

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 14 September 2021, 3.30pm

Governors present:

1. Steph Thurston (Co-Chair)
2. Nikki Webb (Co-Chair)
3. Phil Chapman (Vice-Chair)
4. Peter Howard (Headteacher)
5. Lloyd Viney
6. Katherine Minns
7. Mike Dant
8. Brent Schwarz

Associate members present:

Bev Bessey

In attendance:

Sophie Lee (Clerk)

This meeting was held mostly online.

1) Apologies

Alison Powell.

2) Declarations of Interest

Declarations relating to today's agenda: none. Annual declaration of interests: KM's family member no longer works at Oaklands Pool. BS is a member of Portsmouth Public Health Board. No other changes to the register were declared.

3) Election of Chair and Vice-Chair

ST and NW were elected as Co-Chairs and PC elected Vice-Chair until the end of September 2022. ST may need to step down during the year at which point NW would remain as sole chair.

4) Governor Roles

Governors were asked to confirm they can all give the amount of time needed to the role and spend enough time in school. The following link roles were agreed.

ST/NW – safeguarding, safer recruitment
PC – inclusion, attendance
LV – internet safety, harassment, abuse
AP – budget, finance, sport and pupil premium
BS – health and safety, covid management and operations
MD – school food standards

ST/NW – curriculum overview
PC – closing gaps, intervention, tutoring
KM – English
AP – maths
BS – STEM (computing and sciences)
MD – arts
LV – humanities (RE, geography, history)

Headteacher's performance review panel – ST, NW, AP
Pay committee – PC, MD, BS (a new committee to approve all pay decisions)
Appeals/disciplinary committees – any three governors who are not school employees

Our external advisor suggested we establish a pay committee as the governors on the head's review panel should not sign off the pay decision. The pay committee would

also make decisions on teachers' pay.

Governor meetings will be rescheduled to half-termly on Tuesdays and all governors need to attend school twice between meetings. They should give termly updates at meetings on the areas they are accountable for and write a visit report each time they visit school. The next meeting will be in person but governors may attend virtually if they prefer.

5) Minutes of the Last Meeting

Minutes from 13 July were agreed. The Co-Chair will be asked to sign them off via email.

6) Matters Arising, Including Action Points

All action points are complete except those listed below. Governors have access to the new risk assessment and contingency framework and BS will arrange to visit on health and safety. All governors have received the leadership cycle dates.

Reviews of catch-up and tutoring will be discussed at the next meeting. Governors will review the SIP at the first meeting of every term. Performance against SIP targets will be on the agenda for every other meeting.

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.

7) Terms of Reference for WGB

Governors approved unchanged terms of reference for the WGB. The clerk will bring draft pay committee terms of reference for approval at the next meeting.

8) Vote On Forming A Co-operative Trust

Governors voted in favour of forming a co-operative trust. Federation headteachers will meet on 24 September.

9) Headteacher Appraisal

The Headteacher's mid-year review has been completed with all objectives met or partially met. External advisor Ian Taylor has completed the work he was contracted for over the past year. He is a critical friend and good value for money. Governors agreed to reappoint Ian Taylor for another year.

10) Review of SIP

The SIP review is on Google Drive. Governors were asked to look at what elements of the SIP sit under their link roles and how they can be evaluated. Please have the SIP in mind when visiting the school.

We have worked with teaching and support teams on the objectives for the forthcoming year and are close to a first draft of the SIP. Draft objectives are shown below.

Objective 1 – identify any gaps in learning that have arisen during the pandemic, adapt curriculum planning and differentiate effectively to ensure children move on from their starting points as quickly as possible.

Governors should link their roles to the SIP as that is our triangulation and evidence and ask whether improvements are actually being made. They can also think about what should be added to the objectives.

AGENDA

All govs
BB
BS
BB

AGENDA

Objective 2 – ensure a consistent approach to all aspects of the learning culture across the school.

Objective 3 – further develop the reading culture that exists in our school to ensure we best prepare our children for their future learning.

The SIP needs more input from staff and governors; staff should see it today and governors later this week. On 22 September the SIP will be updated by SLT to the final version. Please send any questions or comments on the SIP to the Head.

11) Reports From and Questions To Follow Up From Governor Visits

NW attended the safeguarding INSET training on 2 September which also covered epipens and asthma. AP attended for part of the session.

NW found the majority of information appropriate but there was perhaps too much detail on different types of FGM. Staff made similar comments but people may become desensitised if the presentation never changed. The safeguarding session was very long.

Question from NW: Everyone was asked to sign to confirm they had read part 1 or annex A of KCSIE, has that gone to governors?

The Headteacher said it needs to as Keeping Children Safe in Education was updated. He will add it to today's meeting folder.

ACTION E: Read part 1 of Keeping Children Safe in Education.

All gobs

NW reported that the next two sessions on epipens and asthma were rapidly completed so staff may not have taken on board all information. The epipen trainer stood at the front so her demonstration may not have been visible to all. The asthma trainer could also have gone further into the hall as the focus was at the front.

Question from NW: Have all staff received the safeguarding resource pack?

The Headteacher confirmed they have.

Question from NW: Should the asthma and epipen slides be put into a visual pack?

ACTION F: Put asthma and epipen slides in staff room.

BB

12) Safeguarding and Headteacher's Report

We have had five covid cases since the day before term started, with up to 40 cases in some city schools. Headteachers and members of our SLT met Director of Public Health Debbie Chase on Friday. We are concerned about the situation. We have reviewed the action plan and contingency framework.

Pupil numbers are shown in the report. Y4 attendance is brilliant but quite a few children have had sickness bugs.

13) Health and Safety (Displays on Staircase Landings)

Our fire risk assessment, carried out by an LA-preferred supplier, stated we should not have displays in stairwells as they are distracting. However the Headteacher believes this is unreasonable as they would not prevent evacuation.

Clara Burton from the LA sends us reminders to close out the fire assessment so the issue needs resolving. BS agrees it is unreasonable. There are carpets on the stairwells and glue under those carpets. The Head conducted a risk assessment on stairwell displays using the LA fire safety in schools document and the RA is on Google Drive.

Question from PC: Are the assessors suggesting pupils will stop and read the displays while evacuating?

The Headteacher stated he believed that might be part of it.

Question from ST: Is it also about an additional fire risk from the paper that is on the wall?

The Headteacher said yes.

Noticeboards should be three metres wide maximum with a gap of one metre between them and ours comply. The assessors stated they should be fitted with plastic covers but children would touch those more.

BS stated that as long as we manage the risk that will be fine. Assessors are worried about stairwells becoming grounds for storage with multiple noticeboards so they are trying to prevent that. BS does not see a problem as long as it is managed effectively and noted that plastic ignites into toxic fumes.

ACTION G: Review stairwell display safety and report to governors.

BS

There are no noticeboards anywhere close to 3m wide and all are made from fire retardant material. We are a tidy, clutter-free school with no obstructions to escape routes, fire notices, call points or extinguishers. There are no drapes or soft furnishings.

Question from MD: Did the assessors comment on the open-plan library and the books that would burn?

The Headteacher reported they did not.

14) Policies

There are no changes to the data protection policy which was approved. The acceptable technology use policy was approved. The organisational change policy is unchanged (adopted from the LA) and was approved.

The safeguarding policy has been updated in line with Keeping Children Safe in Education 2021. Information on peer-on-peer abuse has been changed, see section 3.20 which also covers mate crime. Section 5 was also changed and covers allegations of abuse against other children and incidents of peer-on-peer abuse. Governors approved the safeguarding policy.

15) AOB

15.1 PC recorded his thanks to ST who has been brilliant. ST thanked governors for their commitment and time.

15.2 School improvement officer Mark Lindfield is in school on Thursday 4 November when we will request a slot for governance. Please attend and also look at the questions OFSTED might ask governors on The Key and see if you could answer.

The SIO autumn review visit document is on Google Drive. It includes areas for discussion and questions the SIO will address such as how leaders and governors continue to respond to pupil welfare and keep them safe. One of the questions is on how we are responding to the recent publication on sexual harassment; please read the OFSTED Review of Sexual Abuse in Schools and Colleges.

15.3 The newest version of the covid risk assessment is on the Drive. Government guidance last changed on 21 August and our RA is up-to-date. All staff have seen it and could comment. Please read the RA and email questions to the Head.

Question from PC: Why does the RA not list physical changes such as increased ventilation?

The Headteacher explained it is because they are not changes to do with covid, there is no more ventilation than there was but the school is very well-ventilated. We should receive a CO2 device from the government.

Question from BS: When was the last ventilation survey conducted?

The Headteacher said there has not been one since he has been at FJS but we have just fully serviced all the airflow including air conditioning systems and passive vents systems.

Question from BS: How do we know we are compliant with room air exchange rates brought in due to covid?

The Deputy Head reported we have not measured that but we remind staff that all doors and windows must be open and they were during winter as well. All are opened to capacity so we cannot get more air in.

Question from BS: The air change rate determines the occupancy numbers in each room so perhaps the LA could advise?

ACTION H: Email Kevin Cardy/Ian Moss about ventilation survey and compliance with air changeover rate.

PH

15.4 The school contingency framework has been updated and shows what happens if many people get covid and explains temporary measures. Please read this document.

15.5 The first fire drill was held today with evacuation complete in two minutes 41 seconds.

15.6 Governor meetings dates will be rescheduled by the Co-Chairs and resent, with meetings every half-term on Tuesdays. The next meeting will be on 2 November (not 12 October as originally scheduled).

16) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 2 November at 3.30pm and governors may attend in person or via Zoom.

The meeting closed at 5.00pm.

ACTION POINTS FROM 14 September 2021			
	Action to be completed	By whom	By when
A	Meet your linked subject leader.	All govs	2 November
B	Invite governors to the subject leader Zoom staff meetings.	BB	Ongoing
C	Write a health and safety report once a term.	BS	End autumn term
D	Invite governors to Zoom elements of leadership cycle.	BB	Ongoing
E	Read part 1 of Keeping Children Safe in Education.	All govs	2 November
F	Put asthma and epipen slides in staff room.	BB	2 November
G	Review stairwell display safety and report to governors.	BS	End autumn term
H	Email Kevin Cardy/Ian Moss about ventilation survey and compliance with air changeover rate.	PH	2 November
	Questions to follow up from governor visits	By whom	By when
	Agenda Items for Future Meetings		Date
	Review of catch-up (standing item)	PH	2 November
	Update on tutoring	PH	2 November
	Pay committee terms of reference for approval	Clerk	2 November
	Review SIP at first meeting of every term	PH	Start of spring term
	Performance against SIP targets	All govs	Ongoing (every other meeting)
	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