

Governors of Fairisle Junior School

Minutes of a Meeting of the Whole Governing Body Tuesday 20 September 2022, 3.30pm

Governors present:

1. Nikki Webb (Chair)
2. Phil Chapman (Vice-Chair)
3. Peter Howard (Headteacher)
4. Gary Natella
5. Bev Bessey
6. Brent Schwarz

In attendance:

1) Apologies

Mike Dant
Katherine Minns
Alison Powell

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 12 July were agreed and the Chair signed them off.

4) Matters Arising, Including Action Points

There were no matters arising from the previous board minutes of 12 July 2022. All action points are complete except those listed below. NW attended the Safeguarding/Medical update INSET Day and PC attended the Phonics INSET Day (Reports were filed for these – see item 10)

Actions carried forward from the last full governing body meeting

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).

5) Election of Chair and Vice Chair

There being no other governors requesting to take over these roles, and the current incumbents being happy to continue, Nikki Webb was elected unanimously as the Chair and Phil Chapman was elected unanimously as the Vice-Chair.

Following Lloyd Viney's resignation as the Teacher Governor, PH sent information to all teachers requesting a replacement. Since nobody came forward to fill this role, Bev Bessey has kindly stepped forward and will therefore become a full member of the board with immediate effect.

6) Governing Body Terms of Reference

Governors approved unchanged terms of reference for the WGB.

All govs
BB
BS
BB
PC

PH to
investigate

7) Governor Link Roles and Responsibilities for 2022-2023

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

NW – curriculum overview
PC – closing gaps, intervention, tutoring
GN – English
AP – maths
BS – STEM (computing and sciences)
MD – arts
BB – humanities (RE, geography, history)
Headteacher's performance review panel – NW, PC, 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

PLEASE ENSURE YOU ATTEND SCHOOL REGULARLY AS PART OF YOUR ROLE IN MONITORING THE WORK OF THE SCHOOL.

8) Headteacher Appraisal

Confidential item – the Headteacher left the meeting for this item.
The appraisal cycle has been completed for 2021-2022 and targets have been set for the forthcoming year. The first review meeting will be held with the governors' external advisor in November.

9) Review of SIP 2021-2022 and Targets for 2022-2023

PH outlined the review of the SIP that the senior leaders had put together in July. Each target and the work towards them, as well as the milestones reached was summarised.

The Headteacher then summarised the three main priorities for this year's SIP (Curriculum, Reading and Attendance). These were on the drive for governors and were discussed. Questions arising from the discussion were:

NW asked if the SATs results from 2022 had informed the SIP targets and the Headteacher reported that certainly they had.

NW asked if we had completed an in depth analysis of the 2022 SATs results and the headteacher reported that we are currently completing this and that the outcomes would form part of the Headteacher's Report to Governors to be presented at the next meeting.

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

BS (Health & Safety Walk 21 June 2022): Brent reported that there were no major issues concerning him during the walk round with the Headteacher. However, he reported that some of the compliance records were not stored together and he recommended we look closely at Info Exchange (the council's Health and Safety portal). He asked if the LA still audit schools' Health and Safety as part of the SLA. PH will investigate this.

NW (Assembly for Year 6 with PC and GN on 15th July 2022) Nikki, Gary and Phil all reported that it was great to be part of this. The children's behaviour at this outside assembly was exemplary. It was also lovely to see the presentation to the artist of the

LA audit of
Health and
Safety.

new planner cover, which GN reported is even better on the planners themselves.

NW (Fire Evacuation on 15th July 2022) Nikki reported that she had been present for an unannounced fire evacuation. She noted that it took around 90 seconds for the admin team to appear with the registers. The Headteacher reported that it does take about a minute to print all the registers from the system. Once again, the children's behaviour was excellent and it was also noted that the Headteacher had ensured that three children with sensory issues were brought outside to the evacuation point just before the fire alarm was sounded.

NW (Safeguarding INSET Day on 1st September): Nikki reported that the day seemed to be more intensive than similar days she had attended before. Regarding online safety she also noted that we have a clear culture of not putting up with online bullying in the name of 'banter'.

PC (Phonics Training INSET on 2nd September): Phil asked the Headteacher if the infant school have adopted the same validated systematic synthetic phonics scheme as our school (Little Wandle). The Headteacher reported that he had asked the previous headteacher of the infant school which scheme they would be using – in order that we provide our children with some continuity – and she had said they had chosen not to use a scheme. On 7th September at his first meeting with the new headteacher he had asked again which scheme they were using and she reiterated the answer given by her predecessor. PC will follow up with how our teaching of phonics is going throughout the year.

NW Visit to Year 6 Little Canada Residential on 14th September): Nikki reported once again the exemplary behaviour of our children. The Headteacher reported that we have provided feedback to PGL about our trip and that we have provisionally booked for the same time next year.

NW thanked all the staff who organised and spent time away with the children and wished to congratulate our children on their brilliant behaviour.

NW noted that a group of Year 5 children and staff will be visiting Stubbington Study Centre from 5th to 9th December and recommended governors visit the group while they are away if at all possible.

11) Policy Updates

The SCC Admissions Policy for 2023-24 was formally adopted by the governing body.

The Data Protection Policy was approved with no changes.

The Acceptable Technology Use Policy was approved with no changes.

The Organisational Change Policy was approved with no changes.

The Child Protection and Safeguarding Policy is being brought into line with the model policy provided by SCC and will be brought to the next meeting of the governing body for ratification and approval.

12) AOB

11.1 GN reported that he had attended an English staff meeting hosted by RW and AS last Wednesday 14th September. He received a copy of the progression of skills for reading and writing and he worked with Year 5 to look at the yearly overview and plot in the writing opportunities. He will continue to work with the English leads to monitor the subject within his responsibility throughout the year.

11.2 NW will investigate the confidentiality agreement mentioned by the previous clerk at the last full board meeting.

11.3 The outdoor play and gym equipment inspection report has arrived today and PH

NW

will instruct the site team to commission any work needed.

11.4 PH had prepared a Pay Report for Teachers following the outcomes of the appraisal process for 2021-22. This is a confidential document which was agreed by the governing body.

11.5 NW asked about the Business Manager post which we re-advertised in the first 2 weeks of term. There were no applicants. We have had 6 applicants for the Admin Assistant post and we will be interviewing with NW next Monday 26th September.

12) Time and Date of Next Meeting

The next full governing body meeting will be on Tuesday 15th November at 3:30pm and future dates will be set at that meeting.

Meetings for 2022-23:

15th November 2022

10th January 2023

28th February 2023

2nd May 2023

11th July 2023

All meetings will begin at 3.30pm

The meeting closed at 5.10pm.

For the next HT Report to Governors:

Full SATs Analysis 2022

Outcomes from the Year 6 Leavers' Survey

	ACTION POINTS FROM 20 SEPTEMBER 2022		
	Action to be completed	By whom	By when
A	Meet your linked subject leader (by end of summer term).	All govs	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	15 Nov
F	Find out how many SGO, LAC and PLAC children local schools have.	PH	15 Nov
G	Email Neville Tomblin to ask about copper-plating door handles and push plates.	PH	15 Nov
	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	15 Nov
	Review SIP at first meeting of every term	PH	Autumn term
	Performance against SIP targets	All govs	Every other meeting
	Agree newsletter updates on the budget, decisions made and governor roles	All govs	Once per half-term
	Safeguarding (standing item, to include CPOMS reports, safeguarding meeting summaries and accident reports)	PH	Ongoing