Year 3 pupils.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> Clerk to post adverts for additional co-opted governors on Inspiring Governance and Governors for Schools.</li> <li>• <b>Action:</b> PH to submit revised IoG to SCC for sealing.</li> </ul>
<b>12.</b>	<p><b>Reports from &amp; Questions to follow up from governor visits</b></p> <p>i. The board received the following reports from AP for inclusion in the board's records:</p> <ul style="list-style-type: none"> <li>• Pupil Premium Plan monitoring</li> <li>• Meeting with SIO</li> </ul> <p>ii. AP observed that the Governor notice board in Reception is out of date.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> PH to update the Governor board.</li> </ul> <p>iii. AP explained that the Pupil Premium plan had moved from 1 to 3 years to facilitate continuity and improved planning. The plan is being reworded in a more positive light and will be republished on the school website. AP assured the board that all information required by the DfE is included.</p> <p>The homogeneity of the pupil population was briefly discussed, with most pupils coming from the 4<sup>th</sup> or 5<sup>th</sup> quintile zones on the IDACI (Income Deprivation Affecting Children Index) map rather than the 3<sup>rd</sup> quintile where the school is located. There is little economic division.</p> <p>It was noted that PPG pupils are more likely to have high levels of absence than non-PPG pupils. The school hopes that the attendance officer will improve this.</p> <ul style="list-style-type: none"> <li>• <b>Challenge:</b> at the Trust meeting of 23/02/23, PH said that the cost of an attendance officer would not be money well spent. FJS should work with other schools in the Trust to undertake a cost/benefit analysis. There should be clear statements and policies at school and Trust level on non-attendance. Governors and school leaders must be able to demonstrate to inspectors that robust action is being taken to improve attendance.</li> <li>• <b>Response:</b> PH advised that attendance information is published on the school website and in the parent handbook. The school continues to take a robust approach to enforcement.</li> <li>• <b>Question:</b> Are parents aware that if their case goes to court they could receive a criminal conviction?</li> <li>• <b>Response:</b> Yes. This is stated on the Leave of Absence form.</li> <li>• <b>Action:</b> PH to investigate the employment of a cross-Trust attendance officer.</li> <li>• <b>Question:</b> can PPG spend be recorded in a separate cost centre to make it clear to inspectors?</li> <li>• <b>Response:</b> This cannot be done. Ofsted do not expect to see this as PPG pupils should not be treated differently. What is good for them is good for all children. The baseline for assessment of the PPG plan outcomes is whether or not FJS's disadvantaged pupils are narrowing the gap compared to disadvantaged children nationally.</li> </ul> <p>AP has scheduled a follow up meeting and will continue to review regularly.</p> <p>The Chair thanked AP for her reports.</p>

<b>13.</b>	<b>Policies</b>
	<p>The following policies had been submitted to governors for review:</p> <ul style="list-style-type: none"> <li>i. Business Continuity Plan (no changes) <ul style="list-style-type: none"> <li>• <b>Decision:</b> Approved</li> </ul> </li> <li>ii. Child Protection and Safeguarding (substantial change to align with SCC model policy) <ul style="list-style-type: none"> <li>• <b>Decision:</b> Approved</li> </ul> </li> <li>iii. Complaints (no change other than small amendments to reflect Trust membership) <ul style="list-style-type: none"> <li>• <b>Decision:</b> Approved</li> </ul> </li> <li>iv. Health and Safety (no changes) <ul style="list-style-type: none"> <li>• <b>Decision:</b> Approved.</li> </ul> </li> </ul>
<b>14.</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>i. <b>Link governor roles:</b>  PC is now responsible for English and will speak to BB about engagement with English leads.  AP hopes to complete a Maths meeting before the end of term.  BB advised that a member of the English Hub would be in school on 01/03/23 to review Phonics and Reading with BB and the English leads.</li> <li>ii. <b>Strike Action:</b>  PH advised that no teachers had advised of an intention to strike on 01/03/23 and the school would therefore be open as usual.</li> <li>iii. <b>CPD:</b>  Two members of staff are undertaking National Professional Qualifications – one NPQH and one NPQ Senior Leaders. Another member of staff had intended to undertake NPQ Leading Teacher but the course was cancelled by the provider. This has been carried forward to next year.  The new RE lead, who is also new to the school, has completed a series of courses on RE.  In house training has taken place on maths and writing moderation. There has also been a Trust Inset day.</li> </ul>
<b>Meeting closed at 5.40pm</b>	
<b>Date of next meeting: Tuesday 2 May 2023, 15:30 – 17:30</b>	

	<b>Action to be completed</b>	<b>By</b>	<b>By when</b>
	<b>ACTION POINTS FROM 28 February 2023</b>		
<b>A</b>	AP to draft an item for the Spring 2 newsletter.	AP	SPRING 2
<b>B</b>	PH to draft SFVS and add to Drive for comment.	PH	EASTER
<b>C</b>	Feedback on the parent safeguarding questionnaire to be presented at the next meeting.	PH	SPRING 2
<b>D</b>	LI to set up governor adverts on Govs for Schools and Inspiring Governance.	LI	EASTER

<b>E</b>	PH to submit Instrument of Government to Sharon Taylor at SCC for sealing.	PH	Immediate
<b>F</b>	PH to update the Governor noticeboard in reception.	PH	SPRING 2
<b>G</b>	PH to progress feasibility re employment of Trust-wide attendance officer.	PH	SPRING 2
<b>ACTION POINTS FROM 15 NOVEMBER 2022</b>			
<b>Action to be completed</b>		<b>By</b>	<b>By when</b>
<b>B</b>	PH to arrange for the curriculum section of the school website to be updated.	PH	End of term IN PROGRESS
<b>ACTION POINTS FROM 20 SEPTEMBER 2022</b>			
<b>Action to be completed</b>		<b>By</b>	<b>By when</b>
<b>A</b>	Meet linked subject leader (by end of summer term).	All govs	End of term IN PROGRESS