



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

**FULL GOVERNING BODY MEETING MINUTES
13 SEPTEMBER 2017 at 5pm**

Present:	Robert Rees (Chair)	LA Governor
	Andrew Stockton (HT)	Headteacher
	Kevin Briscoe (KB)	Co-opted Governor
	Sharon Hamblin (SH)	Co-opted Governor
	Ken Cordner (KC)	Foundation Governor
	Janet Dulleddge (JD)	Foundation Governor
	Marisa Lamb (ML)	Parent Governor
In Attendance:	Nichola Dunning (ND)	Parent Governor
	Rebecca Bleek (AHT)	Assistant Headteacher
	Kelly Reid (Clerk)	Clerk
Apologies:	Charlotte Weavers (CW)	Associate Member
	Sandy Matheson (SM)	Foundation Governor
Quorate:	Yes	

Item		Action
1.	<p>Welcome and Apologies</p> <p>The chair opened the meeting at 5pm and welcomed all. Apologies were received and accepted from SM.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>No declarations of interest were made. All governors will need to sign the annual declaration of pecuniary interest form.</p> <p>[Post meeting note – a declaration of interest form will be issued to governor pigeon holes to complete.]</p>	ALL GOV
3.	<p>Agree any urgent business</p> <p>The Self Evaluation Form (SEF) has been circulated and it was agreed to be discussed in item 7.</p> <p>The headteacher will discuss the admissions policy in item 14.</p>	

