



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY MEETING HELD ON
2ND DECEMBER 2015 AT 5PM**

Present:

Kevin Briscoe (KB)	Co-opted Governor
Tanya Culley, (TC)	Parent Governor
Clive Davison (CD)	Co-opted Governor
Janet Dulledge (JD)	Foundation Governor
Nichola Dunning (ND)	Parent Governor
Rob Rees (Chair)	LA Governor
Andrew Stockton (HT)	Headteacher
Debbie Whittingham (DW)	Foundation Governor
Sharon Hamblin (SH)	Co-opted Governor
Sandy Matheson (SM)	Foundation Governor
Rebecca Bleeck (RB)	Staff Governor (left meeting 5.40pm)
Marisa Lamb (ML)	Parent Governor

In Attendance: Bev Hughes (Clerk) Local Authority Clerk

Apologies: Charlotte Weavers (CW) Associate Member

Quorate: ✓

Agenda Item	
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.05pm and thanked everyone for coming. The chair confirmed that apologies had been received and accepted for CW who had a training session at the infant school.
2.	Declarations of Pecuniary Interests and Updated Forms: No declarations were made for the current meeting
3.	Introduction of new Parent Governor: The chair introduced ML to the GB as the newly elected Parent Governor. Introductions were made.
4.	Election of new Co-opted Governor: SH was asked by the chair to leave the room. The HT commented that SH would bring a wide skill set to the GB and was very approachable to other staff members. A vote took place and it was unanimously agreed that SH should join the GB. SH returned and the chair welcomed her to the GB.
5.	Minutes of the meeting held on 16th September: These were agreed to be a true and accurate record of the meeting and were duly signed by the chair.
6.	Matters arising from the minutes of the last meeting: 2. Pecuniary interest forms to be completed by ND and the Finance Officer. Details to be posted to website. This to be discussed by RR and the HT at their next meeting. A discussion ensued around pecuniary interests and governor attendance.

Signed by Chair.....



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	<p>Action point: Clerk to send out description of pecuniary interests</p> <p>20.(previous action) 'No dog' sign to be displayed -completed 5. Governor school visits forms to be sent to governors and copies kept in school office-completed. 7a. Committees to review current TOR and bring to next FGB –to be re-added to next FGB 10f. HT to correct Child Protection policy numbering - completed 7d. Letter to be distributed to parents advising of them of current governor vacancies.- completed 11. Governor Visit document to be resent to GB -completed 12. SMSC link to be moved to front page of school website - completed</p>
<p>7.</p>	<p>Head teachers Report:</p> <p>The HT commented that his report (previously distributed) was linked in with feedback from Raise Online and the school SIP. He had reordered the report and the headlines now matched the new Ofsted framework, it also matched the new SEF. New strategies had been implemented on writing due to it being highlighted blue on Raise Online.</p> <p><u>National challenges</u> – the HT commented that funding over the next 3 years would be a challenge. There would be no increase which would produce significant challenges and revenue would have to be found going forward. Up to 70% of schools across the country could be facing a deficit situation. There would be no increased funding and Hampshire needed to find £125m over the next few years and this would also present a challenge going forward.</p> <p><u>Recruitment</u> –there was an increase demand on teachers and workloads had also increased because of additional assessment. They needed to account for pupils in a much more direct way. One member of support staff was LTS and would not be back until January or possibly later. Statutory Sick Pay had kicked in. The school was missing the teacher and her expertise. All Performance Management meetings had been completed and they had all been very positive.</p> <p>Safeguarding – an audit had confirmed that there was a robust plan in place. All staff had completed the Online Channel General Awareness training and the HT would be carrying out further training with all staff. He felt that there were ahead on the training.</p> <p>Chair statement– We'll need to have it minuted at the C&C committee meetings.</p> <p>The HT commented that the staff may see children who may say something extreme, the comments would have come from somewhere and they needed to know how to follow the safeguarding procedures.</p> <p>RB commented that the training had also flagged up vulnerable groups they may not have identified.</p> <p>The HT commented that the emergency evacuation and lock down procedures also needed to be reviewed given recent events.</p>



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Governor question – Have you ever done a lock down rehearsal?

