

# Fairisle Junior School Full Governing Body Meeting

Tuesday, 10 January 2023 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	
Gary Natella (GN)			X	
Phil Chapman (PC)	Vice Chair	X		
Peter Howard (PH)	Headteacher	X		
Alison Powell (AP)		X		
Bev Bessey (BB)	Staff Governor/ Deputy Headteacher	X		
Brent Shwarz (BS)			X	
<b>Also in attendance:</b>				
Liz Irving (LI)	Clerk	X		
Carol Donnachie	SBM	X		

The meeting began at 3.30pm.

Items were taken in the order shown.

The meeting was quorate throughout.

**Action - Decision - Challenge/Question/Support**

<b>1.</b>	<b>Apologies for absence</b>
	<ul style="list-style-type: none"><li>i. The meeting was chaired by PC.</li><li>ii. Apologies were accepted from NW, GN &amp; BS.</li><li>iii. The board paid tribute to governor Mike Dant, who has sadly passed away. The board reflected on the extraordinary contribution Mike made to the school over a period of twenty years. He was a great friend held in high esteem. The school was extremely important to Mike. Governors shared fond memories of their time working with him. <b>CD joined the meeting at this point.</b></li><li>iv. PH introduced CD who is the newly appointed school business manager (SBM).</li></ul>

**Minutes approved by the Board as a true reflection of the meeting: Signed:\_\_\_\_\_ Date:\_\_\_\_\_**

	<p>CD was previously SBM at Oakwood Primary School. CD said that she has been made to feel very welcome in her first week in post and is enjoying the role. There are some capacity challenges due to the admin officer vacancy for which recruitment is in progress, however CD observed that helping in the office provides a good opportunity to see how the school works.</p> <p>The finance link governor made reference to the known miscoding in the budget which will need to be revised when CD is undertaking the review. CD advised that the coding cannot be amended for this financial year but can be revised from April. CD can correct some journaling errors but guidance dictates that others need to be authorised by the head teacher. The finance link governor suggested meeting at a later date to talk through all the issues.</p> <p>CD reported that the end of year position should be in the region of £60,000 with a £4,000 lump sum due in April as a result of the additional funding announced by the Department for Education in December 2022.</p> <p>The board welcomed CD to the school and thanked her for attending the meeting.</p> <p><b><i>CD left the meeting at this point.</i></b></p>
<b>2.</b>	<b>Declarations of interest:</b>
	<p>There were no declarations pertaining to the meeting agenda. A governor made the board aware that they had recently taken on a charity directorship. A new Declaration of Interests form has been completed for filing, and the Register of Interests updated on the school website.</p>
<b>3.</b>	<b>Minutes of the meeting on 15 November 2022</b>
	<ul style="list-style-type: none"> <li>• <b>Decision:</b> the minutes from the meeting of 15th of November 2022 were approved following a small amendment to correct an error in relation to the number of pupils eligible for free school meals.</li> </ul>
<b>4.</b>	<b>Matters arising including action points</b>
	<ul style="list-style-type: none"> <li>i. Health &amp; Safety: the link governor conducted a tour of the school on 16 December 2022, the report from which is on the Governors drive.</li> <li>ii. Reading: the report from the link governor's visit is with Rachel to be checked and will be circulated shortly.</li> <li>iii. LAC/PLAC numbers: PH has obtained these numbers from the federation schools and included them in his report.</li> <li>iv. New SRE film: PH reported that all parents of Year 6 children were invited to view the film, but none requested to do so.</li> <li>v. Ofsted webinar - this was shared with the board and can be found here: <a href="https://www.youtube.com/watch?v=MqR51lzUF1Q">https://www.youtube.com/watch?v=MqR51lzUF1Q</a></li> <li>vi. Curriculum information on the school website: PH reported that some progress has been made on this sizeable piece of work.</li> <li>vii. SATS/Coronation arrangements: PH advised that SATS will now run from Tuesday 9th to Friday 12th May rather than Monday 8th to Thursday 11th. This</li> </ul>

	does not create any organisational problems for Fairisle.
<b>5.</b>	<b>Headteacher's report</b>
	<p>PH had circulated the Headteacher's Report in advance of the meeting. PH asked the board for comments or queries on each page of the report, with the following points being raised:</p> <p><b>P1:</b></p> <p>i. <b>LAC/PLAC numbers in the federation:</b></p> <p>PH advised that the numbers of looked after and post looked after children in the federation schools were included in the report as requested.</p> <p>A governor observed that the comparison was not like for like due to the differing nature of the schools. PH suggested looking at the number of pupils on role and the percentage proportion of LAC and PLAC pupils.</p> <p><b>P2:</b></p> <p>ii. <b>Fire risk assessment:</b></p> <ul style="list-style-type: none"> <li>• <b>Question:</b> the photocopiers in the corridor are a fire risk. Could these be relocated to the old library?</li> <li>• <b>Response:</b> PH advised that the old library was used as a catch up and breakout space. PH explained the mitigating actions that have been taken to ensure safe exit from the head teacher's office was possible in the event of a fire.</li> </ul> <p>PH said that the issue of gaps in the upstairs fire doors was with the local authority to resolve.</p> <p>PH provided the following updates on the actions from the fire risk assessment:</p> <ol style="list-style-type: none"> <li>1. complete- low cost</li> <li>2. costs to be met by the local authority</li> <li>3. no cost</li> <li>4. no or minimal cost</li> <li>5. cost to be met by the local authority</li> <li>6. costs to be met by the local authority.</li> </ol> <p><b>P3:</b></p> <p>iii. <b>Progress of School Improvement Plan (SIP)</b></p> <ul style="list-style-type: none"> <li>• <b>Question:</b> Why has the shortage of admin staff had an impact on progress towards the attendance targets in the SIP?</li> <li>• <b>Response:</b> PH said this was because the Assistant Headteacher had to be both office and business management staff. One positive outcome is that the Assistant Headteacher has had the opportunity to review some of the processes, systems and structures around attendance.</li> </ul> <p>A governor commented that they were pleased to see a strong line being taken on the issue of penalty notices which they felt should be very strictly enforced.</p>

	<p>PH said the school has always been strict on penalty notices, but the local authority stopped issuing these during the pandemic.</p> <p>BB highlighted that attendance was a problem nationally and said it is hard to push this with parents due to the low number of prosecutions being taken forward. Southampton City Council have said there is a shortage of court time. PH said the Secondary Heads Cluster have reported that secondary attendance has been in that 80% - 90% range and will take a long time to recover.</p> <p>BB highlighted that absence rates are better than last year but not as good as pre-COVID rates. PH pointed out that the national news is advising people to stay at home if ill and that the news about a Strep A outbreak has had an impact on attendance.</p> <ul style="list-style-type: none"> <li>• <b>Question:</b> The report refers to a new attendance lead. Will this person be replacing the Assistant Headteacher?</li> <li>• <b>Response:</b> PH advised that this person will not replace the Assistant Headteacher. They will be the new admin person as advertised. BB said the managing attendance is extremely time-consuming, particularly handling the telephone calls.</li> <li>• <b>Question:</b> Is the cost of the new attendance lead included in the budget projections?</li> <li>• <b>Response:</b> PH confirmed that this is in the budget as costs for the previous person in the role were included to the end of the year.</li> </ul> <p><b>P5:</b></p> <p><b>iv. Increasing catering costs:</b></p> <p>Governors expressed support for the decision PH had made in consultation with the chair of governors to absorb that increased catering costs for the duration of this term to support struggling families.</p> <ul style="list-style-type: none"> <li>• <b>Question:</b> has it been made clear to parents that this is an initiative driven by the school to support families?</li> <li>• <b>Response:</b> This initiative was included on the newspaper newsletter to parents at the end of term. PH advised that the financial impact was estimated at 1500 pounds. PH has applied for a 500 pound support grant, information about which was shared by Derek Wiles.</li> </ul> <p><b>P6:</b></p> <p><b>v. Quality of teaching:</b></p> <p>BB explained the new Snapshot process for monitoring the quality of teaching. SLT try to meet with the teacher beforehand. Teachers may ask senior leaders to look at the books for a particular child of concern, or for a child who could potentially be greater depth. They may ask for guidance on unsuitable interventions for particular cases, etc.</p> <ul style="list-style-type: none"> <li>• <b>Challenge:</b> A governor said it was a shock that 80% of teachers required support.</li> <li>• <b>Response:</b> BB advised that all teachers received support. Work began after half term to help identify the level of support required for each teacher.</li> </ul>
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	<p>Teachers identified as requiring intense support are of more concern than those that need soft or medium support.</p> <p>PH said that it was good to be a part of the teaching and learning process rather than just an observer, and it was good to have proper pedagogical conversations with teachers after the Snapshot sessions.</p> <p>BB suggested that there may be reason to review the writing plan. This does align with the CPD training provided by the local authority but is slightly out of step with other schools in the city. BB explained that reviewing this would be a long process and will be discussed at the staff meeting tomorrow.</p> <ul style="list-style-type: none"> <li>• <b>Question:</b> Are other schools in the federation reviewing writing plans?</li> <li>• <b>Response:</b> BB said this was being reviewed across the federation. BB has been able to speak to the Infant School about this and will be meeting with the English lead teacher tomorrow. There are meetings next week between Infants and Juniors on both phonics and reading. BB said it would be useful if this became a consistent contact.</li> <li>• <b>Question:</b> The school has subscribed to the HIAS resources centre. Have you been able to access the subject boxes?</li> <li>• <b>Response:</b> BB said the school does have access to the subject boxes which are very good. The Living Differently scheme has been ordered, and other schemes are being considered. A governor suggested that the subject boxes could be shared around the federation but BB felt this was impractical as schools cover topics at different times of year.</li> <li>• <b>Question:</b> Page 13 of the Head Teacher's report refers to a maths intervention costing £3000. There has been some discussion about whether this was worthwhile. Could it be shared around the federation schools? Could it be delivered locally with other schools attending to share the cost?</li> <li>• <b>Response:</b> PH explained that the training takes place in London.</li> <li>• <b>Question:</b> Should the school have trained two staff on the Lightning Squad reading programme?</li> <li>• <b>Response:</b> PH advised that in the previous year the school had brought in a Lightning Squad tutor from the Fischer Family Trust. This was expensive. The decision was made to put a staff member through the training and deliver it in-house. Unfortunately that person left the school due to the cost of living crisis. Putting someone else through the training will mean taking them from another task and therefore there is no Lightning Squad at present.</li> </ul> <p><b>P11</b></p> <p><b>vi. Workload survey:</b></p> <p>The outcomes of the survey show that a substantial majority of staff do not feel they have an acceptable workload or work life balance, and spend too much time on planning and lesson preparation.</p> <ul style="list-style-type: none"> <li>• <b>Challenge:</b> A governor said the outcomes of the workload survey were worrying.</li> <li>• <b>Response:</b> BB agreed that it was worrying. BB has spoken to two year groups</li> </ul>
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about the feedback. Teachers are having to work on planning and giving feedback at the moment as this has to be right. The time taken to review the curriculum means that some of the planning is not as good as it could be, which may be a reason for the workload results. SLT have explained that the ambition for the curriculum work is that the effort now will reap rewards in 1.5 -2 years when teachers will not have to do as much planning. The pandemic has led to some non-statutory content creeping into the curriculum and it needs to be made more effective for children. The feedback policy will be reviewed with staff tomorrow. Some staff are unhappy with the amount of feedback they have to give children however BB feels this is less than she has seen at any other school. BB asserted that children must receive feedback in order to progress.

