

## Governors of Fairisle Junior School

### Minutes of a Meeting of the Whole Governing Body Tuesday 13 July 2021, 3.30pm

Governors present:

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

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

**This meeting was held entirely online.**

#### 1) Apologies

Steph Thurston (Chair), Mike Dant, 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 22 June were agreed. The Chair will be asked to sign them off via email.

#### 4) Matters Arising, Including Action Points

Maria Hughes gave AP a draft of the new budget format and governors will look at the budget every three months. NW will arrange to Zoom with the French leader before the end of term. NW and several governors thanked children in an assembly which was really well-received.

**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.

*(PC entered the meeting.)*

#### 5) Forming A Co-operative Trust

The Headteacher had emailed information on the possibility of forming a co-operative trust and asked governors for their views.

**Question from AP: Is the main difference that we would be in charge of admissions, employment and ownership of land and buildings?**

The Headteacher said yes, the governing body would become the employer with land and buildings transferring to the trust. We would be funded as a maintained school in exactly the same way.

**Question from AP: Would we get back control of the central funds currently retained by the LA?**

The Headteacher reported that a percentage of monies are top-sliced but the percentage the LA are allowed to retain is now very small.

The decision-maker is the governing body, but we must notify the LA if we discuss a possible change of school category.

**ACTION E:** Send co-operative trust agendas/minutes to LA.

All govs

BB

BS

BB

Clerk

All local headteachers will attend a talk from the co-operative schools trust on 24 September. The trust would also contain Fairisle Infants, Shirley Warren, Oakwood Primary, Mansel Park Primary, Sinclair Primary, Newlands Primary, Mason Moor Primary and Redbridge Primary.

Church schools that would be associate members are Holy Family Primary, Bitterne Park Primary and Our Lady and St Joseph Primary. Redbridge Community and Oasis Lordshill would also be associates as would Southampton city council, IntoUniversity and potentially Southampton and Solent Universities.

**Question from AP: Are most schools current federation members?**

The Headteacher said yes. The three church schools would be associates as they cannot legally join the trust.

**Question from AP: How would capital requests work from the LA, eg: for new classrooms?**

The Headteacher reported the LA keeps responsibility to maintain the school. The LA is obliged to fund major costs, eg: roof damage or asbestos. If an SLA exists or a school pays the LA to maintain buildings, which we do, this should continue.

**Question from AP: What if we for example built an extension, so capital expenditure?**

The Headteacher stated he understands this would still come out of the central pot.

**Question from AP: How does that link into the fact we have legal ownership of land and building?**

The Headteacher stated it would work in the same way as it does now, it would just be part of the transfer of the site and buildings to the trust.

**Question from AP: How much would it cost for the legal side?**

The Headteacher explained that the guideline fee for up to three schools is £2500, plus £250 for each extra school. It is price on application for over five schools but he would guess £3.5k split between the schools, about £350 each.

**Question from AP: So there are economies of scale?**

The Headteacher said yes, except for the land and asset transfer at around £1500 per school. Ours may be slightly more as we have two schools on one site.

We had considered this option in previous years but the LA was ambivalent. Head of Education Derek Wiles now strongly recommends schools not in a trust or MAT look at joining one very seriously and the government are pushing schools that way. The advantage is it prevents forced academisation and we retain the support of the LA.

**Question from AP: Will provision be made in the budget if we decide to go ahead?**

The Headteacher said yes, but the cost is not a barrier as we have a £376k carry forward. It would bring more advantages than costs.

**Question from AP: Would staff have continuous employment with no breaks in service?**

The Headteacher said yes, it is not a transfer to a new employer and there is no formal TUPE. The governing body becomes the employer. All schools have undertaken the key tasks of an employer for 30 years, eg: recruitment, DBS checks etc. We pay for an HR lead at the federation. All employees have entitlement to continuous employment.

**Question from AP: Does that include pension rights?**

The Headteacher confirmed it does. Teachers continue to have access to the national pension scheme. All support staff would continue in the Hampshire pension scheme.

Governors will be asked to vote on the co-operative trust proposal on 14 September,

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when as many governors as possible should attend. Please send any questions in the meantime to the Head.

**Question from LV: What is the plan to communicate this to staff?**

The Headteacher noted the process will take time even from 24 September. Staff have enough to cope with at the moment.