The HT replied that they hadn't

Governor Statement – They need to do it and be used to it

The HT commented that there had been an incident at Fawley last year and the children had been kept in and they had made the school as air tight as possible.

RB commented that the more they thought through the procedures the easier they would be to carry out.

The HT commented that they also needed to carry out an evacuation to the Infant School.

Action point – Finance and Resources Committee to review policy regarding lock down and emergency evacuation.

Teaching and Learning – The HT confirmed that writing needed to be a focus for disadvantaged children. He also commented that RB had completed some excellent work with regard to this.

Governor question – Is it 90%+ ARE or 85%+ ARE given the visits I have completed.

The HT confirmed that for Year 6 it was 85% in Maths but that the school needed to be aspirational with its targeting.

The HT commented that they were getting to grips with using the tracking documents. The phase 1 assessment had been completed, they were getting to grips with the expectations and this was improving all the time. It was a model that was not easy to implement. At mid-point in the Spring he would be able to report on what proportion of children were on target to reach ARE in maths, reading and writing.

Chair question – So we're using the Hampshire model?

The HT confirmed that yes they were. They liked it now they had got to grips with the content and the language. The challenge was learning the new level system and the evidence that is required.

Governor question – Is it being used by the other cluster schools?

The HT confirmed that it was with the exception of Locks Heath. The school had a maths partnership with Locks Heath school and there were more professional discussions happening within the cluster on reading, writing and maths in order to deepen learning. The first meeting would be held at the school in January for Year 6 teachers across the ward.

The HT commented that it was a 3 year implementation cycle.

RB commented that within her role of SENCO she was also working with a wider range of Fareham schools.

5.40pm RB left the meeting.

The HT handed around Raise Online data and referred to specific pages:



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Page 30 – Areas badged green were good, those badged blue needed to be worked on. Value added is progress with 100 being expected progress. Last year the school achieved Maths 99.9, Reading 100.2 and Writing 99.0 and as a result writing had brought down a lot of ratings. In particular boys writing needed to be worked on.

Chair statement – It's a trend and we don't want it to continue.

The HT agreed and confirmed that boys had already been addressed in the SIP. He further explained that Key Stage One assessments were externally marked tests until 2003, after which it was left to schools themselves to measure pupil attainment. Before 2003, infant schools achieved only slightly higher Key Stage One scores than primary schools, but after teacher assessment was introduced, their scores started to diverge strongly. The pattern of this divergence is very clear. There is little evidence that infant schools are taking advantage of teacher assessment to inflate the scores they give pupils. Instead, teacher assessment in primary schools produces lower judgements of Key Stage One attainment, thus lowering their bar to show impressive pupil value-added at Key Stage Two.

Governor statement – we thought that the KS1 statistics have been inflated before.

The HT commented that this was why the progress measure looks worse than other primary schools.

Governor statement – It's not a fair comparison.

The HT confirmed that it wasn't and that he hoped the information given gave them an indication of why writing looked weaker and that this was one of the reasons why. They had made great progress but results were reported in a different way.

Chair question – Are the government considering the introduction of externally evaluated KS1 tests?

The HT confirmed that they were and an equitable system between KS1 and KS2 needed to be introduced so that assessments are fair.

Chair question – Can that be used in the Infant School?

The HT replied that the school had introduced a baseline assessment and it showed significant gaps when assessed against the new curriculum. 40-50% of children were below ARE on entry in Year 3. The government would set aspirational targets. This would not go away and in the meantime Raise Online would not change and would work on the proportion of children expected to be at ARE at Year 6.

Governor question – How many baseline assessments have been done across the cohorts?

HT confirmed that this had been completed to date in the current Year 3. They had data and evidence from early entries of the current cohorts.

Governor question – Are there any local junior schools we can compare our stats against?

