

Fairisle Junior School Full Governing Body Meeting

Tuesday, 15 November 2022 at 3.30 pm

Venue – Fairisle Junior School, Fairisle Road, Lordshill, Southampton, SO16 8BY

Minutes

Attendance:

Name	Role	Attended	Apologies accepted	Absent
Nikki Webb (NW)	Chair	X		
Katherine Minns (KM)		X		
Gary Natella (GN)		X		
Phil Chapman (PC)	Vice Chair	X		
Peter Howard (PH)	Headteacher	X		
Alison Powell (AP)		X		
Bev Bessey (BB)		X		
Mike Dant (MD)			X	
Brent Shwarz (BS)				X
Also in attendance:				
Liz Irving (LI)	Clerk			

The meeting began at 6pm.
Items were taken in the order shown.
The meeting was quorate throughout.

Action - Decision - Challenge/Support

1.	Apologies for absence
	Apologies were accepted from Mike Dant.
2.	Declarations of interest: a) to declare an interest in any item on today's agenda b) governors to complete the business interests register for 2022/23.
	None declared.
3.	Minutes of the meeting on 20 September 2022
	Decision:

Minutes approved by the Board as a true reflection of the meeting: Signed: _____ Date: _____

	<ul style="list-style-type: none"> The minutes of the meeting on 20 September 2022 were approved and signed by the Chair.
4.	Matters arising including action points
	<p>Actions:</p> <ul style="list-style-type: none"> a. Meet subject leader by the end of term <ul style="list-style-type: none"> English: GN advised he had been unable to fit this in before half term. b. Invite governors to the subject leader Zoom staff meetings. <ul style="list-style-type: none"> This is ongoing. PH highlighted that there had been more governors present at INSET day than ever before. c. Write a Health & Safety report once a term <ul style="list-style-type: none"> Follow-on action: PH to contact BS as there has not yet been any contact in relation to this action. d. Invite governors to Zoom elements of leadership cycle. <ul style="list-style-type: none"> Governors are being invited. PH explained the Leadership cycle and the related dates. PC was asked to support Reading. Safeguarding is still to come. e. Write an item for the school newsletter. <ul style="list-style-type: none"> This was completed by PC and has been issued. Follow-on action: GN to draft an item for the Spring 2 newsletter. f. Find out how many SGO, LAC and PLAC children local schools have. <ul style="list-style-type: none"> PH said other schools were uncomfortable with sharing this information. Follow-on action: PH to contact the head teacher of the Virtual School who may be able to provide this information. g. Email Neville Tomblin to ask about copper-plating door handles and push plates. <ul style="list-style-type: none"> PH said that this was not a priority given other H&S issues. Governors agreed with this.
5.	Budget Review, 2022-2023
	<p>PH said he was aware that the Finance link governor (AP) had been in communication with the outgoing school business manager regarding the budget review.</p> <p>i. Reserves</p> <ul style="list-style-type: none"> a. PH advised the board that the budget forecast for academic year 2022/23 reduced the school's reserves by about £50,000, however Southampton City Council have been asked to journal £39,000 to the school's Capital budget to cover playground costs. This has not yet been done. Once this has been completed the impact of this year's budget on reserves is a reduction of only £10,000. b. The school has a total of £243,000 in reserve which PH feels is a strong position in comparison with many other schools in the local area. <p><i>BB joined the meeting at this point.</i></p>

ii. Expenditure

PH highlighted the following changes to expenditure in the budget:

- a. Staffing: These cost include starters, leavers, the incremental point increases agreed at the last meeting, the 5% cost of living pay rises and the additional £1,925 announced by the government for each support staff member. There has been reduction to the permanent staffing budget of £50,000 and the supply budget has also been reduced although the school is retaining a teaching assistant to support a child with complex needs.
 - **Question:** what is the difference in cost between agency staff and permanent staff?
 - **Response:** agency supply costs £125 per day, however there are no holiday or sickness payments and therefore so the difference is not as great may be expected. The school only pays supply teachers for the days they are on-site.
- b. Utilities: PH advised that the forecast for gas and electricity has been increased from £8,000 to £16,000.
- c. Furniture: the budget for furniture has been increased due to the new furniture required by the library refurbishment. There is still some money remaining in this pot. Two additional dining room tables have been bought due to increased pupil numbers as there were insufficient seats for children coming through the lunch queue.

iii. Income

- a. PH reported an increase of £16,000 due to an increase in the number of children eligible for Pupil Premium Grant (PPG).
- b. The Grants and payments budget has been reduced from £10,000 to £8,000.
- c. Other grants have been reduced from £5,000 to £0. PH advised that some grants are now included in the main budget.
- d. Early career teacher funding (ECT): this was not included in the budget when first set as there was no ECT appointed.
- e. The local authority allocation line has increased from £28,000 to £115,900 which includes tutoring, other supplementary income, and Covid recovery grants. The amounts for these were not known earlier in the year.
- f. Uniform: a large quantity of uniform has been sold this year and the income has been increased from £4,000 to £8,000.
- g. Lettings have been reduced from £2,000 to £0.
- h. £39,000 remains to be journalled to the Capital budget by SCC Finance.

iv. Pensions

PH reported that a meeting was due with the school's payroll provider to include discussion of support staff pension arrangements with the Hampshire local government pension scheme. There have been data quality issues regarding starters and leavers. Hampshire have had the correct amount of money but incorrect information about who has started and left the school. PH said this will not have a financial impact on the support staff members.

Decision:

	<ul style="list-style-type: none"> AP confirmed that she is happy with the budget at this time, but felt it should be refined when the new school business manager is in post as it looks as if there have been some coding errors. PH agreed that there was a lot of work to do on school finances. The budget was approved.
6.	New SRE video for Year 6
	<p>Governors has been asked to watch the video ahead of the meeting.</p> <p>PH advised that the new video is a BBC production and is much more up-to-date than the resources used until now. PH wanted governors to have the opportunity to view the film and comment before Year 6 parents are invited to view the film and raise questions.</p> <p>A governor clarified that the film can be broken down into small sections so children will not watch or 28 minutes in one go.</p> <p>PH advised that parents would be invited to watch the video in school rather than sending it to them which could cause technical issues, however parents who are unable to attend on site will be given the option to receive a link buy email.</p> <ul style="list-style-type: none"> Question: when will the use of this video begin? Response: PH advised that the video will be used this half term. <p>Decision:</p> <ul style="list-style-type: none"> The board approved the new SRE video. <p>Action:</p> <ul style="list-style-type: none"> PH to report back to governor's on parent views.
7.	Head teacher's Report including update on Cooperative Trust status
	<p>PH reminds governors that there had been no full head teacher's report produced for the last meeting as this took place in Week 3 following the residential trip to Little Canada. This report therefore includes issues arising during the summer holidays.</p> <p>PH explained the use of the term Legacy in the report data, which is drawn from CPOMS. The data covers the same parameters as those used by Fairisle Jnrs, as drawing down all the data from other schools would result in a very large report. Fairisle Infant School uses different parameters.</p> <ul style="list-style-type: none"> Question: May the school have lost some of the pupils in the report over the summer? Response: PH said this was possible. <p>i. Attendance</p> <ul style="list-style-type: none"> Question: why did Year 4 attendance vary so greatly from other years? Response: PH advised there were a small number of children in the Year 4 cohort with very poor attendance that was open to discussion or with the Education Welfare Service. On the advice of Ed. Psyche and the Family Engagement Officer, one child is on a reduced timetable to try to persuade them back into school. There are 85 children in Year 4 which is the smallest year group in the school and therefore each child's absence has more impact

on the overall figures.

A governor said that attendance showed an improvement on last year.

PH advised that he had compared A1 attendance for this year to attendance for the whole of the 21/22 academic year because in A1 2021 the school was just fully reopening from Covid and attendance was poor. The difference is almost 3% between A1 2021 and A1 2022.

ii. Co-operative Trust status

PH advised that this was progressing slowly. He has recently heard that an advisor from the Co-operative Schools Network (CSNET) has been assigned. The legal team at Stone King have been instructed to begin the documentation for all schools joining the Trust. PH was hopeful that consultation will begin in January.

- **Question:** this sounds like a very tight timescale. Is it realistic?
- **Response:** PH agreed that the timescale was tight but the consultation period is only 4 weeks. By the Christmas break everything will be in place to start consultation on the 1st of January, however if things are not ready an agreement can be reached with the other Heads to begin on the 1 April 23. The Trust will use standard documents from CSNET so this will just need go-ahead from Stone King. PH has had a lengthy chat with staff about joining the Trust, but wishes to hold another meeting with staff and to engage parents and the wider school community.

iii. Inspection

PH added this section to his report as governors need to consider these points. PH felt that if governors continue to carry out the type of meetings and visits that had happened earlier in the same day every half term, the board would be well prepared for inspection. PH suggested having separate meetings around different aspects of inspection.

The school is moving towards the Ofsted window. PH is not sure if the next inspection would be a full section 5 or a section 8.

The Chair advised that the Chair and Vice-Chair may not be available at short notice to meet with inspectors. PH advised that Ofsted inspectors are happy to speak to governors on the phone.

The recent Ofsted webinar for governors is available on YouTube. The link will be shared.

iv. Curriculum

- **Question:** has the Spanish exhibition started?
- **Response:** PH advised that this took place on Parents' Evening which was attended by more than two hundred parents.

v. Year 3 settling-in survey

PH advised that there are more boys than girls in this year group as in all year groups in the school.

A governor made reference to the children who said they did not enjoy school and the children who said their classmates were unfriendly. BB said this could be due to a simple reason such as a child arguing with a friend that day.

	<p>A governor commented that the survey shows that children love coming into school.</p> <p>vi. Teaching and learning update</p> <p>PH has done some analysis of the factors affecting last year's outcomes. Eighteen children joined the cohort after the beginning of Year 5, and of those children sixteen did not achieve expected results in reading, writing and maths.</p> <ul style="list-style-type: none"> • Question: why had these children changed schools? Had they been excluded from other schools? • Response: PH said there were many reasons for these children changing schools such as house moves, or parents unhappy with their behaviour in other schools. <p>A governor observed that such a large number of new children in a cohort can be disruptive.</p> <p>PH highlighted a number of areas that are being reviewed to drive improvement:</p> <ul style="list-style-type: none"> • Multi-stage problem solving is a struggle for some children. • There is a need to provide more opportunities for children to improve their spelling and a number of different strategies have been put in place such as spelling shed which makes it enjoyable. <p>vii. Current pupil numbers</p> <p>The school has 382 children on roll, down from 389 last year. PH advised that there were 116 pupils in in last year's Year 6 but only 108 coming into Year 3. The percentage of children eligible for free school meals has reduced by 0.5%.</p> <ul style="list-style-type: none"> • Question: what will be the impact of the reduction in pupil numbers be for next year's funding? • Response: PH advised that the funding for next academic year will be based on the October census results. The impact will be approximately £4,500 per child, amounting to a reduction of around £30,000 in total. <p>A governor observed that many parents need reminding to apply for secondary school places. PH advised that the he has access to the Admissions Portal so can see every child whose parents have not made a secondary school application. All families with an outstanding application were emailed before the October half-term, reminding them of the deadline for on-time applications and explaining the repercussions of missing this. By 31 October there remained ten children whose parents had not made an application. PH phoned all of these families. Three parents came into school to complete the application with PH's assistance, due to a lack of internet access at home. PH thought there were still two applications outstanding.</p>
8.	Reports from & questions to follow up from governor visits
	<p>i. English, 12/10/22, GN</p> <p>GN attended a writing lesson with 5LV. The class were very engaged with the subject, which was the planets, with everyone getting involved, regardless of their level of knowledge. The teacher was brilliant at supporting those who</p>

	<p>needed some help. The imagination on display was unbelievable, and children knew how to make a story interesting so you wanted to read it.</p> <p>ii. Meetings with Rachel and Robin – PC</p> <p>PC reported that the first of the attendance incentives had been rolled out in early November. The attendance figures show a slight improvement. A further incentive will take place towards the end of term, with a magician performing in school.</p> <p>PC said that the Education Welfare Officer is fully engaged.</p> <p>PC met with Rachel in relation to Phonics, and will sit in on a full Phonics session at a later date.</p> <p>iii. INSET day – AP, GN, PC</p> <p>During the day AP conducted a general survey of the school, including looking at hygiene which was fine. AP was happy to see the Spanish presentation.</p> <p>GN commented on the material presented that covered concentration and memory, which sounded difficult. PC agreed that this was thought-provoking. PH said that finding how children learn and understanding how to help them learn more effectively was an important point in pedagogy.</p> <p>GN also noted that during one exercise all four tables produced the same results, which shows a consistent understanding of the material.</p> <p>PC was pleased to learn how the additional Spanish curriculum would fit into the timetable, and observed that while pupils will not learn a great deal of Spanish it will get them thinking about learning languages.</p> <p>PC was also pleased with the level of engagement from governors in the INSET day, which showed support for the school. The Chair said it was good to be visible.</p> <p>iv. Maths – AP</p> <p>AP met with two members of the Maths team. They looked at a timetable for each year group and how this is monitored to highlight any class falling behind. The school is using the White Rose maths scheme, and there will be training on maths teaching later in the term.</p> <p>AP highlighted that the curriculum information on the website needs to be updated as it all refers to the previous academic year.</p> <p>v. History & Geography</p> <p>BB has submitted reports from her visits, but these had not yet been shared with governors.</p> <p>Action:</p> <ul style="list-style-type: none"> • PH to arrange for the curriculum section of the school website to be updated. • BB's History and Geography reports to be shared with governors.
9.	Policies
	<p>SEND Policy/Information Report</p> <ul style="list-style-type: none"> • The only change is to rename SEN to SEND to ensure the policy covers children with disabilities as well as SEN. This now reflects the SEND Code of

	<p>Practice.</p> <p>Child Protection and Safeguarding (Changed to SCC Model Policy)</p> <ul style="list-style-type: none"> PH advised that the school has adopted the SCC model policy, having checked to ensure that it did not lack anything that was included in the existing school policy. The policy is revised and reissued annually by Alison Philpot, so it makes sense to adopt it. <p>Teachers' Pay (subject to this being received from SCC)</p> <ul style="list-style-type: none"> This is the model policy from SCC, with no changes made. PH advised that teacher uplifts will be applied from January as the payroll provider's November deadline was missed, and they do not process uplifts in December. <p>E-safety</p> <ul style="list-style-type: none"> No changes. <p>Physical intervention</p> <ul style="list-style-type: none"> The only change is to those who have had training. <p>Whistleblowing</p> <ul style="list-style-type: none"> This is an SCC policy adopted without any amendment, and included in new starter information. <p>Dismissal and appeals</p> <ul style="list-style-type: none"> No changes from 2021. <p>Disciplinary</p> <ul style="list-style-type: none"> No changes from 2021. <p>Attendance</p> <ul style="list-style-type: none"> PH advised that this new policy reflects the new DfE guidance on attendance. The guidance is more rigorous due to the post-Covid decline in school attendance. PH said that there were two cases of severe absence in Year 4. Family cinema vouchers are one of the incentives used to encourage attendance. <p>Accessibility Plan 2022-2025</p> <p>This has to be refreshed every three years but is reviewed annually. PH said that the plan meets Schedule 100 of the Equality Act.</p> <p>Decision:</p> <ul style="list-style-type: none"> All policies presented were approved by the board.
10.	Any other business (AOB)
	<p>i. Dates for diaries:</p> <p>Christmas production – 13 December, 9.30am and 2pm.</p> <p>Christmas Craft Day – 15 December</p> <p>Christmas lunch – 15 December, governors welcome</p> <p>ii. Thanks – governors extended thanks to the senior team who have provided support to the Admin team this term, which has been a large hole to fill.</p>

	<p>iii. Football World Cup – Parents have been advised that all children are expected in school on the day of the England vs Iran match, which will be shown at 1pm in the hall for those children who wish to see it. PH explained that lunch will be brought forward by an hour in order that the hall be cleared and cleaned, and extended thanks to the lunch team for accommodating this.</p> <ul style="list-style-type: none"> • Question: how will you know if children are not just using the football as an excuse to waste time? • Response: those children who do not wish to watch the football will be doing calm activities in class. Children will not be allowed to go in and out of the hall. <p>iv. SATS – PH said that an update was due from the DfE later in the month confirming the arrangement for SATS week, which is the same week as the Coronation.</p> <p>Action:</p> <ul style="list-style-type: none"> • PH to update governors on SATS week plans when known.
11.	Date and time of next meeting
	<p>10 January 2023, 3.30pm</p> <p>The Chair gave apologies for the next meeting.</p>
Meeting closed at 17.14	

	ACTION POINTS FROM 15 NOVEMBER 2022		
	Action to be completed	By	By when
A	PH to report back to governor's on parent views on the new SRE video.	PH	SPRING 1
B	PH to arrange for the curriculum section of the school website to be updated.	PH	End of term
C	BB's History and Geography reports to be shared with governors.	BB	End of term
D	PH to update governors on SATS week plans when known.	PH	SPRING 1
	ACTION POINTS FROM 20 SEPTEMBER 2022		
	Action to be completed	By	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	<p>Write a health and safety report once a term.</p> <ul style="list-style-type: none"> • Follow-on action: PH to contact BS as there has not yet been any contact in 	BS	End autumn term

	relation to this action.		
D	Invite governors to Zoom elements of leadership cycle.	BB	Ongoing
E	Write an item for the school newsletter (150 words max). <ul style="list-style-type: none"> Follow-on action: GN to draft an item for the Spring 2 newsletter. 	PC	SPRING 2
F	Find out how many SGO, LAC and PLAC children local schools have. Follow-on action: PH to contact the head teacher of the Virtual School who may be able to provide this information.	PH	SPRING 1
G	Email Neville Tomblin to ask about copper-plating door handles and push plates.	PH	CLOSED