



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY MEETING HELD ON 8TH MARCH 2017 AT 5PM

Present: Janet Dulledge (JD) Foundation Governor
 Nichola Dunning (ND) Parent Governor
 Rob Rees (Chair) LA Governor
 Andrew Stockton (HT) Headteacher
 Sandy Matheson (SM) Foundation Governor
 Marisa Lamb (ML) Parent Governor
 Ken Cordner (KC) Foundation Governor
 Andy Hamman (AH) Co-opted Governor
 Tanya Culley (TC) Parent Governor
 Sharon Hamblin (SH) Co-opted Governor

In Attendance: Bev Hughes (Clerk) Local Authority Clerk

Apologies: Rebecca Bleeck (RB) Staff Governor
 Charlotte Weavers (CW) Associate Member
 Kevin Briscoe (KB) Co-opted Governor

Quorate: ✓

Agenda Item	
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.02pm and thanked everyone for coming. It was noted that apologies had been received and accepted for RB, CW and KB.
2.	Declarations of pecuniary interest: None.
3.	Any other urgent business: The HT confirmed that he would like to take governor photographs after the meeting.
4.	Minutes of the meeting held on 30th November 2016: These were agreed to be a true record of the meeting and were duly signed by the chair.
5.	Matters arising from the minutes of the last meeting: 18. 3.2016 DBS application details for KC to be chased - completed 22 4.2016 Cost of sink and toilet installation for music room to be investigated – completed. The HT confirmed that excavation work for the main drain was being investigated and he was awaiting the outcome. 6. Skills audit to be completed – completed by ND. 24.1 NOR and Breakfast/After School Club to be added to next Strategic and FGB agendas – completed. 24.2 Breakfast/After School Club staff survey to be completed – completed. The HT

Signed by Chair.....



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	<p>confirmed that he had spoken with the staff and they had no concerns other than any interference with class preparation.</p>
<p>6.</p>	<p>Headteacher's Report and Questions:</p> <p>The report had been sent out previously for review. The HT summarised the report to the GB. With regard to the national funding formula the lump sum had been reduced by £15,000 to £160,000 but per pupil element had increased which had impacted on some schools in Hampshire significantly. The consultation would close on 22.03.17 and the HT planned to respond outlining his moral concern that small schools and disadvantaged schools had been hit considerably more than others. Between now and 2020 there would be an 8% decrease in the budget in real terms. The school budget share was up £20,000. A discussion ensued on schools impacted in the local area and the possible reduction of the lump sum to £110,000 which would impact greatly on small, local schools. The HT commented that £3.5 million pounds was sat across the Hampshire area as money was being ear marked for future projects and then not spent.</p> <p>The school had been asked to take two additional children under the Fair Access Protocol, one in Year 3 and the other in Year 4, resulting in two classes with 32 children. The total on roll was now 363, the highest number ever.</p> <p>Chair question – Do we notice the high numbers?</p> <p>The HT replied that they noticed it in the playground when it was full and also in the school hall. 96 children had first preference choices for the school in September and therefore the HT anticipated appeals which may impact on class numbers going forward. A discussion ensued on local schools and their numbers, all of which were at capacity.</p> <p>Governor question – Could you be forced to take children?</p> <p>The HT replied that the school could use an emergency PAN to increase admission numbers to 92. If the number remained at 90 and there was an independent appeal the school could be forced to take a child.</p> <p>Governor question – Are there sufficient places in the local area?</p> <p>The HT replied that the Local Authority felt there were sufficient spaces. By 2018/19 the school could possibly be looking at 370 children on the roll but numbers would need to be reviewed regularly and numbers going forward may increase to 32 in a class. The chair agreed.</p> <p>Governor question – Have you been asked by the Local Authority to go to four forms of entry?</p> <p>The HT replied that he had not.</p> <p>Governor question – Are the 18 children on the waiting list spread across all years?</p> <p>The HT replied that there were two in year 5 and the remaining 16 were spread across Years 3 and 4. He expected this number to increase next year.</p> <p>The Green Paper consultation had closed at the end of December, Grammar Schools were still being discussed and he expected changes to possibly take place from 2020. This half term the school was taking a more holistic approach to monitoring the quality of teaching. Between the 6th and 31st March the monitoring would focus each week on a year group beginning with Year 5.</p> <p>Governor question – Does this reflect an Ofsted approach on the quality of teaching?</p> <p>The HT replied that they were taking a much broader view but the school needed an evidence base.</p> <p>Governor question – Do you expect to repeat this again?</p> <p>The HT replied that he would like to repeat it in the second halves of the Spring and Summer terms.</p> <p>Teaching and Learning figures had been broken down into separate subjects and there was nothing of concern.</p>



