



Working and learning together for success

**SARISBURY CHURCH OF ENGLAND JUNIOR SCHOOL**

**FULL GOVERNING BODY (FGB) MEETING MINUTES**

**27 November 2019 at 5.45pm**

<b>Present:</b>	Robert Rees (Chair)	LA Governor
	Andrew Stockton (HT) – <i>from 6.30pm</i>	Headteacher Governor
	Sharon Hamblin (SH)	Co-opted Governor
	Lynsey Rose (LR)	Co-opted Governor
	Marisa Lamb (ML)	Co-opted Governor
	Richard Mackenzie	Foundation Governor
	Janet Dulledge (JD)	Foundation Governor
	James Whittingham (JW)	Parent Governor
	Roxanne Lines (RL)	Parent Governor
	Steven West (SW)	Parent Governor
	Rebecca Paddock (RP)	Staff Governor
<b>In Attendance:</b>	Kelly Reid (Clerk)	Clerk
<b>Apologies:</b>	Sandy Matheson (SM)	Foundation Governor
	Charlotte Weavers (CW)	Associate Member
<b>Quorate:</b>	Yes	

Item		Action
1.	<p><b>Welcome and Apologies</b></p> <p>The chair opened the meeting at 5.45pm and welcomed all. Apologies were received and accepted from SM and CW. The headteacher would be arriving late. The chair advised that there would be a change to the agenda order and items 6,7,8 and 9 would be discussed once the headteacher arrived. Items were taken in the order shown.</p> <p>New parent governors RL and SW were welcomed and introduced to the other members of the governing body.</p>	
2.	<p><b>Declarations of pecuniary interest</b></p> <p>No declarations of interest were made. New governors have completed a declaration of pecuniary interests form.</p>	
3.	<p><b>Agree any urgent business</b></p>	

	It was agreed that ML would update governors on a meeting held with the school emotional literacy support assistant (ELSA).																	
<b>4.</b>	<p><b>Minutes of the meeting held 3 July 2019</b></p> <p>The minutes were circulated to governors before the meeting. The minutes of the full governing body (FGB) meeting held on 3 July 2019 were agreed as an accurate record and signed by the chair.</p>																	
<b>5.</b>	<p><b>Matters arising from the minutes 3 July 2019</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Responsibility</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>03-07-19 16.1</td> <td>Upload list of WGBT course to GovernorHub</td> <td>KR</td> <td><b>Yes.</b></td> </tr> <tr> <td>03-07-19 16.2</td> <td>Book new governor induction training.</td> <td>JW RM</td> <td><b>Yes. Induction training completed.</b></td> </tr> <tr> <td>03-07-19 19</td> <td>Governor visits policy on next FGB agenda</td> <td>KR</td> <td><b>Yes</b></td> </tr> </tbody> </table>	Item	Action	Responsibility	Completed	03-07-19 16.1	Upload list of WGBT course to GovernorHub	KR	<b>Yes.</b>	03-07-19 16.2	Book new governor induction training.	JW RM	<b>Yes. Induction training completed.</b>	03-07-19 19	Governor visits policy on next FGB agenda	KR	<b>Yes</b>	
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<b>10.</b>	<p><b>Committee minutes</b></p> <p>The chair explained the structure of the committees. RL and SW will be invited to attend each committee before making a choice on which committee or committees they wish to sit on. It was noted that the Personnel, Performance and Pay Committee had previously struggled to reach quorate and would welcome new members.</p> <p><b>10.1 Child and Curriculum</b>  <b>10.2 Personnel, Performance and Pay</b>  <b>10.3 Finance and Resources</b></p> <p>All committee minutes had been circulated to governors before the meeting. Governors had reviewed the minutes and had no comments.</p> <p><b>10.4 Approve Committee Terms of Reference</b>  Committees have reviewed their terms of reference (TOR) and all committees have recommended their TOR for approval by the full governing body. The TORs were circulated to governors before the meeting.</p> <p>Governors approved the TORs for all committees.</p>																	
<b>11.</b>	<p><b>Governor monitoring plan and monitoring feedback</b></p> <p>The chair commented that the monitoring plan was well underway. It was explained that the governors undertake monitoring visits to triangulate data received from the school. Governors are mindful of how busy staff are and book and prepare for visits. New governors will be asked to shadow another governor's visit.</p> <p>It was confirmed that visits have taken place for Years 3, 5 and 6, for special educational needs (SEN) and maths. A visit to monitor literacy will take place.</p>																	

