

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 2 November 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. Alison Powell (virtually)
7. Mike Dant

Associate members present:

Bev Bessey

In attendance:

Maria Hughes (Business Manager)
Sophie Lee (Clerk)

1) Apologies

Katherine Minns, Brent Schwarz.

2) Declarations of Interest

Declarations relating to today's agenda: none. Annual declaration of interests: no changes to the register were declared.

3) Minutes of the Last Meeting

Minutes from 14 September were agreed and signed by ST as an accurate record.

4) Matters Arising, Including Action Points

All action points are complete except those listed below. PC and NW attended the INSET day yesterday.

BS advised us to put a risk assessment in place for stairwell display safety and the Headteacher sent this to the LA. It is an ongoing issue but the workaround is for the fire risk assessment to be redone by the LA's new preferred supplier ASAP.

The Head emailed Kevin Cardy/Ian Moss about the ventilation survey and changeover rate with no reply. We await a CO2 meter from the DfE.

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: Review stairwell display safety and report to governors.

All gobs

BB

BS

BB

BS

5) Revised Budget 2021-2022

(Maria Hughes joined the meeting.)

AP went through the revised budget with Maria Hughes. Salaries are in a good place at £29k better off. One teacher on M6 was on maternity and has now left, replaced by an M1. One other teacher is on maternity and two NQTs passed their year. There is an underspend in special assistants educational support.

Question from MD: Will the salary savings be clawed back by the LA?

The Headteacher confirmed they will not.

The budget includes all incremental increases. The teaching assistant underspend is because one TA retired and one left and they have not been replaced yet. The budget includes the salary for a planned new inclusion assistant from December in case we can recruit quickly.

Admin spending is up due to the business manager's incremental point and an admin staff member was paid overtime in the summer.

There is an overspend in supervisory and lunchtime assistants due to lunchtime staff for covid protocols; the code has been revised from £42k to £52k. There is a small overspend on site managers of £74 and the code was revised from £61k to £65k for extra cleaners due to covid.

Question from ST: Will that continue into the next budget?

Maria Hughes confirmed it will.

Repairs and maintenance is £25k underspent with an outturn of £70k. We have left the £25k under that code in case.

Question from AP: Are the new floor coverings and refurbishment in the figures?

Maria Hughes stated all corridors have been completed as planned. We have planned more carpets so the whole school matches. It is in the out-turn.

Question from AP: How long does that last for, it is only for this year?

Maria Hughes explained that work will be done through Christmas. There are loose ends that need tying up from building the classrooms but no costs from that probably.

We predict spending £3k more than planned on electricity due to new classrooms, equipment and chromebooks. The budget next year will be increased by about 10%.

Question from AP: Do we have guaranteed prices or have they expired?

The Headteacher explained we have a contract with Kent for gas and electricity which has gone up. Prices are not guaranteed but preferred.

Maria Hughes can look into this for next year's budget.

Removal of refuse is £1800 underspent as we changed suppliers. We have changed local waste collection suppliers as well. We may need a skip so have left the money in there.

Food is £2.5k underspent but we are having more group meals now so have left the money in there. Contract catering spending is down due to covid with the £20k underspend left in as hot meals are starting now plus the Christmas meal. We had lockdown boxes and received some funding for those.

Uniforms are overspent by £4k with £1.5k spent on leavers' hoodies (but parents paid for these). We have bought extra uniform for replenishment.

Question from MD: What pests are there (£50)?

The Headteacher explained that money is for the rat catcher.

Printing is £1.2k underspent. We now have software to create invoices for Showcase and Superstar Sports to collect money for their printing at school. In photocopying there is £2.5k from the previous year. Maria asked to move this to the previous year but received a late response. She has revised the budget this year but this should not be a regular overspend.

Educational supplies includes PE equipment and playground markings, with equipment funded by the LA and Energise Me. A book grant of £2k has been spent.

Question from ST: On the underspends, did we put too much in or spend less last year?

The Headteacher said we may have put too much in, we came back on 8 March so no-one knew then what would happen. Contract catering is underspent due to children not ordering lunch when they had picnics. We have more FSM children than ever.

Computer hardware is overspent as we replaced the old server at £7k and all desktops in classrooms. Under bought in professional services (curriculum) we have spent less on companies visiting us. The predicted outturn is £50k and we might start doing more visits so the underspend has been left in.

Educational visits has a £27k outturn but there may be more visits so the £8k underspend has been left in.

Question from AP: Do you only expect another £500 of spending for the rest of the year?

Maria Hughes noted that Stubbington, Marwell and Leap beach are already in there. We are not sure if we will do another residential after that.

Hire of sports facilities was budgeted at £5k but whole-school swimming cost £17k and we will change the budget to reflect that.

Question from AP: Will that help to achieve the sport premium targets?

The Headteacher said we have not missed a year group and moved swimming to Y3 (not Y5 which is too late). We have booked Oaklands for two weeks per year group.

Question from MD: What do Red Lodge pool charge?

The Headteacher replied it is a similar cost but the cost of transport is the issue. Oaklands is just as good now. It would cost thousands just to take Y6 to Red Lodge.

Question from PC: Do Oaklands allow children to change on site now?

The Headteacher reported it is a hybrid and children change as much as possible first.

Question from MD: Where does the income from Simon Woods go?

Maria Hughes explained that income from Simon and Alex Pope goes into printing charges income.

Question from AP: Should that go in miscellaneous income? There could be VAT?

Maria Hughes stated she will see if there is a printing line or put it in miscellaneous.

Question from MD: How much income comes from that?

Maria Hughes noted she invoiced £83 for one term.

The customer complaints recharge code is the SLA for culture and library but the LA have not yet updated this label. It is £900 and we have had lots of use from this.

PP income was predicted as £203k but we received £240k. Our number on roll is up and many children are PP. Energise Me funded summer activities, equipment and staffing. Holiday activities funding (HAF) paid for summer food.

In the additional grant for schools we received around £9k so far, with covid FSM funding plus the PE sport grant for April to August and we will get another portion of this. We received funding back for Easter HAF.

We received covid catch-up funding. For recovery and tutoring premiums we received one-third of both so predict about £40k income on that code. We will get £18,050 to pay 95% of the salary for a learning mentor.

EHCP top-up funding is for summer only but should finish on £40,533. We have one

more child joining with an EHCP. Sale of uniform brought in £2100 and we predict income of £3k in total. Catering income is £25k. The balance brought forward is £437,413 with a surplus of around £32k this year.

Question from AP: Why is the lettings outturn zero?

The Headteacher explained we thought Simon would hire the space but he has somewhere else now.

Maria Hughes noted Sainsbury's were also going to hire space but covid stopped that.

Governors approved the revised 2021-22 budget and thanked Maria for her work.

(Maria Hughes left the meeting.)

6) Update on Forming A Co-operative Trust

AP attended the talk from Lee Phillips from the co-operative schools network. The trust would formalise the casual arrangements of our soft federation and be a holding body and charity. It would probably need paid members of staff to administer it and have a separate bank account and annual accounts.

There is no change to employment under TUPE and pension status is maintained for all staff. Land and buildings would be legally transferred to the trust in a three to six month timeframe. Our transfer may be complex as we share the site with the infants.

Question from MD: Will the infant school be a trust member?

The Headteacher said yes but we would be two separate schools in one trust.

Question from PC: Have the co-operative network got templates of what can be done?

The Headteacher recommended visiting their website which has many templates. We will consult the school community.

There will be full and associate school members and either or both Solent University or the University of Southampton, plus a sixth-form college.

Question from PC: Will you be able to use joint purchasing to save money?

The Headteacher noted they do already but cannot currently employ people across schools and this will allow us to. Robert Atkinson is employed by one school and we pay a percentage of his salary.

Question from ST: Will it create jobs, as someone is in charge of the trust?

The Headteacher noted it does not need to, but there could be a case for that.

Question from MD: When the land and buildings transfer does the trust hold it and make decisions on it?

The Headteacher confirmed they do.

Question from MD: If a portion of land is sold would the money go to the trust?

The Headteacher said yes but we would say whether we wanted to sell it.

The LA are pushing schools down this route. The government wants academisation for all schools and this prevents that.

Question from AP: What would the VAT status be? Would we need our own registration number and to submit VAT claims?

The Headteacher stated we might and this could be checked on the co-op website.

The trust is at the consultation stage after all governing bodies voted in favour. Governors were asked to send any further questions to the co-chairs and these will be

collated, including those below.

ACTION F: Email questions on co-operative trust to co-chairs.

All govvs

Question from MD: What happens to the money that comes into the trust through the sale of land?

Question from MD: How many schools have some spare land? How would we deal with that problem?

7) Terms of Reference for Pay Committee/Appeals Committee

Example terms of reference for a pay committee and separate appeals committee had been uploaded to the Drive. The purpose is to separate (as far as possible) the pay committee from the headteacher's appraisal panel and ensure we have three governors to hear appeals who have not taken part in any pay decisions.

Governors approved the terms of reference and assigned PC, NW and AP to the head's appraisal panel, with PC, NW and ST to the pay committee. This leaves MD, BS and KM to hear any appeals. The pay committee will meet straight after this meeting and is responsible for all determinations of pay.

8) Update on Tutoring and Use of Catch-up Funding

A report is on the Drive from Robin Hayes. Two catch-up assistants were appointed in September 2020 and have targeted children with specific needs. They are well-educated with good subject knowledge.

We have a maths specialist TA, English specialist TA and the catch-up teaching assistants (any of whom could teach). They have been asked to take classes at short notice and been very effective. They have completed Fischer Family Trust training Wave 3 and jolly phonics training of about 30 hours.

Question from ST: What results do you expect to see?

The Headteacher stated they should see increased progress in classwork as a result of interventions outside the classroom. These are specific interventions with mostly reading and writing aims.

Question from ST: How long before governors can review it?

The Deputy Head noted it varies depending on the child. Some children achieved their target in five weeks. Y3 do phonics four times a week and we are seeing improvements. Children must apply it and some cannot apply it yet to written work. We should review it every six to eight weeks.

LV stated they assessed reading ages in the first week and reassessed reading ability at the end to see progress. FFT is one intensive program only.

In the summer term we offered tutoring at the start and end of the day, where catch-up assistants delivered 45-minute sessions with about 15 sessions per week. We offered sessions to selected children but quite a few parents did not engage.

Question from MD: Why sessions before and after school when previously you said there would be no teaching outside of school time?

The Headteacher stated they decided there were some disadvantaged and vulnerable pupils who needed gaps closing quickly. When parents engaged it worked well.

Question from MD: Will you carry it on to autumn term?

The Headteacher explained there are new plans with a learning mentor and we joined the government national tutoring programme (the FFT intervention is part of that). An FFT employee starts on 15 November and TAs will be paid extra hours from next week.

Question from MD: So you tell parents that children will have 45 minutes after school?

The Headteacher confirmed they did. Some parents said it was brilliant but some refused the place or did not engage.

Question from MD: What sanctions can you impose for refusal?

The Headteacher reported there are none, although parents were phoned.

Question from MD: Will this continue into spring/summer?

The Headteacher reported we are now using government funding which must be used in specific ways - for tuition partners, academic mentors and school-led tutoring by highly qualified TAs. This might be during the school day or after.

9) SIP 2021-2022

There are three objectives in the SIP, on identifying gaps in learning, ensuring a consistent approach to learning and further developing reading. These are partly from key objectives in our last OFSTED report, key actions from the last SIO report and from needs post-covid. Milestones are shown for each term.

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

Thanks to PC and NW for attending the INSET day yesterday. Google Classroom allows a seamless transition to home working if needed and reduces printing costs.

Teaching of online safety is being improved using Google Legends which covers being part of online communities, online reputations and being kind. Teachers will give a series of lessons on the five main principles.

11) Safeguarding and Headteacher's Report

The Deputy Head attended the Cultural and Ethos Day, the LA's response to the OFSTED review of sexual abuse and PSHE Lead Charlotte Thornton attended a subsequent session.

We have used equality forms since 2017 and recently did an assembly on the protected characteristics. We are making a two/three year action plan to embed equality. Y6 completed the prejudicial language and behaviour survey.

Staff were asked to reflect on whether they been prejudiced towards certain characteristics. We already do reporting and restorative elements but more work is needed on the perpetrators.

A second inclusion assistant will be appointed. Tracey Rankin's role will not change but the second assistant will do some similar work and also CP, CIN and TAF meetings, interface with the mental health team, pastoral and parent support and referrals. The role will go to job evaluation before advertising.

Question from AP: Is the role permanent and in the budget?

The Headteacher confirmed it is and money well-spent.

Question from MD: Who will do it if you cannot appoint?

The Headteacher is confident we will get someone.

Governors agreed to the appointment of a second inclusion assistant as soon as the evaluation is received from HR.

Covid cases are increasing across the city. We had about 10/11 pupils self-isolating today and eight yesterday, plus four staff members. FJS has 388 children with many more boys than girls, more boys who have EHCPs and more boys who are SEN K, PP

and EAL.

A complete set of focus weeks have been completed. The settling-in survey had good feedback. Teachers spoke to over 80% of parents for consultations, far higher than normal, but children cannot share their work with parents over the phone.

Question from NW: What do you do if parents do not answer?

LV explained they call back to a point but it is hard if parents do not engage.

SIO Mark Lindfield will visit on Thursday. Y3 comparative writing judgements are complete with Y5 completing them next week and the best ones going in the newsletter.

Eighty-seven children went to the Isle of Wight with four going home due to high temperatures and four not able to travel. About 80 children will go to Stubbington and only about eight will not.

FJS has more pupils than ever with 388 children and two more added today for a total of 390, plus two further requests today. (Our maximum capacity is 420). In the past month eight children joined us.

Question from PC: Have you ever said no to an admission?

The Headteacher replied that he can only refuse an admission if the child has been permanently excluded from two schools or if they have an EHCP, when the LA asks if we can meet their needs. We can make a case that we cannot meet a child's needs and if that is upheld we can refuse admission.

Question from MD: Are the new children challenging?

The Headteacher explained they all come with challenges.

Question from MD: Do the children come with funding?

The Headteacher explained only if they have an EHCP but we will get their PP too as funding is now dependent on the October census.

The prejudicial language survey results are shown, including whether children hear jokes/banter about issues such as race or disability in school or online, with most children saying they never hear such banter in school.

We returned to year group bubbles today which impacts the playground but not teaching. School day times have not changed. Children come straight into class if possible through the playground and assemblies are on Zoom.

Question from PC: Will you have a circulation system again?

The Headteacher noted very few children walk around school so that is not an issue.

Question from PC: What about lunch?

The Headteacher replied we changed lunches today for the first time. Sandwiches are eaten in classrooms in year group bubbles. Y3/Y4 were first into the hall and other years use a different door and tables.

Question from PC: How did they leave?

The Headteacher reported that year groups use different doors.

12) Policies

The following policies were all approved: SEND policy/information report, teachers' pay, e-safety, physical intervention, whistleblowing, dismissal and appeals, disciplinary, accessibility policy.

There had been minor changes to the accessibility policy due to the new building. There were no changes to physical intervention, whistleblowing, dismissal and appeals or disciplinary. E-safety will need approving again once information on Internet Legends has been added.

ACTION G: Update e-safety policy by February half-term.

LV

13) AOB

13.1 ST's term of office as parent governor is due to end on 23 January 2022 and her children have left FJS. The role must be advertised to all FJS parents in January. Governors agreed to appoint ST as a co-opted governor if a current parent volunteers or renew her term of office as parent governor if they do not.

13.2 PC attended the Governors' Forum. Online courses are available on identifying and understanding CASFE, child protection and identifying needs/early intervention.

The Key has information on governors' role in monitoring relationships and sex education and offers online courses. The new LA Governance Lead is planning more training and trying to recruit governors citywide.

14) Meeting Dates 2021-22

Meetings will be on 11 January 2022, 22 March, 24 May and 12 July, all at 3.30pm.

15) Time and Date of Next Meeting

The next whole governing body meeting is on 11 January at 3.30pm and governors may attend in person or via Zoom.

16) Meeting of the Pay Committee

Minutes of the pay committee are recorded in a confidential minute.

The meeting closed at 5.40pm.

ACTION POINTS FROM 2 November 2021			
	Action to be completed	By whom	By when
A	Meet your linked subject leader.	All govs	11 January
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	Review stairwell display safety and report to governors.	BS	End autumn term
F	Email questions on co-operative trust to co-chairs.	All govs	11 January
G	Update e-safety policy by February half-term.	LV	Feb half-term
	Questions to follow up from governor visits	By whom	By when
	Agenda Items for Future Meetings		Date
	Review of catch-up (standing item)	PH	11 January
	Review SIP at first meeting of every term	PH	11 January
	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