

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 12 July 2022, 3.30pm

Governors present:

1. Nikki Webb (Chair)
2. Phil Chapman (Vice-Chair)
3. Peter Howard (Headteacher)
4. Gary Natella
5. Lloyd Viney
6. Alison Powell
7. Mike Dant
8. Brent Schwarz
9. Katherine Minns

Associate members present:

Bev Bessey

In attendance:

Maria Hughes (Business Manager)
Steph Thurston (Former Co-Chair)
Sophie Lee (Clerk)

1) Apologies

None.

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 24 May were agreed and the Chair will be asked to sign them off via email.

4) Matters Arising, Including Action Points

All action points are complete except those listed below. No governors attended subject leader Zoom staff meetings. BS completed the health and safety report for this term. PC attended the first moderation and part of the OFSTED webinar and GN attended the INSET day.

Action A: Meet your linked subject leader (at least touch base by end of term).

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: Write an item for school newsletter (150 words max).

All govs

BB

BS

BB

PC

5) Budget Update (Three Months)

Maria Hughes presented a budget update showing changes since April. We have a new budget system called Access which is not talking well to Business World but the figures are correct.

Teacher salaries are in a good place and we predict an underspend but there will be some changes in September. Some teachers will go up increments and two will move from part-time to full-time, but we still predict we will be under budget.

Question from AP: The predicted outturn is around £100k less than the budget, is that because we lost some higher paid teachers and hired newer ones?

Maria Hughes noted we have hired two teachers and one is a new teacher. We will lose one teacher but otherwise it is just the increments going through. April and May have been inputted but June figures have not been inputted yet.

Salary figures are in a good place. We have done six DBS checks and have five vacancies so the DBS spend may need reviewing in October.

Question from AP: We budgeted £30k for agency staff and have spent £16k already, did that cover existing vacancies?

Maria Hughes noted one teacher is on long-term sickness absence which will be resolved in September so less agency staff will be needed. The figures will be reviewed in October.

The Headteacher is very happy with the budget and we have worked with Virginia Newsom from the LA who is also happy.

Under repairs and maintenance we have not paid for the library installation yet so this will hit in September at £15k. Other spending includes LED classroom lighting for which we have obtained two quotes so far. The lighting will be exactly right for children with visual impairments (two will join us in September) and will also reduce energy bills.

Other work costs will come up in the year and we have asked for car park quotes as some sections need tarmacking. We will need agreement from the infant school for this as they should pay for part of it. Work has been done on the pedestrian gate and we journal costs like that out regularly.

Question from AP: What line will the car park repairs go under?

Maria Hughes explained they will go under repairs and maintenance where we have some money left. The quotes for lighting were £15k to £20k and the library will cost about £15k so we have some money to use for the tarmac.

The only spend higher than anticipated in repairs and maintenance is under hire of transport and plant where we stripped out the ICT suite for the library and hired a larger skip than usual. We have had the first utility bill through but it may not fully reflect the year to come.

Question from AP: Do we have air conditioning in every class?

The Headteacher explained that we do upstairs but not downstairs.

Question from AP: Will the lightest quarter be April to June?

The Headteacher noted that July to September is the lightest quarter due to summer holidays and the heaviest spending is in the second half of the financial year. Maria Hughes noted we will have a better idea of energy costs in October.

The budget shows zero pounds spent on water as we have not had a bill yet.

Question from PC: The temperature in this room is 17C, why not set aircon to normal living temperature of 19C to reduce the energy costs?

LV explained that is not the temperature of the room itself and the room temperature is often higher with 30 children.

Maria Hughes noted that the passive vents have sensors and it may feel cooler as they are trying to pull the temperature down.

KM noted the fans do not go on high and with sun in the windows it does get very hot.

Question from AP: Does the sensor switch off the air conditioning if the room is empty?

Maria Hughes confirmed it does and we can turn it off if there is a residential as it is a smart system.

Under supplies and services most money has been spent on furniture for the new picnic area. The furnishings are under furniture but may move to another line.

There is a predicted £100 overspend on postage. We have a franking machine and had to return three faulty air purifiers which were £20 pounds each to send. We have spent

quite a lot on hardware which was planned spending including staff laptops and a new TV plus software in reception.

(Nikki Webb arrived at this point.)

Bank charges are for the chip and pin machine. We still offer Scopay and would not stop offering that as parents can pay what they wish to upfront. There is a tiny cost difference per transaction between chip and pin and Scopay charges but over a year it adds up to a few hundred pounds. We pay the charges for the chip and pin machine and the LA pay for Scopay charges although they may stop paying for this in future.

Under income we have more pupil premium funding than predicted with a few new PP children. We have one LAC child and receive LAC plus recovery funding.

Under contributions from other bodies MIDAS training brings in £75 pounds per school per student. We received income from the University of Winchester for teacher students. There will be more MIDAS training and last year we had HAF funding as well which could be used in the run-up to Easter.

We received DCSF NQT funding which we did not expect at £2100. PE and sport premium was received as it has been extended to 2022/23. In additional grants we budgeted for nearly £20k income in total and have received £8271 so far but will get extra payments of PE and sport premium.

LA allocation includes the tutoring grant and supplementary grant first payment and we will get three supplementary grants in total. We budgeted for £28k income under this line and have already received £44.5k as we received some grants we were not expecting such as the extended PE and supplementary grant.

We have already received £92,857 more income than expected to date and more payments are to come. The budget is in a really good place.

Question from AP: Is some of that £92,857 brought forward?

Maria Hughes confirmed it is. There are no big spends or unexpected bills.

Question from AP: Did we receive any money we are not entitled to that we will have to hand back?

Maria Hughes confirmed we did not.

Maria Hughes emailed the budget to AP last week and she is happy with it. Governors thanked Maria Hughes for her time. They noted she is leaving to join another school and offered their thanks for her hard work.

(Maria Hughes left the meeting.) (Mike Dant left the meeting.)

6) Reports From and Questions to Follow Up From Governor Visits

GN attended the vision and curriculum INSET day. He found that the heads of years all came back from discussing the OFSTED webinar with the same policies. There was a focus on phonics and everyone was on the same page. He was surprised at how successful the reading has been and it has helped children a lot.

The Headteacher noted we are already looking at SIP targets for next year. They will be on reading, attendance and curriculum and wellbeing runs through each target. We will appoint an SLT member to each year group to organise reading and give it a high profile.

Question from GN: Are many parents involved in reading?

The Deputy Headteacher stated some parents are involved but we have to make sure they ask the right questions. If a pupil is a poor reader they need to use phonics in the correct way which is hard.

The Headteacher noted we have invited parents into school and will start parent reading again in September. We invited parents to meet Rachael and Catherine Mobey as it is vital all parents have the same level of training.

Friday 2 September is full school phonics training with governors invited and then there will be six hours of training in autumn 1.

GN also attended sports day which he found a pleasure. He spoke to parents and children and they were all smiles. The Deputy Headteacher noted the day was successful at an hour and a half rather than all morning and with fewer parents it was calmer. There were no negative comments from parents at all.

Question from AP: Was that held before or after the inter-school sports?

The Headteacher noted we took a team of 28 children to the city athletics championship and for the first time ever won the boys and the girls championships and were the overall city champions.

Question from AP: Do you think having the sports day just before that was useful?

The Headteacher noted that any opportunity to compete is useful. The sports day is a mix of competitive and fun. It took seven weeks to get the team ready for city athletics and because we won we became Southampton representatives in the Hampshire games and placed eight out of 16 schools.

In the afternoon an assembly was held with all children together and medals were given out. GN noted that the school is in very good hands in his report.

PC attended Y6 moderation on 15 June. He joined a group and found it very constructive. The LA give staff a booklet to show what they should be seeing and they examine children on the cusp to look for improvement and continuity.

PC found that the staff who interviewed the teachers were constructive and supportive and were not there to criticise. He would recommend that governors attend in future.

Under the Y6 writing framework, unlike in assessment of every other subject, children must be able to do everything within a certain level to get Expected or Greater Depth, so a child could be let down by poor handwriting for example.

PC also met Robin Hayes on attendance, inclusion, closing gaps, intervention and tutoring. Attendance has improved but is not where it should be. There are some concerns with the increase in covid cases and an indication that more parents are taking children out of school in term time for holidays. There were 165 sessions of unauthorised holiday in summer 1.

Question from PC: How are fines escalated? Is there one fine and then a doubled fine if it happens again or is it referred to the LA?

The Headteacher explained it is referred to the LA from the word go and they issue the fines. Unauthorised absence for more than 10 sessions is automatically referred to the LA and they send out fixed penalty notices and then repeat notices if it occurs again. The LA are reluctant to go to prosecution as that costs money and is hard work.

Question from GN: Are fines not done on a daily basis?

