

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 22 June 2021, 3.30pm

Governors present:

1. Nikki Webb (Vice-Chair)
2. Peter Howard (Headteacher)
3. Katherine Minns
4. Lloyd Viney
5. Mike Dant

Associate members present:

Bev Bessey

In attendance:
Maria Hughes (Business Manager)
Sophie Lee (Clerk)

This meeting was held entirely online.

1) Apologies

Steph Thurston (Chair), Alison Powell, Phil Chapman, Brent Schwarz.

2) Declarations of Interest

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

3) Minutes of the Last Meeting

Minutes from 18 May were agreed. The Chair will be asked to sign them off via email.

4) Matters Arising, Including Action Points

BB emailed the leadership cycle and will invite governors to relevant elements and staff meetings. The SLT may put on staff training on subject leadership and the new OFSTED framework on 1 or 2 September; BB will invite governors. Normal assemblies are still not possible and bubbles will probably remain in September.

Action A: Meet your linked subject leader.

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: Follow up with science leaders to see if learning gaps are filled.

5) Quarterly Budget Review

(Maria Hughes entered the meeting.)

Governors were shown a quarterly budget report, showing the budget (blue), expenditure (orange) and predicted outturn at end of year (grey). Teacher salaries were budgeted at £1,116,517 with a predicted outturn of £1,049,972, a difference of £66,545. This does not take incremental changes in September into account so it should balance out more.

Under cleaners and caretaker salaries there is a slight overspend of £3158 on the outturn. We spent £3144 in three months due to extra cleaning for covid (two extra cleaners during the day).

Lunchtime supervisory assistants is slightly higher as we took on extra assistants for 1:1s and to help keep bubbles separate. The predicted outturn is over £14,279. Figures will be adjusted in October. There are no surprises in the budget and there are reasons for any overspend.

We have new software for staff absence management which gives rolling 12 month figures for sickness. In the last 12 months our absence costs were £18,140, to cover

All govs

BB

BS

BB

AP

sick pay and supply. Every month that figure should be coming down. There is a trigger list and Maria Hughes takes staff through the absence policy. We have two open absence cases and another one will open to deal with repeat absentees.

Under supplies and services we budgeted £90k for repairs and maintenance and transferred £55k into capital for the tarmac. This budget code is down to £40k and in a good place; we will review it in October.

Contract catering is low and we budgeted lower this year due to covid, but it still shows an underspend. Bought in professional services is high but includes SLAs for Showcase and Superstar Sports. Educational visits has some spending now. The salaries figure includes this month's salaries.

Question from PH: How much was spent on supply?

Maria Hughes stated this financial year we put £30k in and have spent about £4500 in three months. We are on track for supply and may underspend, even with isolations.

Question from MD: Why do teacher salaries show a substantial underspend of £66k?

Maria Hughes explained that in September the incremental points will balance it out. The Headteacher noted we spend more in the second half of the year all the time. So far we have spent about £240k. The grey line is the orange line (three months) multiplied by four.

Question from MD: What happens if your figures are wrong?

Maria Hughes said figures are based on historical data and previous years. We go through every teacher's salary at the start of the year and use LA SBS software. We can adjust it if we know anything is coming up.

Question from MD: Admin and clerical salaries appear to be under-budgeted?

The Headteacher noted that these staff do not get incremental points in September.

Question from MD: Why is supervisory assistants overspent?

The Headteacher noted we have two supervisory assistants who support children with EHCPs and one was not employed at the start of the academic year. We get LA money back for that but we pay them from that budget. The grey line will come down slightly.

(Maria Hughes left the meeting.)

6) Governor Visit Reports and Questions to Follow Up

PC met the RE and PSHE leaders and his reports will be discussed on 13 July.

AGENDA

7) Safeguarding Including Headteacher's Report

Safeguarding incident figures are shown for 16 May to 19 June with 151 unique incidents. No children have had a change of safeguarding status.

We are concerned about how little impact the education welfare service is having. The LA children's service was inspected and the letter is on OFSTED's website. NW checked the SCR on 24 May and saw the online SCR system.

We have reviewed our covid risk assessment. On 10 June the Head met the Director of Public Health and discussed issues including secondary transition days. Derek Wiles wrote to all Y6 parents to cancel transition days.

