

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 2 April 2019, 3.30pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Nikki Webb (Vice Chair)
4. Phil Chapman
5. Katherine Minns
6. Jess Planter-Dixon
7. Alison Powell

Associate members present:

Bev Bessey

In attendance:

- Sophie Lee (Clerk)
Colin Floyd (LA Project Manager)
Richard Hards (LA Project Manager)
Andrew Clark (Business Manager)

1) Apologies

Brent Schwarz, Mike Dant.

2) Declarations of Interest

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

3) Minutes of the Last Meeting

Minutes from 12 March 2019 were agreed and signed by the Chair.

4) Matters Arising – Including Action Points

All actions from 12 March are complete except those listed below. Governors attended an assembly and book look today.

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

All gobs

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

BS

Action C: Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.

All gobs/
Clerk

Action D: Complete another self-evaluation of governance.

All gobs

Action E: Email Andrew Clark to arrange audit of H+S management.

BS

Action F: Do pupil questionnaire on the fairness of the behaviour policy.

ST

Action G: Meet the science leaders and feed back to governors. KM to discuss with BB.

KM

5) LA Update on Building Extension

(Colin Floyd and Richard Hards entered the meeting.)

Colin Floyd explained that the extension project is not in the place the LA would want it to be; they have only just established the design and the procurement route has been hazardous. In four or five weeks they will know if they have a suitable contractor. They have gone to the open market and should get an affordable bid.

Question from AP: Does that mean you will not meet the target dates?

Colin Floyd said yes, that is why he is here. Once the contract is sealed then they will get an understanding of their program. They expect the contractor to say they will start this summer but they will not be finished by September.

Question from ST: Where is the delay?

Colin Floyd said it was in concluding the design (three weeks late). Procurement and contracts tendering have taken far too long so a month has been lost.

Question from ST: What will we do in September?

Colin Floyd stated they will start a dialogue with the Headteacher to identify alternatives in the buildings the school has or bring in a modular hired unit to help for the period of that month until the building is complete.

Question from BB: Is there any chance one classroom could be finished on time?

Colin Floyd explained that the difficulty is in the design. It may be possible for the upper floor to be finished but until they engage the contractor they do not know if they can phase the work or provide accommodation somewhere else and take the project on when it is completed. The LA always like to take a building when it is all signed off. Moving in on practical completion can be problematic.

Question from BB: If we have two huts I am concerned we would not get the building?

Colin Floyd said no, by that time they would know whether they have a contract to build the extension. They are not going to give FJS a modular solution. This is about providing the building as designed: two classrooms with toilets linked to the main building, with a design very similar to the current building. In four weeks they will have a far better idea of the position.

Question from PC: Will contractors be on site when the children are here?

Colin Floyd said they will be in a proper and safe manner, in August/September or possibly a bit of July and a bit of September.

Question from PH: On 15 January Paul Atkins promised governors that the LA would not ask for a £30k contribution from the school, does that stand?

Richard Hards stated he had emailed Paul Atkins on 30 January about the potential budget implications and he did not respond. He flagged it up forcefully and followed up a fortnight later.

Colin Floyd said that when Paul Atkins made that statement it was in good faith but the delays in design and procurement came after his statement.

The Chair noted that it is frustrating governors have to keep asking for progress and are not told of delays.

Colin Floyd stated they have already identified insufficient funding in the LA capital program to deliver this project but that is not a concern for FJS. The issue is where the money is in the capital program, as it needs to be put into this particular budget.

Question from ST: Will you challenge us on our contribution?

Colin Floyd said there will be a discussion. He does not want to be as confident as Paul Atkins' statement as there are challenges along the way. They will need to discuss it with finance to make sure there is an adequate amount of money. They will honour what Paul Atkins has said regarding furniture and equipment.

The Headteacher has sent Paul Atkins a spreadsheet of the required furniture and Richard Hards confirmed that his understanding was that the furniture and equipment was included in the contract.

Colin Floyd noted that the issue comes from the project history, which was originally four classes. The four-class budget was cut in two but that left insufficient money. Richard Hards noted that he had flagged up the lack of money to Paul Atkins at the end of January with no reply. He followed up two weeks later and then again with no reply. Back in 4 July 2018 he knew there was a potential financial problem and flagged it up.

Colin Floyd stated they want a quick decision from the LA to limit the impact on children in September, but the council shuts for the local election purdah until early May. They will hopefully have the contract back for when purdah finishes.

Question from AP: Can you expedite the tender through?

Colin Floyd replied that if there are, say, four offers it will not be all about price. It is about reliability, quality of build and the best program around a live school.

Question from ST: When will you know more?

Colin Floyd reported it will be the middle of May. Most contractors can get on site quite quickly and he likes to think they would start late June. He believes they can start before the summer holiday but will not be finished by the end of August. The Headteacher should not need to prompt for progress updates.

