



Working and learning together for success

**SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY MEETING HELD ON 30<sup>TH</sup> NOVEMBER 2016 AT 5PM**

- Present:**
- |                        |                                    |
|------------------------|------------------------------------|
| Janet Dulledge (JD)    | Foundation Governor                |
| Nichola Dunning (ND)   | Parent Governor (left 6.15pm)      |
| Rob Rees (Chair)       | LA Governor                        |
| Andrew Stockton (HT)   | Headteacher                        |
| Sandy Matheson (SM)    | Foundation Governor                |
| Rebecca Bleeck (RB)    | Staff Governor (arrived 5.45pm)    |
| Marisa Lamb (ML)       | Parent Governor                    |
| Kevin Briscoe (KB)     | Co-opted Governor                  |
| Ken Cordner            | Foundation Governor                |
| Andy Hamman            | Co-opted Governor (arrived 6.15pm) |
| Charlotte Weavers (CW) | Associate Member                   |
- In Attendance:** Bev Hughes (Clerk) Local Authority Clerk  
Clive Davison (arrived 5.15pm/ left 5.19pm)
- Apologies:** Tanya Culley (TC) Parent Governor  
Sharon Hamblin (SH) Co-opted Governor
- Quorate:** ✓

Agenda Item	
1.	<b>Welcome and Apologies for Absence:</b> The chair opened the meeting at 5.10pm and thanked everyone for coming. It was noted that apologies had been received and accepted for TC and SH.
2.	<b>Declarations of pecuniary interest:</b> None.
3.	<b>Any other urgent business:</b> The chair confirmed that the DHT would be discussing the school Travel Plan.
4.	<b>Minutes of the meeting held on 14<sup>th</sup> September 2016:</b> These were agreed to be a true record of the meeting and were duly signed by the chair.
5.	<b>Matters arising from the minutes of the last meeting:</b> <b>3/2016 18. DBS application details to be sent to GB. The HT confirmed that this had been completed for all with the exception of KC and AH. The HT would chase the progress of the check for KC.</b>  4/2016 18. Raise security issues at Management Partnership meetings and investigate the alarming of key doors The HT commented that this had been discussed at length at the meeting. It had been felt that a fence would create a barrier between parents and children and would not be ideal. A human

Signed by Chair.....



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	<p>barrier had been discussed with someone standing at the gate. This option was already in place and was agreed at the meeting to be sufficient.</p> <p>5.15pm – CD arrived – The HT commented that he had asked CD to attend the meeting as he wanted the opportunity to thank him for his work on the GB. His work had been very much appreciated and the HT presented CD with a gift from the GB. CD thanked the GB. 5.19pm CD –left the meeting.</p> <p><b>Chair question – Is the risk assessment on a rolling scale?</b> The HT replied that it was reviewed every year in case of staff changes.</p> <p><b>Governor question – How does this work during a PE session?</b> The HT replied that it was a supervised activity with a ratio of 1 adult if not 2 to 30 children. One option would be to consider an electronic release gate monitored through the school office. There were no viable solutions to something that was not potentially a problem. The school had been the same at the last inspection and there had been no concerns raised then. CCTV cameras for reception were also being investigated and possible secure gating. If there was an inspection and it became an issue the fencing quotations were already to hand. The HT was reassured that the Local Authority knew the building. A discussion ensued around possible quotation options.</p> <p><b>4/2016 22. Cost of sink and toilet installation for music room to be investigated. The HT confirmed that the sink and toilet installation was feasible but would need to include a small amount of building work. Quotations would be completed if the room was to be used for the proposed Breakfast/After School Club. A governor expressed concern around using classrooms and the disruption it would cause. It was agreed that it was therefore worth getting quotes.</b></p> <p>6.3 Seek new governors e.g. Y3 parents info evening – completed.</p> <p>6.4 Induction training for KC – completed.</p> <p>6.6 Complete Governor details for Edubase – completed.</p> <p>8.5 Send SIP summary – completed.</p> <p>10 Send Keeping Children Safe document to GB – completed.</p> <p>11 Update Governor Visits &amp; monitoring schedule to send. Arrange visits with link staff – completed.</p>
6.	<p><b>Election of new Co-opted Governor and GB membership:</b> The chair confirmed that this had been discussed at the recent Whole Governing Body Training session. He detailed AH’s skill set and relationship to the school to the GB. He proposed he was elected as a co-opted governor and AH was duly unanimously elected by the GB. The chair ran through the make-up of the current GB and the remaining co-opted governor vacancy</p> <p><b>Governor statement – Carrying a vacancy should be avoided if at all possible due to the workload of the GB. A review of the required skill set for a co-opted governor by the Strategic</b></p>



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	<p><b>committee would be a good idea.</b></p> <p>The chair agreed. The HT commented that he had been approached by a parent expressing an interest in the vacancy, A discussion ensued and it was agreed that a skills audit should be completed.</p> <p><b>Action point – Skills audit to be completed – RR</b></p>
<p><b>7,8,9</b></p>	<p><b>Monitor Progress with SIP and 2016-2017 targets</b>  <b>Raise-on-line data and comparison of 2016 SATs results with targets</b>  <b>Headteachers Report</b></p> <p>It was agreed that items 7, 8 and 9 be combined.  The reports had previously been distributed. The HT went through the reports with the committee and highlighted particular areas. The year had started very smoothly and everyone had settled in well. The induction process had been very effective and monitoring was in place.  There one appeal pending for child who had left the school and would now like to return as they were back in the catchment area.  <b>Governor question – There are 18 children on the waiting list. Is that across all year groups?</b>  The HT replied that it was but the majority were in Year 3.  <b>Governor question – Is that an increasing trend?</b>  The HT replied that it was but County felt that numbers would stabilise over the next 4 to 5 years.  The HT congratulated the Infant School on their results data and the number of children achieving at ‘greater depth’ learning. A discussion ensued on how this data may change over the next few years. The HT commented that it was a 3 to 4 year learning journey and the more they challenged each other and communicated, the more consistent results would become. The White Paper had been withdrawn however the Green Paper still presented a challenge around ‘good schools for everybody’ and Grammar schools. The Cluster had met and had discussed how to improve collaboration as a result of this. The HT had responded to the Green Paper on behalf of the school.  <b>Governor statement – Our staff absence is higher than other schools.</b>  The HT replied that they had had one staff member with a challenging medical condition last year and they were monitoring things for this year and they were looking positive. LS Staff/ SEN provision totalled 326 hours and the ELSA had also taken on the role of the HSLW, which was working well and seamlessly. MJ was providing intervention work primarily in Year 6 to help close gaps over the remaining 2 terms.  <b>Chair question – Is JD’s new joint role fitting in with her hours?</b>  The DHT confirmed that it was. The HT commented that bespoke training was being sought for her as well.  <b>Chair question – Does she do home visits?</b>  The DHT replied that she did but they knew where she was and were able to contact her. The HT commented that 14 lesson observations had now been completed. Learning Walks had been introduced with the Year Leaders and moderation had also been completed, where possible in pairs. No observations had required teaching improvement but a tracking system had been introduced to monitor progress and move ‘good’ teachers to ‘outstanding’ teachers.  <b>Governor question – Are all staff aware of this?</b>  The HT confirmed that they were aware of the pro-forma and that areas of focus were on a scale. 30% of observations had been deemed to be ‘outstanding’.  The chair commented on what a comprehensive process it was to achieve this. The HT further commented that paired teaching was being used to move people forward and teachers were</p>



