

# Fairisle Junior School Full Governing Body Meeting

Tuesday, 2 May 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/<br>Deputy Headteacher | X        |                    |        |
| Brent Shwarz (BS)   |                                       |          | X                  |        |
| Also in attendance: |                                       |          |                    |        |
| Liz Irving (LI)     | Clerk                                 | X        |                    |        |
| Carol Donnachie     | SBM                                   | X        |                    |        |

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| <b>1.</b> | <b>Apologies for absence</b>   |
|           | The Chair opened the meeting at 15.45. PC had advised in advance of late arrival and was not present at the start of the meeting. BS had asked to join the meeting online but as this option was not available apologies were accepted.  |
| <b>2.</b> | <b>Declarations of Interest</b>  |
|           | None declared.   |
| <b>3.</b> | <b>Budget 2023-2024 &amp; SFVS</b>   |
|           | <b><i>CD joined the meeting at this point.</i></b><br><b>A) Budget</b><br>Details of the budget had been circulated to governors in advance. CD highlighted the following points:<br><b>i. Salaries:</b> Teaching staff pay increases have been entered as 5% from September 2023 and 3% for next year. Support staff pay increases are £1900 pro rata. This is as advised by SCC Schools Finance. |

PH briefly explained the pay demands of the teaching unions that are taking industrial action.

Salary figures include two current vacancies for lunchtime staff and one vacancy for a 1-2-1 inclusion assistant.

PH advised that salaries look lower than in the previous budget as national insurance and pension superannuation are listed separately. The Salary line in the budget does not represent the total amount spent on staffing.

- ii. Income:** All income lines have been checked by SCC Finance. Catch Up funding is being replaced by the Mainstream Schools Additional Grant, which consists of a lump sum of £4,900, an amount per pupil, and an additional amount per PPG pupil, amounting to around £65,000 in total.

The school will have 178 PPG pupils from September, plus one service and two Looked After Children (LAC) who receive higher rate PPG.

There will be four Year 3 classes in September.

***PC joined the meeting at this point.***

- iii. Recruitment:** some employee start dates have been delayed by lengthy waits for DBS confirmations. Following Safer Recruitment guidance on low, medium and high risks, one low risk recruit was able to start before their DBS was returned. Another has been able to complete statutory training at home.

- iv. Agency staff:** a teacher has been employed as an on-call supply teacher, which will reduce agency costs.

- v. Repairs and maintenance:** a budget of £70k has been set as there are issues that would be best addressed to prevent a worsening situation.

- vi. Minibus:** this has been on lease for five years. Monthly costs have nearly doubled in this time. Annual costs are around £10k. The mileage is very low, in part due to Covid.

Research by another school indicates that other company costs would be similar. Leasing includes health checks every six weeks, which would become an additional cost if the school were to purchase a minibus outright.

PH said that the minibus is a luxury but I very useful and substantially cheaper than hiring coaches. The cost works out as £24 per child per year.

Sharing a minibus with other Trust schools would be impractical as it would often be needed by multiple schools on the same day, e.g. for sport fixtures.

- vii. Catering:** PH reminded governors that the school is currently subsidising catering costs to support families during the cost-of-living crisis.

- viii. Hardware:** Between 25 to 30 chromebooks have not been returned by past pupils, or by 15 pupils who are still on roll. Families will receive a written request for the return of the chromebooks, but if they claim the laptops have already been returned there is no further action the school can take. Serial numbers were recorded against each pupil.

PH said that the return of chromebooks had not been followed up robustly.

There are sufficient chromebooks in school for pupils to use as needed.

There are other emerging hardware needs, and therefore PH felt it was best to keep the

stated amount in the budget for contingency.

**ix. Surplus:**

|                           |            |
|---------------------------|------------|
| Income 23/24              | £2,476,225 |
| Planned expenditure 23/24 | £2,394,567 |
| In-year surplus           | £81,658    |
| Carry forward figure      | £388,000   |
| Total surplus             | £470,000   |

PH said that the surplus was more than is reasonable, but a useful reserve against increasing costs.

PH briefly outlined areas of recent expenditure on furniture, fixtures and fittings, and practice SATS papers.

- **Question:** could SCC claw back the surplus?
- **Response:** PH said this would have to be approved by the Schools Council and is unlikely.

A discussion took place regarding various potential improvements to the building fabric and possible areas for refurbishment.

- **Question:** what is happening about the fire doors that need replacement or repair?
- **Response:** PH advised that the costs for this should be met by SCC and will be followed up by the school.
- **Decision:** the budget was approved.