Question from AP: Would any temporary accommodation be funded by the LA?

Colin Floyd said that nothing will be funded by FJS, it will all be down to the capital program to deal with the matter. That decision will be made way before August with the contractor. As soon as they present the program we will understand if they will finish by September but we are assuming they will not be. We will then ask them to provide temporary accommodation unless alternatives are found with the Headteacher.

Question from AP: What will happen over the summer?

Colin Floyd stated that the contractor will take ownership of the site in July.

Question from AP: Will the Headteacher be involved in kitting out any temporary class?

Colin Floyd replied that they know what a temporary building needs to provide and they have companies who do just that.

Question from BB: Will there be toilets?

Colin Floyd said it depends on the siting of it but probably not. They can discuss that.

Colin Floyd and Richard Hards will attend on 21 May to give further updates.

(Colin Floyd and Richard Hards left the meeting.)

Governors noted we could contact our councillor to highlight the delay and expressed a concern that any 'temporary' accommodation could turn out to be permanent.

6) Governor Self-Evaluation

The board will complete another self-evaluation.

Action H: Complete evaluation of individual governors and 360 feedback of Chair.

Action I: Complete stakeholder questionnaires.

Headteacher/SLT = ST

Staff = JPD

Parents = AP, KM (30 parents total)

Pupils = PC, NW

(JPD left the meeting.)

Action J: Email self-evaluation forms to BS/MD. Bring training dates to next meeting.

7) Update on Budget 2019-20

(Andrew Clark entered the meeting.)

The budget end of year was on 29 March with the final closedown on 5 April. We have a surplus of £160,069, slightly higher than a month ago due to extra money received.

There are £30,600 of current commitments which have not been processed yet, including the big IT purchase and music and IT for next year. We received an extra £14,520 for free school meals and are due a £3k sugar tax rebate. When these calculations are included the surplus is £114,949. Our target surplus was £112,400 (the

AGENDA

All gobs

See left

Clerk

8% permitted by the LA) so we are £2.5k over our target.

Question from AP: Will the £2.5k have to be handed back to the LA?

Andrew Clark said no. There may be other small items to go through.

Question from ST: Have we done everything we should have done for the children?

The Headteacher said we have. We have never scrimped in buying for the pupils.

A deficit of £17,495 has been turned into a £56,534 in-year surplus. We had to pay supply costs for one staff member who was absent for most of the academic year.

Question from AP: Will we receive the FSM money year on year?

The Headteacher reported that he does not know. It can be spent on anything.

We made a sugar tax bid for the healthy high five project to spend on extra drinking fountains etc and should receive £3k. We also bid for the LA school improvement grant to help with the comparative writing judgements in three federation schools. We will report that work back to the LA and secondary schools and are waiting to hear the outcome of that bid.

Governors will be asked to ratify the 2019-20 budget on 21 May.

AGENDA

Question from AP: Can you configure reports to show this year's figures with next year's projection so we can compare them?

Andrew Clark said he did not know but could find out.

This year we have more children, higher NI and pension costs and the apprenticeship levy to pay. Gary Wooldridge is on long-term sick leave.

Question from ST: Can we project whether we want to invest in any subjects next year, with a pot of money ready to invest?

The Headteacher said we can ask Holly Cleveley to bring an overview of the curriculum, ask what we should invest in and put money aside for the curriculum for her to oversee.

Question from AP: Would writing be an area to bring up with investment as KS2 results were slightly lower?

The Headteacher noted that writing had not been called into question by Mandy Gard or OFSTED and governors had seen writing in books today.

Governors congratulated the school on turning the deficit into a surplus.

(Andrew Clark left the meeting.)

8) Reports From Governor Visits

Maths, 15 March

AP met BB and Holly Cleveley. They discussed the maths curriculum and how it is tested and monitored and the concrete, pictorial and abstract approach. From January the maths leadership team has gone up from two to four members with one leader attached to each year.

Maths resources are being developed in school, including a progression of skills for teachers and parents (Progress in Calculation). AP was very impressed. There is an issue in Y3 with pupils not being as well-prepared as we would like, meaning we need to fill the gaps.

Pupil progress is monitored very closely with extra support given if pupils fall behind. Pupils are sometimes withdrawn and taught separately by a maths assistant. The new

Chromebooks are now in school at about £180 each.

Question from KM: What can you do on a Chromebook?

The Headteacher said you can do everything that is on the server.

There have had been two visits from Oasis since AP's visit and we are continuing the maths work. Recommendations from AP's visit include monitoring staff usage of CPA to identify those in need of further training; BB is arranging a relevant INSET day.