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	<p>working harder than ever before.</p> <p><b>Governor statement – Ofsted will look at books, this is key to what you are looking at.</b></p> <p>The HT replied that part of the process was to look at a range of attainment in the classroom including books and feedback. The DHT commented that Ian Troup had been very impressed during his visit with the discussions he had had with children and their independent working. The questionnaire to parents had shown a very strong picture of parent support.</p> <p><b>Governor question – The bullying question seems high?</b></p> <p>The HT replied that 28% of parents had indicated that they had no experience of bullying and only 3% of parents agreed.</p> <p><b>Governor question – Is there a set level for homework?</b></p> <p>The HT replied that the school set their own levels.</p> <p>A discussion ensued around homework levels and the DHT commented that it was difficult to please everyone. Two members of staff also ran a Home Learning Club at lunchtime to support children. The HT commented that he felt the school had got the levels right and the majority of feedback was good.</p> <p>The HT further commented that attendance was generally high. There was however a significant difference in the level of attendance for Pupil Premium children, which JD was addressing. One child in Year 6 was currently not at school and was due to return after Christmas. However the HT was not confident that this would happen and a ‘Plan B’ may be required. A discussion ensued on possible options.</p> <p>Data targets had been set at 85%. They were now more aware of the systems and the targets had been set aspirationally but were realistic. The data was currently looking strong and the criteria for coasting schools had been exceeded for the past three years. The HT looked forward to having the opportunity to discuss the strengths of the school with Ofsted. Following the LLP visit today and having reviewed Raise Online, all development areas had been agreed with Ian Troup. The HT asked the Link Governors to discuss data with the Year Leaders as part of their visits.</p> <p><b>Governor question – Do targets of 85% marry with national achievement for last year?</b></p> <p>The HT replied that 85% was well in excess of this and he expected a jump in the national data this year as people became more confident with the new system.</p> <p>6.15pm AH arrived and ND left the meeting.</p> <p>The chair welcomed AH to the meeting and introductions were made.</p> <p>The HT commented that with regard to SEN the school would be in a strong position if the children who were ‘close to’ could achieve ARE by the end of the year. The HT further commented that the DHT had made a real difference and was championing the children’s cause. It was a positive picture.</p> <p>The chair and HT both commented on the success of Enterprise Week and the money raised. Basics Bank had been adopted for this year. The chair thanked the HT and staff for a fantastic event.</p>
<p><b>10.</b></p>	<p><b>Approval of Revised Budget :</b></p> <p>The HT confirmed that this had been minuted at the Finance and Resources meeting. The carry forward at end of the year was quite high due to a deficit the following year which was primarily due to staffing costs. The HT tried to ensure that a class was taught by the same teacher throughout the year and this sometimes resulted in over staffing for a short period of time. Money had been clawed back from the building maintenance budget and the supply budget was looking healthy.</p> <p>There would be a carry forward of £15993 (fifteen thousand, nine hundred and ninety three pounds) at the end of year 3 if circumstances remained unchanged.</p> <p>A surplus of £17241 (seventeen thousand, two hundred and forty one pounds) in 2016-17</p>



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	would be used to support the deficit in 2017-18 of £13308 (thirteen thousand, three hundred and eight pounds) which was primarily due to staffing costs. The revised budget was unanimously approved by the GB.
11.	<b>Governor Monitoring Plan :</b> It was confirmed that ML had completed the SEN visit, JD would be visiting the school the next day, KB would be completing his visit to include Writing by the end of term and the chair had completed his Maths visit.
12.	<b>Discuss Sub-Committee Minutes :</b> These had been previously circulated. The chair reviewed the committee meeting minutes and asked the committee for any questions. There were none.
13.	<b>Summative report regarding pay and HT review from Chair of P,P and P Committee:</b> JD confirmed that the review had been completed and the panel had met with Ian Troup. Some aspirational goals had been set for the HT but there had been no opportunity for a pay award. The feedback from Mill Rythe had been excellent. The chair thanked the HT for his efforts after a very busy year.
14.	<b>Discuss annual visit report by LLP (due between October and April):</b> The HT confirmed that as the visit had been completed that day, the report therefore had not yet been received. The visit had been very positive and the only change suggested by IT had been that he felt the school had undersold itself on the SEF. Leadership and management had been agreed to be outstanding, no weaknesses had been identified on Raise Online and both pupil outcomes and teaching and learning supported the school as 'outstanding'. The SEF would therefore be amended to judge the school as 'outstanding' across the board which would allow for a two day Ofsted visit. The chair thanked the HT for his efforts. The HT commented that he was very grateful for the GB's support especially during his cover period at Mill Rythe.
15.	<b>Renewal of Service Level Agreement with Governor Services:</b> The HT confirmed that the SLA renewal needed to be approved by 31.12.16. Both he and the chair had reviewed all of the SLA's and they provided good value for money. There had been one query over the IT SLA around data transfer levels but when checked they had appeared to be within limits. Both Hampshire Inspection and Advisory Service and Hampshire Teaching and Leadership College had proven to be very useful for staff development. Property Services had gone up by 2.5% this year but the school had received good value from them to date. The HT recommended that they bought into SLA's again. <b>Governor comment - These are now bought on a rolling contract rather than a 3 year contract and so an eye will need to be kept on their value.</b> The HT agreed and commented that they would be reviewed by the committees. A discussion ensued on the Governor Services SLA and the training and support received to date. The chair also recommended the use of Modern Governor. The SLA renewal was unanimously approved by the GB.
16.	<b>Agree equalities information and review progress against equality objectives:</b> The HT confirmed that this was currently being updated and would be sent out to the GB before the end of term.
17.	<b>Progress on the submission of the Schools Financial Value Statement by 31 March:</b> The HT confirmed that this was in progress asked the governors involved in the auditing process to complete their checks as soon as possible,
18.	<b>SMSC:</b> The HT confirmed that elements of this had been revised within the curriculum and these details had been outlined in the SMSC policy which had been sent to the GB.





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19.	<p><b>Review of Statement of Financial Expectations:</b> It was agreed that this had been completed.</p>
20.	<p><b>School Thematic Review of Governance undertaken by the LA:</b> The Chair was not aware of a Thematic Review of Hampshire Schools' Governance being undertaken this year by the LA</p>
21.	<p><b>WGBT – GB self-evaluation:</b> The chair commented that this had been a great success. The next stage would be to work on the development points and gather evidence.</p>
22.	<p><b>Revised meeting dates for Strategic Planning:</b> The HT commented that he felt it was better to hold the Strategic meeting after the other sub-committee meetings had been completed but prior to FGB. The dates had therefore been changed to 01.03.2017 and 14.06.2017. The chair commented that he would be inviting governors not on the committee to also attend the meetings.</p>
23.	<p><b>Any other agreed urgent business:</b> Travel Plan. The DHT thanked KB for his press coverage assistance. The content of the school travel map had been sent to the GB for review. The DHT commented that the map was not current and therefore required updating. The DHT asked the GB for any feedback on the content. <b>Governor question – What are the expectations of the plan as it may not suit all families?</b> The HT replied that since the leisure centre and the connecting pathway had opened, traffic had reduced as parents were using the 'Park and Stride' option. They asked parents who still drove to school to park considerately and consider the safety of children. Scooter and cycle usage had also increased as well. 95% of children walked to school once a week and the school was looking to increase this. <b>Governor question – When will the map be published?</b> The DHT confirmed that this would be after the Christmas break. <b>Governor question – Has the leisure centre agreed for parents to park there?</b> The DHT replied that they had and had asked parents to park at the far end of the car park; there was a 3 hour parking restriction. The DHT confirmed that she would also be speaking to Fareham Borough Council with regard to using parking facilities at Sarisbury Community Centre. The HT confirmed that the bus layby markings were going to be amended to single yellow lines with parking restrictions. They would need to ensure that this was communicated to parents. The removal of the bus service had been fantastic from a travel perspective and also resolved unsupervised travel issues for the children. The chair thanked the DHT for her efforts. The DHT commented that the school had everything in place with regard to the 'gold' award. <b>Governor question – What about the crossing on the A27?</b> The HT replied that this had been delayed but he was unsure of the reason why.</p>
24.	<p><b>Items for the next agenda:</b> <b>Governor question – Weren't we going to talk about numbers on roll?</b> The HT replied that he was going to speak to Hampshire with regard to this and would report back. It was agreed that it would be added to the next Strategic and FGB agendas. The DHT commented that she was current investigating the viability of a Breakfast and After School Club at the school. It was agreed that this would be added to the next Strategic and FGB agendas. A discussion ensued around the use of the classrooms for the club and equipment storage issues. The HT suggested that the DHT survey the staff to see if they were happy for the classrooms to be used. This was agreed.</p>



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	<p><b>Action point 24.1 NOR and Breakfast/After School Club to be added to next Strategic and FGB agendas – Clerk</b></p> <p><b>Action point 25.1 - Breakfast/After School Club staff survey to be completed - DHT</b></p>
<b>25.</b>	<p><b>Date of the next FGB meeting – 8th March 2017:</b>          The date of the next meeting was agreed as 08.03.2017.          The chair closed the meeting at 7.02pm and thanked all for attending.</p>

<b>Agenda item</b>	<b>Actions agreed</b>	<b>Responsibility</b>	<b>Completed</b>
18. 3.2016	DBS application details for KC to be chased.	HT	
22 4.2016	Cost of sink and toilet installation for music room to be investigated.	HT	
6.	Skills audit to be completed.	RR	
24.1	NOR and Breakfast/After School Club to be added to next Strategic and FGB agendas	Clerk	
24.2	Breakfast/After School Club staff survey to be completed	DHT	