The HT commented that the school was similar in reading and in maths, writing was stronger but they still needed to work on writing.

Chair statement – It has showed up in each year group.



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	<p>The HT replied that it had but the gaps had been closing.</p> <p>Governor question – What about the current year 6?</p> <p>The HT confirmed that writing was in line with expectations but not a great deal stronger. Possibly 75% would make ARE at the end of year. It was a weaker cohort on entry. They were working to close the gaps.</p> <p>Governor statement – The tests are incredibly difficult, we are expecting a lot of them.</p> <p>The HT replied Year 6 assessments reflected where they were, the assessments had been robust and extremely accurate.</p> <p>Governor statement – We know what we need to do, we have a plan in place and we must take heart from that.</p> <p>The HT confirmed that pupils had exceeded progress in reading. KS1 reading – 8 children at Level 2A made expected progress, 17 achieved Level 5, there was 1 child who did not make Level 4. Osted would use this information to make judgements on whether the school was good or outstanding.</p> <p>The revised targets for 2016 were as follows:</p> <p>Reading 92% ARE SP&G 80% ARE Maths 85% ARE</p> <p>With a target of 80-85% across all 3. The national target was 65%.</p> <p>Chair statement – The evaluation questions on pages 15 and 18 of the report would be useful for Link Governors to use during visits and to report on.</p> <p>The chair thanked the HT for his report. It was evident that a lot of hard work had been put in. It was important for the GB to understand the Raise Online data. He asked the HT to pass on the GB's thanks for the tremendous results academically and across all other areas in 2014-15. The GB really appreciated the time and effort put in by all.</p>
<p>8.</p>	<p>Governor Visits:</p> <p>The chair reminded the link and subject governors with visits outstanding to complete them before the end of term. He confirmed that SEN and G&T had been completed. ND offered to cover the area of Sports Premium.</p> <p>Chair question – The contribution from Henry Cort has been cut back?</p> <p>The HT confirmed that it had been reduced by half. There was a summary on the school website reporting how the Sports Premium funding had been spent and its impact. The</p>



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	<p>schools gold level reflected the quality of teaching, the range of activities and the competitions the school had taken part in.</p> <p>Governor question – Will we have access to the new pool?</p> <p>The HT confirmed that they would, He submitted an expression of interest and had asked Year 5 be able to swim throughout the year.</p>
<p>9.</p>	<p>Summative report regarding pay and HT review from Chair of P,P and P Committee: TC confirmed that the pay audit had been completed by TC and RR.</p> <p>The next part of this item was recorded as a confidential minute. SH (staff member) was asked to leave the room; RB had already left the meeting.</p> <p>SH returned to the room.</p> <p>The HT commented that he had previously circulated his report on the overview of the Performance Management process.</p>
<p>10.</p>	<p>Pay Appeals Committee and P, P and P Committee membership: TC commented that a discussion had been held with regard to the forming of a Pay Appeals committee but it had been decided that if required it would be convened using other members of the GB who were not tainted. SM clarified this and it was agreed by those present.</p>
<p>11.</p>	<p>Discuss annual visit report by LLP (due between October and April): The HT gave a summary of his reflections following the visit: Raise Online had been reviewed and a discussion had been held on where writing was and possible areas to be addressed for example boys and disadvantaged children. They explored writing journeys, walked the school, which highlighted the children’s work already in place. The HT had also visited another school which he had found very useful. The writing expectations had been very clear and the school had taken this on board. They had looked at feedback and how they could get children to respond immediately to it. They had implemented a revised marking policy and had already seen the impact of this. It had been a good reminder that good writing needed investing in but that coupled with this there were some non-negotiables. Actions being carried forward were:</p> <ul style="list-style-type: none"> • Review marking policy at Level 2 • What does good feedback look like • Produce a leaflet to parents around marking • Writing success to be ongoing within all work for example science reports • Build a portfolio in writing to evidence the children’s journey in readiness for Ofsted • 14.03.16 mini inspection to take place to prepare the school for any inspection. <p>Governor question – Is the school still judging itself as good?</p> <p>The HT confirmed that they had agreed that they were. They had matched the judgements of last year as there were limiting factors such as writing.</p> <p>Governor statement – If Ofsted don’t come until September next we may be in a better situation.</p>



