



## Southway Junior School

### Full Governing Body Meeting 6pm Wednesday 22<sup>nd</sup> May 2019

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

**Associate Members:** Helen Denison (HD)

**Apologies for Absence:** Sharon Carter (SC), Stephen Adams (SA)

**In attendance:** 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>SUM19 FGB. 1</b> (Welcome)	PI opened the meeting and informed the Governors that the focus of this meeting was Training and Ofsted preparation. The minutes of the previous meeting were approved and signed by the Chair.	
<b>SUM19 FGB. 2</b> (Apologies for absence)	Apologies were received from Stephen Adams which was accepted by those present.	
<b>SUM19 FGB. 3</b> (Declaration of Pecuniary Interest)	None stated.	
<b>SUM19 FGB. 4</b> (Declaration of Non-compliance)	None.	
<b>SUM19 FGB. 5</b> Matters Arising	Policies on website – HL to meet with SC to ensure all policies are up to date.	
<b>SUM19 FGB. 6</b> (Head teacher's Report)	<p>The Head teacher's report was circulated to the Governors prior to the meeting. PN gave an oral update on his report.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>a) Staffing – currently fully staffed for September 2019. Official resignation date is 31<sup>st</sup> May. TA's and staff informed of working model for Sept. Full staffing model will be emailed out to all staff on 1<sup>st</sup> June 2019.</li> <li>b) Ofsted will want to see Curriculum progression. We are strong on core subject data and have an improving trend seen over last 3 years. We are undertaking a Curriculum 'refresh' <b>Strong teaching and learning leading to high quality outcome. Teaching staff are currently in process of addressing the school's foundation curriculum</b> based on the three key principles of the school: Independent learners – we value and pride ourselves on it, Interactivity – hands on when necessary, and Inside out learning – teacher gives children the opportunity to provide answer first and facilitates good learning rather than taking a didactic approach. PN advised the Governors to familiarise themselves with the 3 i's. <u>HL asked whether this was normal in most schools.</u> <b>PN stated that this is driven by the Head Teacher's vision, shared by staff, not normal just different.</b></li> <li>c) KW highlighted the need for class visits to see it in practice.</li> <li>d) Developments - <b>LaRC (Learning and Resource Centre) redevelopment well underway.</b> PN suggested governors take the time to visit and ask questions.</li> <li>d) SATS went well and all children were in attendance and completed tests. No negative communication received from parents either prior, during or after tests. HD added that there had been a positive response from children and they rose to the challenge. PI thanked the governors for their support during SATs which ran smoothly and all children were focussed. PN added that it would be a lovely gesture if the governors thanked the</li> </ul>	



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	<p>staff in general. Governors have a responsibility for managing the wellbeing of all staff.</p> <p>e) PN added that we are currently preparing for local authority moderation in writing. Our assessments are accurate. We are the first part of a new cycle for moderation.</p> <p>f) Link Adviser (Rebecca Vaughan-Barrett) visit will take place on 5<sup>th</sup> June. Governor representation would be advisable. HL asked whether there were questions for the meeting and PN advised yes.</p> <p>g) Staff Meeting focus for this term is Foundation Curriculum Design.</p> <p>h) Spring Events: One comment from one parent was that the cost being too much for all the events we attend. HL added that most parents know that these are beneficial for the children's learning. PN added that we have supported parents with costs when necessary.</p> <p>i) PI added that the children will remember the recent Chessington trip. PI thanked PN for his report.</p> <p>PN added that it is important for us to remember the 3i's for Ofsted – Intent, Implementation, Impact and that these lead to our 3i's.</p>	
<p><b>SUM19 FGB.7</b> (Training Update)</p>	<p>Prevent training has been completed by all governors. Certificates given to SC – training record to be kept of all staff/governors.</p>	
<p><b>SUM19 FGB.8</b> (Safeguarding Update)</p>	<p>a) PI asked whether Pioneer have completed the safeguarding training. HD stated that they have their own safeguarding officer. PN to check</p> <p>b) HD stated that all governors should read 'Keeping Children Safe in Education Part 1'. School staff have signed to say that they have read the Safeguarding documentation and HD has kept record. PN suggested that Governors sign to confirm they have read the document. LT to liaise with HD to produce paperwork for governors to sign stating that they have read the document rather than just tick box.</p> <p>c) KW asked whether we should move the Safeguarding Policy on the website to make it clearer to find, possibly in the 'key information' tab. PN suggested having a 'Safeguarding' tab and placing all the safeguarding related policies there. He added that all governors should re-read the WSCC model Child Protection Policy. KW queried some dates missing on Annex 1 of the Safeguarding Policy – LT to look into. HD added that some of the policies we do not need as we are a junior school.</p> <p>d) HL suggested all governors are given a copy of the WSCC Safeguarding Seminars check list. LT to email out updated copy to all.</p> <p>e) PI asked HL if there were any particular courses she would recommend for other governors to attend. HL highlighted: Disadvantaged children, Governance and Ofsted and Safeguarding training.</p> <p>f) HD stated that some schools have a section for 'DBS checked' when signing in during visit. PN added that DBS does not need renewing and the old CRB is still valid. PN to ask SC to ensure all staff have a DBS (not just CRB) - this can be done over a period of time.</p>	<p>PN to check Pioneer Safeguarding</p> <p>HD/LT produce Safeguarding document for Governor's signature.</p> <p>LT – policy dates</p> <p>LT – email Safeguarding checklist</p> <p>PN/SC - DBS</p>
<p><b>SUM19 FGB. 9</b> (Ofsted)</p>	<p>PI informed the governors of the procedure once the call is received from Ofsted:</p> <ul style="list-style-type: none"> <li>- PN to contact PI.</li> <li>- Governors will meet that evening.</li> <li>- A maximum of 3 Governors to be present during the visit.</li> <li>- PN advised that Ofsted will send their own Parent View letter to parents. Last time 1/3 of parents responded.</li> <li>- A scribe to be present during any meeting between Governors and inspectors.</li> </ul> <p>a) PN to produce a crib sheet giving the broad school headlines. Advised governors to speak on area most confident in. PN does not sit in on any governor meetings with inspectors unless asked.</p> <p>b) PI advised governors to answer questions, not necessarily offer information.</p> <p>c) <b>PN added that the governors need to be more challenging/critical during meetings: thanks for information; can you show evidence? tell us next steps. Governors should ask for reports/evidence from books.</b></p> <p>d) HL asked if books could be looked at during learning walks. PN advised only if it is in their remit.</p> <p>e) PI added that the Head or Deputy or senior leader to be with governors on monitoring visits.</p> <p>f) PN – School Development Plan – governors read, check and physically see</p>	<p>PN – crib sheet</p>



