



# Southway Junior School

## Full Governing Body Meeting 6pm Wednesday 23<sup>rd</sup> January 2019

**Governors Present:** Peter Izard (PI), Peter Newbold (PN) (Headteacher), Kieron Woodland (KW), Sharon Carter (SC), Mark Harding (MH), Helen Lewis (HL), Rhiannon Mudford (RM)

**Associate Members:** none

**Apologies for Absence:** Stephen Adams (SA)

**Absent:** Richard Harris (RH)

**In attendance:** Helen Denison (HD), Linda Tullett (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.

### **Start 6.01pm**

Agenda item		Action
<b>SPR19 FGB. 1</b> (Welcome)	PI opened the meeting and informed the Governors that the focus of this meeting was Ofsted preparation and planning.	
<b>SPR19 FGB. 2</b> (Apologies for absence)	Apologies were received from Stephen Adams which was accepted by those present.	
<b>SPR19 FGB. 3</b> (Declaration of Pecuniary Interest)	None stated.	
<b>SPR19 FGB. 4</b> (Minutes of Previous Meeting)	The minutes of the previous meeting were approved and signed by the Chair,	
<b>SPR19 FGB. 5</b> Terms of Reference	An amendment was necessary to the Terms of Reference with regard to the number of meetings held each year. It was agreed to amend to: The Full Governing Body will meet at least 9 times per academic year, to include Teaching Learning and Staffing, Finance & Premises and Full Governing Body meetings.	
<b>SPR19 FGB. 6</b> (Head teacher's Safeguarding Report)	The DSL Safeguarding Report was sent to Governors prior to the meeting. a) SC noted an amendment to the Training and Safeguarding Update and that Admin staff should be included in 'Role' section of Prevent Training. b) KW questioned the number of pupils that were persistently absent and asked over what period as the numbers looked high. c) PN responded stating that the figures are misleading and 10 at most are persistently absent. Letters have been sent to the parents concerned. He also confirmed that this was for this academic year. d) HD added that this could be more specific by breaking it down into reasons why.	HD to amend and sent to all Governors
<b>SPR19 FGB.7</b> (Head teacher's report)	The Head teacher's report was circulated to the Governors prior to the meeting. a) PI noted the absent percentage and that Year 6 is showing an upward trend in absentees. b) PN stated that children who are persistently absent have a history of non or low attendance and not just in Year 6. c) HL added that the attendance in Year 3 is excellent. d) PN stated that awarding 100% attendance certificates are divisive and often counterproductive. e) RM pointed out that the absences were mainly holidays taken during term time. f) PN added that overall he was pleased with the attendance numbers – 96.4% compared with the national average of below 96%. There were no exclusions, racist incidents or bullying since the last report.	



