

Fairisle Junior School Whole Governing Body Meeting

Tuesday, 19 September 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		
Also in attendance:				
Liz Irving (LI)	Clerk	X		

Agenda items were taken in the order shown.

1.	Apologies for absence
	<ul style="list-style-type: none">i. Apologies were accepted from GS.ii. BS joined the meeting by videoconference.
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 2023/24.
	None declared. <ul style="list-style-type: none">• Action: LI to issue a Declarations of Interest form for all governors to complete in order that the Register of Interests can be updated.
3.	Minutes of the meeting on 11 July 2023
	<ul style="list-style-type: none">• Decision: the minutes from the meeting of 11 July 2023 were approved.
4.	Matters arising including action points
	Please refer to the Summary of Actions table following the minutes for updates.
5.	Election of chair and vice-chair
	<ul style="list-style-type: none">• Decision: NW and PC were unanimously reappointed as Chair and Vice-Chair

respectively, for a period of one year.

Governor Link Role and Responsibilities for 2023 - 24

i. Link governor roles

- **Decision:** the following link governor roles were agreed –

Budget & finance	AP
Pupil and sports premium	AP
Maths	AP
Internet safety	BB
Harassment & abuse	BB
Humanities	BB
Health & Safety, including school food standards	BS
STEM	BS
Safeguarding	NW
Safer Recruitment	NW
Curriculum overview	NW
Arts	NW
Inclusion	PC
Attendance	PC
Closing gaps, interventions and tutoring	PC
English	PC

ii. Headteacher's Performance Management:

- **Decision:** the Headteacher's performance review panel will consist of NW, PC and AP.

6. Headteacher and Teacher Appraisal Outcomes

- i. PH advised that all teaching staff met their objectives, and all eligible staff will receive the 6% salary increase and increment. NW has reviewed the pay recommendations in detail, and recommended these outcomes to the board.

PH and BB left the room at this point.

- ii. The Chair gave an overview of PH's performance management and confirmed the pay position. The Chair reported that the meeting was managed well by the external advisor, Ian Taylor, who is a former Headteacher of Oakwood Primary School.

Governors observed that PH is not taking one day off per week as previously discussed, and expressed concern about the amount of time PH spends at work.

- **Decisions:**
 - Teaching staff pay and performance outcomes were agreed by the board.
 - The Headteacher's pay and performance outcome was agreed by the board.

	<p><i>BB and PH returned to the meeting at this point.</i></p> <p>iii. A brief discussion took place regarding the correct format and process for a governor pay committee.</p> <ul style="list-style-type: none"> • Action: PH and NW will liaise on the formation of a formal pay committee, to have a written terms of reference and to be included in the Pay Policy. <p>iv. PH advised that the next Bridge Education Trust board meeting will take place on 22 November 2023.</p>
7.	<p>Headteacher's Report to Governors</p> <p>Please refer to the report provided in advance by PH.</p> <p>The following points and questions were raised in response to the report:</p> <p>i. Safeguarding: A governor noted that the number of safeguarding incidents seemed high.</p> <p>ii. Year 6 Exit Survey: PH advised that the anonymized responses will be posted to the Governors drive.</p> <ul style="list-style-type: none"> • Action: PH to signpost governors to the exit survey responses. <p>iii. Platinum School Games Award: PH advised that FJS is the first Southampton school to have achieved this award. Governors congratulated the school and said that this was well deserved.</p> <p>iv. Attendance Report – Robin Hayes PH was pleased to report 95.54% attendance since the beginning of term, with two classes at 100% and one at 97.8%. In the previous week, six classes had attendance levels higher than the pre-pandemic target of 96.5%. A bonus “Be In It to Win It” event took place in the first week of terms, with ice creams and lollies for all pupils and staff due to the exceptionally hot weather.</p> <p>PH said that attendance will remain a key area of focus. PH has met with the head of the Education Welfare team at Southampton City Council (SCC) to discuss next steps for one child where attendance is very low.</p> <p>Governors were pleased to note the high attendance rates.</p> <p>v. Teaching & Learning Report – Bev Bessey PH reminded governors of the very positive comments that the Ofsted inspectors made with regard to teaching and learning.</p> <p>BB reported that SATS outcomes were greatly improved over 2021/22, particularly for writing and maths.</p> <p>vi. Curriculum Report – Holly Cleveley The board extended thanks to HC for a very comprehensive report.</p> <p>vii. Impact of Reading and Phonics Report – Rachael Woods A governor observed that the impact of the work undertaken on reading and phonics could be seen in the SATS results.</p> <p>PH advised that the Lightening Squad intervention was now managed solely with internal staff. This is more effective than using external resource as the FJS teaching assistants know the children.</p> <p>viii. Behaviour Report – Bev Bessey</p>