<p><b>12.</b></p>	<p><b>Governing Body</b></p> <p><b>12.1 Co-opt Marisa Lamb</b> It was agreed that Marisa Lamb would be elected as a co-opted governor.</p> <p><b>12.2 Co-opt Sharon Hamblin</b> It was agreed that Sharon Hamblin would be elected as a co-opted governor.</p> <p><b>12.3 Whole governing body training (WGBT)</b> It was agreed that the WGBT would be held on Evaluating Spiritual, Moral, Social and Cultural development (SMSC) on 12 February. The chair will contact Hampshire Governor Services to confirm this. The invitation will be extended to colleagues from the Infant School.</p> <p><b>12.4</b> The clerk advised that recent resignations from the governing body meant that there were vacancies for a Development and Training Governor (DTG) and a Safeguarding governor. It was agreed that ML would be safeguarding governor and that the chair would cover the DTG responsibilities. It was requested that the role of DTG be an agenda item at the next FGB strategy meeting.</p> <p>After discussion of this item, governors were joined briefly by Kelly Bell-Moore who had resigned from the governing body. Governors thanked Kelly for her work and contribution to the governing body.</p>	<p><b>RR</b></p> <p><b>Clerk</b></p>
<p><b>13.</b></p>	<p><b>Policy review</b></p> <p><b>13.1 Complaints Policy</b> Two complaints policies were circulated: the previous three-stage policy and the Department for Education (DfE) two-stage model policy, which is recommended by Hampshire Governor Services. It was confirmed that a complaints panel would be formed by governor availability and excluding those with a conflict of interest.</p> <p>Governors <b>approved</b> the two-stage DfE model complaints policy.</p> <p><b>13.2 Governor Visits Policy</b> The governor visits policy was circulated to governors before the meeting. The policy has been revised and includes a template visit form. A governor commented that the policy was clearer. Governors <b>approved</b> the governor visits policy.</p> <p><b>13.3 Pupil Premium strategic statement</b> Previously, the school used the Hampshire model for the statement. RP, the assistant headteacher and SENCO, has rewritten the statement so that it follows a similar structure to the School Improvement Plan (SIP).</p> <p>There are 48 children at the school entitled to the pupil premium funding. The assistant headteacher commented that the school invests more on these children than it receives in funding.</p>	

	<p>Attainment data is included. 90% of children at the school entitled to the pupil premium funding reached age-related expectations (ARE) for writing. This is well above the national average of 78%.</p> <p><b>Q – How are these children defined?</b>  A – Eligibility or previous entitlement to free school meals. Children Looked After or previously looked after. We also receive a nominal amount for children from service families.</p> <p>The pupil premium strategic statement will be published on the school’s website.</p>	
<p><b>14.</b></p>	<p><b>Staff Wellbeing</b></p> <p>Staff wellbeing is part of the new Ofsted inspection framework. The assistant headteacher advised that due to the expansion of the school, and the division of the upper and lower years, there were not as many opportunities for staff to meet informally as there had been previously.</p> <p>It is also recognised that the change to break and lunchtimes had increased teaching time for teachers. Lunch is 20 minutes shorter and staggered to allow all children time to eat. Breaktime is five minutes longer.</p> <p><b>Q – How is the change to lunch and break time working?</b>  A – It is working well. Incidents on the play have reduced.</p> <p><b>Q – How is information on staff wellbeing gathered?</b>  A – Link governors do ask. We could carry out a staff questionnaire. We get a snapshot from the school improvement teams (SIT). This is not a whole staff meeting as there are three SITs.</p> <p>It was requested that a questionnaire on staff wellbeing is an agenda item for the Personnel, Performance and Pay Committee.</p> <p>This item also discussed in item 16.3 and item 6.</p>	<p><b>Clerk</b></p>
<p><b>15.</b></p>	<p><b>The South East (SE) Governors’ Forum &amp; Fareham and Gosport Chairs’ Network meeting</b></p> <p>The chair fed back to governors on recent meetings that he had attended. The SE Governor’s Forum is held three times a year and there is representation from Governor Services. A discussion was held on risk management and finance checks for fraud.</p> <p>The Fareham and Gosport Chairs’ Network meeting had a presentation from Naomi Carter, who is the education lead for the area. The presentation was a review of the last school year for the Fareham and Gosport areas, celebrating the successes and highlighting the areas of concern. 93% of schools in the Fareham area were Good or</p>	