**Question from LV: Will things change in the future for staff, will there be less security?**

The Headteacher stated there would be no change to security, tenure or contracts. He could put information in the staffroom and there is information on CSNET. The LA are actively recommending it.

**Question from BB: If we did nothing what would happen?**

The Headteacher noted all maintained schools could be forced to become academies.

**Question from BB: FJS had no resources when I joined, could it go back to that?**

The Headteacher said no. We would be funded as a co-operative trust in the same way as other maintained schools. We would not have the freedoms of academies but those freedoms are not right for our school, eg: the ability to disapply STPCD, not using LA payscales, no tenure for support staff.

**Question from BB: Could the LA cream money off?**

The Headteacher noted the LA can only claw money back as a result of a vote at Schools Forum, where clawback is not on the agenda and primary head reps would never vote for it. Headteachers are the largest group on Schools Forum. Forming the co-operative trust would bring our federation together further.

## **6) Report on Tutoring Sessions**

The tutoring has had some positive feedback. The national programme had bad press and colleagues who tried it were not impressed. It is better if children know the staff. One of the biggest issues is whether we take children out of a lesson to be tutored in another area.

Tutoring was offered before and after school and 15 children attended. We selected from vulnerable groups but three parents declined. Attendance was not brilliant but some children were self-isolating. After-school sessions are easier as morning sessions rely on parents bringing children at 8.15am. Governors will be given an update on tutoring in October.

**Question from LV: What would success look like for those children?**

The Headteacher explained it is about what is happening back in class. Tutoring is based on English and maths and we want to see teachers noticing improvements. Some of the work has been tied into class targets. It has to be about catch-up, what is working less well for children than it should.

LV noted it should work in tandem with the TA and what the class is working on. There should be a constant dialogue between the teacher and TA so we monitor that progress. LW was asked to mention this to Robin Hayes.

## **7) Governor Visit Reports and Questions to Follow-Up**

PC spoke to RE leader Gemma Summers after attending the deep dive and has agreed further meetings with his linked leaders next term. He asked about the challenges of teaching RE during covid. The Headteacher noted it is a challenge as you always teach to those who turn up.

PSHE leader Charlotte Thornton spoke about how she was teaching in class and how bubbles affected that; she found it a challenge.

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**Question from PC: Will bubbles disappear in September?**

The Headteacher is writing to parents explaining September plans. We will not change arrangements on 19 July as it is four days before the holiday and cases in Southampton are high. Yesterday five classes were out.

Children miss contact with friends at breaktime. Today Charlotte sent round a presentation on racism in football and some teachers spoke to children about the racist abuse on social media.

NW looked at safeguarding and the single central record. We are using new SCR software which shows any problems visually and sends follow-up reminders to Maria Hughes. NW was given read-only access to it. It also allows managers to monitor staff absence and sickness and shows the next stage in the process. The central record is up-to-date and NW completed a summary page check.

NW spoke to music leaders and her report will be added to the Drive. She also attended an assembly to thank children for their hard work in a challenging environment. She spoke about mental health and limits on friendships due to bubbles. All governors thanked children and staff for their hard work.

AP spoke to Robin Hayes about the pupil premium. At their last meeting the website was showing 2018/19 figures rather than 2019/20.

**Question from AP: Is there a legal obligation to publish PP figures? Can we publish the new figures?**

The Headteacher said there is an obligation. Both sets of figures are online and we left the old set on there. Figures have to be up by 1 September for 2019/20.

Robin Hayes noted it will be difficult to isolate figures to one financial year due to covid. AP suggested we consolidate September 2019 to July 2021 to give an overview.

**Question from AP: Do the vast majority of food vouchers relate to PP?**

The Headteacher explained they were for FSM pupils specifically, but at Easter the LA asked us to add children who are just above the FSM threshold. From this summer the LA are using a different food voucher company. It is £90 per child for six weeks.

There are no KS2 test results so a massive pupil spreadsheet was prepared to send to secondary schools. Governors thanked Zoe O'Shea and her team for their efforts.

Staff training sessions on differentiation and skills were very useful. The new chromebooks have had a positive impact. We have asked for all Y6 chromebooks back by this Friday with many already returned; Maria Hughes will chase any missing.