The Headteacher noted that maybe they should be. It is five days or more of unauthorised holiday or a certain number of days of unauthorised absences for any reason. If parents do not tell us the reason it remains unauthorised.

Question from GN: Can you authorise absence for a holiday?

The Headteacher noted it is always down to the Head but there is also narrow guidance. He cannot authorise it just because parents can only get leave in term-time. There is some wiggle room for weddings as he can authorise some of the trip if given evidence. He can authorise one day for travel, one day for the celebration and a day for travel back. There might also be a medical issue with a family member abroad.

There is an indication that after covid some children are failing to prioritise going to school. If children attend 100% they receive a certificate and book token. We may run a special day with no advance warning where children receive rewards. Some schools give trips or treats for everyday attendance but that can be divisive and children do want to attend.

We have four TAs and are hiring another. Two work on English/maths and two on catch-up. We are advertising for another on a fixed contract and have Lightning Squad tutoring. We tried to hire an academic mentor but were unable to appoint.

Question from PC: What actions are being introduced to provide support for teachers who find it difficult to identify the most effective ways of achieving the national curriculum?

The Headteacher noted that is a major part of Holly Cleveley's work. We need some ownership from year teams and teachers as to what will benefit their classes and we are completely reviewing the curriculum so it is right for our children. It also means being more closely linked with the infant school and we have met teachers from local secondaries.

The Deputy Headteacher noted they held a staff meeting looking at timings and what our children need. Some staff were teaching non-statutory objectives and have been asked to just teach statutory ones. We are being sharper with our objectives. We have got supply in this week and subject leadership time for staff to do that.

(Steph Thurston entered the meeting.)

7) Presentation to Steph Thurston

Governors had invited former Co-Chair Steph Thurston to show their appreciation and thanks for her hard work and support over many years. They presented her with a card and gift.

8) Headteacher's Report Including Safeguarding

The Headteacher's report had been uploaded to the Drive.

Question from GN: FJS has seven children with SGOs, one looked after child and seven "post-looked after children", what does that mean?

The Headteacher explained that some children are looked after by the LA and if they have just come out of that they are known as "post-looked after" or PLAC. They are not the same seven children as the SGO seven.

Question from AP: How do those numbers compare to other schools in the area?

Action F: Find out how many SGO, LAC and PLAC children local schools have.

An independent report on the fire doors recommends that all internal doors are replaced, including those installed only 18 months ago in the new extension.

Question from AP: The fire doors will be funded by the LA and not from our budget, what would be the situation if we became a co-operative trust?

The Headteacher noted the LA would fund them and would remain responsible for the fabric of the building.

PH

Question from PC: Can we copper-plate the door handles and push plates as germs do not live on copper?

Action G: Email Neville Tomblin to ask about copper-plating door handles and push plates.

PH

We have received very detailed reports on the fire doors and the compartmentalisation. The LA oversaw the building of the extension.

Question from AP: Does that mean the installation 18 months ago was substandard?

The Headteacher said it was not as good as it should have been.

Question from KM: Are the LA paying to fix it?

The Headteacher said yes. The LA paid the £1700 for the report.

Question from GN: When will the work be done?

The Headteacher reported it will be summer 2023 for such a big job. The canopy work in the kitchen will not take place this summer. They will install an automatic extinguisher system over the frier and ovens and this has been put back until summer 2023.

Whole school attendance was 89.74% for spring 2 and 93.39% for summer 1.

Question from AP: Attendance for SEN support children in Y5 has gone down from 89.41% to 85.98%, what is the reason for that?

LV noted these are figures on a small number of children so any change is magnified.

135 pupils were G-coded in summer 1 and 32 in spring 2 due to unauthorised holidays.

We have reorganised the current Y4 before they move to Y5. Seven parents commented critically on this but a number of parents said it is a good idea. Y4 were very unbalanced. The classroom placement protocol is on our website.

We have not asked children to choose their friends as some children should not be together. We did write to the parents when pupils were in Y3 to say that because of the pandemic we did not think it was the right time to reorganise them but would keep that under review. Parents the Head spoke to talked about opportunities to work with different children and broaden the scope of children they learn with.

Question from ST: If you want to do this all the time should you put it in your policies?

The Headteacher noted it is in our classroom placement protocol and we will do what is right for that group of children. We did it this year for a particular reason.

The SIP has been updated and objectives are shown. A curriculum update explains that the new RE syllabus Living Difference IV includes a Golden Thread concept.