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	<p>Governor question – How do the figures compare with last year’s outstanding observations?</p> <p>The HT replied that they were slightly higher this year. The school had achieved 35% at the end of last year compared with 25% at the present time which would be considered outstanding for an Ofsted inspection. The HT explained the new bands of teaching to the committee. Where there had been concerns around groups of children who had not made the progress hoped for, their books had been reviewed at the end of the week to check for progress.</p> <p>Current staffing would suggest that sadly the school would not be able to retain their two NQT’s. They were both aware of the situation and the school was supporting them to find alternative employment.</p> <p>The HT agreed to email the GB with details of anonymised work sampling for Year 5. The HT confirmed that they had had a fixed term exclusion of one day for a pupil. The situation appeared to be improving and they were working very hard with the child. One child in Year 6, who had not been attending school, had since returned full time and his mock SAT’s results had been very encouraging.</p> <p>The report included the end of Phase 1 data. The data for Phase 2 was looking much stronger with 80 to 85% of children on track. Recent NFER tests showed performance at 85 to 90% in Years 3, 4 and 5 which was typical at that level and was therefore encouraging.</p> <p>The HT explained the difference between the progress levels used with parents and those used by the school to measure progress. The assessment model was from Hampshire and a video would be published on the school website to explain the system to parents.</p> <p>With regard to mock SAT’s, the results were significantly better than last year and a much higher number of children had achieved the national standard. Gaps were being filled and interventions had been very focused.</p> <p>Pupil progress gaps had been closed in Phase 2 and there was evidence in place to show this.</p> <p>The school budget situation was looking good and the school hoped to carry forward £62,000 (sixty two thousand pounds) this year and were aiming to fund interactive panels and new IT equipment.</p> <p>One Parents Evening date had been changed and they would now be held on 23.03.17 and 29.03.17. RR would attend on 23.03 and TC on 29.03. The HT encouraged the GB to attend school assemblies.</p> <p>The mid-year reports had been previously sent out for review and the HT encouraged Link Governors to use them in conjunction with their visits.</p> <p>Action point 6.1- Email the GB with details of anonymised work sampling for Year 5 – HT</p> <p>Action Point 6.2 – Link governors to discuss the mid-year reports with year leaders – Link Governors</p>
7.	<p>SEN Provision: It was agreed that this had been covered under Item 6.</p>
8.	<p>Staffing Summer and Autumn Terms: The HT commented that other than the two NQT’s as previously discussed, no further changes were anticipated. A new Admin Officer had been appointed to replace Jo Bryan. The chair commented on how well she had performed at interview and she would be working alongside JB for two weeks.</p>
9.	<p>Budget: Actual vs Budget and 2017 / 2018 update, NOR and Priorities for the Coming Financial Year: It was agreed that this had been covered previously. The HT commented that the budget was looking good and the chair thanked the HT and JB for their efforts with regard to this.</p>



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<p>10.</p>	<p>Approve and Ensure the Submission of the Schools Financial Value Statement by 31 March 17: This had previously been sent out for review. Governor question – Have we evidenced benchmarking? The HT confirmed that JB had completed this at two levels. A discussion ensued and it was agreed that governors should evidence this alongside the Admin Officer reporting at the Finance and Resources Committee meeting. The SFVS submission was unanimously approved by the GB. Action Point – Governors to see samples of benchmarking data - HT</p>
<p>11.</p>	<p>Review and Approve Preventing Radicalisation and Extremism Policy: The HT confirmed that the only changes had applied to the risk assessment attached to the policy. Two Safeguarding training sessions had been arranged for 14.03.17 and 21.03.17. The policy was unanimously approved by the GB.</p>
<p>12.</p>	<p>Review and Approve Emergency Evacuation and Lockdown Policy: This had previously been sent out for review. The HT commented that a full lockdown would be completed in the Summer term. The policy was unanimously approved by the GB.</p>
<p>13.</p>	<p>Premises, Health and Safety (H&S) and Security Update: The chair confirmed that two health and safety checks had been completed this term, one on documentation and the second an audit of the school site and building premises. The HT confirmed that any actions identified were in the process of being addressed.</p>
<p>14.</p>	<p>Update on PP & Sports Provision: The HT commented that he was unable to confirm the amount of the Pupil Premium allocation which was due in April but it should be similar to that of last year. Sports Premium had been ring fenced for the next three years. Regular updates on spending were published on the school website,</p>
<p>15.</p>	<p>Food Standards: The chair confirmed that the meeting of food standards regulations was covered by Hampshire Food Services. A discussion ensued on the issues encountered as a result of the kitchen refurbishment where lunches were now being prepared at Park Gate School.</p>
<p>16.</p>	<p>Breakfast /Afterschool Club: The HT commented that there was a now a need for a club especially as one of the key providers in the area was no longer going to offer this service. He wanted to provide a service rather than revenue and so the plan would be to use a service provider. Amy Fernandez had previously contacted the school with an excellent plan and the school had now approached her. She would be meeting the HT and DHT on Friday. They were looking to take 16 to 20 children initially and leasing the building would provide the school with a reasonable income. Caretaking would need to be reviewed with regard to locking up. The club would be based in the IT Suite or library and should not impact on any other users. The HT would look at a one year contract, starting in September, with a view to expand. A holiday club may also be considered going forward. Governor question – Longer term would we look at using the Music Room? The HT replied that this would be a possibility. A discussion ensued on possible numbers and whether 20 spaces would be sufficient.</p>
<p>17.</p>	<p>Safeguarding: It was agreed that this had previously been covered.</p>
<p>18.</p>	<p>Governor Visits /Governor Monitoring Plan/ Review Evidence: The GMP Spring summary sheet was handed out for review. The chair went through the GMP with the GB:</p>



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	<ul style="list-style-type: none"> • Forging Links had been completed • Sex Education would be completed by TC • The Child and Curriculum Committee covered Equality and Diversity • SEN was being covered by ML • Health and Safety was being covered the chair and the HT • Well Being was ongoing and was covered by all of the GB • Finance /SFVS was covered by the Finance and Resources Committee • Performance Management was covered by the P,P&P Committee and discussed at FGB • Pupil and Sports Premium were covered by ML and RB • SMSC was to be completed • SIP priorities were in progress • Writing was covered by KB • Maths had been completed by RR with a second meeting scheduled • Pupil Premium was covered by ML and RB • The school curriculum was to be checked against success criteria and the mid-year reports. • Link Visits – Years 3 and 4 had been completed, reports were awaited for Years 5 and 6. <p>The HT commented on what a fantastic job had been done by the GB and thanked them for their efforts. The school SEF commented on how proactive and robust the GB was. Triangulation was now in place and outstanding governance was being displayed. The HT thanked the chair for his efforts in chasing outstanding visits and reports. The teachers had also seen a positive difference in governance. A governor commented on the huge amount of work completed by the teachers. The HT further commented that the school was in a really good place unlike some other local schools and he checked with his teachers every day to see if they were ok and he gave them time to complete their work.</p> <p>Governor question – Teacher sickness is low but LSA sickness levels are quite high, is there a reason for this?</p> <p>The HT commented that LSA subject knowledge was increasing and they were very much needed. 61 days had been lost due to hospital appointments, minor operations and colds and flu. He also appreciated that they carried out a very complex job for relatively low pay. A discussion ensued on the possible reasons behind the absence and that the LSA's should be made to feel as valued as other staff. The HT felt that the LSA's had genuinely been poorly and the level of commitment of his teaching staff was fantastic. The HT felt the GB needed to keep a close eye on the workload of the LSA's. Three LSA's had asked to undertake teacher training which would suggest that they were enjoying the role. A discussion ensued on the low pay of LSA's. The HT further commented that LSA sickness had dropped but was still high and historically there had been a similar pattern.</p>
<p>19.</p>	<p>Feedback on Progress of Development Points from GB SEF:</p> <p>The chair confirmed that there were seven areas identified for development:</p> <ul style="list-style-type: none"> • 1a) Our governing body is appropriately organised (size, skills, composition and committee structure) in order for it to carry out its responsibilities effectively. – A skills audit had been completed to address this • 1b) All of our meetings (including committees) focus on strategic priorities, are effectively and well attended – the TOR were in use to support this. • 1e) New Governors are well supported in school to become effective in their new role



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	<p>– one governor had not felt supported but the induction process had been reviewed.</p> <ul style="list-style-type: none"> • 2c) Through our engagement in school self-evaluation and our own monitoring and evaluation processes we have a shared understanding of the school's strengths and weaknesses – the right questions were being asked at committee meetings and link governors were providing feedback • 2d) We use our understanding of the schools' strengths and weaknesses to ensure that we make an active contribution to the strategic planning process – they were ensuring that discussions were being held at committees and at FGB • 2e) We keep parents / carers well informed about the school and we regularly consider the views / perceptions of all stakeholders and use these to inform the improvement planning process –this had been addressed through parent meetings/ newsletters/ school website/ questionnaires. It was agreed that a governor newsletter would also be a good idea. • 3g) Our governor visits to the school are focused on school improvement priorities and governors report to our GB in line with an agreed code of practice – the process would be sharpened through evidence in the minutes and through feedback to the relevant committee. .
20.	<p>Training: ND recommended an online course through Modern Governor on questioning. It was agreed that each half term every governor should complete a piece of e-learning and advise ND once completed. ND asked the committee chairs to look at learning gaps within their committees. A discussion ensued on specific courses to be completed by new governors and courses specific to certain committees. It was agreed that ND and the chair would review the specific courses for completion and confirm their frequency of completion.</p> <p>Action point – Review specific training courses to be completed and their renewal frequency – ND/RR</p>
21.	<p>Review Committee Meeting Minutes: These had previously been sent out for review. There were no comments or questions.</p>
22.	<p>Any other agreed urgent business: Governor photos were taken after the close of the meeting.</p>
23.	<p>Items for the next agenda: None</p>
25.	<p>Date of the next FGB meeting – 3rd May 2017: The date of the next meeting was agreed as 03.05.2017. The chair closed the meeting at 6.59pm and thanked all for attending.</p>

Agenda item	Actions agreed	Responsibility	Completed
6.1	Email the GB with details of anonymised work sampling for Year 5	HT	
6.2	Link governors to discuss the mid-year reports with year leaders	Link Governors	
10.	Governors to see samples of benchmarking data	HT	
20.	Review specific training courses to be completed and their renewal frequency.	ND/RR	