Sufficient staff time should be assigned to complete and launch Progress in Calculation and this will be done by the summer.

ACTION K: See maths on Chromebooks/maths book look. BB will email a date (after SATs).

BB/
All gov's

Road Closure, 25 March

KM attended the closure and found a nice atmosphere. Residents were allowed through. A South Today video report was shown.

9) Dates From Leadership Cycle

Governors are invited to SATs from 13-16 May. On Wednesday 24 April governors can attend staff training on overseeing SATs from 3.30-4.30pm.

A behaviour walk will take place in the week beginning 20 May; BB will email a date nearer to the time.

10) Safeguarding

From 11 March to 1 April there were 97 incidents involving 51 pupils, with an increase in child protection plans and children in need. The Schools Monitoring Group said we have a thorough approach to self-evaluation and our audit was very detailed.

Question from AP: Are the same pupils involved?

The Headteacher noted that some pupils are the same. There are some pupils we never have an issue with.

Question from PC: Is any particular year a problem?

The Headteacher noted year groups are there for different reasons as different ages have different things happen to them.

Question from AP: Can I ask about knife crime?

The Headteacher stated that when children are in uniform we retain a responsibility for them. We do have a metal detector we have never used.

The Deputy Head noted we have had no knife incidents at FJS.

There have been no further reportable accidents. On 29 March there was a termly fire drill with kitchen staff one minute late evacuating. A visitor list had not been printed.

Question from NW: Do office staff have time to print a visitor list?

The Headteacher confirmed that they do.

Question from ST: Can they remotely access the registration?

The Headteacher said you probably could but if the fire was in the server room he would rather have a piece of paper. They print the class registers.

Question from AP: Is there a fire exit in the kitchen?

The Headteacher confirmed that there is. An email has been sent to all staff to remind them of exit routes.

Question from ST: Should the front doors be closed?

The Headteacher said yes. They automatically open if the alarm goes off.

Question from ST: Should we do a lockdown test?

The Headteacher said we could bear it in mind and there is a lockdown procedure.

Question from KM: Do staff know about fire drills in advance?

The Headteacher said no, staff absolutely do not know in advance.

11) AOB

11.1 Question from KM: Is a list of secondary open days sent out every year?

The Headteacher replied that he sends out whatever dates he receives.

11.2 The Schools Monitoring Group have put FJS in category B while recognising we have elements of category A. They gave positive congratulations and recognised the work of the governing body.

They raised two areas of consideration. The LA average number of education, health and care plans is 3.04% (including special schools) but at FJS it is 1.60% and the SEND Manager would like to discuss this; the Headteacher has spoken to Education Service Lead Derek Wiles.

Secondly, they asked for stronger progress in writing in line with that of reading and mathematics. It was noted that our current Y5/Y6 were extremely high in greater depth writing when they came to us and our current Y5 were the highest of any school in the city.

The Headteacher is happy with writing progress and governors saw that progress in books today. Mandy Gard, OFSTED, the HMI and the regional schools commissioner found no issues with writing progress.

11.3 FJS received two awards in a celebration of the healthy high five and active travel programs.

11.4 One teacher has been appointed for September 2019 to take our 14th class. We may need to re-advertise if we have resignations.

11.5 FJS will take part in the Y4 multiplication tables check pilot.

12) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 21 May 2019 at 3.30pm.

The meeting closed at 5.30pm.

ACTION POINTS FROM 2 APRIL 2019			
	Action to be completed	By whom	By when
A	Attend assemblies to talk about the role of governors and give termly updates on governance.	All gov's	Penultimate week each term
B	Write a health and safety report once a term.	BS	TBC
C	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All gov's/ Clerk	Ongoing
D	Complete another self-evaluation of governance.	All gov's	21 May
E	Email Andrew Clark to arrange audit of H+S management.	BS	TBC
F	Do pupil questionnaire on the fairness of the behaviour policy. ST = Y6	ST	21 May
G	Meet the science leaders and feed back to governors. KM to discuss with BB.	KM	TBC
H	Complete evaluation of individual governors and 360 feedback of Chair.	All gov's	21 May
I	Complete stakeholder questionnaires. Headteacher/SLT = ST Staff = JPD Parents = AP, KM (30 parents total) Pupils = PC, NW	See left	21 May
J	Email self-evaluation forms to BS/MD. Bring training dates to next meeting.	Clerk	21 May
K	See maths on Chromebooks/maths book look. BB will email a date (after SATs).	All gov's	TBC
Agenda Items for Future Meetings			Date
	Update on building extension	Colin Floyd Richard Hards	21 May
	Science leaders	KM	TBC
	Budget ratification	All gov's	21 May
	Self-evaluation of governance	All gov's	21 May
	Agree newsletter updates on the budget, decisions made and governor roles	All gov's	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing