

**Southway Junior School**

**Full Governing Body Meeting**  
**6pm Wednesday 1<sup>st</sup> July 2015**

**Governors Present:** Peter Newbold (PN) (Headteacher), Peter Izard (PI), Paul Cartin (PC), Michael Dewey (MD), Sharon Carter (SC), Kieron Woodland (KW), Chris Mendez (CM)

**Apologies for Absence:** Hayley Pettitt (HP), Damon Wright (DM) Cath Beckett (CB), Sasha O'Conner (SOC)

**In attendance:** Katie Smith (Clerk)

The agenda and all supporting papers for the meeting were placed on the Southway VLE site for all Governors and Associate Members to view prior to the meeting. Hard copies of papers will no longer be printed out for the inspection file, apart from the minutes of each meeting - these signed minutes will be kept in the school office.

6.00pm Meeting start

Agenda item		Action
<b>FGB. 1</b> (welcome)	PI welcomed Kieron Woodland who will to be an important, key attribute to the active family of the GB.	
<b>FGB. 2</b> (apologies for absence)	PI made the GB aware of the apologies for absence received. PC added that due to the re-arrangement of the meeting at short notice, it is only understandable that people are unable to attend.	
<b>FGB. 3</b> (declaration of interests)	PI explained the idea of pecuniary interests to KW. None stated.	
<b>FGB. 5.</b> (Ofsted Update)	PI updated the GB on the recent Ofsted inspection; a) PI reiterated that he can't disclose too much of the actual report, but informed the GB that the recent Ofsted visit went well and assured the GB that they were fully prepared and the inspection was very thorough. It should be formally out to parents and teachers in approx. 2 weeks. b) CM questioned if the governors could receive the report before that parents in order to be proactive in the playground for example if anyone were to ask. PI noted there is a window of time in which it needs to be given to parents. PI agreed that once formally agreed and signed off it could be possible, before it is made public on the Ofsted website.	
<b>FGB.6.</b> <b>Staff Survey</b> (in PN's absence it was agreed to skip the HT report until PN arrives)	PC provide the GB with a an update on the latest staff survey results; a) PC explained that there are 12 questions in which staff scores a mark of 1-5, run by a company called Gallop. PC added that it is the third time the survey has been completed in 4 years and nearly 100% responses were received. b) PC explained that a year ago there was an incredibly large level of engagement which was concerning how it could be improved upon, however results being up over 3% over the last year which is incredible. It gives an overall of 4.31 out of 5, and is beyond the upper quartile. c) MD reiterated that the report being conducted before the Ofsted inspection, in times of great pressure and stress to teachers and staff and still producing such good results is very positive. d) PC added the report was also shared with Ofsted on their inspection, and can be put on the VLE. e) The order of ranking didn't change, all groups scored better. It also showed that the improvements set by last year's survey had been completed.	PC to email the survey to KS to add onto the VLE
6.08pm PN entered		
	C) PI questioned PN about the possibility of allowing governor's access to the Ofsted report before it is published and sent out to the parents. PN agreed it could be possible however there is a pecking order to be followed. PN suggested that once the report is verified (which could take as little 5-6 days) he believes the staff should receive the report first in	PN to send out Ofsted report results to staff and governors once verified

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	order that they feel important and valued, then an email will be sent out directly to governors and then to parents the next day.	
6.10pm SC enters		
<b>FGB.4.</b> (Head teacher Update)	<p>Questions were asked on the head teachers report circulated on the VLE prior to the meeting;</p> <ul style="list-style-type: none"> <li>a) PI stated the report was excellent as always.</li> <li>b) It was positive that there have been no leavers and 3 admissions.</li> <li>c) PI asked for clarification of attendance is at 96.4 for the summer term, and the target is 98, were the plans for achieving this already in place and that have been previously discussed, which PN agreed. PN highlighted that they have achieved beyond 97% at points recently.</li> <li>d) PI noted positively that there have been no racist incidents; PN noted that since the report there has been one very minor but has been dealt with sensitively and appropriately. PI commented positively that there has been an improvement since he began working on the GB, MD confirmed definite improvement, to being nearly non-existent is a very positive thing.</li> <li>e) PI stated that the Parentview figures are now 122, they were 82 at the time of the report which is good news.</li> <li>f) PN added that staff appointments have changed slightly as there has been an appointment of 2 more very positive TA's (Robyn Harman and Deena Mc Callen).</li> <li>g) PI noted it was good to see the continuing Staff development that so many courses have been attended, that maybe it is possible to pick-out and develop areas of expertise possibly missing and work on for future development.</li> <li>h) PC added that as a parent looking at the staff structure gives him huge confidence that not only are the teachers good but that the 'subs' bench is good too.</li> <li>i) PI asked for any further questions, none were made and thanks were made to PN.</li> </ul>	
<b>FGB.7.</b> <b>Governor appointments</b>	Elections were held for positions of Chair of Governors, Vice Chair of Governors, Chair of teaching and learning and Chair of Finance and Staffing; Chair appointment;	
6.20pm PI left the room		
	PC explained that there had been one nomination for <b>Chair</b> , PI. He explained he believed PI was a strong and committed member of the GB and a vote to re-elect PI as Chair was held, which was unanimously agreed upon.	
6.22pm PI re-entered and was welcomed back as the new Chair		
	<b>Vice Chair</b> Appointment;	
6.22pm PC left the room		
	PI noted that there had been one nomination for Vice Chair; PC, and it was unanimously agreed to re-elect PC as Vice Chair.	
6.23pm PC re-entered the room and was welcomed back as the new Vice Chair		
	<p>Committees;</p> <ul style="list-style-type: none"> <li>i. PI noted that there had been one nomination for <b>Chair of Teaching Learning and Staffing committee</b> (TLS) which was CB. PI explained she had been the vice-chair for the last year and is a very valuable member of the committee and GB. It was unanimously voted and agreed that CB is to be Chair of TLS.</li> <li>ii. <b>Finance and Premises (F &amp; P);</b></li> </ul>	
6.25pm PC left the room		
	PI noted there had been only one nomination, PC. It was unanimously voted to re-elect PC as Chair of F & P.	
6.26pm PC re-entered the room.		
	PC added that although they are role that don't require a vote, it is good practise to fill the positions for vice chair of F&P and T,L & S. CM put himself forward for vice chair for F & P, it was agreed to re-elect him for the 2 <sup>nd</sup> year. PI noted SOC put herself forward for the Vice Chair of T, L & S and so is likely to be SOC, tbc. (As both SOC and CB are absent).	