	<ul style="list-style-type: none"> • Question: has there been any disruption as pupils move up a year? • Response: BB reported little disruption, with some pockets related to the expected children. The new Year 3 have settled very well. • Question: What has made their transition successful? • Response: PH advised that FJS works hard with the Infant school to ensure a smooth transition and to set clear high expectations. <p>BB commented that the seemingly large number of behaviour forms come from “sweating the small stuff” rather than being an indicator of a bigger problem. A governor noted that the Ofsted inspection noted good behaviour in the school, and there has been feedback on good behaviour received from members of the public in relation to school trips. This indicates that the policy of nipping problems in the bud at an early stage works well alongside instilling respect and politeness.</p> <p>BB said that a deterioration in behaviour is quick to occur when supply teachers are in place, which shows that the tendency to misbehave is present but normally constrained by the clear boundaries that have been set at FJS. Pupils are not scared but do know there will be consequences for poor behaviour. SLT visit classrooms with supply teachers multiple times in a day.</p> <p>ix. Pupil numbers</p> <p>PH advised that additional pupils would shortly be starting at FJS, bringing the total number of pupils on roll to 391. This is the highest number on roll since PH began his tenure as Headteacher.</p>
8.	Policies
	<p>This item was brought forward in order that BB could leave the meeting early.</p> <p>The following policies were reviewed:</p> <p>i. Feedback policy</p> <p>BB advised that the Feedback policy has been under review for a year, with the involvement of all staff through meetings and INSET days. The policy has been informed by research from the Sutton Trust and other sources of evidence regarding the effectiveness of feedback. The policy also takes staff wellbeing into consideration.</p> <p>Most staff are content with the policy although some would prefer a more structured approach. BB suggested that the policy be implemented this year and evaluated in the summer term.</p> <p>ii. Data Protection – no changes</p> <p>iii. Acceptable technology use – no changes</p> <p>iv. Organisational change – no changes</p> <p>v. Early Career Teacher (ECT) Induction</p> <p>PH advised that this is a new policy. The statutory requirement to have an ECT policy was previously met within the Teaching & Learning policy. The new ECT policy is based on a model policy from The Key for School Leaders.</p> <p>PH suggested that governors may wish to speak to ECTs during visits to see if they feel adequately supported.</p>

	<p>vi. Allegations of abuse against staff</p> <p>PH advised that this is another new policy, having previously been incorporated in the Safeguarding policy. PH gave a brief overview of the procedure to be followed in the event of an allegation being made, and advised that the policy also covers low level concerns, as required by KCSIE.</p> <ul style="list-style-type: none"> • Action: PH to asked Jemma Swann (LADO) to contact NW re training on managing allegations against the headteacher. <p>The clerk advised that any governor receiving an allegation directly should not discuss this with other governors, but should contact PH or JS as appropriate.</p> <ul style="list-style-type: none"> • Decision: all of the policies were approved.
10.	Review of SIP 2022- 2023 and Targets for 2023 – 2024
	<p>i. PH advised that a thorough review of last year’s targets and milestones has informed the decision to keep objectives for this year very similar to last year, with Reading and Writing split out into separate objective.</p> <p>ii. The SIP was reviewed with staff on the INSET day at the start of term to identify tasks that were not fully completed, and new tasks that could be undertaken this year.</p> <ul style="list-style-type: none"> • Action: all governors to review the SIP for 2023-24. <p><i>BS dropped out of the meeting at this point</i></p>
11.	Reinforced Autoclaved Aerated Concrete (RAAC)
	<p>i. PH reported that FJS is unaffected by the crumbling RAAC issue reported in the press that prevented some schools from opening at the start of term. PH has shared with governors the emails about this that were sent to staff and parents.</p> <ul style="list-style-type: none"> • Question: As the school is now part of a co-operative trust, who would have been responsible for fixing the problem if the school did have RAAC? • Response: PH thought this would still fall to the local authority, although it was noted that the school was built by Hampshire County Council rather than Southampton City Council. PH is not sure where the original building plans are held. <p>ii. PH advised the board that the DfE would be repeating the Condition Survey last conducted in January 2022 as the surveyor had not been aware that facilities such as the field and car park were shared with the Infant School. BS will try to be available to participate in the survey.</p>
12.	Reports from & Questions to follow up from governor visits
	<p>PC reported on monitoring visits covering Attendance, Phonics, and the review of the School Improvement Plan with staff. NW reported on a monitoring visit covering the annual Safeguarding update for staff.</p> <p>i. Attendance: PC will be drafting an article about attendance for the school newsletter, which will cover the robust approach taken by the school and local authority, and will highlight that attendance is going well so far this term.</p> <p>ii. Phonics: Phonics sessions are effective. There is a maximum of 8 pupils in a group. PC said that the teaching assistants make it fun, with lots of audience participation so the children really enjoy it. The evidence in books and feedback shows that pupils are able to apply in class what they have learnt in phonics sessions.</p>