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	<p>The HT agreed.</p> <p>The chair thanked the HT.</p>
12.	<p>Agree equalities information and review progress against equality objectives: The HT commented that the equalities information on the website was being reviewed. There was a single statement that could be used to summarise everything. It would be looked at in the next couple of weeks and be discussed at the Strategic meeting next term in readiness to bring to FGB.</p> <p>Action point: Clerk to add equalities information to next Strategic agenda.</p>
13.	<p>Consider how the pupil premium and sports premium is being spent within the school: It was agreed that this had been covered in the HT's report.</p>
14.	<p>Approve and ensure the submission of the Schools Financial Value Statement on the online form by 31 March: It was agreed that the school was ahead of progress. Chair question – Can we delegate this to the Finance and Resources Committee rather than FGB? This was agreed by all.</p> <p>Action point : Submission of SVFS form to be completed by Finance and Resources committee by 31/01/16</p>
15.	<p>SMSC The HT confirmed that they had held a fantastic focus week. There was lots of evidence on display for example 'Windows of the World'. In the Summer term they would be having an 'Enterprise Week' with a school in Ethiopia and beyond that SMSC was a focus all around the school primarily stemming from the school hall.</p> <p>Governor question – At Bursledon we had a SMSC governor?</p> <p>The HT confirmed that 3 governors currently covered this area with regular 'Forging Values' meetings.</p> <p>Chair statement – Could we discuss the findings of the 'Forging Values' meetings at the Child and Curriculum meetings so they are minuted.</p> <p>Action - Forging Values meetings to be added to C&C agendas by clerk</p>
16.	<p>Review of Statement of Financial Expectations: The chair confirmed that this was being covered by the Finance and Resources Committee but would also be discussed at the next FGB.</p> <p>Action point – SVFS to be added to next FGB agenda by clerk.</p>
17.	<p>School Thematic Review of Governance undertaken by the LA: The chair confirmed that he and the HT had reviewed this. The LA had undertaken a review of</p>



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	<p>10 schools around governance. They had found variations across the schools and the report had highlighted potential shortfalls. The chair and HT were happy that in their case most items were in place however they felt information on the school website needed to be reviewed along with the completion of a skills audit. Also the training records for each committee needed to be updated at the relevant meetings</p> <p>ND gave a brief update on training: It cost £1375 to have full access to training so far ytd the GB would have spent £1834. She had reviewed courses and her findings suggested that primary courses required for committees for example 'Understanding Health and Safety in Schools' had not been completed.</p> <p>Action point – ND to email GB training list.</p> <p>She asked those on the GB that if they booked a course they pressed the button when booking so that ND was notified. She also asked that certificates of completion were printed off.</p>
18.	<p>Any other business: None</p>
19.	<p>Items for the next agenda: Review of TOR SVFS</p>
14.	<p>Date of the next FGB meeting - 7th March 2016 This was agreed. The chair closed the meeting at 6.40pm and thank all for attending.</p>

Min	Action	By	Completed
2. 9/15	Pecuniary interest forms to be completed by ND and Finance Officer. Details to be posted to website. To discuss at next meeting of HT and RR.	HT/RR	
6.	Send out description of pecuniary interests	Clerk	Completed
7a. 9/15	Committees to review current TOR and bring to next FGB –to be re-added to next FGB	All chairs/ Clerk	
7.	Review policy regarding lock down and emergency evacuation.	Finance & Resources Committee	
12.	Add equalities information to next Strategic agenda.		Completed
14.	Submission of SVFS form to be completed by Finance and Resources committee by 31/01/16	CD	
15.	Forging Values meetings to be added to C&C agendas	Clerk	Completed
16.	SVFS to be added to next FGB agenda.	Clerk	Completed
17	Email training list to GB	ND	