AP spoke to the science leaders. A spreadsheet shows a plan for each year group, identifying gaps that need covering. Science is not as high a priority as literacy and numeracy so is being incorporated when possible.

Hopefully there will be more practical sessions soon. These were cancelled due to hygiene issues and children watch the teacher carry them out instead. The Headteacher reported that children's outcomes in science he saw in Y5 were brilliant.

**Question from AP: Will you incorporate the changes into science teaching?**

The Headteacher said possibly, but a lot is in the doing. Write-ups are good but may not take the place of the doing.

AP spoke to IT leaders LV and Brad Phillips. They used Seesaw software previously for digital journals but have switched to Google Classroom, although implementation was

disrupted by covid.

We now have 1:1 chromebooks for children in Y3, mostly in Y4 and less in Y5/Y6, but there are more chromebooks due to be returned to us. We will offer CPD to teachers. I pads have been pooled which helps to co-ordinate whole-class sets.

**Question from AP: Will Google Classroom be set up by September?**

Lloyd Viney stated probably not but they are targeting the autumn term. We need to teach children about structuring and naming folders etc.

**Question from AP: Will you still use Seesaw at the same time?**

Lloyd Viney said no, it was not used beyond himself and Brad and it was not worth rolling it out to the school as the decision was not made.

**Question from AP: What is Google Internet Legends and what benefit will it bring?**

Lloyd Viney explained there are two big pushes for next year, Google Classroom and to review online safety teaching. We use "lock it, block it, show it, tell it" but the conversation is moving beyond that. Internet Legends is Google online safety and about how you act in an online community. We need to move as a federation but a meeting with other leads was poorly attended. It is targeted for autumn 1.

**Question from AP: What is the cost of these and are chromebooks compatible?**

Lloyd Viney reported they are free and compatible. Google offer assemblies, CPD, support for parents, games and lesson plans.

**Question from AP: You noted extra staff CPD is needed, is that planned for IT issues?**

Lloyd Viney stated we need to prioritise Google Classrooms CPD. Teachers can do some training themselves. Lessons are planned either step-by-step or with a supporting video. We would like to do Google Apps Week and use the paid-for resource Mr P ICT.

NW met soon-to-be music leader Millie Tanner, plus Alex Pope and BB. BB is shadowing Millie who will be music leader from September. Currently no singing or instruments are allowed.

A staff questionnaire in July 2020 asked teachers to identify three music learning objectives for July 2021. This was due to be reviewed this month but they will not have been achieved due to covid. The Big Book was developed to identify where each class should be in the curriculum and CPD needs for teachers.

Alex sent a music package to help staff but take-up could have been better. Alex and Millie will meet in September to touch base on music provision and NW will attend. Alex has developed a website which shows the level of understanding each year group should have and Millie has music expertise.

## **8) Safeguarding and Headteacher's Report**

Over the year we had 17 children leave FJS and 30 arrive, with one arriving today and one yesterday. There are increasing incidents of domestic violence and another public protection notice was received today; these come in almost daily. No child has had a change in safeguarding status.

There have been another two positive covid cases since the weekend, one employee and one child. A child had a positive lateral flow test and a parent questioned why we sent the bubble home. (They then had a PCR test to confirm.) The Headteacher spoke to an LA public health inspector who said we took swift, decisive and proportionate action which potentially helped break the chain of transmission.

**Question from AP: How do our cases compare to other schools?**

The Headteacher reported that the Director of Public Health said it moved in a wave through the city. One local school closed completely today under instruction from PHE.

We are taking part in the holiday activity fund scheme, free for FSM children. It will run for four weeks with four hours per day minimum time and a hot meal from city catering. Our grant is around £9k plus £2k for PE equipment we can keep.

**Question from AP: What is the take-up for that?**

The Headteacher noted we invited all FSM children and have at least 30 to 35 children attending every day.

**Question from AP: How does that link in to bubbles?**

The Headteacher noted bubbles cease at the end of term. New government guidance covers summer schools and says no bubbles are needed for summer provision.

Attendance appears down but this is because we have a high number of vulnerable children who were offered lockdown places. If these were declined the absence was not X coded, it was C coded as authorised absence. X codes this term are 2104 for the whole school (for self-isolations).

New guidance has been issued for step 4 of the covid roadmap and the newsletter this week includes a summary. From September it means no more bubbles, staggered starts or self-isolation for close contacts of positive cases, end of advice for adults to wear face coverings (although we may say staff can continue to wear these) and a return to assemblies. Our outbreak management plan covers temporary bubbles.

Step 4 activates on 19 July but we are continuing with current measures until the end of term. The most important control measures are hygiene, cleaning, ventilation and PHE advice on cases. Guidance says that if anyone gets symptoms they should be sent home and follow PHE advice. There will be quite a few people being sent home and we need a plan for them. Staff will continue with home testing until the end of September.

**Question from LV: Have you thought about setting?**

The Headteacher said the SLT have talked about it and will feed back to staff. They have also discussed break and lunchtimes and where we can learn from the pandemic. The Deputy Head stated they consulted all staff.

Annual reports have been sent to parents and calls to parents took much longer than a traditional open evening. Works are planned for the holiday with playground markings chosen by children. The hall floor will be completely refurbished, some new carpets fitted and a deep cleaning conducted.

Y2 came over to us in class bubbles and met their teachers and we met Y2 parents with a Q&A session outside. Y6 did not visit secondaries. A list of teachers for next year is on the Drive.

Zoe and Robin spoke to secondaries and passed on relevant information on children. The LA produced a huge spreadsheet on all parts of the National Curriculum which was not possible to complete in time. We did complete the pastoral sheet and only one secondary said they needed the entire spreadsheet completed.

Governors discussed whether they were happy with the presentation of the Headteacher's report or whether it could be streamlined as it takes a lot of time to produce. They noted the comprehensive report is always valued, particularly the data, so would not want it cut.

They highlighted it may not be useful to go through the report at a meeting and instead governors could ask for more information on certain items and should come prepared with questions. Governors have not looked at the SIP in detail recently and this should drive meetings and be discussed more regularly.

Governors should review the SIP termly (from September). They will also take part in writing the SIP in September and consider it alongside the leadership cycle and catch-up.

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### **9) Meeting Dates 2021-2022**

Governor meetings were set for the following dates, all on Tuesdays at 3.30pm. They will be via Zoom for September/October, to be reviewed in October.

14 September, 12 October, 9 November, 30 November, 11 January, 8 February, 8 March, 5 April, 3 May, 7 June, 12 July.

### **10) AOB**

A parent asked on Facebook how to contact governors as they need a breakfast club. They asked about the complaints procedure and a petition. Governors noted that childminders are available. The parent thought the infants will not take FJS children back in September and that FJS is the only school in the area without a club.

We provide every after-school club free of charge. Staff work long days in school, we could only hold the club in the hall and the cost is unsustainable for us. Governors noted that breakfast clubs can be very helpful for parents who may be more comfortable with school provision. Parents have a right to request wraparound childcare and we need to give reasons why we do not if a group of parents request it.

There is a concern that children may not turn up to their club places, although some schools charge in advance. If a formal complaint is received it will be addressed by governors as necessary.

**Question from KM: Are FJS children definitely not allowed back to the infant club?**

The Headteacher suggested parents should ask the Head of the infant school.

### **11) Time and Date of Next Meeting**

The next whole governing body meeting is on Tuesday 14 September at 3.30pm. *The meeting closed at 5.50pm.*

	<b>ACTION POINTS FROM 13 July 2021</b>		
	<b>Action to be completed</b>	<b>By whom</b>	<b>By when</b>
<b>A</b>	Meet your linked subject leader.	All govs	14 Sept
<b>B</b>	Invite governors to the subject leader Zoom staff meetings.	BB	Ongoing
<b>C</b>	Write a health and safety report once a term.	BS	Earliest date 19 July (next stage of covid roadmap)
<b>D</b>	Invite governors to Zoom elements of leadership cycle.	BB	Ongoing
<b>E</b>	Send co-operative trust agenda/minutes to LA.	Clerk	14 Sept
	<b>Questions to follow up from governor visits</b>	<b>By whom</b>	<b>By when</b>
	<b>Agenda Items for Future Meetings</b>		<b>Date</b>
	Proposal to form a co-operative trust	PH	14 Sept
	Review of catch-up (standing item)	PH	Ongoing
	Update on tutoring	PH	12 October
	Review SIP termly	PH	Autumn term
	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