4.	Election of officers																																																							
4.1	<p>Chair</p> <p>The clerk took the chair. One nomination was received from RR. RR advised he would be unavailable for meetings from 11-25 October 2017. RR left the room 5.05pm. RR was unanimously re-elected as Chair of Governors and re-entered the room at 5.06pm to resume the chair.</p>																																																							
4.2	<p>Vice Chair</p> <p>One nomination was received for ND. ND was unanimously elected Vice Chair of Governors.</p>																																																							
5.	<p>Minutes of the meeting held 5 July 2017</p> <p>The minutes were circulated before the meeting. The clerk will amend the minutes to add a surname in item 4. The minutes of the FGB meeting held 5 July 2017 were agreed as an accurate record and signed by the chair.</p>			Clerk																																																				
5.1	<p>Matters arising from the minutes 5 July 2017</p> <table border="1" data-bbox="220 1010 1350 1693"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsibility</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Circulate written End of Year reports to governors</td> <td>HT</td> <td>Yes</td> </tr> <tr> <td>6</td> <td>Add glossary of terms to literacy page on website</td> <td>SH</td> <td>Yes</td> </tr> <tr> <td>6</td> <td>Discuss capacity within cluster with other schools and invite LA to discuss</td> <td>HT</td> <td>Ongoing – see below</td> </tr> <tr> <td>6</td> <td>Monitor how school is responding to extra numbers</td> <td>FGB</td> <td>Ongoing – see below</td> </tr> <tr> <td>10</td> <td>Submit the Safeguarding Audit to the Hampshire Safeguarding Children Board</td> <td></td> <td>Submitted</td> </tr> <tr> <td>14</td> <td>Do poll and book in WGBT for Sept</td> <td>ND</td> <td>Ongoing – see below</td> </tr> <tr> <td>16</td> <td>Complete annual single central record check</td> <td>HT / chair</td> <td>Yes</td> </tr> <tr> <td>19</td> <td>Compete building and site inspection on 1 Sept</td> <td>HT / Chair</td> <td>Yes</td> </tr> <tr> <td>21</td> <td>Invite all governors to Curriculum committee when assessment process is presented</td> <td>Chair of CC/ clerk</td> <td>Yes</td> </tr> <tr> <td>22</td> <td>Amend code of conduct</td> <td>Chair</td> <td>Yes</td> </tr> <tr> <td>27</td> <td>Email governors at end of this term asking for nominations</td> <td>Chair</td> <td>Yes</td> </tr> <tr> <td>30</td> <td>Attend celebration assembly on 24 July at 10am</td> <td>All</td> <td>Yes</td> </tr> </tbody> </table> <p>Item 6 – Discuss capacity within the cluster with other schools and invite LA to discuss. The headteacher advised it had been agreed as a cluster to contact Martin Goff and Geoff Parkinson from the Local Authority (LA) to discuss the long-term numbers in the Brookfield cluster.</p> <p>A governor commented the meeting should be scheduled for after the updated Fareham Borough Council local plan is released in mid-October.</p>			Item	Action	Responsibility	Completed	5	Circulate written End of Year reports to governors	HT	Yes	6	Add glossary of terms to literacy page on website	SH	Yes	6	Discuss capacity within cluster with other schools and invite LA to discuss	HT	Ongoing – see below	6	Monitor how school is responding to extra numbers	FGB	Ongoing – see below	10	Submit the Safeguarding Audit to the Hampshire Safeguarding Children Board		Submitted	14	Do poll and book in WGBT for Sept	ND	Ongoing – see below	16	Complete annual single central record check	HT / chair	Yes	19	Compete building and site inspection on 1 Sept	HT / Chair	Yes	21	Invite all governors to Curriculum committee when assessment process is presented	Chair of CC/ clerk	Yes	22	Amend code of conduct	Chair	Yes	27	Email governors at end of this term asking for nominations	Chair	Yes	30	Attend celebration assembly on 24 July at 10am	All	Yes	
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	<p>Item 6 – Monitor how the school is responding to extra numbers. The headteacher commented with 367 children on role the school is busy.</p> <p>Item 14 – Do poll and book WGBT for September. See item 6. CW commented the infant school has booked Whole Governing Body Training (WGBT) in Safeguarding. It could be useful for the infant school to offer places at their governor training and vice versa.</p> <p>Item 19 – Complete building and site inspection on 1 Sept. The quality of service and value for money provided under the grounds maintenance Service Level Agreements (SLA) is an area to review. Money could be saved here. Joining up with the infant school could also provide more negotiating power. Other than grounds maintenance the school was in a clean, smart and safe condition, and ready to receive the children on Tuesday 5th September.</p> <p>Q – When is the SLA contract due for review? A – In April.</p> <p>Q – Is there a record of how many times contractors have been to the school? A – Yes.</p> <p>Q – Could the cluster band together and negotiate a maintenance contract? A – We could explore this idea across the cluster.</p> <p>Item 21 – Invite all governors to Curriculum committee when assessment process is presented. The headteacher and assistant headteacher will demonstrate the tracking system at the Child and Curriculum committee on Wednesday 27 September at 5pm. All governors are invited to this meeting.</p> <p>Item 30 – Attend celebration assembly on 24 July. Governors enjoyed attending the assembly and the headteacher commented it was good for the children to see governors in school.</p> <p>The AHT arrived during this item at 5.11pm.</p>	
<p>6.</p>	<p>Governor Management</p> <p>Review of Terms of Reference (ToR) – The clerk will add a review of the ToR to each committee agenda for review. The ToRs will then be ratified at the next FGB meeting.</p> <p>Committee Structure – Governors discussed the use of committees to report back to the FGB versus the model of the FGB meeting frequently to deal with all issues. The infant school has the FGB dealing with all matters except pay. The infant school will be asked for feedback on this structure.</p> <p>The chair commented that meeting quorate may be an issue with holding more FGB meetings, as seven governors are required.</p>	<p>Clerk</p>

A governor commented that a large agenda can focus meetings. Governors work smarter and more efficiently.

Officers and committee for 2017/18

Safeguarding Governor – The headteacher commented that a potential new parent governor has safeguarding experience suited to this role. ML accepted the role with a view to stepping aside for the possible new governor.

Roles were agreed:

- Safeguarding Governor – ML
- SEN and Pupil Premium Governor - ML
- Development and Training Governor (DTG) – ND
- Health and Safety Governor – KC
- Literacy Governor – KB
- Maths Governor - Chair
- Year 3 Link Governor – ML
- Year 4 Link Governor – ND
- Year 5 Link Governor – JD
- Year 6 Link Governor - KB

The headteacher commented that these were key roles for the school and thanked governors.

Personnel, Performance and Pay Committee (six members)

- JD (Committee Chair)
- Headteacher
- Chair
- KC
- ND
- SM

Finance and Resources Committee (six members)

- KC (Committee Chair)
- Headteacher
- Chair
- SM
- KB
- ML

Child and Curriculum Committee (seven members)

- ND (Committee Chair)
- Headteacher
- JD
- KB
- SH
- ML

- RB

Headteacher Performance Management (three members)

- JD
- ND
- KC

Strategic Committee (six members)

- Chair
- Headteacher
- ND
- JD
- KC
- KB

Others governors may be invited to this committee.

Governor vacancies and recruitment – There is one parent governor vacancy and three co-opted governor vacancies. One option to convert an existing parent governor to co-opted and recruit two parent governors.

In the next few weeks the Chair will write a letter to parents and carers of children at SJS describing the role of the GB and explaining there are vacancies for parent and co-opted governors. The chair will attend the Year 3 parents' information evening of 19 September to answer question about the GB and the role of governors at SJS.

The headteacher invited all governors to attend the information evening, on 19 September at 6.30pm.

Q – Is there a targeted skills profile for the co-opted governor vacancies?

A – Yes, we consider the skills we are looking for.

A governor commented a surveyor has been approached to consider joining as a co-opted governor.

Q – How do Ofsted view gaps in the governing body skillset?

A – They will ask the question but it is more about the work governors do for the school. We are actively recruiting to fill the vacancies.

Induction and succession planning – Succession planning is an on-going process for the governing body at SJS. The induction procedure was revised in the light of the governing body self-evaluation and will be implemented with the induction of our new governors.

Individual training – Governors are invited to attend training or shadow governor roles. The chair asked that all governors keep informed on the School Improvement Plan (SIP). The headteacher commented that Safer Recruitment was a key course for governors. KC is booked onto this course in January.

	<p>WGBT – Training in Developing Outstanding Governance will be booked for Wednesday 1st November. This will be confirmed. An invitation to attend will be extended to governors from the infant school.</p> <p>The clerk with email ND with the Hampshire Governor Services training that governors have attended.</p> <p>Report and review of governor training undertaken – this is ongoing.</p> <p>Edubase – This has been replaced with Get Information About Schools (GIAS). The clerk will liaise with the school office to ensure governor details are correct.</p> <p>RaiseOnline has been replaced by Analyse School Performance (ASP). Data from 2017 will be live by November.</p> <p>Confirm meeting dates – Meeting dates for the next academic year have been confirmed and circulated.</p> <p>Confirm governor contact details – Please alert the clerk to any change of contact details.</p> <p>The chair and vice chair will speak with the school office to set up a school email address.</p> <p>School website compliance – The headteacher confirmed the school website is compliant with statutory regulations. The headteacher is investigating the user-friendliness and navigation of the school website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Chair ND</p>
<p>7.</p>	<p>Headteacher's update</p> <p>Progress Data - The headteacher circulated a report of the Key Stage 2 SATS Summary and Headline Analysis. The headteacher commented this is the penultimate cohort where entry data is the previous system of levels. A level 3 is higher attainment and entitled to work at Greater Depth in the current system. A level 2a or 2b was the standard attainment level.</p> <p>Q – Was the literature for the reading test viewed beforehand? A – No. there were three texts, of increasing complexity, to be answered in the hour's test.</p> <p>Q – Do the children run out of time? A – Yes, some children do run out of time. However, some children answer all questions but not in enough depth to gain marks. Therefore, some children were paced to answer the first two texts in detail to gain marks.</p> <p>The headteacher advised that the results exceeded percentage attainment in every area and made the progress profile of the school stronger. The school is above the national average, well above the average in some areas.</p>	

Q – What is ESP&G?

A – English, Spelling, Punctuation and Grammar.

The headteacher commented that the school is in a strong position with pupil attainment. Ofsted will also look at breadth and balance not just the data. The school is also strong in these areas.

The literacy and maths linked governors met regularly with the subject leaders during the year to monitor the progress with the respective SIPs.

It is expected Hampshire will focus on reading across schools in the county. The school is currently trialling whole class guided reading for half a term in Year 6.

The chair commented that the results were very encouraging and a reward for the hard work put in by all our teaching staff to attain the high standard the school has set itself.

Staff update – There are no changes to teaching staff, ensuring continuity and experience. Two Learning Support Assistants (LSA) have been appointed in Year 3 to support two children with specific needs.

Q – How are Year 3 settling in?

A – They are settling well. We are working with CW and the infant school on how to support the children. There has been good feedback from parents. There is a steep learning curve for Year 3, both in terms of expectation and the curriculum. The school day has currently been adapted with an afternoon break for them, this will be phased out.

Strategic School Improvement Plan (SIP) – The headteacher circulated the 2017/18 Strategic School Improvement Plan. The SIP is incorporated into governor monitoring.

The headteacher gave an overview of the seven areas of improvement and strategy. A new group - the Pupil Premium Strategic Planning Group - has been set up as part of the new pupil premium initiatives linked to objective 3.

Ofsted will look at balance and variance for both talented children and those that require support. This used to be known as differentiation.

Q – How do Ofsted gauge success?

A – They use work scrutiny, they talk to children. They will look at subject leaders' portfolio of work.

Governors discussed using the SIP to understand and appreciate school priorities. Following discussion governors approved the Strategic School Improvement Plan for 2017/18.

Self-Evaluation Form (SEF) - A School Self-evaluation Summary was circulated before the meeting. This is a document that Ofsted may question governors on. Ofsted

	<p>are interested in the middle leaders of schools. The headteacher is confident the school has strong middle leaders.</p> <p>The headteacher commented that outstanding schools must have outstanding governance. Governors should have good triangulation of the SIP and outcomes, and must make sure they can speak about the school's strengths, its journey and why priorities are in place.</p> <p>The headteacher advised that section 5, Teaching, Learning and Assessment, has been graded as a 1 with 2 in brackets due to questions over the pupil premium attainment profile against the national profile.</p> <p>Following discussion governors approved the school's current (September 2017) Self-Evaluation Form.</p> <p>Q – Will this section need rewriting as it refers to 2016? A – The SEF looks back as part of three-year profile. We will remove some references to Nearly Qualified Teachers (NQT) as we don't currently have any NQTs.</p> <p>Section 8, Overall effectiveness, is also graded as 1 (2) due to the pupil premium attainment profile.</p>	
<p>8.</p>	<p>Vulnerable groups</p> <p>SEN Provision - In previous years the LSAs were year group based. Now they are class based in the mornings. In the afternoon, they are a pooled resource working to individual LSA strengths across the school.</p> <p>Q – Does this mean a child could work with different LSAs? A – Yes, they can do. The children are fine with this.</p> <p>There is a shift in the SEN profile, with the heaviest needs in Years 3 and 6. The school is looking at who to support. The school has a trained Emotional Learning Support Assistant (ELSA) who will assess which children are suitable for a six-week emotional support course.</p> <p>Pupil premium - Overall the pupil premium attainment has seen improvement and the school will build on this. The school will be supported by Ross Irving, a HCC Leadership and Learning Partner (LLP).</p> <p>Primary Sport Funding (PSF) - Funding is used for outside provision of sport, with a specific training programme for more talented pupils. Funding is also used for minibus transport to sporting events, which is essential to sustain the school's Gold rating. There are 20 sports activities and clubs running over the year. The headteacher praised the tremendous support from staff and parent helpers to run the clubs and activities.</p>	

	<p>Q – Is Healthy Eating included? A – The PSF is to increase high quality sports provision. Healthy eating is covered in other provisions, including science.</p> <p>Q – Do all children take part in physical activity? A – All children take part in two hours of high-quality class-based PE. Funding is used to buy in sports coaches to develop staff.</p>	
<p>9.</p>	<p>Policy Approval</p> <p>Policies were circulated before the meeting.</p> <p>Manual of Personnel Practice – Governors agreed to adopt the Manual of Personnel Practice for 2017-18, including any subsequent in year amendments.</p> <p>Manual of Financial Practice and Procedure – Governors agreed to adopt the Manual of Financial Practice and Procedure for 2017-18.</p> <p>Governing Body Code of Conduct – Governors agreed to adopt the Governing body code of conduct for 2017-18.</p> <p>SEN Policy – A link on page six to be removed. Governors approved the SEN policy pending this amendment.</p> <p>Supporting Medical Needs Policy – Governors approved the Supporting Medical Needs Policy.</p> <p>Child Protection Policy – A name will be added on page 5. Governors approved the Child Protection Policy pending this amendment.</p> <p>Complaints Policy and Procedure – Governors approved the Complaints policy and procedure.</p> <p>Adopt HCC Governors’ Good Practice guide – This has been incorporated in to the SJS Governing Body Code of Conduct.</p>	<p>HT</p> <p>HT</p>
<p>10.</p>	<p>Governor visits and monitoring plan</p> <p>Two monitoring plan documents were circulated before the meeting. The Summer 2017 summary is awaiting two reports to be complete. A draft copy of the Governor Monitoring Programme for the Autumn term was presented to governors – This incorporates the school’s 2017 / 2018 Strategic Improvement Strategies. Following discussion, the programme was agreed and the Chair would forward a copy of the approved programme to governors</p> <p>The plans include the SIP priorities and governor/ committee responsibilities. Year leaders will have produced a cohort action plan by 29 September. Link governors are asked to make contact and visit in weeks 5-7 (2-20 October).</p>	<p>Link Gov</p>

	<p>The clerk will add a Governor Monitoring Programme feedback item to the agendas for all the committees.</p> <p>Governors are asked to email the Chair a copy of their governor visit report.</p>	Clerk
11.	<p>Single Central Record (annual check)</p> <p>This check has been completed.</p>	
12.	<p>Review waiting list/pupils on role</p> <p>There are 48 children on the waiting list, spread across the year groups. There are 367 pupils on roll.</p> <p>There is an appeal for a Year 5 place on 11 October. Currently there are 92 children in Year 5.</p> <p>Q – What does this mean for parents of children waiting for a place? A – Their child may have started another school but remains on the waiting list. Children are ranked on the waiting list according to the admissions criteria.</p> <p>Q – How many on the waiting list are in catchment? A – Over 60% are in catchment. The school does have out of catchment children due to the school's profile.</p> <p>Q – Is there a trend with the waiting lists? A – The list has risen, it was approximately 27 last year. Some places have been inherited from the infant school waiting list.</p> <p>There is a possibility of raising the priority of linked schools on the admissions criteria. This may affect catchment children who had not attended a linked school and would be a lower priority.</p> <p>A governor commented that strategically the school is not concerned about pupil numbers. The challenge is to ensure catchment children can attend their local school.</p> <p>Q – Is Brookfield at capacity? A. Yes. All schools in the cluster are at capacity. Therefore, it is important to talk about proposed housing developments with the LA.</p>	
13.	<p>SEN Information report</p> <p>This is up to date and published on the school website as per the statutory requirement.</p>	

14.	<p>Any other agreed business</p> <p>The headteacher asked governors to agree to the proposal to remove the Whiteley criteria from the admissions criteria. This has been discussed with the LLP and would be implemented in 2019/20. It would not affect any children currently at the school.</p> <p>Governors agreed to the proposal to remove the Whiteley criteria from the admissions criteria.</p>	
15.	<p>Items for the next agenda</p> <ul style="list-style-type: none"> • Committee ToR • Monitor visits • Ofsted • Recruitment • Training review • LLP report • HT final assessment • County capacity meeting 	
16.	<p>Date of the next meeting</p> <p>The next FGB meeting will be held on 29 November 2017, at 5pm. The meeting finished at 7.07pm.</p>	

Summary of actions

Agenda Item	Actions Agreed	Responsibility	Completed
2	Sign the declaration of pecuniary interest.	All Governors	
5	Amend minutes of FGB 5 July 2017.	Clerk	
6	Add review of ToR to all committee agenda.	Clerk	
6	Email ND training that governors have attended.	Clerk	
6	Edubase/GIAS – Liaise with school office to ensure governor details are correct.	Clerk	
6	Arrange chair and vice chair school email address to be set up with the school office.	Chair / ND	
9	Amend SEN Policy	HT	
9	Amend Child Protection Policy	HT	
10	Link governors to arrange visit in weeks 5-7	Link governors	
10	Governor feedback from visits as agenda item	Clerk	