	<p>PC observed that in times past governors and SLT would have dismissed the notion of teaching Phonics in KS2.</p> <p>iii. Safeguarding Annual Refresher training: NW observed that the INSET training was more interactive in previous years, and highlighted the constancy with which safeguarding must be considered in the school environment, as opposed to the hospital environment where NW works.</p> <p>PH said that the Designated Safeguarding Lead training provided by Hampshire County Council is excellent.</p> <ul style="list-style-type: none"> • Question: could this training be provided to both FIS and FJS in one session? • Response: PH was not aware of the Infant School's arrangements for safeguarding training, and would not wish to change FJS's existing arrangement it the HCC trainer. <p>iv. Safeguarding update for governors: NW and PC confirmed that they have read KCSIE 1 & 5, and signed accordingly.</p> <ul style="list-style-type: none"> • Action: AP and BS to complete this task. <p>v. School Improvement Plan: PH confirmed that recommendations raised by staff at the session have been incorporated in the SIP, with most suggestions included. The final version has been shared with staff by email.</p> <p>The INSET day also looked at the White Rose scheme for math, at phonics, and at Spelling Shed. PH said that White Rose was excellent for the effective learning of Maths and Science, but assumes that a certain level of knowledge will be in place by Year 3, particularly for Science.</p> <p>PH advised that all subject leaders met during the week with colleagues from the Infant School.</p>
13.	AOB
	<p>i. Planned visits:</p> <ul style="list-style-type: none"> • PC – Wednesday 20 September. • NW – Thursday 21 or Monday 25 September. <p>Governors will conduct a Behaviour walkaround.</p> <p>ii. School Improvement Officer visit: PH advised that this will take place on 5 March 2024.</p> <p>iii. Fire Drills: PH reported that the first evacuation drill of the year took place on 15 September and was very successful.</p> <p>iv. Equalities: As link governor for Inclusion, PC will speak to BB, children and staff about equality within the school, and how the school is working towards the equalities objectives.</p> <p>PH advised that one of the Year 6 exit questions was about equality.</p> <ul style="list-style-type: none"> • Action: Equalities update to be included on the next meeting agenda. <p>The meeting closed at 5.30pm.</p>
	Date and time of next meeting: Tuesday 14 November 2023, 3.30pm

	Action to be completed	Who	By when
Agenda item	ACTION POINTS FROM 19 SEPTEMBER 2023		
2	LI to issue a Declarations of Interest form for all governors to complete in order that the Register of Interests can be updated.	LI	CLOSED
6	PH and NW will liaise on the formation of a formal pay committee, to have a written terms of reference and to be included in the Pay Policy.	PH & NW	End of year
7	PH to signpost governors to the exit survey responses.	PH	A2
9	PH to asked Jemma Swann (LADO) to contact NW re training on managing allegations against the headteacher.	PH	A2
10	All governors to review the SIP for 2023-24.	ALL	A2
12	AP and BS to complete reading of KCSIE 1 & 5, & signing as needed.	AP & BS	A2
13	Equalities update to be included on the next meeting agenda.	PH	A2
	ACTION POINTS FROM 11 JULY 2023		
7	NW to share written report of visit.	NW	Closed
13	Chair to draft a statement for the newsletter.	NW	Closed
	ACTION POINTS FROM 2 May 2023		
1	BB to send sample pupil questionnaires to PC. Update: subject leader questionnaires have been sent to governors, but c/fwd pupils	BB	Next meeting
2	BB to book a debrief meeting after governors have met with subject leads.	BB	Next meeting
3	LI to set up governor adverts on Govs for Schools and Inspiring Governance.	LI	Next meeting
	ACTION POINTS FROM 20 SEPTEMBER 2022		
	Action to be completed	By	By when
1	Meet linked subject leader (by end of summer term). Update: some meetings remain outstanding	All govs	Closed