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	<p>g) MH asked whether all bullying incidents were logged and PN responded stating that they were and notes kept on all conversations. The school is extremely diligent when it comes to dealing with any reported incidents or concerns raised by parents.</p> <p>h) PI then highlighted that the school is demonstrating a diverse and broad curriculum, which is important, and learning is not just about being in the classroom. He also added that the staff CPD is diverse.</p> <p>i) KW asked how the recruitment of the Premises Manager was progressing.</p> <p>j) PN stated that the current hours were not of interest to any potential applicant and that these were being amended. At present, there has been no interest but the application at the new hours had only been out for 2 days. He added that we would get the right person but it may take a while. Broad skills are needed to do well.</p> <p>k) HL asked how the school is adapting to the lack of a Premises Manager.</p> <p>l) PN responded by saying that the school is closing earlier, PN is opening in the morning with cover when he is not in school, the cleaners have taken on extra responsibilities and all the staff are doing their bit to help.</p>	
<p><b>SPR19 FGB. 8</b> (Maths Monitoring Report)</p>	<p>HL circulated her report prior the meeting, following a meeting with Charlotte Steer (CS), Maths Leader, regarding the progress of the maths curriculum. They worked through all the points on the SDIP. CS explained all of the information on the SDIP in detail for HL to gain a greater understanding of the subject.</p> <p>a) HL advised that there was no book look this time. CS is happy with the progress and an improvement shown in times table rockstars.</p> <p>b) Staff training with the new teachers going well.</p> <p>c) HD added that boosters are not happening only in year 6, but across all year groups.</p> <p>d) PI asked whether there was any provision in school for those children unable to access times table rockstars at home. HD responded stating that there were opportunities for them to do it during school time.</p>	
<p><b>SPR19 FGB 9</b> (Ofsted Update)</p>	<p>HL and MH had recently attended the Governance &amp; Ofsted course and reported back to the Governing Body.</p> <p><u>Meetings/Minutes</u> MH – Our vision and priorities: Suggested ‘what our aims are’ should be listed at the start of the Minutes as a reminder. MH added that questions in the Minutes should be highlighted.</p> <p>a) PN asked for what purposes. Who is it for?</p> <p>b) MH informed that action points should be highlighted to inform Governors of action required. PI added that this was important and asked LT to ensure that action points are noted in the Minutes.</p> <p>c) MH also suggested that the agenda item numbers should reflect the term of the meeting for ease of reference. This was agreed.</p> <p>d) HD added that the Agenda should include ‘Matters Arising’ and then could refer to the action points from the previous Minutes. Agreed.</p> <p>e) MH advised of the 3 functions of the Governing Body (ensuring clarity of vision, ethos and strategic functions) and asked how the Good Governance letters at the end of the Minutes related to those 3 functions. Are they still relevant or should they be more in relation to our 3 functions? MH also suggested colour coding the core functions. Agreed for future meetings.</p> <p><u>Website</u> HL has viewed and commented on the policies on the website. Several need to be reviewed and updated. SC to update and send to Governing Body for approval.</p> <p>a) HL reported on critical gaps that need updating and a discussion took place as to whether individual policies required updating,</p> <p>b) PN was concerned over statutory policies and advised that any that required updating/amending should be updated and emailed out for Governors to read and comment on prior to approval. Non statutory policies need reviewing and date amended.</p> <p>c) PI added that SC and HL should meet to ensure we are complaint.</p> <p>d) PN and SC to look at website by the end of next week to check fully compliant.</p> <p>e) HL has offered to produce a spreadsheet stating all the policies and their review date – both statutory and non-statutory.</p> <p>f) HL also added that new Governor Biographies needing adding.</p>	<p>SC to update policies</p> <p>HL to produce policies spreadsheet</p>



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### Governors Impact Report

MH shared the Governors Impact Report with those present and consideration given to the completing of this.

- a) PN asked whether this was raised as good practice or obliged and MH responded stating that it was good practice.
- b) PN added that both the Government and Ofsted want the workload reduced for staff and asked what would we be doing in addition to what we are already doing? What benefit would it be for the Governing Body if there was more work for them and staff?
- c) PI responded by asking if are we holding the school to account and being a critical friend? Can we prove it without a good practice report? He added that through the structure of our meetings, can we evidence it and are we doing it?

### Current Ofsted Issues

HL reported on main areas: pupil attendance, progress, Governor training, prevent training, broad and balanced curriculum, quality of education, personal development, behaviour & attitude and school leadership & management

- a) HL suggested that RH attends some of the Governor courses.
- b) HD added that the Safeguarding training is good practice and should be reviewed annually.
- c) HL responded stating that she would be attending a course soon and will aim to bring back a copy of the slides. She added that it is important that a log of all courses attended should be kept. LT has in hand.
- d) MH added that it was important that Governors are familiar with the Department of Education teacher standards and that this is a reflection of teaching seen.
- e) PN confirmed that all staff have a copy of the teacher standards and that forms the observation.
- f) MH asked if we can demonstrate how we are comparing to other schools.
- g) PN referred to the D of E website but as all schools are different it is not particularly helpful as need to be specific.
- h) HL then asked who we could compare ourselves to and PN responded stating that it is not possible and asked as to what was the value in doing so.
- i) MH suggested that Governors have an input in Self Evaluation Form and PN asked how the Governors could write from a school perspective, adding that the GB have read, scrutinised and questioned the SEF.
- j) MH then raised Parent View which was strongly supported at the training session by trainers and peers. How was it left following the TLS meeting?
- k) PI stated that 35 parents have left comments on Parent View since the last meeting which was not a representative figure. For Ofsted, views can be expressed but would need at least one third of parents in order to be representative and this is very much dependent on timing.
- l) MH asked whether there was a specific set of questions.
- m) PI added that they have to be a parent of a child currently at school and questions are a tick box and submit. Parent View is always open. PN added that parents can register individually.
- n) HL suggested that Governors are present at parents evening, as this is the case in some schools, so can have parents comments can be collected.
- o) PN responded stating that this was not representative and would be an opportunity for disgruntled parents to have their say. He felt this would not be helpful and if we do it, we do it properly or not at all.
- p) PN questioned the use of Parent View as the school has received no formal complaints in the past 5 years.
- q) HL asked how we compare to other schools and can we look at them.
- r) HD confirmed that this was possible.
- s) SC then added that we could send a letter to parents requesting completion via Parent View and PI asked whether we should push it now or on day of Ofsted call. KW suggested that it would be more effective when Ofsted call.
- t) HD also added that the school receives verbal thank yous but not written. It was agreed that once we are informed of a visit, a letter will be sent out to parents asking them to register with Parent View and submit their views.
- u) HL asked whether confidential comments were ever asked for at parents evening and PN stated that this had been done and only two responses received.
- v) HD added that those who are not happy with a previous issue took this