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	<p>what is happening and discuss the impact – pick out key areas that matter.</p> <p>g) PN - GB needs to talk to children more – Interview RRS councillors? PI added that this must be pre-agreed with Head. Good idea to interview YGLs and feedback.</p> <p>h) RM added that teachers are used to people coming into class – open door and not necessary with the Head. A different point of view can be gained going in with someone else. PN suggested interviewing children/teachers/TAs – has more impact. HD added that children are happy to give governors a tour which shows a different perspective.</p> <p>i) HL Teaching &amp; Learning Walk – question children as talk about own experiences.</p> <p>j) PN suggested that next year do something different and come from a different angle.</p> <p>k) <b>PN – Pupil Questionnaire – conferencing with children is very powerful. Will feed back results of questionnaire to parents.</b></p> <p>l) KW added that this is a powerful statement from children and RM stated that it is helpful from a teacher point of view. PN to analyse responses.</p>	
<p><b>SUM19 FGB 10</b> (Policies)</p>	<p>The model Complaints Policy was circulated to the governors prior to the meeting. The changes made to it are statutory.</p> <p>a) HL asked whether there was a complaints co-ordinator other than PN and was advised that the deputy was HD.</p> <p>b) HL then asked whether there was a complaints panel and was informed that this would be addressed at the time if required.</p> <p>c) PN informed the meeting that there had been no formal complaints for 6 years and if there was a problem parents would talk to the school.</p> <p>d) The policy now includes a section on unreasonable complainants.</p> <p>e) <u>KW asked whether there was a complaints register.</u> PN advised that all emails are kept by himself and HD but at present there are no complaints to register. If there was, a record would need to be kept so a folder would then be set up. Adoption of the policy was approved by the governors.</p>	
<p><b>SUM19 FGB. 11</b> (Any further matters)</p>	<p>a) HL – Maths report. HL asked whether data could be forwarded on. HL to speak to HD first.</p> <p>b) PN – End of year staff party – would be lovely to see governors present. To be held on 19<sup>th</sup> July.</p> <p>c) <b>HD – Trial multiplication tests – year 4. Results sent through to see impact.</b></p> <p>d) HD – Governors welcome to attend the Year 6 production – 9<sup>th</sup> &amp; 10<sup>th</sup> July.</p> <p>e) HL thanked the school/staff for the opportunity to attend the year 5 Seven Sisters trip. Proud of the children.</p> <p>f) HL has attended a 'Being Strategic' Seminar – LT to put notes onto VLE under 'Course Notes'</p> <p>g) HL asked whether volunteers know where the safeguarding information is. HD advised that Safeguarding &amp; Health &amp; Safety is a worry. All read up on safeguarding policy. Regular volunteers are DBS checked and always work in a public place.</p>	<p>LT to add notes to VLE</p>
<p><b>SUM19 FGB. 12</b> (Date of next meeting)</p>	<p>The date for the next Full Governing Body Meeting has not yet been decided. The next TLS meeting will take place on Wednesday 17<sup>th</sup> July.</p>	
<p><b>SUM19 FGB 13.</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, in accordance with the three core strategic functions of the Governing Body, as detailed below;</p> <ul style="list-style-type: none"> <li>- Governors Learning Walk – a radical move forward.</li> <li>- Learning the School's 3 i's and also the Ofsted 3i's.</li> <li>- Interview Staff &amp; Children during visits.</li> <li>- The importance of Safeguarding.</li> </ul> <p><b>A Ensuring clarity of vision, ethos and strategic direction.</b>  <b>B Holding executive leaders to account for the educational performance of the school.</b>  <b>C Ensuring sound, proper and effective use of the school's financial resource,</b></p>	

End 7.50pm