

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 15 September 2020, 3.30pm

Governors present:

1. Nikki Webb (Vice-Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Katherine Minns
5. Phil Chapman

Associate members present:

Bev Bessey

In attendance:

Holly Cleveley (Assistant Headteacher)
Jess Planter-Dixon
Sophie Lee (Clerk)

This meeting was held entirely online.

1) Apologies

Steph Thurston (Chair), Brent Schwarz, Mike Dant. Lloyd Viney is our new staff governor.

2) Declarations of Interest

Declarations relating to today's agenda: none. Governors have been asked to sign the annual business interests register and email forms to the clerk.

3) Update on Covid-19, Full Reopening and Curriculum

Holly Cleveley explained that work on the curriculum started at the end of last term. She has discussed with year leaders where they had got to before lockdown and what had been taught. It is not possible to re-teach all lessons. She also met all new year leaders and discussed which fundamental skills need to be taught.

Some elements can go as the skills will be revisited, eg: some PSHE must be taught but skills such as art play work are not a priority. There are a lot of strengths in our curriculum so we did not want to throw everything out. The government have made clear that children need catch-up but are also entitled to a broad, balanced curriculum and mental health and wellbeing is very important.

We have looked at reading and targeting those who are not fluent. We have applied for a £2k grant from the school improvement and monitoring fund for three-day FFT training for support staff.

We have also focused on vocabulary, with a glossary in progression of skills documents with key words as a starting point. Last year there were texts children did not get to read as a whole class, eg: Hercules, which children find very enjoyable so Y4 will still read this text.

We have looked carefully at maths and English objectives. There are government maths guidelines on the most important skills, eg: place value and the four operations and they have produced documents for each year group. They include objectives for each year and what children need to be secure on to access that objective.

Year leaders have discussed how to create links between objectives, having a can-do attitude and helping to reignite children's memories. Teachers can use the way subjects were taught last year that children are familiar with. The LA provided useful training during lockdown which many staff members took part in. Dan Lambert HMI has supported the LA and talked about the curriculum as "overlapping waves"; keep referring to previous learning and revisiting it.

We have invested in White Rose maths premium resources with flashback four questions on four previous maths areas. Curriculum overviews are in place but teachers are getting used to new ways of working, so Holly is meeting year leaders regularly to ask what it is like in practice and see what is being achieved and how much learning time we have.

It is about knowing children and reassuring parents; *all* children have missed learning. We have a clear idea of priorities and fundamental skills including reading. We have taken the Y3/4 and Y5/6 reading and writing objectives and asked what are the priorities. OFSTED mentioned fluency in reading lessons and transferring these skills to other lessons. Writing sentences that make sense is important but performing poetry is not a priority.

We have looked forensically at objectives to set children up for later life. We must make sure pupils are happy, engaged and enjoying school. Children are glad to be back.

Some embellishments to the curriculum will be changed, eg: the Mayan Day has been postponed. The Headteacher explained that a great deal of work has been led by Holly to make sure we are teaching exactly what our children need.

Question from AP: Did you liaise with the infant school on Y3?

Holly Cleveley confirmed they did, but most maths objectives had been taught in the infants so it was hard to unpick what had not been taught. It was not massively useful. The Y3 leader is getting children settled, prioritising number, place value and core operations to give a solid foundation. Holly will meet her to look at what has been achieved and the next steps. They have settled in so well. We will look closely at outcomes and gaps in knowledge.

The curriculum bulletin to parents will state what we intend to teach but it is subject to change according to children's needs. Year groups know the children best.

Question from AP: Are the new Y3 settling in?

The Headteacher reported that they did not visit FJS or meet teachers but you would never know. He has started to ask why we do transition work, although it is better for children to meet teachers.

The Deputy Head stated they have settled in better than we thought they would. They are used to having lunch in classrooms and if you go round classrooms it is very positive. We have done Y4 and Y6 learning walks and most pupils like the set-up, enjoy school and like lunches and the playground. They say they understand why they can't play with friends in other bubbles.

A Y3 questionnaire will be set before October half-term. Holly Cleveley noted that children like being in their class the whole day. The Deputy Head reported that play times are better as children are playing more games and have more space in their own zones. It is more enjoyable for staff and children and not as hectic so staff have more opportunity to chat with individuals and groups.

Question from AP: What is happening with team games and PE?

The Deputy Head reported that PE is taught in bubbles.

The Headteacher said there are two shorter PE sessions a week rather than one long morning, with one indoor and one outdoor generally. It is skills-based work which they would be doing anyway.

Governors thanked Holly Cleveley. *(Holly Cleveley left the meeting.)*

The return to school has been very positive but the biggest issue we are facing is access to covid-19 tests as applicants are being asked to travel for miles. Every school was sent 10 home test kits only for emergencies involving vulnerable children and the Headteacher asked Derek Wiles if these could be used for staff but was told no. If staff have a five-day wait to get a test the cover costs about £1k.

The Headteacher has written to Director of Public Health Debbie Chase and Local Consultant in Public Health Andrew Mortimore. Both said national testing is a bit of a shambles but should improve.

Question from NW: Is there now a testing centre in Shirley?