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	<p>opportunity to express complaints.</p> <p>w) PI suggested an incentive to complete.</p> <p>PN &amp; PI attended an Ofsted Course and reported on the following key areas:</p> <p>a) Wi-Fi access available throughout the school for the inspectors use.</p> <p>b) Access to Ofsted reports – able to look at old and new reports.</p> <p>c) Pupil Premium and impact – how is the money spent?</p> <p>d) Attendance and Safeguarding</p> <p>a) HL added that the school needs to be extra vigilant on external visitors and it would be a good idea to produce a 1 page crib sheet about the school. PN added that the Head teacher report gives some information.</p> <p>b) PI added that all Governors should have viewed the Inspection Data Summary Report, which is on the VLE.</p> <p>c) PN suggested use of 3 I's – intent, implementation and impact.</p> <p>d) PN finished by stating that we are in a strong position as a school and PI thanked MH/HL for their comprehensive review. We are a good school and should embrace the call. What we are doing is right and we should not be complacent. What is the school doing to become outstanding is misleading. Not many in the new framework achieve outstanding however elements can be achieved. We have a strong leadership structure and should be selling 'good' to parents.</p> <p>e) HL asked whether a scribe would be present.</p> <p>f) PN suggested it would be a good idea for the minutes to be taken if there was a pre-arranged meeting if not happy with something.</p>	<p>PN to produce crib sheet</p>
<p><b>SPR19 FGB. 10</b> (Any further matters)</p>	<p>a) KW met with HD in relation to his role as SEND Governor. 59 children on SEND register. Records organised and structured better. PAT dog now in school for children to read with.</p> <p>b) HD informed that a year 5 class will be taking part in Pilates to see if it improves concentration.</p> <p>c) HD has also arranged for SEND 1:1 staff meetings and is also present in class working with SEND children.</p> <p>d) PN asked Governors to organise their monitoring visit in school as soon as possible.</p> <p>e) KW suggested taking part in the School Mile. PN added that this was raised a year ago and is in favour. Only issue is where to place it within the current school timetable.</p>	
<p><b>SPR19 FGB. 11</b> (Date of next meeting)</p>	<p>The next Full Governing Body meeting will be held on Wednesday 22<sup>nd</sup> May 2019.</p>	
<p><b>SPR19 FGB 12.</b> (meeting review to be judged against the Ofsted framework)</p>	<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>• Continue to provide broad and balanced curriculum (A, B, C)</li> <li>• Choir attending Head teacher conference (C)</li> <li>• Engaging with parents/carers through Parent View/Parents evenings (F)</li> <li>• Possible introduction of School Mile (A)</li> </ul> <p style="margin-left: 40px;">A. Demonstrate an ambitious vision;</p> <p style="margin-left: 40px;">B. Improve teaching and learning;</p> <p style="margin-left: 40px;">C. Provide a broad and balanced curriculum;</p> <p style="margin-left: 40px;">D. Evaluate strengths and weaknesses;</p> <p style="margin-left: 40px;">E. Develop leadership capacity;</p> <p style="margin-left: 40px;">F. Engage with parents and carers;</p> <p style="margin-left: 40px;">G. Ensure all pupils are safe.</p>	

End 8.03pm