



Working and learning together for success

**SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL**

**FULL GOVERNING BODY MEETING MINUTES**

**14 MARCH 2018 at 5pm**

<b>Present:</b>	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)	Co-opted Governor
	Ken Cordner (KC)	Foundation Governor
	Janet Dulledge (JD)	Foundation Governor
	Sandy Matheson (SM)	Foundation Governor
	Marisa Lamb (ML)	Parent Governor
	Nichola Dunning (ND)	Parent Governor
	Kelly Bell-Moore (KBM)	Parent Governor
	Rebecca Bleeck (RB)	Staff Governor
	<b>In Attendance:</b>	Charlotte Weavers (CW)
	Kelly Reid (Clerk)	Clerk
	Louise Leon (LL)	Admin Officer

**Quorate:** Yes

Item		Action
1.	<p><b>Welcome and Apologies</b></p> <p>The chair opened the meeting at 5pm and welcomed all with the reminder that the meeting would finish at 6.30pm. Governors would then have a presentation on forecast increases to pupil numbers by Glenn Parkinson, Strategic Development Officer for Children’s Services.</p> <p>There were no apologies.</p>	
2.	<p><b>Declarations of pecuniary interest</b></p> <p>No declarations of interest were made.</p>	
3.	<p><b>Agree any urgent business</b></p> <p>It was agreed RB and LL would discuss General Data Protection Regulation (GDPR) in item 19.</p>	

	The headteacher requested that governors judge the snowman competition entries at the end of the meeting.																																																					
4.	<p><b>Minutes of the meeting held 29 November 2017</b></p> <p>The minutes were circulated before the meeting. The minutes of the FGB meeting held on 29 November 2018 were agreed as an accurate record and signed by the chair.</p>																																																					
5.	<p><b>Matters arising from the minutes 29 November 2017</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsibility</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>13-09-17 6</td> <td>Arrange chair and vice chair school email address to be set up with the school office. <b>The chair and ND have tested access.</b></td> <td>Chair / ND / HT</td> <td>Yes</td> </tr> <tr> <td>6.4</td> <td>Include delegated responsibility for approving the revised budget on Finance and Resources agenda - Amendment to TOR.</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>7</td> <td>Include infant school potentially accepting children over PAN and linked school status on FGB Strategy agenda.</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>7</td> <td>Ask year leaders to contact link governors</td> <td>HT / RB</td> <td>Yes</td> </tr> <tr> <td>19</td> <td>Include Data Protection compliance on Finance and Resources agenda.</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>22</td> <td>Include county capacity meeting on FGB strategic agenda</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>23</td> <td>All governors to view the equality plan on the school website.</td> <td>All governors</td> <td>Ongoing</td> </tr> <tr> <td>27</td> <td>E-mail training courses to governors. <b>Training discussed in committees. New governors booked on induction courses.</b></td> <td>ND</td> <td>Yes</td> </tr> <tr> <td>27</td> <td>Include WGBT training feedback on FGB Strategic agenda.</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>28</td> <td>Include data dashboard on FGB Strategic agenda.</td> <td>Clerk</td> <td>Yes</td> </tr> <tr> <td>29</td> <td>Invite HCC representative to discuss capacity at FGB strategic meeting.</td> <td>HT</td> <td></td> </tr> <tr> <td>29</td> <td>Items for agenda</td> <td>Clerk</td> <td>Yes</td> </tr> </tbody> </table> <p>All actions were complete except for <b>23 – all governors to view the equality plan on the school website</b>. This will be carried over. The chair commented that it would be useful for all governors to see the equality objectives and targets. They may be viewed on the school website under Equality and Inclusion under the School Information drop-down menu.</p>	Item	Action	Responsibility	Completed	13-09-17 6	Arrange chair and vice chair school email address to be set up with the school office. <b>The chair and ND have tested access.</b>	Chair / ND / HT	Yes	6.4	Include delegated responsibility for approving the revised budget on Finance and Resources agenda - Amendment to TOR.	Clerk	Yes	7	Include infant school potentially accepting children over PAN and linked school status on FGB Strategy agenda.	Clerk	Yes	7	Ask year leaders to contact link governors	HT / RB	Yes	19	Include Data Protection compliance on Finance and Resources agenda.	Clerk	Yes	22	Include county capacity meeting on FGB strategic agenda	Clerk	Yes	23	All governors to view the equality plan on the school website.	All governors	Ongoing	27	E-mail training courses to governors. <b>Training discussed in committees. New governors booked on induction courses.</b>	ND	Yes	27	Include WGBT training feedback on FGB Strategic agenda.	Clerk	Yes	28	Include data dashboard on FGB Strategic agenda.	Clerk	Yes	29	Invite HCC representative to discuss capacity at FGB strategic meeting.	HT		29	Items for agenda	Clerk	Yes	All gov
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6.	<p><b>Ofsted Inspection Review</b></p> <p>The school had an Ofsted on 8 February 2018 and continues to be a good school. The school has been recommended for a section 5 inspection as the inspection indicated it may be improving towards outstanding.</p>																																																					

The headteacher commented the letter issued reflects the school's strengths. The areas for development are areas the school is already working on. There were no issues identified were not already in the School Improvement Plan (SIP). All areas of the self-evaluation form (SEF) were clearly evidenced and the inspector felt the SEF judgement was correct.

The inspector's feedback is for leaders and governors to identify, monitor and focus on those children with gaps to close. Monitoring must be precise and sharply focus on these children. The headteacher commented that year leaders' reports will be streamlined so that data can show impact. Disadvantaged children will not be included in the phase two reports, the deputy headteacher will feedback to FGB on their progress. The progression of children who entered the school assessed as 2C is a key priority with a sharp focus.

**Q – Based on the feedback, why was the school not graded as outstanding?**

The type of inspection was a short inspection and did not allow the time necessary to judge if the school is outstanding. It has been recognised it may be outstanding and should be re-inspected with a longer inspection, a section 5.

The headteacher explained the school had not evaluated itself as outstanding in all areas, with attainment and progress graded as good on the SEF. This is because progress data from entry to exit was average rather than outstanding. The attainment profile is increasing but progression has been average. The SEF could not be overall graded as outstanding with one section graded as good.

Since the inspection the headteacher has looked closely at the progress profile and is more confident that the school could be outstanding for attainment and progress.

**Q – Does the SEF need to formally be revised?**

It has been amended after the inspection due to the judgement of the inspector that was validated by inspection of the data.

The chair commented that the Ofsted inspector questioned governors closely as to whether they played an active role in drawing up the SEF, and he looked for evidence of this process in the minutes of governor meetings. The chair observed that governors had to be clear on the evidence produced to support any changes to the SEF and SIP documents. The minutes of the meetings at which changes to these documents are considered must reflect the evidence provided, the subsequent discussion and approval by the governing body that the revised document could be adopted. The chair suggested that including a statement on the revised SEF (or SIP) document to the effect that the document had been approved by the governing body with the date of the meeting would provide an evidence trail that would help during future audits.

A governor commented that the expectation placed on governors, the knowledge and ability to locate data and evidence, was large and could be considered more than reasonable for volunteers. A governor observed that the inspector was looking at a

	<p>narrow field and on the day the link governor for this field was unavailable. The inspector had wanted specific examples of evidence.</p> <p>The headteacher read from the report 'Governors are committed to the school and share your ambition for the pupils' and commented he had not read this before in a report and that it shows outstanding governance. Governors hold the headteacher to account, and could talk to the inspector about cohort action plans and the year leaders end of year presentation.</p> <p><b>Q – Will the timing for a further visit to judge if we are outstanding fall into the new framework?</b></p> <p>The re-inspection should happen within one-two years. However, we would not be a high priority for inspection. The framework changes in September 2019.</p> <p>Governors discussed that the one-day visit was a snapshot of the school. It was an attempt to assess the school against the good framework but also see the evidence for outstanding. The areas flagged for improvement have some quick fixes. The two-day inspection will be very different. Governors agreed they did not wish to be complacent and would always strive to improve.</p> <p>Discussion of the post Ofsted action plan will continue in the next FGB strategic meeting. The progress gap for vulnerable groups is a national issue and governors must ensure they challenge and see evidence for the attainment of this group. The headteacher will compile a brief for governors of the school's strengths and areas to work on.</p> <p>On behalf of the governors, the chair congratulated the headteacher, senior leadership team, staff and pupils on the successful Ofsted inspection.</p>	<p><b>Clerk HT</b></p>
<p><b>7.</b></p>	<p><b>SIAMS Inspection Review</b></p> <p>A SIAMS inspection was held on 7 February 2018 to inspect the Christian character and distinctiveness. The school once again received an outstanding grade. The headteacher commented that the report captured the school beautifully and that he was delighted with the feedback.</p> <p>The headteacher thanked the team at St Paul's Church for their involvement.</p> <p>The chair congratulated the school for the successful inspection.</p>	
<p><b>8.</b></p>	<p><b>Revised SEF</b></p> <p>The headteacher has revised the SEF and will circulate to governors. There is evidence that attainment and progress should be graded as 1, from 2. The chair commented that the governing body would need to discuss and agree the changes to the SEF before it could be adopted. The discussion would be recorded in the minutes of that meeting.</p>	<p><b>HT</b></p>

	The clerk will add this to the agenda of the next FGB meeting.	<b>Clerk</b>
<b>9.</b>	<p><b>Headteacher's Report to Governors</b></p> <p>The headteacher's report to governors was circulated before the meeting.</p> <p><b>Q – Does the data in the report also go to the Child and Curriculum committee?</b> The data is analysed by the Child and Curriculum committee and a summative view is presented to all governors at FGB.</p> <p>The headteacher advised key points of the report. There is a question over whether the number on roll (NOR) may be increased, and the implication this would have on the budget. This is the last year of being funded locally, next year funding will be distributed by the Department for Education. This will change the formula for the lump sum and total per pupil received. This may change how the school uses and buys in services. NOR will be a long-term strategic issue for the governing body with 700 houses planned to be built in catchment.</p> <p>A budget will be presented at the FGB meeting after Easter. The overall funding to be received will not be lower than this year due to the increased NOR.</p> <p>Currently NOR is 369. Two children have been admitted to Year 5 after appeals.</p> <p><b>Q – What were the grounds for the appeals?</b> One had a sibling who had been through the school and had a strong case. The other moved into catchment and had a sibling at the infant school.</p> <p>A governor observed that every year group was oversubscribed.</p> <p><b>Leadership and management</b> SMSC is strong and this was reflected in the SIAMS grade.</p> <p>A quote to change the access into school has been received at £12,000. This can be funded from the capital budget. Access into the school was not raised as a safeguarding concern in the Ofsted inspection.</p> <p><b>Q – is the car park gate open in the day?</b> It is closed in the day and the admin team monitor this. It has been left open after deliveries have been received. We will investigate adding signage to the gate.</p> <p><b>Teaching, learning and assessment</b> All teaching is good or better. The lesson grading system has been revised and now uses a numeric code where a 2 or lower is a strong lesson.</p> <p><b>Personal development, behaviour and welfare</b> Restorative justice is the focus. There has been a reduction in time out usage and conversations are restorative. Lunchtime staff will receive training in using restorative justice.</p>	

	<p><b>Q – Is it recorded when restorative justice is used?</b></p> <p>Yes, it is documented when restorative questions have been used. There is a proforma form to complete for time out.</p> <p>The chair commented it would be useful if governors could view the record on a monitoring visit and note this in their report.</p> <p>The Parent View results were included in the report. One response about bullying strongly disagreed that the school handled it effectively. The headteacher commented it was an anonymous survey and the school was not always aware of strong feelings. The headteacher regularly analyses the Parent View responses.</p> <p><b>Outcomes for pupils’ data</b></p> <p>The headteacher will look at how data is presented and addressed. The headteacher advised that data on the report is colour coded:</p> <ul style="list-style-type: none"> <li>• Purple is greater depth</li> <li>• Green is secure</li> <li>• Orange is close to</li> <li>• Blue is below</li> </ul> <p>Children can only be assessed as being ‘close to’ midway through the school year. Data is accompanied by a commentary about the profile of the cohort.</p> <p>Governors discussed the Year 6 data compared to their on-entry data for Reading. The headteacher commented that a line of enquiry would be if children assessed on-entry as greater depth had progressed enough. Girls have performed better and this may be due to the text used. The conversion of the children assessed as 2c on entry to age related expectations (ARE) is currently 67% and is on track for the 75% target. The headteacher commented this equated to three children, who are the sharpness that will be focused on.</p> <p><b>Parents, community and communication</b></p> <p>Feedback from parents evening revealed that 86% of parents strongly agreed that their child is happy at the school.</p>	
<p><b>10.</b></p>	<p><b>Budget: Actual vs Budget, NOR and Priorities for the Coming Financial Year</b></p> <p>The budget was circulated before the meeting. It contains the actuals to date as it comes to the end of the financial year. Most budgets are on track, some areas are underspent. Any variances are mainly salary. The overspend on supply is due to the teacher covering Year 6 being paid from the supply budget.</p> <p>The school is now considering the new budget which will be presented to governors at the next FGB meeting.</p>	

11.	<p><b>Approve Schools Financial Value Statement (SFVS)</b></p> <p>The SFVS was circulated to governors before the meeting.</p> <p><b>Q – Is any governor training required?</b> No. The finance committee is well trained.</p> <p>Governors approved the SFVS submission and it was signed by the chair.</p>	
12.	<p><b>IT strategy working party feedback</b></p> <p>The headteacher, KC and SM are part of the IT working party. IT equipment requires replacing and money has been set aside for this. This will ensure the IT suite is up to date to meet National Curriculum requirements. Equipment will be replaced on a rolling basis. Further discussion is required around the strategic overview, and a five-year plan developed.</p>	
13.	<p><b>Premises, Health and Safety (H&amp;S) and Security Update</b></p> <p>KC has completed a health and safety walk around the premises. He commented staff were vigilant about safeguarding and he was challenged whilst carrying out the walk.</p>	
14.	<p><b>Update on Pupil Premium &amp; Sports Provision funding</b></p> <p>A double allocation for the Sports grant has again been issued for 2018-19. This is will be £19,000 and will be invested in a similar way to last year with a bespoke programme of sports activities. iPads purchased last year have been used for feedback, and to access coaching and apps. Activities can be demonstrated by scanning a QR code.</p> <p><b>Q – Is the Henry Cort partnership value for money? Feedback has been that the quality is hit and miss.</b> It can depend on the coach allocated. We have been reasonable lucky, and buy in at the minimum level. Coaches have been used to support newly qualified teachers who have limited experience of teaching PE. This has been an effective system. Gymnastics was focused on this year.</p> <p>CW, the headteacher of the infant school, commented that the infant school has a very specific bespoke sports provision by employing coaches on a supply basis.</p> <p><b>Q – Is there a financial saving by doing this?</b> Yes, as the school is not committed every week.</p> <p><b>Q – Should this school consider this method?</b> We do have a bespoke programme. Only a small proportion of the grant is spent with Henry Cort, approximately 75% is spent elsewhere. Staff run a lot of in-house sports activities.</p>	

	<p><b>Q – Are sports activities available for children classed as disadvantaged?</b>  Yes, and we track the sports uptake of the disadvantaged and SEND children. We also run a club for them that focuses on multi-skills.</p>	
15.	<p><b>Safeguarding, including:</b></p> <p><b>Emergency Evacuation and Lockdown Policy</b></p> <p>The policy and procedure were circulated before the meeting.</p> <p><b>Q – Will governors be involved in the emergency evacuation procedures?</b>  Yes. The exercise will be carried out in the summer term.</p> <p><b>Q – How will the exercise be explained to the children?</b>  We will have a careful, considered conversation and explain that sometimes we need to be in a safe space in the school.</p> <p>Lockdown software and equipment such as an intercom system has been explored. This would allow for instant communication. This would be a significant outlay if only used for lockdown.</p> <p>The emergency evacuation procedure where the school evacuates to the infant school has been practised.</p> <p>Governors approved the emergency evacuation and lockdown policy.</p>	
16.	<p><b>Governor monitoring plan and monitoring feedback</b></p> <p>The chair asked that governors send him their monitoring visit reports.</p> <p>Link governors are waiting for phase two reports. The headteacher advised that dates for these have been set for Year Leaders:</p> <ul style="list-style-type: none"> <li>• Week commencing 16 April 2018 – data will be available for reports to be produced</li> <li>• Week commencing 23 April 2018 – staff will be available to meet with link governors</li> </ul> <p>The headteacher commented that Year 5 will be on a residential so their report may be delayed.</p>	
17.	<p><b>Governor Training</b></p> <p>Governor training was discussed in item 5.</p> <p>New governors have attended induction training and commented it was interesting and that there were large expectations placed on governors.</p>	

<p><b>18.</b></p>	<p><b>Committees</b></p> <p><b>18.1 Child and Curriculum</b></p> <p>The minutes of the committee were circulated before the meeting. Governors were given a brief update of the meeting. There were no questions from governors.</p> <p><b>18.2 Personnel, Performance and Pay</b></p> <p>The minutes of the committee were circulated before the meeting. The chair of the committee advised that the headteacher’s performance review has been booked for 1 May 2018. There were no questions from governors.</p> <p><b>18.3 Finance and Resources</b></p> <p>The minutes of the committee were circulated before the meeting. The chair of committee advised that governors on this committee will now receive a monthly budget report. There were no questions from governors.</p>	
<p><b>19.</b></p>	<p><b>Agreed Urgent Business</b></p> <p><b>General Data Protection Regulation (GDPR) compliance</b></p> <p>RB and LL updated governors on progress to meet GDPR compliance which is required by May 2018:</p> <ul style="list-style-type: none"> <li>• The privacy notice has been re-written</li> <li>• The data protection policy has been updated</li> <li>• Data mapping has been completed on data held</li> <li>• A letter has been written for to allow parents to opt-in to processes that share information such as Mathletics, Bug Club, Teacher2Parents and Yellow Photography</li> </ul> <p>Parents must opt-in to allow their child’s information to be shared. A non-return is not consent. The school will contact parents to ensure that a return has been received from the entire parent community.</p> <p>It must be ensured that children are not disadvantaged if they have not opted in.</p> <p>There have been changes to staff procedure. The school will look at using encrypted USB sticks.</p> <p>How the visitor book is used will need to be reviewed so that previous information cannot be seen.</p> <p>The data protection policy and privacy notice will need to be approved by Governors. The clerk will add GDPR to the next FGB agenda.</p>	<p><b>Clerk</b></p>

20.	<p><b>Items for the next agenda</b></p> <p>FGB Strategic:</p> <ul style="list-style-type: none"> <li>• Post Ofsted action plan</li> <li>• Revision of SEF</li> <li>• GDPR</li> </ul>	
21.	<p><b>Date of the next meeting</b></p> <p>The next FGB meeting will be the FGB Budget and Strategic meeting and will be held on 25 April 2018 at 5pm.</p> <p>Dates of the next meetings, all at 5pm:</p> <ul style="list-style-type: none"> <li>• Finance and Resources 18 April 2018</li> <li>• FGB Budget and Strategic 25 April 2018</li> <li>• Child and Curriculum 16 May 2018</li> <li>• Personnel, Performance and Pay 6 June 2018</li> <li>• FGB Year Leader Presentations 27 June 2018</li> <li>• FGB 4 July 2018</li> </ul> <p>The meeting finished at 6.30pm. Governors then relocated to the school hall for a presentation on forecast increases to pupil numbers by Glenn Parkinson, Strategic Development Officer for Children's Services.</p>	

Summary of actions

<b>Agenda Item</b>	<b>Actions Agreed</b>	<b>Responsibility</b>	<b>Completed</b>
29-11-17 23	All governors to view the equality plan on the school website	All governors	
6	Post Ofsted action plan for FGB strategic agenda	Clerk	
6	Brief for governors of school's strength and areas for improvement	HT	
8	Circulate revised SEF.	HT	
8	SEF revision agreement on FGB agenda.	Clerk	
19	Add GDPR – approval of Data Protection policy and privacy notice to FGB – Strategic agenda.	Clerk	