



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY MEETING HELD ON 29TH JUNE 2016 AT 5.15PM

Present:

Janet Dulledge (JD)	Foundation Governor
Nichola Dunning (ND)	Parent Governor (left 7.15pm)
Rob Rees (Chair)	LA Governor
Andrew Stockton (HT)	Headteacher
Sandy Matheson (SM)	Foundation Governor (left 7.30pm)
Rebecca Bleeck (RB)	Staff Governor
Marisa Lamb (ML)	Parent Governor
Debbie Whittingham (DW)	Foundation Governor
Clive Davison (CD)	Co-opted Governor (left 7.10pm)
Tanya Culley (TC)	Parent Governor
Sharon Hamblin (SH)	Co-opted Governor

In Attendance:

Bev Hughes (Clerk)	Local Authority Clerk
Sue Curran (SC)	Year 3 Leader
Lynn Hart (LH)	Year 4 Leader
Penny Davies (PD)	Year 5 Leader
Simon Munsie (SM6)	Year 6 Leader

Apologies:

Kevin Briscoe (KB)	Co-opted Governor
Charlotte Weavers (CW)	Associate Member

Quorate: ✓

Agenda Item	
1.	<p>Welcome and Apologies for Absence: The chair opened the meeting at 5.15pm and thanked everyone for coming. It was noted that apologies had been received and accepted for KB and CW.</p>
6.	<p>Year leaders' presentations:</p> <p>Year 3: SC Year 3 Leader commented that activities such as Butser Day, a trip to Swanwick for rocks and soils, Diwali Dance, a trip to Eastleigh, Sarisbury study, Shakespeare and Marble Mazes had been completed across the year. SC detailed achievement and attainment across all areas and commented that overall she was pleased with the results for the year. The data was then broken down by gender group and class and by subject by class, SC went on to explain to the GB what made a child 'close to' ARE in reading, writing and maths. Progress for SEND children in Year 3 and Pupil Premium children was also detailed.</p> <p>Chair question – What has the new curriculum been like to work with? SC replied that she had found that understanding had increased and she now felt on top of the new curriculum. It had moved a lot of children on more.</p>



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Year 4:

LH, Year 4 Leader, commented that activities across the year had included a visit to Weald and Downland Open Air Museum, Titanic Day and a visiting artist. LH went on to summarise detailed achievement and attainment across all areas. She further commented that she was very pleased with the floor targets. There had been a slight fall in writing in those achieving ARE due to the new curriculum. Maths had been a challenge to prove when children were working 'beyond' ARE. The data was then broken down by gender group by class and by subject by class. Some boys in Year 4 had been reluctant readers and they had tried to find ways to hook them in. There was a very positive picture with regard to reading and floor targets had been hit. Writing had been the biggest challenge to get children to ARE. Floor targets were being met in maths. 7 children were on the SEN register, 2 of these children were achieving ARE in reading and maths.

Governor question – Will they achieve ARE by the end of term?

LH replied that they would probably stay 'close to' and may convert to ARE next year. A discussion ensued around the breakdown of 'below', 'close to', at ARE and 'beyond' and the terminology.

Year 5:

PD, Year 5 Leader commented that the group had really started to shine and had matured as a team. Activities and topics across the year had included an Easter production, Egyptians, Science and Art. Floor targets were being met and exceeded and great progress had been made for those 'below' ARE. A large number of children at ARE were looking to move to 'beyond'. Class achievement, attainment in reading, writing and maths were illustrated. Spelling, punctuation and grammar were pulling writing results down and children had been immersed in games to improve this. In maths approximately 48% of children were on track. There were 6 SEND children and 100% were on track or exceeding in reading and writing with 80% being on track or exceeding in maths. There were 10 Pupil Premium children, 80% were on track or exceeding in writing, 60% in reading and 50% in maths.

Governor question – So are you confident you are on track?

PD confirmed that they were. There was an enormous journey ahead but it had been great so far.

Year 6:

SM6 the Year 6 Leader commented that there had been new topics this year and he thanked his team for their support. Activities and topics across the year had included Greeks, Harry Potter, Stone Farm and a forthcoming Lion King production. SM6 went on to summarise detailed achievement and attainment across all areas. Year 6 end of year progress was reporting as reading 62% achieving ARE, 82% in writing and 70% in maths. The data was then broken down by gender group and class and by subject by class. In reading 85% were on track with 95% in writing and 83% in maths. There were 5 SEND children of whom 80% were on track for reading, 60% for writing and 100% for maths. There were 6 Pupil Premium children of whom 100% were on track for reading, 83% writing and 83% maths. SM6 further commented that it had been a good year, however goal posts had changed but they had adapted and got there. He thanked the GB for their support as governors.

Governor question – When will the SAT's results be published?

The HT replied that they would be published on 05/07/2016.

Governor question – Has writing been moderated and is it correct?

The HT confirmed that it was. The HT further commented that 'close to' would be a reassurance for parents and the picture was looking strong for Year 6. The Year 6 curriculum



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	<p>had been enriching and had produced some exceptional work in writing. The National Curriculum was definitely driving up standards but it was not a failure for a child to be 'below' ARE if they were still making progress and it was important to be able to show progress to parents. Evidence would be key but it was in place. A discussion ensued on parent understanding and expectations. The HT further commented that teaching staff were confident in explaining results to parents. It was a four year programme to ensure that children were secondary ready. The readiness of Year 6 children for secondary school was also discussed particularly in their learning behaviours and the need for this to be demonstrated throughout the school.</p>
7.	<p>Table top work sample: The GB split into 2 groups for 20 minutes and reviewed books across all subjects judged to be at 'close to', 'secure' and 'exceeding' ARE. The contents were discussed in conjunction with the year leaders to illustrate children working at different levels and progress made. It was agreed to cover this as part of a workshop or to include during governor visits going forward as part of the assessment process. SC, PD, LH and SM6 left the meeting.</p>
2.	<p>Declarations of pecuniary interest: None.</p>
3.	<p>Any other urgent business: The chair confirmed that he had one item to mention.</p>
4.	<p>Minutes of the meeting held on 27th April 2016: These were agreed to be a true record of the meeting and were duly signed by the chair.</p>
5.	<p>Matters arising from the minutes of the last meeting: 3/2016 16. Complete one piece of training before the end of the Summer term. ND confirmed that training sessions had been booked.</p> <p>3/2016 18. DBS application details to be sent to GB. The HT confirmed that this was ongoing but very nearly complete.</p> <p>17. Complete outstanding visits and send in reports – the chair confirmed that this was complete.</p> <p>18. Raise security issues at Management Partnership meetings and investigate the alarming of key doors. The HT confirmed that this would be carried forward as there had not been a meeting since the last FGB.</p> <p>22. Cost of sink and toilet installation for music room to be investigated. The HT confirmed that this would be carried forward.</p>
8.	<p>Headteachers Report: The HT confirmed that this had previously been sent out for review. The report had been shaped to reflect the Ofsted framework. Page 9 - Quality of Teaching had been improved for clearer reading at the request of the GB. The GB agreed that this now clearer. An anonymised copy of work sampling had also been sent out with the report as requested by the GB. Pages 3 and 4 outlined the educational landscape and summarised each chapter of the White Paper which he felt was likely to become law. The HT felt proposed changes would improve teaching and learning and there was a real commitment with regard to work load. He did not want to take his eye off of the ball as 85% was considering to be coaching and the school was at that level. The HT thanked RB for her support, the term had been a challenge and RB had been</p>



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	<p>fantastic in her enthusiasm and commitment. The school felt that it had been business as usual and they were looking forward to building on their strengths from September. RB had been well supported by the Leadership Team.</p> <p>The chair thanked the HT for his report.</p> <p>Governor question – With regard to child protection what updates do staff receive?</p> <p>The HT confirmed that every 2 years staff received a full safeguarding refresher and received updates at least annually. The arrangements were also covered with all new staff.</p>
9.	<p>Progress Against SIP :</p> <p>It was agreed that this had been covered within the headteachers report.</p>
10.	<p>SEN Information Report :</p> <p>It was agreed that this had been included within the headteachers report.</p>
11	<p>Review child protection arrangements :</p> <p>The HT commented that safeguarding evidence was being updated and would be in place for September. Both the HT and DHT were happy with the current child protection arrangements. A risk assessment had been completed and the HT had written a Security Policy for review and approval in the Autumn term.</p> <p>The Home School Link Worker was superb but was sadly leaving in September. They were now looking to fill the gap with possibly combining the ELSA and the Home School Link Worker roles.</p> <p>Governor question – Have the families involved with her been informed?</p> <p>The HT replied that they had not but would be informed shortly to ensure a smooth transition. The HT further commented that he was excited about the look of the support team for next year and a lot of thought had gone into the school structure for next year.</p>
12.	<p>Update on PP & Sports Provision :</p> <p>The HT confirmed that this had been covered within his report and was now on the school website.</p>
13.	<p>Assess the impact that the GB has had on School Improvement:</p> <p>The chair suggested that self-evaluation training could form part of the whole GB training for next year and this could also encompass the impact the GB had had on school improvement. ND, the training governor commented that other possible whole GB training could be Evaluating SMSC, Monitoring and Evaluation in General, Self-Evaluation and Moving from Good to Outstanding. A discussion ensued and it was suggested that Governor Services facilitate a bespoke training course for the GB in the Autumn term on governing body self-evaluation. This was agreed.</p> <p>7.10pm CD left the meeting.</p> <p>Action point – Bespoke course on governing body self-evaluation to be arranged - ND</p>
14.	<p>2016 White Paper for Education and its implications:</p> <p>The HT commented that he would expand upon this in the Autumn term as he had written a summary for the GB.</p>
15.	<p>Executive Head cover at Mill Rythe:</p> <p>The HT commented that a positive conversation had taken place with Mill Rythe but he had made it clear that for their benefit they needed full time support going forward. Therefore the DHT from Locks Heath would be supporting them from September. The HT would work with him over the next few weeks and had offered to mentor him in the Autumn term. Parents would be advised in the next school newsletter.</p> <p>7.15pm ND left the meeting.</p>
16.	<p>Governor visits /Governor Monitoring Plan:</p> <p>The chair asked that any outstanding reports be completed and sent to him asap.</p>



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17.	<p>Premises, Health and Safety (H&S) and security update: Chair question – Have the LSA’s taken over the fire marshal roles? The HT confirmed that training had been completed however a full fire evacuation needed to be completed and the 5 fire marshal packs were nearly ready. In an emergency the packs would be collected and the corresponding areas checked. Governor question – Are you confident all of the school will be covered? The DHT replied that they were. All of the LSA’s had been trained and would collect a token from the area they were covering. The HT confirmed that on 18/7 the school would complete a full evacuation to the Infant School. Governor question – Given the incident in Whiteley a few weeks ago a signal is vital for lockdown, what is it? The HT replied that for general lockdown for example a gas escape, notification to classes would be verbal. They were still working on a signal for immediate lockdown. The DHT commented that if there was an intruder in the school office this would also present an issue. The HT further commented that they had considered the use of walkie talkies which could also be used in day to day activities as well. A discussion ensued around possible signals. Chair question – Is there an update on using Ray West as an external health and safety assessor? The HT replied that the school needed in buy into his services as part of a SLA and he felt it would be a good investment.</p>
18.	<p>Summer term sub committee minutes: These had previously circulated for review. There were no comments made regarding these.</p>
19.	<p>Governor training/ agree WGB training topic: Discussed as part of item 13 above.</p>
20.	<p>Single central record (annual check): The HT confirmed that this would be completed in the Autumn term.</p>
21.	<p>Skills audit for GB: It was agreed that this would be included within the planned self-evaluation training.</p>
22.	<p>Governing Body self-evaluation: Discussed as part of item 13 above.</p>
23.	<p>Discuss officers for next year and those approaching end of term of office: The chair confirmed that he would email the GB with details of the roles.</p>
24	<p>Review governors contact details: It was agreed that the clerk would send out details of the GB contact details for review. Action point – Send out GB contact details for review - Clerk</p>
25.	<p>Agree meeting dates for next year: It was agreed that that the clerk would re-send details of the meeting dates to the GB. Action point – Re-send meeting dates for 2016-17 to GB - Clerk</p>
26.	<p>Agree inset days for next year: These were agreed and had previously been sent out within the Headteachers Report. 7.30pm SM left the meeting.</p>
27.	<p>Any other agreed urgent business: The chair commented that he had been dealing with a complaint which may proceed to Stage 3. Governor question – When is the bus service due to stop? The HT replied that he felt it would be at the end of term. He had not yet notified parents as he not received official confirmation. Quite a few children used the bus to Brookfield and alternative arrangements would need to be made by Brookfield. The service was unsupervised and the HT had concerns with it as a safeguarding issue. A discussion ensued</p>



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	around the bus service and the consultation.
28.	Items for the next agenda: Election of Officers Single central record (annual check) 2016 White Paper for Education and its implications
24.	Date of the next FGB meeting – 14th September 2016: The date of the next meeting was agreed as 14.09.2016. The chair closed the meeting at 7.34pm and thanked all for attending.

Agenda item	Actions agreed	Responsibility	Completed
3/2016 18.	DBS application details to be sent to GB	HT/JB	
4/2016 18.	Raise security issues at Management Partnership meetings and investigate the alarming of key doors	HT	
4/2016 22.	Cost of sink and toilet installation for music room to be investigated.	HT	
13	Bespoke course on governing body self-evaluation to be arranged	ND	
24.	Send out GB contact details for review	Clerk	
25.	Re-send meeting dates for 2016-17 to GB	Clerk	