A Y4 bubble is isolating (Brad Phillips' class) and there were three positive tests in the bubble of Y6 children who did not go to the Isle of Wight. All had siblings at Oasis Academy. Public Health Inspector Dan Dooley looked at our RA and stated the issue did not come from FJS and he was aware of the issues at Oasis.

We received compliments on the behaviour of children on the Isle of Wight and the ferry crew said they were the best behaved children they had seen. We adhered to DfE guidance and spoke to Hampshire Outdoors beforehand. Certain components needed changing such as canteen arrangements. Our five staff took lateral flow tests every day which were negative.

Children had a fantastic time and those back at school did Little Fairisle. There were travel delays on Friday but we communicated with parents via twitter and text. Governors thanked all staff who helped with Little Canada and Little Fairisle.

On 28 May children went to Paultons Park in class bubbles on three coaches. Y4 had a fish and chip supper and sports days. Y3 will have sports and fish and chips on 1 July. Y6 will have a celebration day on 21 July and swimming on 22 July, all following DfE guidance. We have booked Little Canada (Y6) before October half-term and Stubbington (Y5) before Christmas.

Next year's Y3 will have three smaller classes with 73 children. We will write to Y2 parents and also to children. We are still supporting children with key skills and targeted sessions and teachers are modifying targets. Year leaders are focusing on teaching and learning and leading their teams.

We are almost at the end of the appraisal cycle. An INSET day was held on 7 June; thank you to SLT who delivered a session on differentiation, followed by learning walks in the following weeks.

Our bid for the book grant was successful. Y4 are completing comparative judgements this week. Reports are complete and will be sent this week and teachers will phone home next week instead of an open evening. We have worked on the changes for NQTs and the Deputy Head is the induction tutor.

The tarmac and fencing work is complete and the playground has been extended, with markings to come. All outside play equipment will be inspected in the week beginning 12 July and the report shared with governors in September. The Head will invite BS to attend the inspection if possible. It will cost £49.95 to cover all equipment.

Question from MD: How many covid infections were in school last week?

The Headteacher said there were three.

Question from MD: Presumably the other children isolated from the bubble?

The Headteacher said yes, 31 Y6 children who did not go to the Isle of Wight and Brad Phillips' class of 29 are isolating. Pupils have all their work on our website and today they had a session with their teacher and one with Holly Cleveley, who is also running a Zoom room for live questions. Any child can ask about work or other issues.

Question from MD: How many teachers were affected?

The Headteacher explained it was the teacher of Little Fairisle (Holly), Brad Phillips and two teaching assistants (Y6/Y4).

Question from MD: Do you anticipate an increase in the number of children affected?

The Headteacher hopes not but there could be an increase. There was an outbreak in a local secondary and the children are the siblings. Dan Dooley looked at our RA and walked through it operationally. He said rest assured it is not something we are doing that is not enough.

Question from MD: So overall the number of children affected has not damaged the education of the majority?

The Headteacher said certainly not the majority. Even children at home can access

exactly what they would have accessed. Every week the planning and resources go on our website in the Kid's Zone, with remote learning and timetables.

Question from MD: Are all children involved in this?

The Headteacher said yes, if they are not in school the expectation is that they will participate as much as if they were in school. Government guidance says KS2 children at home should get four hours per day online.

Question from MD: Are all children participating?

The Headteacher said mostly, some more than others. Staff take a register and contact those who are not taking part. There are pink note worksheets for generally SEN children and many lessons from Oak Academy.

The Vice-Chair asked all governors to look at the Kid's Zone so they can appreciate how much extra work is going in to it.

Question from MD: What percentage of children are not participating?

Lloyd Viney noted that some have not got the same home support as others. He had five or six before Christmas who did not log on regularly or with limited total contact. That triggered phone calls etc. Barriers were laptops, connectivity or motivation. One or two had very little contact but not for want of trying.

The Headteacher said two parents picked up laptops and routers today. We had 143 chromebooks from the DfE and 10 or 12 routers we can lend out.

Question from MD: So overall it is working quite well?

The Headteacher noted it is working really well but is very hard work. It is not without its difficulties to teach both in school and online.

Governors congratulated staff on all of their hard work.

Action F: Write a thank-you email to staff on behalf of the governing body.

NW

Question from MD: At the end of term will you assess what has been missed?

The Headteacher reported every teacher and year leader knows what has been missed. The Deputy Head noted a document will go up to the new year group showing what was not covered in core subjects, what was caught up and where there are gaps.

Question from MD: Is it possible for children to catch up over 12 months?

The Headteacher stated it is not possible over 12 months but it might be in two years. There is a clear route to catch-up but it depends what happens in the next few years. It is so important we know what was missed and what must be concentrated on, eg: times tables, phonics and reading. Some things will have to be left.

The Deputy Head noted some children with certain needs will never catch up so they need more of the basics. We have got to be realistic and it is about prioritising.

Question from MD: Will you consider extending the school day? If not, why?

The Headteacher said no. We would end up with burnt out teachers and pupils who are not more engaged. We could extend for sport, music, etc but not pupils learning for longer. Children work very hard. If we add time we must also add PPA time and we have no money for this.

The Vice-Chair noted a concern for staff home-life balance if the day is extended.

Question from MD: What about teaching in the holidays?

The Headteacher thinks the same about this as extending the school day.

The Deputy Head said five staff are offering extra tutoring a couple of times a week to vulnerable and other pupils, some outside the school day. Setting it up took two days with about 24 pupils taking part. There was a lack of response from parents, a lot of chasing and then children did not turn up or refused to go.

A review of catch-up provision will be a standing agenda item from September, including looking at tutoring arrangements and the curriculum catch-up. The Deputy Head will provide a report on tutoring sessions on 13 July.

There is also the challenge of social and emotional support. Staff are dealing with issues such as anxiety and we need to talk about how to support children. The whole-school community has supported this, with Robin, Tracey and office staff supporting the social and emotional aspects so broader thanks are needed beyond teachers.

Governors also congratulated children who have come up trumps in a very turbulent year. The Vice-Chair will attend an assembly to say thank you and well done, with all governors invited (assemblies are every Friday afternoon).

8) Policies

The behaviour policy was discussed. Postcards home are now all by email. The number of strikes needed before pupils "miss Friday lunch" has increased from six to eight in a week.

Question from NW: The policy sounds like pupils miss their food?

The Headteacher changed wording to say children miss part of their lunchtime play. He also removed a reference to three behaviour forms resulting in missing a lunchtime which is not happening due to bubbles.

There was quite a serious incident where a girl assaulted a boy on the way home and it was recorded on phones. Incidents outside of school are our business, children are wearing uniform and it is our responsibility to keep children safe. We have strengthened the e-safety and cyber-bullying section.

There are no changes to the lettings policy.

Question from NW: Have prices stayed the same?

The Headteacher reported they have and lettings are not really taking place. We are part of the holiday activities fund but there are no other lettings at the moment.

The behaviour and lettings policies were approved.

A parent asked if FJS could run a breakfast club. Their child previously attended the infant school breakfast club which is not admitting FJS children currently.

The Headteacher spoke to the infant school Headteacher and an LA school improvement officer. We will almost certainly still have bubbles in September which prevent us from running a club. Our first priority is to maintain everyone's safety and therefore the Head told the parent it is not possible to run a club.

The Deputy Head noted breakfast clubs have not worked well for FJS before and it would be another pressure on staff. The infant club has children sitting at separate tables in the hall. The infant school will consider taking back FJS children but not yet.

9) AOB

NW completed the National Online Safety training course Certificate in Understanding the Knowledge, Skills and Behaviours to Deliver Effective Governance. All governors were asked to consider completing this training. She also completed the annual certificate in online safety for governors.

10) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 13 July at 3.30pm. *The meeting closed at 5.10pm.*

	ACTION POINTS FROM 22 JUNE 2021		
	Action to be completed	By whom	By when
A	Meet your linked subject leader.	All govs	13 July
B	Invite governors to the subject leader Zoom staff meetings.	BB	Ongoing
C	Write a health and safety report once a term.	BS	Earliest date 19 July (next stage of covid roadmap)
D	Invite governors to Zoom elements of leadership cycle.	BB	Ongoing
E	Follow up with science leaders to see if learning gaps are filled.	AP	July
F	Write a thank-you email to staff on behalf of the governing body/attend assembly to congratulate pupils.	NW	13 July
	Questions to follow up from governor visits	By whom	By when
	Agenda Items for Future Meetings		Date
	Report on tutoring sessions	BB	13 July
	Review of catch-up (standing item)	PH	Ongoing (from September)
	RE and PSHE reports	PC	13 July
	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