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	<p>Summary:  <b>Chair:</b> Peter Izard  <b>Vice Chair:</b> Paul Cartin</p> <p><b>Chair of Finance and Premises:</b> Paul Cartin  <b>Vice Chair:</b> Chris Mendez</p> <p><b>Chair of Teaching, Learning and Staffing:</b> Cath Beckett  <b>Vice Chair:</b> (tbc) Sasha O Conner</p>	
<p><b>FGB.8.</b>          (Governor Roles)</p>	<p>a) PC noted that some role allocations may have to be followed up via email, but confirmed the following roles that had put their names forward and accepted the position;  <b>Heath and Safety Governor, CM</b>  <b>Safeguarding governor, SOC</b>          The other roles are yet to be filled with no-one putting themselves forward, and as they do not need voting for, PC suggested that they are allocated at the next meeting allowing everyone to consider it in more detail.</p> <p>b) PN explained that Ofsted now have a new framework for September 2015, with 4 categories:</p> <ul style="list-style-type: none"> <li>• Effectiveness of leadership and management</li> <li>• Quality of teaching, learning and assessment</li> <li>• Personal development, behaviour and welfare</li> <li>• Outcomes for children and learners.</li> </ul> <p>PN added they're not very different to the last but it could be worth allocating a governor to each area, (with maybe a back-up to shadow them for thinking towards the future), to show that we're holding ourselves to account as a whole school. The proforma template will need changing.</p> <p>c) CM questioned whether this meant splitting the SDIP in half, PN confirmed no it's only for Ofsted.</p> <p>d) PN suggested giving a better steer for the GB to report back to the GB when visitors have been in.</p> <p>e) PN asked for MD's views, He confirmed he agreed with the model and it's perfect as covers the 4 areas.</p> <p>f) PN to make a another governor monitoring proforma for the TLS meeting in September (30/09/15)</p> <p>g) PC questioned if there was a way to streamline the way in which things are reported to the governors to make things easier, as going through the documents as part of the recent Ofsted inspection, it was found tricky and had a lot of overlap. PC reiterated its importance but its need to be balance within the job of running the school, which was agreed by PI/PN.</p>	<p>Consider governor roles for next FGB</p> <p>PN to make a another governor monitoring proforma for the TLS meeting in September (30/09/15)</p>
<p><b>FGB.9.</b>          Policy Updates and Reviews</p>	<p>a) PI noted terms of reference for the committees needs approval at the next meeting and questioned whether there were any terms of reference (TOR) for the panels (complaints and discipline). SC confirmed there is a policy but it was unsure about terms of reference. SC to check policy and see if the necessary information is covered by that. KS to bring findings and drawn up TOR to the next FGB.</p> <p>The following policies were noted for approval (and distributed on the VLE beforehand);  <b>Child protection;</b> SC noted there was a recent sign-off of a child protection policy however it has now been changed by West Sussex and needs annual approval again. She noted there is now a lot more information and guidance within the report.          PI noted a few errors in the report;</p> <p>i. Point 4. PN to be changed to SOC, and MD to be replaced.</p>	<p>SC to check complaints policy</p> <p>KS to bring findings and drawn up TOR to the next FGB along with TORs for the committees</p>

