



Working and learning together for success

**SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY MEETING HELD ON  
16<sup>TH</sup> SEPTEMBER 2015 AT 5PM**

|                       |                         |  |
|-----------------------|-------------------------|--|
| <b>Present:</b>       | Kevin Briscoe (KB)      | Co-opted Governor                                |
|                       | Tanya Culley, (TC)      | Parent Governor                                  |
|                       | Clive Davison (CD)      | Co-opted Governor                                |
|                       | Janet Dulleddge (JD)    | Foundation Governor                              |
|                       | Nichola Dunning (ND)    | Parent Governor (arrived<br>5.15pm, left 6.45pm) |
|                       | Rob Rees (Chair)        | LA Governor                                      |
|                       | Andrew Stockton (HT)    | Headteacher                                      |
|                       | Debbie Whittingham (DW) | Foundation Governor                              |
|                       | Sharon Hamblin (SH)     | Co-opted Governor                                |
| <b>In Attendance:</b> | Bev Hughes (Clerk)      | Local Authority Clerk                            |
| <b>Apologies:</b>     | Sandy Matheson (SM)     | Foundation Governor                              |
|                       | Rebecca Bleeck (RB)     | Staff Governor                                   |
|                       | Charlotte Weavers (CW)  | Associate Member                                 |

**Quorate:** ✓

| Agenda Item |  | Action Points   |
|-------------|--|---|
| 1.          | <p><b>Welcome and Apologies for Absence:</b><br/>           The chair (RR) opened the meeting at 5.06pm and thanked everyone for coming. The chair (RR) confirmed that apologies had been received and accepted for SM, RB and CW. The chair (RR) also noted that ND would be arriving late and would need to leave the meeting early due to a prior commitment.<br/>           The chair welcomed Bev Hughes to the meeting who is the new Local Authority (LA) clerk and also Sharon Hamblin who is a new co-opted governor and a staff member at the school.<br/>           The chair also commented that VB had resigned from the Governing Body at the end of the last FGB. HT (AS) confirmed that he would send a card and thank VB for his contribution over the years.<br/>           Those present introduced themselves to the new LA Clerk.</p> |   |
| 2.          | <p><b>Declarations of Pecuniary Interests and Updated Forms:</b><br/>           No declarations were made for the current meeting. Pecuniary Interest forms were collected by the majority present and will be posted to the school website.<br/><br/> <b>Action: Pecuniary interest forms to be completed by ND, SM, RB, CW and Finance Officer. Details to be posted to website.</b></p>   | Pecuniary interest forms x5, post to website – clerk/HT |
| 3.          | <p><b>Election of Officers:</b><br/>           1. The current chair (RR) handed the meeting over to the clerk. Only one nomination had been received for the position of chair, that of RR. RR left the room, no others nominations were made and those present unanimously agreed to</p>  |   |

Signed by Chair.....



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|    | <p>the re-election of RR to the position of chair. RR was asked to return to the room and was congratulated by all. The term of office was agreed at 1 year to run to 16.09.2016.</p> <p>The chair (RR) took over the running of the meeting and thanked all present for their support to date.</p> <p>2. Only one nomination had been received for the position of vice chair, that of TC. TC left the room, no others nominations were made and those present unanimously agreed to the re-election of TC to vice chair. TC was asked to return to the room and was congratulated by all. The term of office was agreed at 1 year to run to 16.09.2016.</p>  |  |
| 4. | <p><b>Minutes of the meeting held on 1<sup>st</sup> July 2015:</b></p> <p>The chair covered the minutes of the meeting page by page for any comments by those present. They were none and they were duly agreed to be an accurate record of the meeting</p>  |  |
| 5. | <p><b>Matters arising from the minutes of the last meeting:</b></p> <p><b>Item 20 - Dogs</b> – the HT will obtain some ‘no dogs’ signs. He has not sited any dogs but will arrange for a signed to be displayed.</p> <p>A governor also suggested that a dog bin be put in the parking area going forward.</p> <p><b>Action point – No dog sign to be displayed</b></p> <p>A governor also reminded those present that a form is required to be completed for governor visits. It was agreed that it would be recirculated to all and copies kept in the school office.</p> <p><b>Action point: Governor school visits forms to be sent to governors and copies kept in school office.</b></p>   | <p>‘No dog’ sign to be displayed - HT</p> <p>HT to send out governor school visit forms and arrange for copies in the school office.</p> |
| 6. | <p><b>Update from meeting with Richard Vaughan, Children’s Services, HCC 9<sup>th</sup> July:</b></p> <p>The chair (RR) commented that it had been an excellent turn out and that FH and CW had also been present from the Infant School.</p> <p>The HT (AS) commented that there had been concern that the schools capacity may need to increase from 360 to 380 due to new building nearby. However he confirmed that St John’s would have capacity going forward and that the new school in North Whiteley was due for completion by 2018. He commented that the schools capacity was 360 both for safety and because of building size. A discussion ensued with regard to school capacity in the local area. The HT (AS) also confirmed that with regard to internal movement 223 pupils lived within the catchment area, 137 outside the catchment area and 142 had been lost to other schools.</p> |  |