	<p>better. Violent incidents, fixed period exclusions and school's balances for the area were discussed.</p>	
<p><b>16.</b></p>	<p><b>Agreed urgent business</b></p> <p><b>16.1</b> ML met with Jane Durnford, the emotional literacy support assistant (ELSA). The ELSA workload has increased as there is no longer a trained learning support assistant (LSA) to support her. Training is available for this but is very expensive as it is not 1-2-1 training. The assistant headteacher has approached other schools to collaborate and train staff but there has not been enough uptake to make this viable.</p> <p>In the long-term, another ELSA is needed due to the shift in social, emotional and mental health needs. There are a range of challenging needs and the current support is at capacity. This is a barrier to meeting children's needs effectively. A governor commented that demand will be greater as the school numbers increase.</p> <p>The ELSA capacity was requested as an agenda item for the next Child and Curriculum meeting.</p> <p>The headteacher arrived at the meeting at 6.30 pm. The headteacher commented that the school invests heavily over the SEN budget allocation. The assistant headteacher is looking at the SEN strategy over the next three/four years and is working with the infant school. One issue is children on the periphery of support. Teachers have to adapt to meet their needs. It is challenging for teachers when seven or eight children in a class have SEN and a further one or two children have an education health care plan (EHCP). This is a typical profile for the county.</p> <p><b>16.2</b> The headteacher welcomed the new parent governors. Induction packs, which include the governor code of conduct, were given to JW, RM, RL and SW.</p> <p><b>16.3</b> The headteacher advised that the leadership team does meet regularly to discuss staff wellbeing, how staff manage workload and that their role is enjoyable. Despite the focus over the past few years, the workload has increased. The school ensures that work only takes place if it is beneficial to the children.</p>	<p><b>Clerk</b></p>
<p><b>6.</b></p>	<p><b>Headteacher's report to governors</b></p> <p>The headteacher's report was circulated to governors before the meeting. The headteacher commented on key points. The school is celebrating its Ofsted Outstanding grade. There are few Junior schools in Hampshire that have secured the Outstanding grade. Governance was noted as a strength of the school. The inspection process was in-depth, and the result is a testament to all staff. There were 184 Parentview responses from parents; 124 parents left comments and the inspector commented that these were overwhelmingly positive. The inspection came at the end of the summer term so the result could not be announced until the start of the autumn term. At this point the school was already well into the challenges of the new academic year.</p>	

The chair commented that the new Ofsted report will be shorter. It will be important for governors to be at the debrief to capture information.

The largest-ever number on roll (NOR) has presented challenges with building capacity. As discussed in item 14, phased breaktimes and lunchtimes have been introduced. This brings an additional 1 hour and twenty minutes of teaching time. This is being absorbed in many ways and there are more pastoral care activities. The changes will be embedded when the additional class joins in 2020/21.

**Q – Is there a whole school assembly?**

A – Yes. This is only changed during the harvest festival as the display is large. When the assembly is split, we are mindful that the same quality is delivered the second time. Whole school assembly is held every day, except Friday when year group assemblies are held. Collective worship takes place every day.

The Beyond the Beat programme has been successful and the children have enjoyed it. All governors are invited to the celebration concert at Brookfield School on Friday 6 December, at 7.00 pm. Capacity will be an issue if this scheme continues.

Data is given on pages 4 and 5 of the report. This reference the current SIP. There is challenging but realistic aspiration over the next three years, as the school looks to maintain excellence.

**Q – What is the range on attainment?**

A – This is based on the entry point to school. Historically, reading is stronger on entry. The data is end of year and gives an idea of where the cohorts started in September. Phase 1 data will be gathered in December.

Ofsted commented that behaviour at the school is excellent.

**Q – What are the figures for visits to time out?**

A – There were 55 visits from Year 4. It may be from the same few children. There are a number of children in this cohort that need support. Restorative justice works well and this is reflected in the reduced visits from Year 5 and Year 6.

**Q – Has the newly qualified teacher (NQT) in Year 4 settled?**

A – Yes, she is not new to the school. She was a school-centred initial teacher training (SCITT) trainee last year in Year 3 and moved up with the cohort.

The chair thanked the headteacher for his report.

There was further discussion of item 14. The headteacher circulated a summary of workload and wellbeing. Qualified staff cover planning, preparation and assessment (PPA) time. Year group teachers are released together, every year group gets two hours a week. This is more than the required 10%.

Leadership release is invested in and prioritised. A year leader has 19 days release, a core subject lead has 13 days and subject leads have 5 days. This is more leadership

	<p>release time than most schools and is a financial commitment of £21,000. This is regularly benchmarked. The budget is not ringfenced, but the school protects it as much as it can.</p> <p>Teacher feedback is that the release time is valuable.</p> <p>There are several adjustments that the school makes to balance workload. The school does not run two consecutive parents' evenings. An evening that would have been the staff meeting is also used for one parents' evening. Staff are given time to attend special events where possible. The school ensures that contributions by staff are publicly acknowledged. The school purchases a Hampshire counselling service for teachers and support staff.</p> <p>The chair commented that wellbeing will be monitored through the Personnel, Performance and Pay Committee. The headteacher remarked that he would also encourage link governors to talk to staff about wellbeing.</p>	
7.	<p><b>Progress against School Improvement Plan (SIP)</b></p> <p>As discussed in item 6.</p>	
8.	<p><b>Spiritual, Moral, Social and Cultural Development (SMSC)</b></p> <p>Lynn Hart is the subject lead for SMSC. The policy was reviewed in May. SMSC is a strength and this was recognised by the Ofsted inspection team.</p> <p>There is a new framework for section 48 inspections. The school is in year 3 of a five-year inspection cycle and expects the section 48 inspection in 2022.</p>	
9.	<p><b>Schools Financial Value Standard (SFVS) requirement for budget to be reviewed six times a year</b></p> <p>The clerk explained that the revised SFVS requires that the governing body review the budget at least six times a year. The Finance Committee reviews the budget but only meet three times a year. Governors agreed that a review of the budget with the headteacher will be delegated to the chair or vice-chair during the half terms that the Finance Committee does not meet.</p> <p>The headteacher requested that an urgent business be considered. Five service level agreements (SLA) with Hampshire are due for renewal. These are services that the school currently buys into and uses:</p> <ol style="list-style-type: none"> <li>1. Insurance</li> <li>2. Occupational health</li> <li>3. School library service</li> <li>4. School staff absence scheme</li> <li>5. Transactional HR and IBC services</li> </ol>	Chair

	Governors <b>approved</b> the renewal of the SLAs. The clerk has uploaded all the SLAs to the folder for this meeting on GovernorHub.	
<b>17.</b>	<b>Items for the next agenda</b>  The clerk has noted items for the next agenda.	
<b>18.</b>	<b>Dates of the next meeting</b>  The dates of the next meetings, all at 5pm are: <ul style="list-style-type: none"> <li>• FGB Strategic – 22 January 2020</li> <li>• Finance and Resources – 29 January 2020</li> <li>• Child and Curriculum – 5 February 2020</li> <li>• Personnel, Performance and Pay – 4 March 2020</li> <li>• FGB – 11 March 2020</li> </ul> New governors will be invited to all committee meetings.  The meeting closed at 7.30 pm.	

Summary of actions

<b>Agenda Item</b>	<b>Actions Agreed</b>	<b>Responsibility</b>	<b>Completed</b>
27.11.19 12.3	Confirm WGBT on Evaluating SMSC on 12 February to Hampshire Governor Services.	RR	
27.11.19 12.4	FGB agenda item: Development and training governor	Clerk	
27.11.19 14	Agenda item for Personnel, Performance and Pay Committee: questionnaire on staff wellbeing.	Clerk	
27.11.19 16.1	Agenda item for Child and Curriculum: ELSA capacity	Clerk	
27.11.19 9	Arrange to review the budget in the half terms that the Resources Committee does not meet.	Chair	