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	<p>ii. Point 10, 'school has/has' needs changing, SC agreed to do this.</p> <p>PI highlighted to the GB the importance of safeguarding and asked the GB to read it through to understand the protocols.</p> <p>PI suggested getting governors on some kind of child protection course in the next few years. SC suggested the governors complete the same online safeguarding course that the staff recently completed. PN agreed, SC to sort out login details for governors to access and complete the short online course.</p> <p>Policy was approved.</p> <p><b>Governor Visit policy;</b></p> <p>a) PI questioned whether this needed to be reviewed every year, it was agreed no, SC to change policy to 2 year review. Policy approved.</p> <p>b) PI reiterated the need for everyone to wear their lanyards and signing in and out appropriately.</p>	
<b>FGB.10.</b> New Governing Body Constitution	<p>The reconstitution came into effect on 08/06/15. Copies were emailed to all GB members.</p> <p>PI explained that under the new constitution, co-opted governors needed to be voted in (after the date of reconstitution). CM, HP and DW are possibilities, CM to be voted in,</p>	
6.45pm CM left the room		
	CM was unanimously voted for,	
6.46pm CM re-enters		
	In HP's absence PI conducted a vote which was unanimously agreed upon for HP to become a co-opted member. PI noted to hold off voting for DW.	
<b>FGB.11.</b> Update on projects	<p>SC updated the GB on the progress of the projects completed this term;</p> <p>i. <u>Lighting</u>, The old lighting was old and not cost effective, but after talks with Mid Sussex about just classroom lighting, we have managed to be awarded with the money to complete all the lighting (corridors, classrooms, offices...). They might start before the summer, dates are being discussed.</p> <p>ii. <u>Re-decoration</u> of the hall and corridor to match the rest of the school.</p> <p>iii. Replacing old <u>classroom doors</u>.</p> <p>iv. The '<u>zone</u>' is to be converted to an art/DT/science space. SC confirmed there are some issues getting the correct tables but as long as it's finished by the 1st half term it should be ok.</p> <p>v. <u>Outdoor learning</u>; a boardwalk is to be built and hopefully next year there will be a sensory garden.</p> <p>PI reminded it's important to remind parents of the scale of work completed that in less than 2 years; radiators have been replaced, furniture bought in, blinds fitted, new windows, doors and a new reception, which is fantastic and something to be proud of. PC agreed it was a good update, and the boardwalk sounds great.</p> <p>Thanks were made to the HSA for continuing to work and be very proactive.</p>	
<b>FGB.12.</b> Minutes of the last Full Governing Body Meeting 25th March 2015	<p>Minutes from the last FGB 25/04/15 were presented, a date correction was noted on the agenda "Wednesday 24<sup>th</sup> June", to be changed to "1<sup>st</sup> July" (due to re-arrangement of the meeting), KS to amend and add to the VLE.</p> <p>Minutes were signed by PI.</p>	KS to amend dates on agenda and add to VLE
<b>FGB.13.</b> Further matters (Any other Business)	<p>a) PI reminded the GB that there will be a farewell party for MD on the 10<sup>th</sup> July, 8pm.</p> <p>b) SC queried future dates for meetings, PI explained that the aim is to meet once a month on the last Wednesday but there can be some flexibility. PI noted concern for the F &amp; P meeting to be able to sign-off the budget in time. It was agreed that rather than moving an FGB to the end of May and having two in one month, May's F &amp; P will have to be made full governor attendance (like this year's meeting), to approve the budget and allow time for SC to send it off to West Sussex in time.</p> <p>In regards to the TLS meeting and fitting with the school data, MD noted his approval as long as the TLS is no later than the 4<sup>th</sup> week of term. PI noted data won't be in the same format however.</p> <p>a) SC noted the October meeting seems to fall in the half term dates. KS to</p>	<p>KS to check TLS meeting date fall no later than 4<sup>th</sup> week of term.</p> <p>KS to check dates</p>

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	check and amend.	of October half term
<b>FGB.14.</b> Future business	None stated	
<b>FGB.15.</b> Meeting review to be judged against the Ofsted Framework	<p>It was agreed that the following points of the meeting in particular showed good governance as detailed below;</p> <ul style="list-style-type: none"> <li>i. Approval of the child protection policy, as Safeguarding is always at the forefront. (F, G)</li> <li>ii. The project update, as they have in every aspect improved the school dramatically. (A, B, C, D, F, G)</li> <li>iii. Allocation of roles, important action. Re-calibrating the alignment of priorities to fit with the new Ofsted framework will be promising. (A, D, E) <ul style="list-style-type: none"> <li>A. Demonstrate an ambitious vision;</li> <li>B. Improve teaching and learning;</li> <li>C. Provide a broad and balanced curriculum;</li> <li>D. Evaluate strengths and weaknesses;</li> <li>E. Develop leadership capacity;</li> <li>F. Engage with parents and carers;</li> <li>G. Ensure all pupils are safe.</li> </ul> </li> </ul>	

7.00pm end of meeting

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