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|                  | <p><b>Governor question – Do you have any appeals at present?</b><br/>         The HT (AS) replied that he didn't. 2 children had moved away so they were able to accept the appeals they had had. However there were a number of children on the waiting list and he had been reassured that the school wouldn't see an excess capacity of 380 but that numbers would not drop below 360<br/>         The chair (RR) confirmed that they would keep an eye on both this and the budget going forward.</p> <p><b>Governor question – Does this mean the school building will expand?</b><br/>         HT (AS) replied that this was not the case and it was clear that other schools such as St John's and schools in Whiteley would have capacity going forward.</p>  |   |
| <p><b>7.</b></p> | <p><b>Governor Management:</b><br/> <b>a) Review of ToRs:</b><br/>         The chair (RR) confirmed that the Organisation of the Governing Body document had been distributed but required updating and re-writing.<br/> <b>Governor question – Do we need it?</b><br/>         The chair (RR) commented that he needed it to be reviewed to see if everything within it was still required.<br/>         The HT (AS) confirmed that the TOR had been updated at the various committees in 2014 and would need to be reviewed again now by the current committees.</p> <p><b>Action point: Committees to review current TOR and bring to next FGB.</b></p> <p><b>b) Officers and committees for 2015/16:</b><br/> <b>The chair (RR) asked that committees and officers be reviewed for the coming year:</b></p> <p><b>Personnel, Pay and Performance Committee:</b><br/>         The current committee members offered to remain on the committee. The chair (RR) confirmed that he had asked TC to continue in the role of chair and she had agreed. The committee membership and chair were unanimously agreed. The committee will consist of:- RR / TC / JD / SM / HT.</p> <p><b>Finance and Buildings Committee:</b><br/>         The current committee members agreed to remain on the committee. It was noted that VB had resigned from the GB. The chair (RR) confirmed he had asked CD to take up the role of chair of this committee and he had agreed. The committee membership and chair were unanimously agreed. The committee will consist of:- RB / HT / CD / KB / RR / SM.</p> <p><b>Child and Curriculum Committee:</b><br/>         The current committee members agreed to remain on the committee. The chair (RR) confirmed that he had asked DW to continue in the role of chair of this committee and she had agreed. SH and ND requested to join the committee. The committee membership and chair were unanimously agreed. The committee will consist of:- DW / JD / KB / TC / SH / ND / HT / RB.</p> | <p>Committees to review current TOR and bring to next FGB</p> |



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|  | <p><b>Strategic Committee:</b><br/>         The current committee members offered to remain on the committee with the exception of SM who had asked to step down as an attendee on a regular basis. The HT (AS) commented that a rota should be in place for governors to attend the Strategic meeting. The chair (RR) agreed to continue in the role of chair. The committee membership and chair were unanimously agreed. The committee will consist of:- RR / TC / DW / CD / HT / plus another governor taken in rotation.</p> <p><b>Training Liaison Governor:</b><br/>         ND agreed to take over the role of TLG from DW. This was unanimously agreed</p> <p><b>SEN Governor:</b><br/>         DW confirmed that she happy to continue in role. This was unanimously agreed.</p> <p><b>H&amp;S:</b><br/>         CD offered to continue in role. The chair (RR) agreed to shadow him. This was unanimously agreed.</p> <p><b>Safeguarding:</b><br/>         TC confirmed that she happy to continue in role. This was unanimously agreed.</p> <p><b>c) Linked Governors:</b></p> <p>The chair asked the governors present to review their current linked year and roles and after discussion the following was agreed:</p> <p>DW – happy to continue with her support in Maths<br/>         KB – happy to continue with his support in English<br/>         Year 6 – KB<br/>         Year 5 – TC<br/>         Year 4 – ND<br/>         Year 3 – RR</p> <p><b>Appeals Panel:</b> – elected as required from non-staff members who are not conflicted.</p> <p><b>HT Review Panel:</b> It was unanimously agreed that this will be chaired by TC with JD on the panel.</p> <p><b>Pay Committee:</b> It was unanimously agreed that RR and TC would form this committee.</p> <p><b>d)Governor Vacancies &amp; recruitment:</b></p> <p>The chair (RR) confirmed that there was currently 1 Parent Governor and 1 Co-opted Vacancy.</p> <p><b>Governor question – Are there any suitable candidates?</b></p> | <p>HT to arrange letter to parents outlining</p> |
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|           | <p>The HT (AS) commented that it was a possibility that some governors on the Infant School GB may opt to sit on the Junior GB once their term of office ended and their children move up to the Juniors. A discussion ensued on how to fill the vacancies and the future skill set needs of the GB. The chair (RR) commented that succession planning was important and that if anyone knew of any possible candidates to mention the current vacancies.</p> <p>It was agreed after discussion that the HT (AS) would arrange for a letter to go out to parents advising them of the two vacancies.</p> <p><b>Action point: Letter to be distributed to parents advising of them of current governor vacancies.</b></p> <p><b>e) Induction &amp; Succession planning:</b><br/>The chair confirmed that this had been covered in the point above.</p> <p><b>f) Individual training:</b><br/>The chair asked DW for details of any forthcoming training. DW confirmed that there was whole GB training booked in for 07/10/2015 at 5pm. She also urged the GB to make use of the current e-learning training framework over the next 6 months as due to costs it may not be renewed. A discussion ensued with regard to the current e-learning package and other offerings and it was agreed that DW would investigate the costs going forward. The HT (AS) commented that there is key training available and that this must be completed with regard to committee membership.</p> <p>Action point: Training costs for year to be investigated and the findings to be brought to the next FGB,</p> <p><b>g) HT Performance Review Panel Membership:</b><br/>The chair (RR) confirmed that this had been covered in point c above.</p> | <p>governor vacancies</p> <p>DW to investigate training costs and bring finding to next FGB.</p> |
| <p>8.</p> | <p><b>Head Teacher's Update:</b></p> <p><b>a) Progress Data</b><br/>The HT (AS) commented that from the SAT's data their attainment had been really strong. It was the best set of data that the school had had to date. With regard to Value Added Data they were in line with Reading and Maths but had dropped a small amount in writing. All groups had made better than expected progress. The school was building from a position of strength. Going forward Year 6 would be sitting different tests and more information regarding these would be available at a later date. Currently their most needy year group was making its way into Year 6 so the likelihood of meeting 85% expectations would be a challenge especially in Maths. He confirmed that they were working hard to close any gaps.</p> <p><b>Governor question – Is the Raise Online data reflecting 2015 stats?</b><br/>The HT (AS) confirmed that this would not be published until the end of October.</p> <p><b>Governor question – Can you invite Ofsted in and would you?</b><br/>The HT(AS) commented that he would need to think about it carefully, he would need to look at initial reports and then make a decision but that it would also be</p>  |  |



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very expensive to invite Ofsted in and it could cost thousands of pounds. An inspection is due around June 2016 and would probably involve a one day inspection with the use of remote data such as Raise Online and Parent View.

**Governor question – Do we need to promote the use of Parent View?**

The HT (AW) commented that any feedback is open to interpretation and that the school relied more on its own feedback.

### **b) Staff Update:**

The HT (AS) commented that the new NQT was doing very well. Mentors were in place and support was being given. All in all the school was ready for the challenge of the new year and they were all working very hard. One LSA assistant had also recently entered the induction process into teaching.

### **c) New Assessment Framework:**

The HT (AS) commented that this was being embedded and was being developed all the time. The model had been slightly amended so that it worked across the entire school.

### **d) Curriculum for English & Maths:**

The HT (AS) commented that new planning was in place this year. English planning was in place but Maths was presenting different challenges across the year groups but that confidence was growing. The school is networking with other schools to identify how Maths is taught best. Self-directed learning and motivation would be the key to their success.

A governor commented that there were a lot of needy mathematicians in class and they needed support a lot of the time. They were learning how to self-help but that it would take time.

The HT (AS) confirmed that Maths activities had been designed to encourage children to work independently.

The chair (RR) commented that this was something that the GB needed to monitor to ensure they were happy with progress. Another governor commented that it was about the children's confidence and keeping them on track.

### **e) Strategic Improvement Plan:**

The HT (AS) handed around a copy of the SIP that had previously been distributed.

The predicted KS2 Targets 2015-2016 are as follows:

English 95% Level 4+ (**56%** Level 5)  
Maths 95% Level 4+ (**58%** Level 5)  
Science 95% Level 4+ (**60%** Level 5)

2016 – the HT(AS) confirmed that there is no longer a requirement to publish targets however the school would be publishing the percentage of children achieving 100 (where 100 is the national expectation) in Reading, SP&G and Maths (based on entry level and the knowledge of the cohort). The HT(AS) pointed out that these are aspirational targets:

Reading 90%



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|                  | <p>SP&amp;G 85%<br/>Maths 85%</p> <p><b>Governor question: At the Year 6 meeting a number of excellent reading books were referred to, could you send a list of these books home so that parents can purchase them?</b><br/>The HT (AS) confirmed that a list of possible reading could be distributed but that ‘Spelladrome’ was also an excellent tool.</p> <p>The HT(AS) explained that they also want to build in a measure for more confident children reaching 120+:</p> <p>Reading 48%<br/>SP&amp;G 30%<br/>Maths 36%</p> <p><b>Governor question: What does 120 relate to when compared to the old measure?</b><br/>The HT (AS) confirmed it equated to 31 points – Level 5C.</p> <p><b>Governor question – Will children still have level 6 questions within the tests?</b><br/>The HT (AS) commented that they would be within the paper and that questions levels within a paper tended to be progressive.</p> <p><b>Governor question – Will the children be aware of this?</b><br/>The HT (AS) confirmed that pupils are given a lot of test guidance.<br/>The HT (AS) drew attention to the following within his report:<br/>In 2015, of the more confident writers, 48% of girls attained level 5 (4% attaining level 6) compared to 31% of boys. He confirmed they were working on closing the gap.</p> <p><b>Governor question – Why are the boys behind?</b><br/>The HT (AS) commented that this could be for a number of reasons such as maturing at slower rate than girls and readership. The governors concurred.</p> <p>The chair (RR) thanked the HT (AS) for the comprehensive information and commented that this would be used on governor visits and monitoring so that progress could be tracked.</p> |  |
| <p><b>9.</b></p> | <p><b>Vulnerable Groups:</b></p> <p><b>a)SEN Provision:</b><br/>The chair (RR) confirmed that this had previously been completed.</p> <p><b>b)PP:</b><br/>The chair (RR) confirmed that this had previously been completed.</p> <p><b>c)PSF:</b><br/>The chair (RR) confirmed that this had previously been completed.</p>   |  |



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| <p><b>10.</b></p> | <p>Policy Approval:</p> <p><b>a) Adopt Manual of Personnel Practice (MOPP):</b><br/>This was unanimously agreed to be adopted.</p> <p><b>b) Adopt Manual of Financial Practice &amp; Procedure:</b><br/>This was unanimously agreed to be adopted.</p> <p><b>c) Adopt Governing Body (GB) Code of Conduct:</b><br/>This was unanimously agreed to be adopted.</p> <p><b>d) SEN Policy:</b><br/>The HT (AS) confirmed that he had previously circulated this as there had been a few name changes and some statements around aspirations had also been amended. This was unanimously approved</p> <p><b>e) Supporting Medical Needs Policy:</b><br/>The HT (AS) confirmed that this policy had been approved in April 2015 however the Government was recommending that it would be good practice to include an emergency inhaler. It would be a shared inhaler, kept in school and used with a spacer. He would need to get parental consent from parents with children with asthma for their permission to use the inhaler.<br/><b>Governor question: How much will it cost?</b><br/>The HT (AS) confirmed the cost would be £60 and asked if those present would approve the purchase of a shared inhaler. This was unanimously agreed.</p> <p><b>f) Child Protection Policy:</b><br/>Although updated at the end of the summer term the chair (RR) confirmed that the GB must ensure that it was up to date with all training in relation to safeguarding. The page numbering in the index of this document is incorrect.</p> <p><b>Action point – Numbering to be corrected</b></p> | <p>HT to correct Child Protection policy numbering</p> |
| <p><b>11.</b></p> | <p><b>Governor Visits and Monitoring Plan:</b></p> <p><b>Links to SIP &amp; governor responsibilities:</b><br/>The chair confirmed that this had already been touched upon in item 7c above. The HT (AS) commented that if everyone was happy he would update the Monitoring Plan and send it out.<br/><b>Governor question: When will cohort action plans be distributed?</b><br/>The HT (AS) confirmed that they would be distributed before the autumn half term. The chair (RR) commented that it would be a good idea for the link governors to introduce themselves to their year groups.<br/>The chair (RR) asked which form would be used for informal governor visits. It was agreed after discussion that the current visit form would be used and marked either formal or informal. The chair asked the HT (AS) to resend the Governor Visit document to all.</p>  | <p>HT to resend Governor</p>                           |





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|     | <p><b>Action point: Governor Visit document to be resent to GB</b></p> <p>The chair asked for more governors to attend school events such as Parents' Evenings, school productions etc in order to raise the profile of the school's governors to parents.</p> <p>The HT (AS) suggested that the governors may wish to have their photographs added to the school website. A discussion ensued but no firm decision was made.</p>  | Visit form to GB                              |
| 12. | <p><b>Any other business:</b></p> <p>The chair presented CD with a Certificate for Service to Education and badge for 8 years' service.<br/>TC presented the chair (RR) with a Certificate for Service to Education and badge for 8 years' service.<br/>Both were congratulated.</p> <p>The HT (AS) asked for feedback with regard to the SMSC statement on the school website – a link from the Curriculum page.</p> <p><b>Governor question – Can we change it to a link on the front page of the website so that it is more visible?</b></p> <p>The HT (AS) confirmed that this would be possible and that the school was holding a SMSC Week after half term.</p> <p><b>Action point: SMSC link to be moved to front page of school website</b></p> <p>6.45pm LD left the meeting.</p> | HT to move SMSC link to front page of website |
| 13. | <p><b>Items for the next agenda:</b></p> <p>a) Governor Visits<br/>b) SMSC</p>   |   |
| 14. | <p><b>Date of the next FGB meeting - 2<sup>nd</sup> December 2015</b></p> <p>This was agreed.<br/>The chair closed the meeting at 6.50pm and thank all for attending.</p>  |   |

| Min                      | Action   | By       | Completed |
|--------------------------|--|----------|-----------|
| 2.                       | Pecuniary interest forms to be completed by ND, SM, RB, CW and Finance Officer. Details to be posted to website. | Clerk/HT |           |
| 20.<br>(previous action) | 'No dog' sign to be displayed  | HT       |           |
| 5.                       | Governor school visits forms to be sent to governors and copies kept in school office.                           | HT       |           |
| 7a.                      | Committees to review current TOR and bring to next FGB   | All      |           |



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|      |   | committee chairs |  |
| 10f. | HT to correct Child Protection policy numbering                                     | HT               |  |
| 7d.  | Letter to be distributed to parents advising of them of current governor vacancies. | HT               |  |
| 11.  | Governor Visit document to be resent to GB  | HT               |  |
| 12.  | SMSC link to be moved to front page of school website                               | HT               |  |

Signed by Chair.....