BB advised that the school is now giving subject leaders non-teaching time which was not previously in place and is not in place at some other schools. Staff are supported in many ways but ultimately the planning has to be done.

- **Question:** Is the excessive amount of time spent on planning due to constant churn in the curriculum? Do teachers need some stability?
- **Response:** BB said the curriculum work is not yet complete but there are some areas of stability, for example reading books, the phonics program and the R.E. scheme. Teaching is still affected by pandemic catch-up work. PH said the position would be reviewed after the School Improvement Officer's (SIO) visit.

#### **P14**

##### **vii. Behaviour report:**

BB has met with all of the children that have been RAG rated as Red. There are 24 pupils in this category, who all have individual targets. These are reviewed in weeks 1, 5 and 10 with the children and their teachers. BB highlighted the need for SLT to know these children in order to pick up on lapses in behaviour taking place outside of the classroom. PH said that the new SBM had commented on how the school "sweats the small stuff" on behaviour. The school is stricter than some others, but this has created a lovely calm environment that draws comments from visitors and parents.

BB highlighted as an improvement area that teachers need to work on the continuation of their class culture outside of the classroom. BB asserted that behaviour is generally very good, with some of the reports of poor behaviour of a level that would not be considered worth reporting in other schools.

#### **P21**

##### **viii. Current pupil numbers:**

PH advised that there are two children are due to join Year 3, and overall there are five fewer pupils on roll than last year.

##### **Supplementary Reports:**

##### **ix. Phonics report from Rachael Woods:**

The report had been circulated to governors in advance of the meeting  
The link governor said that the report addresses many of the questions he was

	<p>going to raise on the next visit, and provided a good summary of the current position.</p> <p>x. The link governor reported that the lesson observed was very impressive. The four pupils present were enthusiastic and engaged. They had fun and demonstrated strong interaction and participation.</p>
<b>6.</b>	<b>SIO visit – Wednesday, 18 January 2023</b>
	<p>PH advised that the SIO partner has requested a meeting with governors. It was agreed that the SIO would meet with all available governors, and would be asked to give governors some guidance on offering challenge and questioning to school leaders. Governors should attend for 1pm. PH asked governors to think about what they want to get from the session.</p>
<b>7.</b>	<b>Co-operative Trust consultation</b>
	<p><b><i>Consultation timetable:</i></b></p> <ul style="list-style-type: none"> <li>i. The consultation period will last for four weeks from 5 January to 2 February 2023.</li> <li>ii. Consultation packs were distributed to parents on 5 January, including a link to the questionnaire. Seven responses have been received across all schools. PH encouraged governors to complete the consultation questionnaire.</li> <li>iii. The statutory consultation was published in the Daily Echo on 9 January.</li> <li>iv. PH, Robert Atkinson and Julie Bowdidge from CSNET met with the relevant union representatives and a small group of parents on 10 February. No questions were raised that had not already been considered.</li> <li>v. After the closure of the consultation period, CSNET will provide a report to all affected governing bodies. These reports will take place at the affected schools between 21 - 23 February. The meeting at Fairisle will take place on Thursday 23 February at 3.30pm, and must be quorate. LI will clerk the meeting.</li> <li>vi. After presenting the reports, all boards need to formally vote on joining the Trust.</li> </ul>
<b>8.</b>	<b>Reports/questions from governor visits</b>
	<p>The following reports were submitted for review:</p> <ul style="list-style-type: none"> <li>a. Health &amp; Safety</li> <li>b. History &amp; Geography</li> <li>c. Equality</li> <li>d. Phonics/Lightning Squad</li> </ul> <p>No further questions were raised in relation to these reports.</p>
<b>9.</b>	<b>Policies</b>
	<p>The following policies had been circulated for review:</p> <ul style="list-style-type: none"> <li>• Governor Expenses</li> </ul>

	<ul style="list-style-type: none"> <li>E-Safety</li> </ul> <p>PH advised that there had been no changes to either policy, and both were consistent with local authority policy.</p> <ul style="list-style-type: none"> <li><b>Decision:</b> Both policies were approved.</li> </ul>
<b>10.</b>	<b>AOB</b>
	<p>i. <b>Subject Access Request (SAR):</b> PH reported receiving a SAR from ITV in relation to RAAC - Reinforced Autoclaved Aerated Concrete, and its use in school buildings. PH said that this would be dealt with by the local authority as advised by Verity Coulson. PH will raise this at the next Delegates and Officers meeting.</p> <p>ii. <b>Leaking flat roof:</b> PH also drew attention to the multiple points of substantial water ingress in the vicinity of his office/school office, and highlighted that the delay to repairing the roof is creating more damage to the building.</p> <ul style="list-style-type: none"> <li><b>Question:</b> Can commitment to a start date for repairs be obtained?</li> <li><b>Response:</b> PH advised that CD was driving this forward and trying to get a date agreed. The repairs require two consecutive dry days.</li> <li><b>Question:</b> If the solution proposed is a felt roof, can we ensure this will be high performance felt with a 25 year guarantee?</li> <li><b>Response:</b> PH said the solution was agreed by structural engineers from the local authority. A governor reasserted that the materials and guarantee should be checked.</li> </ul>
<b>11.</b>	<b>Date and time of next meeting</b>
	<ul style="list-style-type: none"> <li>23 February, 3.30pm, Extraordinary Full Governing Board meeting to hear Co-operative Trust consultation report</li> <li>28 February, 3.30pm Full Governing Board</li> </ul>
<b>Meeting closed at 5.23pm</b>	

<b>ACTION POINTS FROM 10 JANUARY 2023</b>			
	<b>Action to be completed</b>	<b>By</b>	<b>By when</b>
<b>A</b>	PH to update Reg of Interests re PC Directorship of Wessex Driveability	PH	CLOSED COMPLETE
<b>B</b>	Trust Consultation – PH to set up invite for all governors	PH	CLOSED COMPLETE
<b>ACTION POINTS FROM 15 NOVEMBER 2022</b>			
	<b>Action to be completed</b>	<b>By</b>	<b>By when</b>
<b>A</b>	PH to report back to governor's on parent views on the new SRE video.	PH	CLOSED COMPLETE
<b>B</b>	PH to arrange for the curriculum section of the school	PH	End of term



	website to be updated.		IN PROGRESS
<b>C</b>	BB's History and Geography reports to be shared with governors.	BB	CLOSED COMPLETE
<b>D</b>	PH to update governors on SATS week plans when known.	PH	CLOSED COMPLETE
<b>ACTION POINTS FROM 20 SEPTEMBER 2022</b>			
	<b>Action to be completed</b>	<b>By</b>	<b>By when</b>
<b>A</b>	Meet linked subject leader (by end of summer term).	All govs	End of term IN PROGRESS
<b>B</b>	Invite governors to the subject leader Zoom staff meetings.	BB	CLOSED COMPLETE
<b>C</b>	Write a health and safety report once a term. <ul style="list-style-type: none"> <li>Follow-on action: PH to contact BS as there has not yet been any contact in relation to this action.</li> </ul>	BS	CLOSED COMPLETE
<b>D</b>	Invite governors to Zoom elements of leadership cycle.	BB	CLOSED COMPLETE
<b>E</b>	GN to draft an item for the Spring 2 newsletter.	GN	SPRING 2
<b>F</b>	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	CLOSED COMPLETE