

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 25 September, 3.30pm

Governors present:

1. Steph Thurston (Chair)
2. Peter Howard (Headteacher)
3. Alison Powell
4. Nikki Webb
5. Mike Dant
6. Jess Planter-Dixon

Associate members present:

Bev Bessey

In attendance:

Robin Hayes (SENCO)

Sophie Lee (Clerk)

1) Apologies

Phil Chapman. Paul Atkins (LA Interim Capital Projects Manager) also sent apologies.

2) Declarations of Interest

Declarations relating to today's agenda: none. Governors present completed the annual declaration of business interests register.

3) SEND, CLA and Pupil Premium Strategy

Robin Hayes explained that the SEND information report has been updated. The LA had sent out a list of suggested questions to include but these did not align with legal regulations. The report is now much clearer and the exact wording has been lifted from the regulations. In substance nothing has changed but the layout has been altered.

The pupil premium strategy has changed, although not materially. A new federation group is looking at disadvantaged pupils and has discussed strategy. Our PP strategy has been simplified as it was too long.

The strategy is quite forthright, including in the summary of main barriers to educational achievement faced by eligible pupils. We do not stereotype and we know these barriers will not affect all PP children. Quite a lot of potential barriers are home-related. We have a high expectations, no excuses culture, with well-trained staff and strict behaviour management.

Actions for the future include needing to do more work with schools outside our LA.

Question from NW: How would you go about that?

The Headteacher said we would ring schools and the Deputy Head noted we could network on courses.

FJS should hold a careers event to raise aspirations as some pupils have aspirations to do nothing or be footballers.

Question from ST: Does the budgeted cost make up the total money received?

Robin Hayes explained he has guesstimated the figures.

Question from AP: Has the figure we receive for PP changed?

The Headteacher explained that the figure has risen from £173k to £201k. It is likely to go up further as 68 pupils left from Y6 and about 110 joined Y3; the proportion eligible for PP is expected to be similar. The universal FSM system means not everyone who qualifies for PP tells the school, so the amount of PP against the number of children has dropped over the country. We make sure we have parents' permission to apply on their behalf and tell them it helps us financially.

The SEND policy is unchanged.

A confidential minute covers an issue discussed here.

The SEND report to governors shows the number of education, health and care plans (EHCPs) is down as we will lose four eligible children and gain one this year. Staff will discuss applying for EHCPs for some current children. Robin Hayes has completed EPEP training this year.

Governors approved the SEND policy.

(Robin Hayes left the meeting.)

4) Minutes of the Last Meeting

Minutes from 10 July 2018 were agreed and signed by the Chair.

5) Matters Arising – Including Action Points

All actions from 10 July are complete except those listed below. The parent governor vacancy has been advertised in the newsletter. The breakfast club has been cancelled because Greggs said we could not claim for staffing costs and that was the biggest cost.

Action A: Meet the science leaders to discuss their report. BB to organise a date.

Action B: Attend assemblies to talk about the role of governors and give termly updates on governance. Next assembly 11 December, 2.45pm.

Action C: Write the termly newsletter paragraph.

Action D: Meet Andrew Clark/Gary Wooldridge to discuss the system used to process deliveries.

Action E: Write a health and safety report once a term following the H+S audit.

Action F: Chase Andrew Clark about updating the online H+S diary.

Action G: Email details of the health and safety consultant to PH.

MD/BB
All gov's

All gov's

AP

MD

BB/MD

MD

Paul Atkins emailed an update on the extension. The project is running to programme and will be ready for September 2019 with designs available in the coming weeks. Due to asbestos risks in the current building there is a cost over-run of around £100k and Paul Atkins will report this to the LA capital board in October. This is a worst case scenario and the original budget already approved was for a much larger scheme.

The Headteacher has replied and met Mark Cox about the asbestos. He asked Paul Atkins to journal £10k to FJS as agreed for the work completed in May half-term and Mr Atkins will do so next week.

6) Governor Roles, Committees and Subject Links

ST = Safer recruitment, Standards and progress

MD = Curriculum, Health and safety

JPD = Curriculum

NW = Safer recruitment, SEND/Inclusion/Safeguarding/More able pupils/Attendance

PC = Health and safety, SEND/Inclusion/Safeguarding/More able pupils/Attendance

AP = Budgets/finance, Pupil/sport premium

BB = Safer recruitment

Headteacher's performance review committee = ST, NW, AP, PC

Appeals committee = any three governors who are not school employees

Disciplinary committee = any three governors who are not school employees

SMSC = NW

Computing/e-safety = ST

Science = MD

Maths = PC
English = AP

7) Terms of Reference for WGB

Governors approved unchanged terms of reference for the WGB.

8) OFSTED Framework: Outcomes

A new OFSTED framework is out this month. Inspectors look mostly at pupil progress and they do take into account the starting point of the children and prior attainment. Sources of evidence are the most important factor and include observations, discussions with pupils, work sampling and the school's own information. If the curriculum is not right this will not be achieved.

Question from MD: How do we assess the curriculum?

The Deputy Head explained it is through lessons, are pupils managing and the skills taught. Governors can look at the framework and the government curriculum. The Headteacher stated that our children must be doing well as compared to pupils in other schools ours do well.

Mandy Gard had previously advised that we need some kind of target for outcomes but the Headteacher stated this has changed. Mandy Gard will visit on Wednesday 13 February 2019 when governors are invited to a thematic approach day with the following agenda chosen by FJS:

- a) work sampling with governors and year leaders across each year group, looking especially at challenge for more able learners, in English, maths and learning journals
- b) curriculum – what are the aims? How do we plan so it is tailored to our children's needs? How well do we know how children are doing across the curriculum? How does feedback help children improve knowledge and skills across the curriculum? How well do we track children's skills? What is the capacity to perform the skills they're taught? How does our curriculum promote improved memory?

On Friday the Headteacher will attend the Southampton education leadership forum where our local HMI Dan Lambert will talk about how inspectors look at the curriculum. Mandy Gard is attending OFSTED inspector curriculum training on 25 January.

Question from ST: When we look at outcomes there are no targets, so how can governors see that outcomes are where they should be?

The Headteacher replied it would be in children's books and through talking to external advisers like Mandy Gard. The Deputy Head said governors can look at outcomes alongside the national curriculum with the skills in it.

Question from ST: How will I know the most able are making enough progress?

The Deputy Head stated that in books the work would be different to that of an Expected child with more complex issues and a deeper vision.

Question from ST: How would I know that as a governor?

The Deputy Head explained that you can look at the task design. You can also check if the Expected children are being challenged. Year leaders should know the children in their year group. Every subject leader has completed a progress of skills taken from the national curriculum so governors could also examine that.

Question from ST: Do pupils know what they are working towards?

The Headteacher confirmed that they do.

Question from MD: Could we compare a good pupil with a poor pupil?

The Headteacher said yes – is more expected of them, are they dishing out more of the same or are they being asked to think more deeply.

Governors noted that we do not want the least able to be too challenged so there must be a balance. Disadvantaged pupils also have to be looked at in outcomes.

Question from ST: Will you still be doing something to show that over and above the children's work?

The Headteacher replied he can give governors something more prose-based to show that.

The inspection framework states: "Inspectors will pay particular attention to whether the most able pupils are making progress towards attaining the highest standards and achieving as well as they should across the curriculum..."

Question from MD: How do we know that is true for more able pupils?

The Headteacher said governors can work with Mandy Gard and external advisers.

The Chair stressed that governors should not just go by the information the Headteacher gives them. Governors need to know what to look at and how to examine it and Mandy Gard will advise the board on this, including doing book work with governors.

Question from AP: Are there statistics we can look at, such as for Hampshire schools?

The Headteacher provided a KS2 school subject summary. Reading is 97% Expected and 53% GD, writing 90% and 9% GD, maths 96% and 56% GD and other city schools are shown for comparison. The FFT KS2 data dashboard was also distributed.

Question from AP: Could we have that information for other LAs?

The Headteacher noted it was not yet in the public domain.

9) Governor Visits

Safeguarding and INSET, 3 September

NW attended the safeguarding training/INSET day and has been working on the safeguarding self-evaluation tool with PH. She also completed a behaviour learning walk with the Headteacher and Holly Cleveley.

Learning Walk, 5 September

AP noted that not all desks face the front or can see the whiteboard. Respect, Ready, Safe posters were in all rooms. Air conditioning made the upstairs rooms comfortable but the downstairs rooms were warm. One room was being used as a classroom due to the delayed extension.

Her recommendations include making sure every child has a clear view of the whiteboard and consider more air conditioning. The school is arranged really nicely. Some rooms operate as through routes so the layout of furniture can be cramped as passageways must be clear.

Governors were asked to use the template form when writing governor visit reports.

10) Health and Safety Report

This report has not yet been completed.

The extension architect wishes to turn the building round and will redesign it; we have been assured this does not need planning consent. The building will be completely flush along the playground rather than indented with a cupboard upstairs.

AGENDA

11) Safeguarding

A safeguarding report shows incidents from 10 July to 24 September. Incidents involved 75 pupils, with the highest number of incidents being home-related. We have received several public protection notices since the start of term and a number of CYP police reports.

Question from MD: What happens to children on child protection notices?

The Headteacher said the process was not quick enough; the next stage is an alternative residency. One child has been on a plan for 18 months which is too long.

Question from MD: They are not automatically taken into care?

The Headteacher confirmed they are not.

Four pupils are on child protection, two on child in need and one has a team around the family. **A confidential minute covers an issue discussed here.**

FJS safeguarding training took place on 3 September. Disqualification by association guidance has changed and is now called childcare disqualification regulations. Staff must notify the school of any relevant information. NW and the Headteacher are completing the LA safeguarding self-evaluation tool.

12) Policies

Governors approved the following policies which were all unchanged: grievance procedure for teachers, grievance policy for support staff, appraisal for support employees, appraisal policy for teachers, capability procedure for support staff, charging and remissions, intimate care (no children require intimate care at the moment).

A confidential minute covers an issue discussed here.

In October governors need to look at policies on safeguarding, complaints, debt management and whistleblowing. In November it will be recruitment and selection, sex and relationships education, physical intervention, freedom of information publication scheme, equality duty statement and the accessibility plan.

13) AOB

13.1 Governors will nominate FJS for the NGA Outstanding Governance awards.

Action H: Email Glenda Lane about NGA governance awards.

NW

13.2 The LA data team are offering training to boards.

Action I: Ask LA data team for potential dates for bespoke training at FJS.

Clerk

13.3 The behaviour report is on the Drive; please bring questions to the next meeting.

AGENDA

13.4 The DfE no longer collects data on nationality, country of birth and national identity. On 21 September the Headteacher and Tracy Silsbury updated the school management system so data is now correct for current children. There is no easy way to erase data for previous children but they are working with the SIMs team on this. They have also updated the pupil registration form to comply with the latest LA form.

13.5 Y6 made lovely comments in their leavers' survey which is on the Drive.

13.6 Holly Cleveley has collected very good feedback on the change to the timings of the school day from staff and pupils; a summary is in the newsletter. Pupils said lessons were less rushed and they had a proper lesson now before PE. JPD noted this was wasted learning time before the change.

13.7 Key Stage on a Page data is on the Drive and governors could look at this with the data team. It shows the school context, attainment/assessments and progress.

13.8 Romsey Road will close over the weekend from 10pm Friday to 5am Monday.

13.9 Governor meeting dates for October and November were changed. The next meeting will now be on 30 October, followed by 20 November, both at 3.30pm.

14) Time and Date of Next Meeting

The next whole governing body meeting is on Tuesday 30 October 2018 at 3.30pm.

The meeting closed at 5.30pm.

ACTION POINTS FROM 25 September 2018			
	Action to be completed	By whom	By when
A	Meet the science leaders to discuss their report. BB to organise a date.	MD/BB	30 Oct
B	Attend assemblies to talk about the role of governors and give termly updates on governance. Next assembly 11 December, 2.45pm.	All govts	Penultimate week each term
C	Write the termly newsletter paragraph.	All govts	End of term
D	Meet Andrew Clark/Gary Wooldridge to discuss the system used to process deliveries.	AP	Autumn 1
E	Write a health and safety report once a term following the H+S audit.	MD	Termly
F	Chase Andrew Clark about updating the online H+S diary.	BB/MD	30 Oct
G	Email details of the health and safety consultant to PH.	MD	30 Oct
H	Email Glenda Lane about NGA governance awards.	NW	30 Oct
I	Ask LA data team for potential dates for bespoke training at FJS.	Clerk	30 Oct
Agenda Items for Future Meetings			Date
	Behaviour report	All govts	30 Oct
	First health and safety report	MD	30 Oct
	Agree newsletter updates on the budget, decisions made and governor roles	All govts	Once a term
	Discussion of OFSTED framework areas: Leadership and Management	All govts	30 Oct
	Updates on the extension	Paul Atkins	Ongoing
	Safeguarding (standing item, to include CPOMS reports and safeguarding meeting summaries)	PH	Ongoing