Governors thanked CD for the time and effort that has gone into preparing the budget.

**B) SFVS (Schools Financial Value Statement)**

The Chair reported reviewing the SFVS in detail.

- **Question:** should the governing board have a finance committee?
- **Response:** the clerk and PH agreed that this was not required in the circle model of governance.

A governor highlighted some minor inconsistencies in the use of the term Federation and Trust.

- **Action:** CD will correct these and resubmit the SFVS.
- **Decision:** the SFVS was approved.

The Chair thanked CD for attending.

***CD left the meeting at this point.***

- **Action:** one small clarification was offered for point 9.3: external advisor for PH's PM. LI will make this change.
- **Decision:** the minutes from the meeting of 28 February 2023 were approved.

**Outstanding actions** – please refer to **Actions to be completed** table following the minutes.

**Matters arising**

- i. **Safeguarding questionnaire:** 165 parents completed the questionnaires. Many of these were completed on Parents Evening with the encouragement of PH and BB. The results were very positive. PH took governors through the results and said there was nothing that causes any concern.

PH highlighted some of the comments in the free-format section, such as "I'm really happy my children go to this school".

A governor suggested that those parents who did not respond could either be unconcerned, or less positive. PH observed that nearly half of the school families responded, which is a much higher rate of return than would be expected from an online form.

The results of the survey were published to parents in Newsletter 10.

- ii. **Instrument of Government:** LI made governors aware that Kate Lewis has replaced Sharon Taylor as Governance and Leadership Advisor at SCC.

- **Action:** LI to forward the Governor Services newsletter to the board.

- iii. **Attendance:** at FJS the Attendance Officer role is being carried out by the new school office assistant. PH suggested that the other Bridge Trust schools may not be in a financial position to employ an AO across the Trust.

- iv. **Meetings with subject leaders:** NW will meet with Holly regarding curriculum. All governors were encouraged to visit the school in the near future. BB suggested that these meetings focus on how leaders are progressing against their action plans.

Link roles were confirmed as:

**NW:**

- Safeguarding
- Safer Recruitment
- SEND

**PC:**

- Inclusion
- Attendance
- English
- Closing gaps & intervention
- Training

**BB:**

- Humanities

**AP:**

- Arts and Sport

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|           | <p>Other roles will remain as previously agreed.</p> <p>A governor will be required to join the Pay Committee to replace MD.</p>   |
| <b>5.</b> | <b>Reports from &amp; Questions to follow up from governor visits</b>  |
|           | <p>i. PC advised that he will be on site to support SATS.</p> <p>ii. NW has completed a safeguarding check but has yet to submit the report.</p> <p>iii. AP had submitted the following report:</p> <ul style="list-style-type: none"> <li>• <a href="#">230419 Alison Powell Pupil Premium Interviews</a></li> </ul> <p>AP gave a detailed overview of this school visit and highlighted the following:</p> <ul style="list-style-type: none"> <li>– Listening was very good.</li> <li>– Some PP pupils wanted more challenging work.</li> <li>– Some pupils commented on finishing work ten minutes before the end of a lesson and having nothing further to do.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Action:</b> BB to raise in a staff meeting.</li> </ul> <p>iv. PH reported carrying out safeguarding and SCR checks. Written feedback is being provided to CD.</p> <p>v. BB reported visiting History and Geography, where BB found that pupils are remembering more, but staff still need to plan overlearning and reminders. Teachers need to find out more about children’s pre-existing knowledge.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> BB to circulate report to governors.</li> </ul>                                  |
| <b>5.</b> | <b>Headteacher’s Report to Governors</b>   |
|           | <p>The Chair extended thanks to everyone who had contributed to such a comprehensive report. PH explained that contributors were asked to use a common format covering the following:</p> <ol style="list-style-type: none"> <li>a. Action</li> <li>b. Impact</li> <li>c. Next Steps</li> </ol> <p>The following questions, comments and clarifications were offered in response to the report:</p> <p><b>i. Attendance:</b></p> <ul style="list-style-type: none"> <li>• <b>Comment:</b> A governor said that attendance data was worrying.</li> <li>• <b>Response:</b> PH advised that an attendance officer has been appointed and is now making home phone calls, and governors should expect to see a marked improvement in attendance.</li> </ul> <p><b>ii.</b> PH gave an overview of how a Severe Absence case has been managed, including referral to the Education Welfare Officer (EWO) at SCC. It is not clear what the impact has been of this referral. This pupil’s absence is the cause of the low overall attendance figure for Year 4.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> PH to invite the EWO to the next meeting.</li> <li>• <b>Question:</b> what is the difference between PPG and Free School Meals (FSM)? Should</li> </ul> |

they be recorded as one category?

- **Response:** PH explained that the data comes directly from SIMS, and that some PPG pupils do not qualify for FSM.

### iii. Teaching and Learning

- **Action:** BB to send sample pupil questionnaires to PC.

### iv. Behaviour

PH reminded governors that the school “sweats the small stuff” on behaviour, which inflates the data.

- **Question:** What behaviour changes have been noticed now pupils are full time in school following the pandemic?
- **Response:** BB said that incidents around Equality (prejudicial language, etc) were particularly bad in the pandemic years. This has stabilised. The majority of incident occur in the playground at lunchtime. For the first time the school has received three reports of incidents taking place out of school.

A communication for parents is being prepared on prejudicial language.

BB reported that the most concerning case has been one of child-on-child sexual harassment outside of school. This has been investigated and a group of children will be undertaking a course led by the Saints Foundation on Sex and Violence Against Women. The children that will attend have been selected and permission sought from their parents. It has been recommended that the children included are not told in advance that they will be attending. A number of female pupils have been specifically chosen as they will speak up.

BB has followed up with the girl that was targeted in the incident. The perpetrator of the incident is known to need support as well.

- v. **School calendar:** PH will be doing a presentation about the Coronation at the end of the week. Pupils and staff will receive commemorative badges that were designed with pupil input.
- vi. **INSET, 30 June:** the focus for this day will be supporting lower-ability children. Governors are welcome to attend.
- vii. **Sports Day:** 14 June has been reserved. There will also be a Trust Games event.

## Policies

**Decision:** The following policies were approved -

- Relationships and Sex Education – no changes apart from dates
- Behaviour – no changes
- Lettings – no changes apart from dates

The lettings rates remain the same. Lettings have not generated income this year and PH does not intend to promote it.

PH reported that all policies on the school website are up to date.

## Any Other Business

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|---|
| <p>i. SATS week (9 – 12 May): Governor cover was agreed for each morning of SATS.</p> <p>ii. Questions and Challenge: BB has found a useful document to be circulated for discussion with subject leads by 20 June to leave time for the responses to be analysed.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> BB to book a debrief meeting after governors have met with subject leads.</li> </ul> |
| <b>The meeting closed at 17:50</b>  |
| Date and time of next meeting: Tuesday 11 July, 3.30pm  |

|          | <b>Action to be completed</b>  | <b>Who</b> | <b>By when</b>             |
|----------|--|------------|----------------------------|
|          | <b>ACTION POINTS FROM 2 May 2023</b>   |            |                            |
| <b>A</b> | LI to forward the Governor Services newsletter to the board.   | LI         | Next meeting               |
| <b>B</b> | BB to raise AP's findings re PPG pupils finishing work before the end of a lesson and lack of challenge in a staff meeting                                     | BB         | Next meeting               |
| <b>C</b> | BB to circulate report to governors.   | BB         | Closed                     |
| <b>D</b> | PH to invite the EWO to the next meeting.  | PH         | Next meeting               |
| <b>E</b> | BB to send sample pupil questionnaires to PC.  | BB         | Next meeting               |
| <b>F</b> | BB to book a debrief meeting after governors have met with subject leads.  | BB         | Next meeting               |
|          | <b>ACTION POINTS FROM 28 February 2023</b>   |            |                            |
| <b>A</b> | AP to draft an item for the next newsletter.   | AP         | As required                |
| <b>B</b> | PH to draft SFVS and add to Drive for comment.   | PH         | CLOSED                     |
| <b>C</b> | Feedback on the parent safeguarding questionnaire to be presented at the next meeting.   | PH         | CLOSED                     |
| <b>D</b> | LI to set up governor adverts on Govs for Schools and Inspiring Governance.  | LI         | Next meeting               |
| <b>E</b> | PH to submit Instrument of Government to Sharon Taylor at SCC for sealing.<br>Update 02/05/23 - PH to contact new Governance Lead at SCC to obtain sealed IOG. | PH         | Next meeting               |
| <b>F</b> | PH to update the Governor noticeboard in reception.  | PH         | CLOSED                     |
| <b>G</b> | PH to progress feasibility re employment of Trust-wide attendance officer.   | PH         | CLOSED                     |
|          | <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<br>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<br>govs | End of term<br>IN PROGRESS |
|----------|---|-------------|----------------------------|