The Headteacher asked about this and Adanac Park in his letters and described the major effect on staffing when tests must be awaited. Andrew Mortimore acknowledged the national problem and said new testing sites in the city would give improved local access. However, he is trying to get clarity on how testing slots are allocated. Adanac Park is for hospital staff and patients.

Action A: Convey covid testing problems to Southampton City Clinical Commissioning Group.

AP

4) Minutes of the Last Meeting

Minutes from 7 July and 16 July were agreed and will be signed by the Chair at the next meeting held in person.

5) Matters Arising, Including Action Points

All actions from 7 July are completed except those listed below (16 July had no actions listed). Assemblies are being held by Zoom. BS completed a full health and safety walk on 8 September and will write a report.

Walk rounds have started and governors can join if they wear a mask or visor. Governors can also join Zoom staff meetings. BB will email dates for staff meetings and walk rounds.

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

All govs

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

BS

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

All govs

Action E: Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB in advance.

All govs

Action F: Confirm dates/times from leadership cycle and send to governors regularly.

BB/Clerk

6) Staff Governor Result

As JPD is now a year leader and starting a QTL course she indicated she would be happy to volunteer again for staff governor but would withdraw if another employee was interested. Lloyd Viney volunteered and is duly elected unopposed. Governors thanked JPD for all her hard work.

7) WGB Terms of Reference

WGB terms of reference for 2020-2021 were approved unchanged.

8) Governor Roles and Responsibilities

Governor roles were left unchanged except for Lloyd Viney who will take over curriculum from JPD.

9) Local Authority Building Extension Update

The extension is complete and governors were shown one classroom via Zoom. JPD

stated the room is beautiful but has a few technical issues. On Saturday week the second cycle shelter will be constructed and it has already arrived. The playground and outside space is all done and the inside children's kitchen is done.

Decorating is almost complete with all classrooms done and most corridors. Stairwells will be completed this weekend. Assistant Site Manager Alan Greene has painted all classes, toilets and most corridors and a company has painted the hall and stairwells.

Question from AP: What are the finances involved with decorating?

The Headteacher explained he had one quote of £48k. Alan Greene has worked during the day and some night shifts (with security we put in place) and done a brilliant job. We spent about £750 on paint plus a payment to Alan of £1k in this month's salary as a thank-you. The company charged about £2.5k to do the hall and stairwells.

Governors thanked Alan Greene for all his hard work. We are buying wall art for the corridor near the new build entrance to include our logo, slogan and maps.

Question from AP: What happened with the £20k that had to be spent by a certain day?

The Headteacher stated it was spent. The playground work, climbing and gym apparatus are all complete and have been invoiced. It cost about £60k for all of these and the LA gave us about £21,500.

We have spent the large amount of capital money from the C budget with about £3k left in there. We have spent about half of the £49k that governors put aside.

10) Reports from Governor Visits

NW and KM attended the INSET day training on safeguarding, asthma and epipens. The safeguarding training was excellent but some of the other sessions were a bit hurried, although the presenters can answer questions by email.

NW was impressed with the safety of the school set-up, with staff in various parts of the building and clear signage for the bubbles. Governors thanked PH and BB for arranging that.

NW read the SEND report and emailed questions to Robin Hayes. She asked if there was progress on children who would benefit from SEND support who had not received it. She received detailed answers from Robin and would like to catch up with him again on some issues.

Question from NW: Do you have any children with learning difficulties who have needed to be taught to read from scratch?

Robin Hayes said yes and we need to establish what interventions can take place. Staff need FFT training. (This has now been booked).

Question from NW: Do you feel extra pressure from parents regarding EHCPs because they lack knowledge of the process?

Robin reported this is a citywide problem which is about a lack of knowledge and understanding of the process which can take a long time.

The Headteacher noted that some people think that support means a TA attached to a child. Tammy Marks (LA SEND Manager) is trying to change this perception and the fact that an EHCP generally comes with a number of hours attached, which can be misinterpreted if one child has fewer hours. Schools get a sum of money but it may be that a laptop is needed or a mobility aid, not hours of support.

NW said that she assumed there is never enough time to do all the work and Robin

Hayes likened it to buying Tesco value (gets the job done) or Tesco Finest (everything is amazing) and it is a budgetary decision and a reflection of school priorities. He has no teaching responsibilities this year which will make an enormous difference.

Question from NW: How has covid-19 impacted on being the SENCO?

Robin stated it had not increased workload but he was anticipating a challenging autumn term.

NW would like to meet or email Robin regularly. The Headteacher reported they have not seen much school refusal from any years and even children who find it difficult are being positive. KM noted that parents have been generally OK with some complaints about walking around the car park and about being clumped together, although parents could choose to wear a mask.

The Deputy Head reported that children have settled into the new routines better than the adults. The Headteacher agreed that children have been absolutely brilliant. He has had many conversations with parents and on the whole they have been really positive. He has received some really positive emails thanking staff for their hard work in the summer holidays and positive tweets too.

A parent said hot lunches are too expensive (£2.45) and fast food. However, the hot picnic is easier to give out as only one bubble can be in the hall at once. Lunch lasts for one hour and forty minutes overall. Parents can choose to make packed lunches instead. There have been very few complaints and lots of support.

Question from NW: Are details on the website of how hard the school has worked and our positive feedback?

The Headteacher will write about this in his first newsletter.

Question from AP: Have the FSM vouchers stopped completely?

The Headteacher explained they finished in August with a seven-week voucher for £105 and the scheme has closed.

Action F: Write a report on the INSET day.

KM

There was a power cut this morning which also cut the gas supply automatically. Pizzas were uncooked so kitchen staff made 134 lunches for FJS. Staff visited local schools to get ham and tuna and all pupils were asked for second choices. Saved pizzas will be served tomorrow. Governors thanked the kitchen team for their efforts.

11) Safeguarding

A report on the Drive covers 5 July to 12 September. Two looked after children have joined us full-time and another is joining Y3. During the FSM voucher scheme we gave out £43k of vouchers. Laptops were received on 7 July and distributed the same day. The report links to a report of the DfE covid study which we took part in.

Since the full reopening attendance is 96.7%. We held the first celebration assembly by Zoom. Councillor Darren Paffey visited yesterday and was really impressed with the extension and safety measures.

Penningtons will conduct a fire risk assessment at a date to be confirmed. A fire drill yesterday was very successful with all evacuated in three minutes 10 seconds. Fixed camera CCTV will be installed outside in a crackdown on illegal parking on the zig-zags. Offenders will receive a warning letter first and then a fixed penalty from week three.

We have updated the SEF. The SLT are working towards a possible SIO visit potentially in the first eight weeks and this document will be uploaded to the Drive.

Question from PC: Attendance of 96.7% is good; do you have a figure for refusals?

The Headteacher stated he does not know of any child refusing. One came back for one day and the parent was anxious. If there are anxieties we contact parents and reassure them about everything we have put in place.

Question from PC: Have there been any reports of sickness in families?

The Headteacher said one or two are being tested. Two came back after quarantine for a foreign holiday.

12) Policies

The capability policy is unchanged. The teacher appraisal policy is unchanged. There is no new admissions policy yet from the LA and the current policy covers 2020 to 2021. When received the new policy will be uploaded to the Drive.

Question from PC: Is the school full?

The Headteacher noted we have two years with four classes (Y3/Y5) and two with three classes. There are 99 pupils in Y3, 92 in Y4 (full), 101 in Y5 and 84 in Y6. He is meeting four or five new parents this week to increase these numbers. The October census sets next year's budget.

Question from AP: Do you anticipate extra demand for places once the new houses are built nearby?

The Headteacher said he suspects so as they are a mix of flats and family homes with 103 dwellings.

The intimate care policy is unchanged.

Question from NW: When an adult needs to be close by is that in the same room or outside the door? What about for cleaning up children after accidents?

The Headteacher noted it depends on the situation. There is a duty of care to colleagues and the child. Unless it is an emergency there should always be two people in the room. The policy says where possible a second adult will be present or close by. We would always go for present unless circumstances meant that was not possible.

The capability, teacher appraisal, admissions and intimate care policies were approved.

13) Meeting Dates 2020-2021

The next meeting will be 20 October 3.30pm. Future dates will be set on 20 October.

14) AOB

14.1 Governors for Schools are running a campaign to highlight the role of wellbeing link governors to cover mental health and wellbeing and are providing resources.

Question from AP: Is there a cost involved?

The Vice-Chair stated there is a webinar and supplied resources. She will look into it.

14.2 The new Director of Children's Services is Rob Henderson and we have invited him to FJS on 10 November 10am.

15) Time and Date of Next Meeting

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

The meeting closed at 5.10pm.

	ACTION POINTS FROM 15 SEPTEMBER 2020		
	Action to be completed	By whom	By when
A	Convey covid testing problems to Southampton City Clinical Commissioning Group.	AP	20 Oct 2020
B	Attend assemblies to talk about the role of governors and give termly updates on governance.	All govs	TBC
C	Write a health and safety report once a term.	BS	20 Oct 2020
D	Attend one visit between meetings plus events emailed from BB. Clerk to email date reminders.	All govs/ Clerk	Ongoing
E	Attend one staff meeting this term (Wednesdays at 3.30pm). Email BB in advance.	All govs	TBC
F	Confirm dates/times from leadership cycle and send to governors regularly.	BB/Clerk	Ongoing
G	Write a report on the INSET day.	KM	20 Oct 2020
	Questions to follow up from governor visits	By whom	By when
NW	Do governors know what they are looking at during book reviews and walking around school?		
JPD	How could subject leaders be probed further to demonstrate the impact of their curriculum subject?		
NW	Are all parents made aware that all staff attend safeguarding updates on a yearly basis? Does every child with medical needs including asthma have a care plan?		
	Agenda Items for Future Meetings		Date
	Presentations from Robin Hayes/Holly Cleveley on SEND/more and most able	Robin/Holly	TBC
	Look at history from infant school to Y6	All govs	TBC
	Performance against SIP targets	All govs	Ongoing
	Agree newsletter updates on the budget, decisions made and governor roles	All govs	Once a term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing