



Working and learning together for success

SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL

FULL GOVERNING BODY - STRATEGIC MEETING MINUTES

11 SEPTEMBER 2019 at 5.00 pm

Present:	Andrew Stockton (HT)	Headteacher Governor
	Robert Rees (RR) (Chair)	LA Governor
	Lynsey Rose (LR) (Vice-chair)	Co-opted Governor
	Sophie Smith (SS)	Co-opted Governor
	Richard Mackenzie (RM)	Foundation Governor
	James Whittingham (JW)	Parent Governor
	Marisa Lamb (ML)	Parent Governor
	Kelly Bell-Moore (KBM)	Parent Governor
In Attendance:	Kelly Reid (Clerk)	Clerk
	Charlotte Weavers (CW)	Associate Member
Apologies:	Rebecca Paddock (RP)	Staff Governor
	Janet Dulledge (JD)	Foundation Governor
	Sandy Matheson (SM)	Foundation Governor
	Sharon Hamblin (SH)	Co-opted Governor
Quorate:	Yes	

Item	Action	Action
1. Welcome and Apologies The meeting opened at 5.07 pm. Governors were welcomed to the meeting by the chair.		
2. Declarations of pecuniary interest Governors present completed the annual declaration of pecuniary interest. Declarations are to be completed by RP, SH, JD and SM.		
3. Elect Chair and Vice-chair of Governors It was agreed that RR would be re-elected as chair of governors. LR would be vice-chair. LR will look for a suitable leadership training course.		LR
4. Agree any urgent business There was no urgent business.		

5.	<p>Minutes of the FGB Strategic meeting held 8 May 2019</p> <p>The minutes of the FGB Strategic meeting held on 8 May 2019 were circulated to governors before the meeting. After a correction to the time a governor left, the minutes were agreed as a true and accurate record and signed by the chair.</p>													
6.	<p>Matters arising from the FGB Strategic meeting held 8 May 2019</p> <table border="1" data-bbox="220 461 1350 640"> <thead> <tr> <th>Item</th> <th>Action</th> <th>By</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>08.05.2019 18.1</td> <td>Amend SIP priority 4 on the governor monitoring documents.</td> <td>RR</td> <td>Yes</td> </tr> <tr> <td>08.05.2019 19</td> <td>SEND report on July FGB agenda.</td> <td>KR</td> <td>Yes</td> </tr> </tbody> </table>	Item	Action	By	Completed	08.05.2019 18.1	Amend SIP priority 4 on the governor monitoring documents.	RR	Yes	08.05.2019 19	SEND report on July FGB agenda.	KR	Yes	
Item	Action	By	Completed											
08.05.2019 18.1	Amend SIP priority 4 on the governor monitoring documents.	RR	Yes											
08.05.2019 19	SEND report on July FGB agenda.	KR	Yes											
7.	<p>Ofsted Inspection</p> <p>The Ofsted inspection report was circulated to governors before the meeting. The Ofsted inspection took place on 10 -11 July 2019 and the school was rated 'Outstanding'. The chair commented that it was a fantastic report and congratulated the headteacher, the leadership team, all teachers and support staff. The headteacher remarked that the inspection was on the previous inspection framework and was rigorous.</p> <p>The headteacher commented that the context and narrative of the inspection report reflect the school well. Parents have said that they were not surprised by the outcome. There was a strong evaluation of governors; governors know the school well and there was evidence of support and challenge. Children were described as exemplary.</p> <p>The inspection report and outcome is a platform that the school can build on. Ambitious goals have been set and aspiration is high.</p> <p>The chair commented that it had been a community effort, there had been 184 responses on Parentview from parents.</p>													
8.	<p>School Improvement Plan (SIP)</p> <p>This item was discussed alongside item 9.</p>													
9.	<p>School Strategic Plan</p> <p>A four-page summary of the strategic plan was circulated to governors before the meeting. The headteacher advised that there are clear aims and a goal of an 85% combined result at the end of key stage 2 (KS2). Goals are aspirational but achievable and targets are measurable. The school will build on the successes of infant school colleagues.</p> <p>The focus will be on reading as it is the weaker of the three areas. Opportunities will be given earlier to answer comprehension questions with the appropriate level of</p>													

	<p>challenge. The focus will be on children on the cusp of achieving age-related expectations (ARE).</p> <p>In writing, there will be work to capture more rapid progress for Years 3 and 4. Cross phase moderation between the year groups will be looked at to consider which areas can be in-depth or have a lighter touch. There is good progress, and this can be evidenced.</p> <p>The focus in maths will be reasoning, fluency and arithmetic. The school want to develop these abilities and to apply them to multi-layered problem-solving. A maths inset day will be held on 4 October and governors are invited to attend this.</p> <p>July 2020 will see the introduction of the Year 4 times table test. The school trialled this in 2019 and will examine the data. There is thought being given on how children access the test. It is hoped the test will be refined from the trial; children found the on-screen countdown distracting and it increased pressure. Familiarity with using a keyboard is another consideration, children may find using a tablet easier.</p> <p>Q – What is the expectation for the test? A – That children know all tables up to 12 and can answer a question every six seconds.</p> <p>Q – How is the school improving the quality of teaching mental maths? A – When times table facts are taught, we teach children to make associations, to think about the starting points and how they relate to 1x, 5x 10x, or doubling a known table and to work out the patterns around these.</p>	
<p>10.</p>	<p>Agree revised Self-evaluation form (SEF)</p> <p>The school was inspected on the SEF agreed in April 2019, which was based on the previous inspection framework. The headteacher commented that the school want to take time to update the SEF to the new headlines of the inspection framework and also to reflect the outstanding expectations. A summary will be ready for the next FGB.</p>	
<p>11.</p>	<p>Headteacher School Update</p> <p>11.1 Staffing changes There are seven new members of staff; two teachers and five Learning Support Assistants (LSA). One teacher is leaving this term. The Planning, Preparation and Assessment (PPA) team have been re-organised to cover this and one part-time teacher will increase their hours. The teacher on maternity leave is due back in February 2020 and will be accommodated part-time for the remainder of the academic year in a cross-school role. The teacher will resume coordinating Rights Respecting.</p> <p>11.2 Numbers of children across year groups There are 98 children in Year 3 and they are settling well. There is a heavy special educational needs (SEN) element and more resources have been put in place.</p>	

	<p>Q – How many appeals for entry to Year 3 took place?</p> <p>A – There were eight appeals and two children were admitted as a result of these.</p> <p>There is a total of 372 children on roll:</p> <ul style="list-style-type: none"> • Year 3 - 98 children • Year 4 – 94 children • Year 5 - 88 children • Year 6 - 91 children <p>11.3 Vulnerable children, numbers and support required</p> <p>All members of staff are kept aware of disadvantaged children, including medical needs, by use of a confidential handbook. The headteacher thanked infant school colleagues for sharing transition information.</p> <p>Q – There were several children not from the infant school in the new intake. Did they attend transition?</p> <p>A – Transition planning began in June. Children from all schools were invited to transition sessions.</p> <p>The headteacher commented that there has been work on a change to the admission policy to give priority to children at the infant school who are in catchment. This is intended to reduce displacement for catchment children. This is expected to be in place by September 2021, which is the year the school will run an additional form of entry.</p> <p>Governors discussed the preparations for the additional form in September 2021. The headteacher commented that there is a strategic conversation to be held with the local authority over the next 18 months. The school needs to be clear on its wish list. Governors requested an agenda item on the expansion for the Finance and Resources Committee</p> <p>11.4 Work undertaken to school over the break and forthcoming plans</p> <p>The running track has been installed and the headteacher commented that he was delighted at its completion. The track was funded by the sports premium funding. The goal is that pupils walk a mile a day.</p> <p>There was a delay to the playground resurfacing. The quotes received by the local authority were over budget due to drainage requirements. The local authority will fund the additional £25,000 required and the resurface will start the week before half term. Access to the playground during this time will need to be considered. The headteacher will invite governors to the planning meeting.</p>	Clerk
<p>12.</p>	<p>Review annual timetable of business</p> <p>This was agreed at the May FGB meeting.</p>	

13.	<p>Safeguarding</p> <p>13.1 Approve Safeguarding Audit The safeguarding audit was circulated to governors before the meeting. There was good feedback from Ofsted on the school's safeguarding procedures.</p> <p>Q – How are new members of staff receiving safeguarding training? A – There is always annual safeguarding training for all staff and our new members of staff are also trained separately.</p> <p>The headteacher and assistant headteacher have designated safeguarding lead (DSL) training booked for this half term.</p> <p>13.2 Keeping Children Safe in Education 2019 Keeping Children Safe in Education 2019 was circulated to governors before the meeting. Governors were asked to read part 1.</p>	
14.	<p>Policy review</p> <p>Polices were circulated to governors before the meeting.</p> <p>14.1 Safeguarding Policy This is the updated Hampshire policy and there are minor changes. Many changes are aimed at secondary school-aged children but the headteacher commented that the school remains mindful of PREVENT, female genital mutilation and breast ironing. Governors approved the policy.</p> <p>14.2 Child Protection Policy This is the updated Hampshire policy and there are minor changes. Governors approved the policy.</p> <p>14.3 Governors visits There is an amendment to the monitoring form in the policy. Governor approved the policy and it will be re-circulated.</p> <p>Q – What can we expect the cohort action plans to be circulated? A – These are now called high impact teaching plans. We have asked year leaders to be more precise for strategies, times and outcomes. Plans are written by the previous year leader.</p> <p>The headteacher will forward the high impact plans to governors. [post meeting note – documents have been uploaded to governorhub]</p> <p>Link governors were requested to get in touch with year leaders and arrange a visit.</p>	<p>HT</p> <p>HT</p>
15.	<p>Foundation Governance</p> <p>15.1 Review trust deed</p>	

The trust deed was circulated to governors before the meeting. The clerk explained that at recent Diocese training for clerks it was advised that governors must review the trust deed annually. The headteacher commented that all governors have the responsibility to challenge that the school is fulfilling the trust deed. It was commented that the forging links committee could unpick the trust deed further and examine the impact of work related to the trust deed and how it was evidenced. It was agreed that there would be a termly impact statement or update from the forging links committee.

Clerk

Q – Is there an update on the faith criterion in the admissions policy?

A – The faith criterion has been reordered but cannot be removed. This will be in effect from 2021.

15.2 Diocese minutes request

A letter advising that the diocese will review governor minutes was circulated to governors before the meeting. It was agreed that the clerk will send FGB minutes to the Diocese every term.

Clerk

16. Governing body administration

16.1 Agree committee membership, chairs and vice chairs of committees

Membership was agreed as follows:

Finance and Resources	Child and Curriculum	Personnel, Performance and Pay
Rob Rees (Chair)	Lynsey Rose (Chair)	Janet Dulledge (Chair)
Andy Stockton	Andy Stockton	Andy Stockton
Sandy Matheson	Janet Dulledge	Rob Rees
Marisa Lamb	Sharon Hamblin	Sandy Matheson
Lynsey Rose	Marisa Lamb	Kelly Bell-Moore
James Whittingham	Rebecca Paddock	Richard Mackenzie
	Kelly Bell-Moore	Sophie Smith
	Sophie Smith	
	James Whittingham	
	Richard Mackenzie	

16.2 Agree officers and link governors

These were agreed as follows:

Safeguarding	Kelly Bell-Moore
SEN and pupil premium	Marisa Lamb
Health and Safety	Rob Rees
Development and training	Sophie Smith
Maths	Richard Mackenzie / Rob Rees
English	James Whittingham / Rob Rees
Year 3	Lynsey Rose
Year 4	Kelly Bell-Moore
Year 5	Sophie Smith
Year 6	Rob Rees

16.3 GB membership – vacancies, expiring terms

	<p>There are two co-opted governor vacancies. The terms of ML (parent governor) and SH (co-opted governor) come to an end in December. It was agreed that if ML and SH wish to serve another term, they will be co-opted a the next FGB meeting.</p> <p>16.4 Headteacher performance management arrangements JD and LR will form the headteacher performance management committee alongside local authority advisor Ross Irving. LR will consider appropriate training for this.</p> <p>16.5 Governor training requirement, including whole governing body training (WGBT) Potential courses for WGBT were circulated to governors before the meeting. It was agreed that governors would train on Evaluating SMSC. SS will book this.</p> <p>RM and JW have governor induction training booked. ML has Special Educational Needs and/or Disabilities (SEND) training booked and will attend the SEND conference.</p> <p>Joint safeguarding training with the infant school could be held. JD and RR are safer recruitment trained. Other governors are keen to complete this training, but it is a popular course and there is limited availability. It is always recommended to contact Hampshire Governors Services if there is no availability. The headteacher and CW will raise safer recruitment at the next headteachers' meeting to see if cluster training can be arranged.</p> <p>It was agreed that committees will review training requirements.</p> <p>16.6 Governors code of practice As agreed at the July FGB.</p> <p>16.7 Governor safeguarding responsibilities As discussed in item 17.5</p> <p>16.8 Attendance at parents' evening and school events The chair commented that is good to have a governor presence at parents' evening. Governors were invited to attend open classroom events on Tuesday 8 October and Wednesday 9 October from 4.00 pm until 5.30 pm.</p> <p>16.9 Governor pen portraits JW and RM will provide pen portraits and a photograph for the school website.</p>	<p>Clerk</p> <p>SS</p> <p>HT CW</p> <p>JW RM</p>
<p>17.</p>	<p>HCC required adoptions</p> <p>17.1 Manual of Personnel Practice Governors agreed to adopt the Manual of Personnel Practice for 2019-20, including any subsequent in-year amendments.</p> <p>17.2 Manual of Finance Practice and Procedure</p>	

	<p>Governors agreed to adopt the Manual of Financial Practice and Procedure for 2019-20, including any subsequent in-year amendments.</p> <p>17.3 HCC Governors Good Practice Guide Governors approved the adoption of the Governors Good Practice Guide.</p>	
18.	<p>Consider further issues or opportunities of a strategic nature/ recommendations for committees</p> <p>As agreed in item 11.3</p>	
19.	<p>Agreed urgent business</p> <p>There was no urgent business.</p>	
20.	<p>Items for the next agenda</p> <p>As agreed in item 11.3</p>	
21.	<p>Date of the next meeting</p> <p>Dates of the next meetings, all at 5pm:</p> <ul style="list-style-type: none"> • Child and Curriculum Committee – 25 September 2019 • Personnel, performance and Pay Committee – 16 October 2019 • Finance and Resources Committee - 6 November 2019 • FGB - 27 November 2019 <p>The meeting finished at 6.45 pm.</p>	

Summary of actions

Agenda Item	Actions Agreed	Responsibility	Completed
11/09/2019 2	Complete annual declaration of pecuniary interest.	RP, SH, JD and SM	
11/09/2019 11.3	Finance and Resources Committee agenda item on the school expansion	Clerk	
11/09/2019 14.3	Circulate Governor visits policy	HT	
11/09/2019 14.3	Circulate high impact teaching plans	HT	
11/09/2019 15.1	Termly agenda item for trust deed impact statement or forging links update.	Clerk	
11/09/2019 14.2	Send FGB minutes to Diocese termly	Clerk	
11/09/2019	Co-option of ML and SH on next FGB agenda	Clerk	

17.3			
11/09/2019 17.5	Book WGBT 'Evaluating SMSC'	SS	
11/09/2019 17.5	Discuss potential of cluster training for governors on safer recruitment at headteachers' meeting	HT, CW	
11/09/2019 17.9	Provide pen portraits and a photograph for the school website	RM JW	