Question from LV: How will the wellbeing Golden Thread work?

The Headteacher explained that we have curriculum, reading and attendance and wellbeing is within each one, so for curriculum it will be parts of PSHE, trips and looking after staff wellbeing. For attendance wellbeing is a key factor. If children are not good readers they find it hard to access other areas of the curriculum. There are three draft targets in place.

Question from GN: If children do not read every night do they have to read in class?

The Deputy Headteacher explained that we do have people to hear them read but we aim to get parents to do it. She might go into Y5 or Y4 for one hour per day making sure reading is happening and changing books. This might seem costly but reading is

fundamental. We need to be involved more.

Question from GN: How can we get parents involved more?

The Deputy Head stated there will be things going in and that will be in the SIP.

A teaching and learning update is shown in the report with outcomes. After sending out pupil reports we received 45 feedback sheets from parents and quotes were shared. The Y4 multiplication check took place and results have been sent to parents; 62 out of 106 children who took the test achieved between 21-25 correct answers.

Question from LV: How does that compare with other federation schools?

The Headteacher did not know but the national average was 20 and ours was 19. Out of 109 in the year group 19 have come in since the start of Y3. For the 90 we have had all the way through their average was just over 20.

Question from AP: Were there any surprises in the children who got 0-5? Will there be remedial action for those with lower results?

The Headteacher noted there were no surprises. There has been remedial action as we have a maths specialist TA who does small group input.

Question from AP: Were the tests taken during the time the TA was working here?

The Headteacher noted it was one test and special interventions take place throughout the year.

For Y6 SATs we are still waiting for some missing marks.

Question from AP: Have you made an official complaint on that?

The Headteacher said yes.

We have 391 pupils on roll. The list of secondary schools our children will attend is shown. On 15 July at 9.30am an assembly will be held with governors invited. We will present Y6 children with autograph books and the whole school will attend.

(Brent Schwarz left the meeting at this point.)

9) Policies

The feedback policy was approved unchanged. The children with medical issues who cannot attend school policy is new and was approved.

10) Schools Monitoring Group Letter

The schools monitoring group have no concerns about FJS.

11) AOB

11.1 Question from PC: What will happen with the old library?

The Headteacher stated it will be used as two new teaching spaces for group work.

11.2 Children are applying for the head boy and girl roles.

11.3 The outdoor play and gym equipment will be inspected in the week beginning 25 July.

11.4 A new broadband SLA was discussed offering twice the speed for less money on a three-year contract from 1 January 2023 to 31 December 2025. Governors agreed to purchase this SLA.

11.5 We advertised for the Business Manager's replacement and had seven applications. Interviews will take place on 19 July with governors invited.

11.6 The co-operative trust plans have been postponed as Mansel Park Primary, Sinclair Primary and Bitterne Park Primary now wish to become full partners. We did have seven schools and now have 10; the DfE say that 10 is the optimum size.

Question from AP: Will other federation schools want to join?

The Headteacher noted that all federation schools are now members except two schools who have a church background and cannot be full members. There will be a full consultation in September. The governing bodies of the three extra schools need to get to the same point as the other boards.

Question from GN: Does the governing body still stay independent?

The Headteacher confirmed it does. You have the ability to work across the governing bodies but the leadership stays with us.

11.7 The clerk is leaving to join Hampshire Governor Services and governors thanked her.

11.8 The Y6 leavers' survey will go out next week with results reported in September.

12) Time and Date of Next Meeting

The next full governing body meeting will be on Tuesday 20 September at 3:30pm and future dates will be set at that meeting.

The meeting closed at 5.30pm.

ACTION POINTS FROM 12 JULY 2022			
	Action to be completed	By whom	By when
A	Meet your linked subject leader (by end of summer term).	All gov's	End term
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	Write an item for the school newsletter (150 words max).	PC	20 Sept
F	Find out how many SGO, LAC and PLAC children local schools have.	PH	20 Sept
G	Email Neville Tomblin to ask about copper-plating door handles and push plates.	PH	20 Sept
	Questions to follow up from governor visits	By whom	By when
	Agenda Items for Future Meetings		Date
	Update on co-operative trust	PH	Every meeting
	Review of catch-up (standing item)	PH	20 Sept
	Review SIP at first meeting of every term	PH	Autumn term
	Performance against SIP targets	All gov's	Every other meeting
	Agree newsletter updates on the budget, decisions made and governor roles	All gov's	Once per half-term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing