



Working and learning together for success

## SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

### FULL GOVERNING BODY MEETING

5<sup>th</sup> JULY 2017, 5PM

### MINUTES

Present:

Rob Rees (Chair)	LA Governor
Andrew Stockton (HT)	Headteacher
Kevin Briscoe (KB)	Co-opted Governor
Ken Cordner (KC)	Foundation Governor
Nichola Dunning (ND)	Parent Governor (left at 18.52, at the end of item 22)
Sharon Hamblin (SH)	Co-opted Governor
Marisa Lamb (ML)	Parent Governor
Sandy Matheson (SM)	Foundation Governor
Janet Dullede (JD)	Foundation Governor

In Attendance: Nelianne Devexhiu (Clerk) Local Authority Clerk

Apologies: Tanya Culley (TC) Parent Governor  
Rebecca Bleec (RB) Staff Governor

Quorate: ✓

1.	<b>Welcome and apologies</b>	<b>Actions</b>
2.	<b>Declarations of pecuniary interest</b> None declared.	
3.	<b>Agree Any Other Urgent Business</b> <ul style="list-style-type: none"> <li>• There will be an update on the outcome of the appeal hearing that has now taken place. This will be under pupil numbers under the HT report, item 6.</li> </ul>	



<b>4</b>	<b>Minutes of the meeting held on 3<sup>rd</sup> May 2017</b>			
	The minutes of the meeting held on 3 May 2017 were circulated to all governors before the meeting. They were accepted as an accurate record and signed by the Chair.			
<b>5.</b>	<b>Matters arising from the minutes of the last meeting</b>			
	<b>Agenda item</b>	<b>Actions agreed</b>	<b>Responsibility</b>	<b>Completed</b>
	4.6.1	Email the GB with details of anonymised work sampling for Year 5	HT	√
	4.6.2	Link governors to discuss the mid-year reports with year leaders	Link Governors	√
	4.20	Governors to attend relevant training – lots booked onto training. And safeguarding e-learning completed.	All	√
	4.20	Check payment for Modern Governor  <i>Update 5/7/17: Yes, this was checked, but it is no longer available.</i>	ND	√
	6	Anonymised monitoring report – send out	HT	√
	13	WGBT	FGB Agenda	On agenda today, item 14
	15	HT Performance Management training update	As necessary	
	20	Safeguarding training	All	√
	21	Send draft Code of Conduct	RR	√
	22	Competency Framework	Stratgy Comm	√
	24	Information Evening 28 <sup>th</sup> June  <i>Update 5/7/17: This information evening was experienced as very useful. It will become a regular item for the summer term. The written end of year reports (written by Year Leaders) will be send to governors within a week or so.</i>	All	√  New action for HT



6.	<p><b>Headteacher's Summer Term Report to Governors.</b></p> <p>The Headteacher's Summer Term report was sent out to governors two weeks before the meeting and is filed with these minutes for reference. During the meeting, certain sections were highlighted or updated. These are summarised below.</p> <p><b>SATS</b></p> <ul style="list-style-type: none"><li>• The reading paper was much fairer this year and more easily accessible for the less confident readers. Generally, YR6 accessed those very well.</li><li>• We requested to be moderated for writing this year, to help us make sure we followed the process well.</li></ul> <p><b>What does moderation mean?</b> A moderator is trained by the County to moderate other schools. They are trained to recognise elements of the new assessment framework in children's writing. They look at several children's work and compare their assessment with the Teacher Assessment/judgement.</p> <p>In this case, the moderators agreed fully with our judgements. In fact, one child that we had assessed as working on secure but on the cusp of greater depth, was moved up to greater depth by the moderators. It was a positive professional dialogue, with the moderators looking for evidence to move the children up. This experience prepares us well for next year and is reassuring, as we now have validation from Hampshire to say writing assessment in school is accurate and writing is of high quality.</p> <ul style="list-style-type: none"><li>• Children have to know the technical vocabulary. <b>A governor asked if there is a page for parents on the internet with a glossary of terms, as many parents will not know this vocabulary well and might struggle to support their children.</b> It was agreed that Sharon Hamblin will add this to the literacy page on the school's website.</li><li>• The arithmetic paper was pitched right. The reasoning papers received no complaints, although the first one was more reasonable than the second.</li><li>• <b>A governor noted that the HT stated in the report that the children did not experience any high stress levels, although nationally there is a lot of stress around SATS.</b> The HT explained that some schools spend the whole year preparing for SATS which can have counterproductive results. In our school, although teachers prepare for SATS behind the scenes, children do not start their preparation until February. This means they do not get bored with the tests and they had a very positive attitude when sitting their SATS.</li></ul>	SH
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	<p><b>Pupil numbers</b></p> <ul style="list-style-type: none"><li>• Update on pupil numbers in September: The school lost the appeal hearing, despite this child being number 14 on the waiting list. This means we will have 92 pupils in YR6 next year and 367 pupils on roll.</li><li>• <b>What's the miscalculation by Hampshire that is mentioned in the report?</b> They awarded a place to twins ahead of a single child who was ahead of the twins. They then had to allow them all in and as a school, we have to accept that. We are coping with 92 per year group, although it is busy and not easy. <b>When you say you're coping, are you referring to the building?</b> Yes, there's sufficient space in the school to facilitate those pupils. We do, however, have to think about break time as this is busy. We may need to explore the option of split breaks, because it doesn't look like our numbers are going to drop.</li><li>• <b>We have so many children in catchment who can't get in, should we be looking at children on roll and increasing it?</b> There was a discussion around this topic with the following conclusions:<ul style="list-style-type: none"><li>- The total waiting list consists of over 40 pupils, with most of them living within the catchment area. The current YR3 has the largest waiting list with 17 pupils.</li><li>- This topic will be revisited in the autumn term.</li><li>- HT will talk to cluster colleagues, to look at capacity within the cluster and be able to plan ahead. It would be good to then invite a representative of the Local Authority who deals with school allocation to discuss this issue with the school and other schools in this area.</li><li>- In the meantime, the GB will also continue to monitor how the school is responding to the extra numbers.</li></ul></li></ul> <p><b>Other topics highlighted:</b></p> <ul style="list-style-type: none"><li>• Quality of teaching.</li><li>• Formative assessment arrangements. The spreadsheets produced by John (please add surname and function/role) have made data collection so much easier for teachers. We will roll this out from September. It is a more efficient system and data is available immediately. It does require teachers to keep it up to date, so we are now training the staff on how to use it. <b>A governor noted that if it works so well, it could be marketed to other schools to produce some income for the school.</b></li><li>• In-service dates. The 30 June was not spent on the planned contents due to the bereavement a member of staff suffered. Instead, we will look at longer term planning for the year on the 4<sup>th</sup> September. Monday 23 July 2018 is noted as an in-service training day, but the school will close for the</li></ul>	<p><b>AGENDA</b></p> <p><b>FGB</b></p> <p><b>HT</b></p>
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summer on the Friday before. Staff will have spent that training time on twilight meetings.

- Attendance: Attendance is looking strong. The gap between Pupil Premium children and other pupils is reducing.
- Exclusions. The YR5 child who has had external behaviour support is now back in school, although he attends mornings only. In September, he will be back in school full time. In order to meet his complex curriculum needs, we have advertised for full time Learning Assistant and we are applying for top up funding to help pay for this. We have had reasonable success with this child and are seeing small steps forward. **A governor noted he has built up a good relationship with his class and teacher and queried how this will be next year.** It was confirmed that the class will stay the same, although he also does a lot of work outside the classroom. **A governor asked if any thought has been given to what happens at the end of YR6.** The HT confirmed that the discussions about the appropriateness of mainstream YR7 are taking place already. He also commented that the Learning Support staff in YR5 have been fantastic. The outreach support has been more variable and it was felt they could have worked more positively with the school staff.

#### **YR6 SATS RESULTS**

The YR6 SATS results came out yesterday. The HT will photocopy the information for governors to take away and these are filed with the minutes. A summary of points raised:

- Compared to 2016 we have a percentage increase in every area (reading 2%, writing 7%, grammar 7%, maths 14%, combined 10% up on last year). We score over 80% in all areas. Given the school improvement plan we put into place, we are thrilled with such great progress this year.
- Some parents questioned if the most capable of youngsters would not miss out on Greater Depth if the enrichment group didn't run in the same way. We are pleased to see that this has not affected the results as the Greater Depth results are also good.
- We are above the national results in every area. Looking at the coasting criteria, we are slightly below for reading, but within this for all other areas.
- Our attainment profile has improved for the fourth year in a row. Overall, we are delighted as this is a culmination of four years' work. Seeing this groups profile on entry, they have been exceptional in work ethic and attitude and they can be proud of themselves. The teaching strategy has also been very good. We are confident in applying our strategy again.



	<p><b>Questions?</b></p> <ul style="list-style-type: none"> <li>• <b>What is the schools talent pool?</b> This relates to the staff: We identify skills and strengths of staff members across the school and use this to support other staff.</li> <li>• The governors thanked the HT for his comprehensive report and for having it out two weeks before. They stressed the importance for all governors to be aware of all items discussed in the report.</li> <li>• The HT noted that governors can always email questions they may have as he will be happy to answer them.</li> </ul>	
<p><b>7.</b></p>	<p><b>Progress Against SIP</b> This item was covered under item 6, the HT report.</p>	
<p><b>8.</b></p>	<p><b>SEN Information Report.</b> This item will be carried forward to the FGB on 13 September 2017.</p>	<p><b>AGENDA SEPT</b></p>
<p><b>9.</b></p>	<p><b>Review child protection / safeguarding arrangements (audit to be completed by 31<sup>st</sup> October).</b></p> <p>The Child Protection Policy, Safeguarding Policy and Allegations against staff and other pupils Policy were circulated before the meeting and are on the agenda tonight to be ratified by the Governing Body.</p> <p>The HT explained that the school adopts Hampshire model policies. When they revise a policy, they send the revised policy through with highlighted sections which show the changes made due to changes in legislation. The school then make sure they note these changes and that these changes are reflected in their practice.</p> <p>It was stressed that all governors have responsibilities under safeguarding. Since the current safeguarding governor will be leaving per September, another governor will have to take on this role in September.</p> <p>A governor requested paragraph six of the whistleblowing policy to include social media. <b>Another governor asked if there is a social media policy for teachers</b> and it was confirmed that this falls under the Acceptable Use policy which was recently revised.</p> <p>The following policies were ratified by the governors:</p> <ul style="list-style-type: none"> <li>• Child protection</li> <li>• Safeguarding policy</li> </ul>	



	<ul style="list-style-type: none"> <li>• Dealing with Allegations of Abuse Against Staff Policy – Sept 2017</li> <li>• Managing Allegations Against Other Pupils – May 2017</li> </ul>	
<b>10.</b>	<p><b>Safeguarding</b></p> <p>The safeguarding audit was circulated before the meeting and is filed with these minutes. It was sent as a draft, to capture any glaring omissions. It is a requirement for the GB to approve safeguarding admissions. This audit tool is a reassurance that we have the right systems in place.</p> <p><b>A governor asked if the most recent pupil survey was really conducted in March 2015, ie. two years ago.</b> The HT confirmed that this is true when looking at that kind of survey, but that different things have been put into place instead. It was agreed to amend the document to include the work being done instead.</p> <p>The Safeguarding Audit was approved by the GB and will be submitted to the Hampshire Safeguarding Children Board.</p>	
<b>11.</b>	<p><b>Assess the impact that the GB has had on School Improvement</b></p> <p>The governors had a discussion around the impact they feel they have had on school improvement. The following points were mentioned:</p> <ul style="list-style-type: none"> <li>• Support. Especially the Year Leader link visits. Governors have produced some good, professional reports and have supported the Year Leaders in their role.</li> <li>• We have added another level of scrutiny. We have analysed everything that happens in every year group.</li> <li>• Performance.</li> <li>• The HT expressed that he feels the GB does an excellent job. The GB asks questions on every document or discussion and is also proactive in its approach. Staff value the work the GB does.</li> <li>• Areas to improve on/develop further: <ul style="list-style-type: none"> <li>- We now have systems in place, so it's about maintaining them and building on them.</li> <li>- Letting things (e.g. link governor visits) become more regular.</li> <li>- Take reports from link visits back to the committees to compare notes. Sending reports to governors collectively will allow everyone to share knowledge.</li> </ul> </li> </ul>	
<b>12.</b>	<p><b>Review attendance and punctuality</b></p> <p>This item was covered under item 6, the HT report.</p>	



13.	<p><b>Monitor and evaluate behaviour</b></p> <p>This item was covered under item 6, the HT report.</p>	
14.	<p><b>Governor training, WGBT and new members of HT performance review panel.</b></p> <p>It was noted that not much has changes since this was last discussed. Many governors are booked onto courses in the new academic year.</p> <p><b>WGBT</b></p> <p>The governors were asked if they would like to follow the whole governing body training on ‘Developing outstanding governance’. In the competency framework for governors, this training ticks all six boxes and it builds on the skills audit we did previously. It is a form of self-evaluation. Since we are striving to become an ‘outstanding’ school, the GB needs to work on being ‘outstanding’ also. All governors agreed that this was a useful course. The only counterargument mentioned that the course looks inwards at the work of the governing body. It was questioned if it wouldn’t be better to focus more on the school as a whole. It was agreed that the training governor would do a poll by email and book in the ‘winning’ course for September.</p> <p>Other points discussed:</p> <ul style="list-style-type: none"> <li>• It was discussed how a course can be very interesting when it’s being completed, but then gets forgotten about because of the infrequency of governance work. It was suggested governors would write a short review of any course they complete and share this with other governors. This will be reviewed in the FGB on 13 September 2017.</li> <li>• It was mentioned that more schools are moving into a different governance structure, where they omit the committees and have FGB’s only. It was agreed to review the committee structure in September.</li> </ul>	<p><b>ND</b></p> <p><b>AGENDA SEPT</b></p> <p><b>AGENDA SEPT</b></p>
15.	<p><b>Review arrangements for recruitment of new governors and their induction</b></p> <p><b>Co-opted governor:</b> There are two co-opted vacancies which have now been advertised. It was suggested that if co-opted governors could not be found, a parent governor could move into a co-opted vacancy and the school could then recruit an additional parent governor.</p> <p><b>Parent governor:</b> There will be one parent governor vacancy in September. It was agreed to review this in the FGB on 13 September to see if any co-opted governors had been found. It could then be decided whether to recruit one or two parent governors. The recruitment process would then start after the FGB meeting.</p>	<p><b>AGENDA SEPT</b></p>



<p><b>16.</b></p>	<p><b>Single central record (annual check)</b>          The annual check needs to be done again in the autumn term. This will be done by the Chair and HT.          DBS checks are being completed for staff who have not been DBS checked recently.</p>	<p><b>Chair/ HT</b></p>
<p><b>17.</b></p>	<p><b>Review transition arrangements</b>          The transition arrangements have been successful. The YR3 joining us next year does have some less confident pupils, which will impact us on our SEN profile.</p>	
<p><b>18.</b></p>	<p><b>Governor Visits /Governor Monitoring Plan</b>          The governors reviewed the 'Governor monitoring visits summary for summer 2017'. It was decided this document needs to be revisited on 13 September 2017.</p>	<p><b>AGENDA SEPT</b></p>
<p><b>19.</b></p>	<p><b>Premises, Health and Safety (H&amp;S) and Security Update</b>          The chair visited the HT on 12 June 2017 and was also present during the fire evacuation practice on 4 July 2017. Only the office staff were pre-warned and all children and staff were out of the building in less than two minutes.           The Chair and HT will complete a Building and site inspection on 1 September 2017, before the school opens again for the new year. This will ensure the site is clear and ready to go.           A governor asked if Ray West is coming in. It was confirmed that Ray West will be coming in to the school in September to audit the school's H&amp;S procedures. The HT explained to all governors that Ray West offers an alternative service level agreement which we were keen to buy into. Other schools are using him and have said he is excellent and very thorough.</p>	<p><b>HT/ Chair</b></p>
<p><b>20.</b></p>	<p><b>Update on PP &amp; Sports Provision</b>          This item was covered under item 6, the HT report.</p>	
<p><b>21.</b></p>	<p><b>Summer term sub-committee meeting minutes</b>           Curriculum committee:</p> <ul style="list-style-type: none"> <li>The HT was requested to do a presentation on the new tracking system. He suggested that John Langdon does this during the autumn term to bring governors up to speed with assessment. A governor suggested that all governors be invited to this part of the committee's meeting, as all could benefit from this presentation.</li> </ul>	<p><b>Clerk/ Chair of CC</b></p>



	<p>Strategic planning:</p> <ul style="list-style-type: none"> <li>• <b>Where are things in regards to breakfast and after school?</b> At the moment, 12-15 children have been signed on, who are committed to use the facilities long term. She also has 5-6 interim/emergency places. The provider thinks that, by the end of the autumn term, she will be looking at 20-25 children on some evenings.</li> </ul> <p><b>Will she be providing holiday provision as well?</b> She wants to run the breakfast and after school provision for a year before starting the holiday provision. However, she is happy to look at offering this from July 2018 if all continues to go well.</p> <p>A governor noted the importance of being clear on boundaries and expectations as this is an external provider using the school premises. If any behavioural issues were to occur, this would not be the schools responsibility. The importance of being clear on this whilst maintaining good relationships was stressed. It was also highlighted that the governing body would not be expected to monitor this provision as it's an external provider.</p> <p>There were no issues arising from the Finance and Resources Committee and the Personnel, Performance and Pay Committee.</p>	
<p><b>22.</b></p>	<p><b>GB Code of Conduct</b></p> <p>After receiving feedback from governors on the initial draft, the Code of Conduct has been updated to incorporate all comments made. This updated draft has been circulated to all governors before the meeting.</p> <p>A few points raised (to be amended by chair):</p> <ul style="list-style-type: none"> <li>• Quorum for FGB should be at least 50% of governors in post (not 4).</li> <li>• We're committing to an annual skills audit. The governors discussed the benefits of this and decided to rephrase this section. It was felt that a skills audit should be completed on commencement as a governor (as part of induction programme) and when the need arose.</li> </ul> <p><i>ND left the meeting at this point, at 18.52pm.</i></p>	<p><b>Chair</b></p>
<p><b>23.</b></p>	<p><b>GB self-evaluation</b></p> <p>Most of the action points on the self-evaluation have been completed. The induction procedure will be put into place when new governors join.</p> <p>The Chair is mindful of the fact that the GB is currently not sending letters to parents or stakeholders, reporting on what the GB is doing. This should be done at</p>	



	<p>least once a year. It's good in terms of partnership with parents. It shows the GB acknowledges what the school has achieved, but also lets people know what the role of the GB is.</p>	
<b>24.</b>	<p><b>GB Skills audit</b> The Skills Audit was discussed under item 22. The scores from the Skills Audit have been reviewed by the Chair and DTG and will be used in planning governor training and development.</p>	
<b>25.</b>	<p><b>Meeting dates 2017 – 2018</b> Some dates have been changed to fit in with the prospective new clerk. The summary of dates was distributed to all governors before the meeting and is filed with these minutes.  The question was raised if the 5pm starting time is too early for some governors. It was noted that some governors need to leave early due to other commitments and that therefore the start time of 5pm is better than 6pm.</p>	
<b>26.</b>	<p><b>Inset days 2017 – 2018</b> This item was covered under item 6, the HT's report.</p>	
<b>27.</b>	<p><b>Officers for next year. Agree election arrangements.</b> During the FGB on 13 Sept 2017 the Chair and Vice-Chair for the new academic year will be elected. The code of conduct states that governors need to self-nominate for these positions before the agenda for this meeting goes out, so that their names can be noted on the agenda.  Since this meeting is so early on in the term, it was decided that governors will be emailed at the end of this term, asking them to self-nominate for these positions. The information will then be available for the clerk to add to the agenda.</p>	<b>Chair</b>
<b>28.</b>	<p><b>Meeting start time change from 5:00 to 6:00 pm.</b> This was covered under item 25.</p>	
<b>29.</b>	<p><b>Feedback Year Leader Presentations 28<sup>th</sup> June</b> The governors thanked the Year Leaders for the hard work that went into these presentations. The HT noted that they are reorganising the way these presentations are made and presented to make them more time effective.</p>	
<b>30.</b>	<p><b>Any other urgent business</b> Governors were invited to attend the celebrations assembly on 24 July at 10am, in which children will get to meet and thank governors and parent helpers. The assembly will be followed by pastries, teas and coffees.</p>	<b>All</b>



<b>31.</b>	<b>Items for the next agenda:-</b> a) GB elections b) SEN information report  Arising from these minutes: <ul style="list-style-type: none"><li>- Review waiting list/pupils on roll (FGB 13 Sept)</li><li>- Review committee structure</li><li>- Governor vacancies (parent governor/co-opted governor)</li><li>- Review governor monitoring visits summary document</li><li>- Review suggestion to write short review/report on any training completed</li></ul>	
<b>32.</b>	<b>Date of the next FGB meeting – 13<sup>th</sup> September 2017</b>	

Meeting closed at 19.08pm

I confirm that this is a true and accurate record of the meeting.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Actions arising from the minutes of FGB 5 July 2017

Agenda item	Actions agreed	Responsibility	Completed
5	Circulate written End of Year reports to governors	HT	
6	Add glossary of terms to literacy page on website	SH	
6	Discuss capacity within cluster with other schools and invite LA to discuss	HT	
6	Monitor how school is responding to extra numbers	FGB	
10	Submit the Safeguarding Audit to the Hampshire Safeguarding Children Board		
14	Do poll and book in WGBT for Sept	ND	
16	Complete annual single central record check	HT / chair	
19	Compete building and site inspection on 1 Sept	HT / Chair	
21	Invite all governors to Curriculum committee when assessment process is presented	Chair of CC/ clerk	
22	Amend code of conduct	Chair	
27	Email governors at end of this term asking for nominations	Chair	
30	Attend celebration assembly on 24 July at 10am	All	