



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

**FULL GOVERNING BODY MEETING MINUTES
29 NOVEMBER 2017 at 5pm**

Present:

Robert Rees (Chair)	LA Governor
Andrew Stockton (HT)	Headteacher Governor
Kevin Briscoe (KB)	Co-opted Governor
Sharon Hamblin (SH)	Co-opted Governor
Lynsey Rose (LR) – <i>until 6.20pm</i>	Co-opted Governor
Ken Cordner (KC)	Foundation Governor
Janet Dulledge (JD)	Foundation Governor
Sandy Matheson (SM)	Foundation Governor
Marisa Lamb (ML) – <i>until 6.50pm</i>	Parent Governor
Nichola Dunning (ND) – <i>until 6.50pm</i>	Parent Governor
Kelly Bell-Moore (KBM) – <i>until 6.35pm</i>	Parent Governor
Rebecca Bleeck (RB) – <i>until 6.50pm</i>	Staff Governor

In Attendance: Kelly Reid (Clerk) Clerk

Apologies: Charlotte Weavers (CW) Associate Member

Quorate: Yes

Item		Action
1.	<p>Welcome and Apologies</p> <p>The chair opened the meeting at 5.05pm and welcomed all, particularly the new parent governor KBM and prospective co-opted governor LR. RB had been re-elected the staff governor on 31 October 2017.</p> <p>Apologies were received from CW.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>No declarations of interest were made. The clerk confirmed all annual declarations of pecuniary interest forms had been received.</p>	
3.	<p>Agree any urgent business</p> <p>None.</p>	

4.	<p>Minutes of the meeting held 13 September 2017</p> <p>The minutes were circulated before the meeting. The minutes of the FGB meeting held on 13 September 2017 were agreed as an accurate record and signed by the chair.</p>																																													
5.	<p>Matters arising from the minutes 13 September 2017</p> <table border="1" data-bbox="228 421 1356 999"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsibility</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Sign the declaration of pecuniary interest.</td> <td>All Governors</td> <td>✓</td> </tr> <tr> <td>5</td> <td>Amend minutes of FGB 5 July 2017.</td> <td>Clerk</td> <td>✓</td> </tr> <tr> <td>6</td> <td>Add review of ToR to all committee agenda.</td> <td>Clerk</td> <td>✓</td> </tr> <tr> <td>6</td> <td>Email ND training that governors have attended.</td> <td>Clerk</td> <td>✓</td> </tr> <tr> <td>6</td> <td>Edubase/GIAS – Liaise with school office to ensure governor details are correct.</td> <td>Clerk</td> <td>✓</td> </tr> <tr> <td>6</td> <td>Arrange chair and vice chair school email address to be set up with the school office. These have been set up but there are access issues. The headteacher will investigate.</td> <td>Chair / ND</td> <td>Ongoing</td> </tr> <tr> <td>9</td> <td>Amend SEN Policy</td> <td>HT</td> <td>✓</td> </tr> <tr> <td>9</td> <td>Amend Child Protection Policy</td> <td>HT</td> <td>✓</td> </tr> <tr> <td>10</td> <td>Link governors to arrange visit in weeks 5-7</td> <td>Link governors</td> <td>✓</td> </tr> <tr> <td>10</td> <td>Governor feedback from visits as agenda item</td> <td>Clerk</td> <td>✓</td> </tr> </tbody> </table>	Item	Action	Responsibility	Completed	2	Sign the declaration of pecuniary interest.	All Governors	✓	5	Amend minutes of FGB 5 July 2017.	Clerk	✓	6	Add review of ToR to all committee agenda.	Clerk	✓	6	Email ND training that governors have attended.	Clerk	✓	6	Edubase/GIAS – Liaise with school office to ensure governor details are correct.	Clerk	✓	6	Arrange chair and vice chair school email address to be set up with the school office. These have been set up but there are access issues. The headteacher will investigate.	Chair / ND	Ongoing	9	Amend SEN Policy	HT	✓	9	Amend Child Protection Policy	HT	✓	10	Link governors to arrange visit in weeks 5-7	Link governors	✓	10	Governor feedback from visits as agenda item	Clerk	✓	Chair ND
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6.	<p>Governor Administration</p> <p>6.1 Co-opt new governor</p> <p>LR was appointed as a co-opted governor.</p> <p>6.2 Governor vacancies</p> <p>There are two co-opted governor vacancies. One option is to appoint a parent governor as a co-opted governor and hold a parent governor election.</p> <p>Q – How would this address skills deficiency in the governing body?</p> <p>We have carried out a skills audit and there are currently no gaps to fill. We can still look for a desirable skillset with a parent election.</p> <p>6.3 Assign governor to monitor CPD lead</p> <p>This had been linked to the staff CDP post but the CPD lead will leave the school at the end of this term.</p> <p>6.4 Delegation of approving revised budget to Finance and Resources Committee</p> <p>It was proposed that approval of the revised budget changes should be delegated to the Finance and Resources committee.</p>																																													

	<p>This would allow for greater flexibility to meet the November 30 Deadline to agree the revised budget.</p> <p>Governors agreed to delegate approval of the mid-year budget revision to the Finance and Resources committee. The clerk advised the Terms of Reference (TOR) would need to be amended to reflect this next year. The clerk will add amendment to the TOR to the next Finance and Resources meeting agenda.</p>	Clerk
7.	<p>Headteacher's Report to Governors</p> <p>The headteacher's report to governors was circulated before the meeting. The headteacher advised key points and invited questions.</p> <p>Year 2 entry data – This showed a strong profile, with 45% at Greater Depth for reading.</p> <p>Q – How does the Year 2 entry data compare to baseline assessment? The data needs to be analysed but we have not seen any real concern. It is historical that children from the infant school are strong in reading. We work closely with the infant school for transition.</p> <p>SCITT - The Teaching Alliance that places trainee teachers with the school has been graded outstanding. The school played a part in this and the chair acknowledged the work of staff who supported SCITT trainees. There is one SCITT trainee with the school who will be overseen by SH.</p> <p>Number on Roll (NOR) - There are 368 pupils on roll. There is an appeal on December 20 for a Year 3 place, this would take Year 3 to 94 if the appeal is successful.</p> <p>Hampshire County Council (HCC) will meet with the cluster in the spring term, delaying the meeting so that they can respond to the Fareham development plan.</p> <p>Q – Have the infant school been asked to take extra children? They have been approached to take an extra 15 children. This has not been agreed. This is likely to be a one-off. The issue for this school would be if the linked school status changed and children at the infant school were guaranteed a place at this school.</p> <p>A governor commented that meeting with HCC about linked school status should be a priority if the infant school accepts a further 15 children. The consultation took place six months ago and the outcome is unknown. The headteacher agreed this was an issue to explore and asked the clerk to add to the Strategic agenda.</p> <p>The removal of the Whitely criteria has been approved in principle by admissions. This will not affect numbers.</p> <p>SATS changes - There will be changes to SATS for Year 6 from 2019. Teacher assessment for reading and maths will no longer be required, the data will be from</p>	Clerk

<p>SATS only. The order of the tests has been amended, with grammar, punctuation and spelling tests first. The writing assessment framework has also been amended with more focus on composition.</p> <p>Year Leaders will be asked to contact Link governors.</p> <p>Safeguarding - Safeguarding software CPOMS has been purchased. This allows staff to update safeguarding information for trends to be analysed. The software is HCC recommended, used by the cluster, allows secure transfer of data between schools and meets data protection requirements.</p> <p>Q – Has a lockdown trial been carried out?</p> <p>An evacuation due to a gas leak has taken place, and children walked to the infant school. The school has not carried out a full lockdown where children would be required to stay away from windows. This would need to take place in a meaningful way that didn't alarm children. We would likely notify parents first.</p> <p>The headteacher commented that the most critical aspect was that staff were clear in what to do.</p> <p>Attendance – Attendance has improved significantly for pupils accessing the pupil premium and is now in line with 'others' in the school. A number of factors have contributed to this improvement, including the regular involvement of the Home/School link worker and the allocation of funded places at the breakfast club facility.</p> <p>Pupil outcomes - Significant improvements in attainment are highlighted in green. The writing picture was strong and the progress score positive. In reading the attainment trend is outstanding but the progress was not as strong.</p> <p>Improvement in maths due to the strategies put in place last year was significant. 86% of pupils assessed at 2b achieved the expected standard, compared to 67% the year before.</p> <p>The headteacher advised the current Year 6 attainment profile is not in the same place as the previous year, as entry data is lower. A goal has been set that 75% of children assessed as 2c will meet age related expectations (ARE). The headteacher commented the writing curriculum is strong and engaging. All children should have the opportunity to experience working at greater depth.</p> <p>Progress profile of current cohort – This examines progression from starting points. Data highlighted in yellow is below the entry profile. This data suggests that conversion of a level 2b in the previous curriculum to ARE in the current curriculum may be a challenge.</p> <p>The headteacher advised that the school is aware of priorities and gaps for cohort plans.</p>	<p>HT RB</p>
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	<p>Progress of vulnerable groups - There are some challenging children and the commitment of staff is commendable. Children are managed so that there is no danger to other children. There has been increased hours for SEND provision and the investment is not sustainable long term.</p> <p>Q – How is the moral of the staff who work with SEND? They work as a team with the headteacher and deputy headteacher offering informal respite. The headteacher commented that the school values inclusivity and the commitment of staff to ensure this is considerable.</p> <p>School events - The headteacher reminded governors they were invited to school events, with the Christmas choir concert on the 12 December 2017.</p>	
8.	<p>Monitor School Improvement Plan Progress</p> <p>It was agreed this item was covered in item 7 - Headteacher's report to governors.</p>	
9.	<p>Approval of 2017/2018 Budget Revisions</p> <p>The Finance and Resources committee of 17 November 2017 recommended the budget revisions for approval by FGB.</p> <p>The revised budget for 2017/18:</p> <ul style="list-style-type: none"> • total income in 2017/18 will be £1,465,631 (One million, four hundred and sixty-five thousand, six hundred and thirty-one) • total expenditure will be £1,478,296 (One million, four hundred and seventy-eight thousand, two hundred and ninety-six) • cumulative balance carried forward will be £38,448 (Thirty-eight thousand, four hundred and forty- eight) <p>Governors approved the revised budget for 2017/18.</p>	
10.	<p>Approval of 2017 Pay Policy</p> <p>The Pay policy for 2017 had been circulated to governors. Governors agreed to adopt the Pay policy for 2017-18.</p>	
11.	<p>Committees</p> <p>11.1 Child and Curriculum</p> <p>The minutes of the committee were circulated before the meeting. There were no questions from governors and the minutes were accepted.</p> <p>11.2 Personnel, Performance and Pay</p>	

	<p>The minutes of the committee were circulated before the meeting. There were no questions from governors and the minutes were accepted.</p> <p>11.3 Finance and Resources</p> <p>The minutes of the committee were circulated before the meeting. There were no questions from governors and the minutes were accepted.</p> <p>11.4 Strategic Planning</p> <p>The minutes of the committee were circulated before the meeting. The strategic planning committee will be discussed in item 12. There were no questions from governors and the minutes were accepted.</p> <p>11.5 Ratify Committee Terms of Reference</p> <p>Committee TOR were circulated before the meeting. Governors approved the committee TOR for 2017-18.</p>	
12.	<p>Discussion on moving strategic planning to the first FGB meeting of each term</p> <p>It had been proposed that strategic planning should be discussed and agreed by the whole governing body. The Strategic Planning committee considered this proposal at its meeting on 22 November 2017. It recommended that the Strategic Planning committee be disbanded and strategy discussed at the first FGB of each term.</p> <p>Governors agreed this recommendation. The first FGB meeting of each term shall be FGB Strategic. A governor commented that the governing body should be mindful that the agenda remains strategic</p> <p>The FGB Strategic meetings will adopt the TOR of the Strategic Planning committee.</p>	
13.	<p>Date for Spring FGB strategic meeting</p> <p>Revised meeting dates for the Spring term were agreed:</p> <ul style="list-style-type: none"> • FGB Strategic - 17 January 2018 • Finance and Resources – 31 January 2018 • Child and Curriculum – 7 February 2018 • Personnel, Performance and Pay – 7 March 2018 • FGB – 14 March 2018 <p>LR left the meeting at 6.20pm</p>	
14.	<p>Performance Management Audit</p> <p>The audit has been completed by JD and KC.</p>	

15.	Headteacher Final Assessment The process for the assessment has been completed.	
16.	Staff Structure It was agreed this item was covered in item 7 - Headteacher's report to governors	
17.	Staff Recruitment The headteacher advised there are four strong candidates to be interviewed for the vacant position. In the interim a regular cover teacher has been contracted to cover 6CH for the spring term. If the budget allows, the school would like to retain this teacher for two days a week in the summer term to run booster groups.	
18.	Staff Development Plans The monitoring and professional development plan – part of the School Improvement Plan (SIP) – was circulated at the meeting. This document includes whole school professional learning opportunities. The headteacher commented he was excited about the opportunities of restorative justice. The headteacher advised that when children leave this school for Brookfield there is good feedback on behaviour. However, exclusion rates are no different for the children from this school. The moral and behaviour code must be instilled in children. Q – Do the infant school or Brookfield use restorative justice? No. We need to send 90 children to Brookfield immersed in the code and demonstrate its importance. A governor commented children need to understand the behaviour mindset is not just for the school. KBM left during this item, at 6.35pm.	
19.	Safeguarding Safeguarding was covered in item 7 - Headteacher's report to governors. Governors attended WGBT in Safeguarding at the infant school. This was a useful workshop. The chair, HT and ML will meet to review the safeguarding audit.	

	RB and Louise Leon attended data protection compliance training. Time will be the biggest resource. The school must be compliant with the General Data Protection Regulation by May 2018. The Clerk will add Data Protection compliance to the agenda of the Finance and Resources committee meeting.	Clerk
20.	LLP Report The Leadership and Learning Partner (LLP) report was circulated at the meeting. This was a challenging but positive report and there are no concerns. The LLP was pleased with the progress he saw.	
21.	Ofsted Evidence Folder This was discussed at the Strategic Planning meeting. The school is Ofsted ready, and the headteacher commented the school story is evidenced in the folder.	
22.	County Capacity Meeting The clerk will add this to the FGB Strategic agenda.	Clerk
23.	Agree Equalities information and review progression against equality objective The updated equality plan has been published on the school website and governors were invited to view this.	All gov
24.	Spiritual, Moral, Social and Cultural Development (SMSC) The SMSC policy is being updated. The headteacher will circulate it when the revision is complete. The headteacher commented SMSC was a strength of the school.	
25.	Renewal of Service Level Agreements (SLA) The school was unhappy with some work carried out as part of the Grounds Maintenance SLA. This was addressed and resolved. Headteachers in the local cluster have discussed pooling resources for services such as grounds maintenance. This discussion is ongoing.	
26.	Governor monitoring plan and monitoring feedback The chair reminded governors to submit a copy of their reports to him. The headteacher thanked KC for attending collective worship and his report which captured evidence for SIAMS.	
27.	Governor Training Governors were asked to feedback from training to ND. The clerk will add the feedback from the WGBT to the FGB strategic agenda.	Clerk

	<p>ND attended training for her role as Development and Training Governor (DTG). Individual governor training reviews may be carried out to ensure training is relevant and targeted.</p> <p>ND will e-mail training courses to governors.</p> <p>ND, RB and ML left the meeting at 6.50pm. The meeting remained quorate with seven governors.</p>	ND
28.	<p>Any other agreed business</p> <p>The headteacher asked to raise some key points on the Attainment Data and Inspection Dashboard</p> <p>A data dashboard document was circulated at the meeting. This dashboard replaces RAISEonline. The headteacher advised there are no negative trends to explore and the school is not below floor standards. The Year 5 cohort profile suggests attainment progress will be lower.</p> <p>Governors should be trained to unpick the data further. The clerk will add the data dashboard to the FGB Strategic agenda.</p>	Clerk
29.	<p>Items for the next agenda</p> <ul style="list-style-type: none"> • FGB Strategic – infant school potentially accepting children over PAN and linked school status. • FGB Strategic – County capacity meeting • FGB Strategic – WGBT training feedback • FGB Strategic – Data dashboard • Finance and Resources – Amendment to TOR – delegated responsibility for approving the revised budget. • Finance and Resources – Data Protection compliance <p>It was suggested the headteacher invite a representative from HCC to discuss capacity to the FGB Strategic meeting.</p>	Clerk HT
30.	<p>Date of the next meeting</p> <p>The next FGB meeting will be the FGB Strategic meeting and will be held on 17 January 2018 at 5pm.</p> <p>Revised meeting dates for the Spring term were agreed:</p> <ul style="list-style-type: none"> • FGB Strategy - 17 January 2018 • Finance and Resources – 31 January 2018 • Child and Curriculum – 7 February 2018 • Personnel, Performance and Pay – 7 March 2018 • FGB – 14 March 2018 	

	The meeting finished at.6.55pm.	
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Summary of actions

Agenda Item	Actions Agreed	Responsibility	Completed
13-09-17 6	Arrange chair and vice chair school email address to be set up with the school office.	Chair / ND / HT	
6.4	Include delegated responsibility for approving the revised budget on Finance and Resources agenda - Amendment to TOR.	Clerk	
7	Include infant school potentially accepting children over PAN and linked school status on FGB Strategy agenda.	Clerk	
7	Ask year leaders to contact link governors	HT / RB	
19	Include Data Protection compliance on Finance and Resources agenda.	Clerk	
22	Include county capacity meeting on FGB strategic agenda	Clerk	
23	All governors to view the equality plan on the school website	All governors	
27	E-mail training courses to governors	ND	
27	Include WGBT training feedback on FGB Strategic agenda.	Clerk	
28	Include data dashboard on FGB Strategic agenda.	Clerk	
29	Invite HCC representative to discuss capacity at FGB strategic meeting.	HT	
29	Items for agenda	Clerk	