



# Southway Junior School

## Full Governing Body Meeting 6pm Wednesday 18<sup>th</sup> September 2019

**Governors Present:** Kieron Woodland (KW) Peter Newbold (PN) (Head teacher), Mark Harding (MH), Helen Lewis (HL), Rhiannon Mudford (RM), Richard Harris (RH), Sharon Carter (SC)

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

**Apologies for Absence:**

**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 6.02pm

Agenda item		Action
<b>WIN19 FGB. 1</b> (Welcome)	KW opened the meeting welcoming governors. The main focus of the meeting is to appoint governor roles for the coming year.	
<b>WIN19 FGB. 2</b> (Apologies for absence)	No apologies were received.	
<b>WIN19 FGB. 3</b> (Declaration of Pecuniary Interest)	None stated. All Governors completed the annual Register of Pecuniary Interest Form.	
<b>WIN19 FGB. 4</b> (Approval of the previous meetings Minutes and report on Matters Arising)	The Minutes of the previous meeting were approved and signed by the Chair. SC advised that there were still a few more staff DBS checks to do following the move from CRBs. SC to check governors. No cost for volunteer/governor checks. KW asked about governor attendance record on website. LT advised that this was updated annually at the end of each academic year.	
<b>WIN19 FGB. 5</b> (Head teacher's Update)	The Headteacher's update was presented to the members verbally. a) All staff members attended the inset day – focus on safeguarding, visions, values, data and Ofsted reflections. b) Quiet start so far – classrooms looking good, calm atmosphere. Focus on year 3's from all staff – clear expectations. Year 6 look good data wise. c) KW asked how the data for year 3's was? PN advised that it is below national average across the board. Initial baseline testing below what was provided by the Gattons –our baselining takes 3-4 weeks so important to get it right. d) HL asked what the strategy is for them? PN stated nothing yet as we need to see where they are and advised there are significantly more SEND in this cohort. HD advised that the school is being proactive in inviting parents in to show them what is in place and by meeting parents has received a positive response. e) KW asked whether we need more resources for year 3? and PN informed that staff are the most resource and they will be allocated following baseline.	
<b>WIN19 FGB.6</b> (SDIP review and adoption)	The SDIP was circulated to governors prior to the meeting. a) MH asked for clarification on the terms used: White Rose, Bar Model and NCTM. PN advised that White Rose was a maths scheme which we are adopting parts of (closely monitored by CS Maths Lead); Bar Model is the visual representation of numbers (training for staff to take place at November inset led by a WS expert) and NCETM stands for National College Excellence in the Teaching of Maths – a respected teaching resource. b) HL added that the new SDIP was clearer to read and very focussed/effective. KW stated that with the key objectives and bullet points, it was easier to understand. PN added that this challenges the children and sends a clear message to the school/governors. A suggestion was made to have CP/CS (English/Maths Lead) present at the next TLS meeting to update. HL has recently met with CS.	



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<p><b>WIN19 FGB.7</b> (Governor Appointments)</p>	<p>c) <b>KW suggested, and it was agreed, to review the SDIP at the next TLS Meeting.</b></p> <p>KW reminded those present that there had not been a change of Chair for 7 years and suggested a thank you gift/card to be given to PI – HL to organise. PN added that we should recognise his commitment, and a significant acknowledgement as to what he has done for the school would be a fitting tribute. KW suggested that a tribute to PI should go into the next Governors' Newsletter. SC to put an envelope in the governor's tray for financial contributions.</p> <p>There was 1 nomination for the position of Chair – KW. He felt that the recent Ofsted Inspection had given him confidence to take on this role. KW then left the room. LT proposed the nomination and this was seconded by MH. A vote then took place and KW was unanimously voted in as Chair. There was one nomination for Vice Chair – MH. This was proposed by HL and seconded by PN. The vote was unanimous.</p> <p>The following roles were also elected:          Chair of Teaching, Learning and Staffing – MH          Chair of Finance &amp; Premises – KW          Chair of Pay Committee – KW (additional members: MH &amp; HL)          Chair of Complaints Committee – HL (additional member: MH)</p>	<p>HL – Card/Gift PI</p> <p>SC – envelope for contributions</p>
<p><b>WIN19 FGB.8</b> (Governor Roles)</p>	<p>a) A discussion took place as to the various roles the governors would take on.          b) PN reminded governors that the new framework was different and that English and Maths are not specified in this framework. Key areas: quality of education, behaviour and attitudes, personal development, leadership and management. He suggested that 4 governors are allocated, each to a particular area. Visits would be focussed on asking '<b>Are we meeting requirements/assessing against framework?</b>'</p> <p>c) <b>It was agreed that the following Governors would take on each of the 4 key areas and be linked to a member of staff who they would arrange to meet and report back at the relevant meeting:</b></p> <ol style="list-style-type: none"> <li>1. <b>Quality of education (MH meet with PN) - TLS</b></li> <li>2. <b>Behaviour and attitudes (HL meet with HD) - FGB</b></li> <li>3. <b>Personal development (RH meet with GB) - FGB</b></li> <li>4. <b>Leadership and management (KW meet with PN) – FGB</b></li> </ol> <p>PN asked that governors make themselves familiar with their part of the framework in particular.</p> <p>d) 'Questions to support Governors in monitoring the school' document was circulated by PN prior to the meeting. <b>By questioning and challenging, it satisfies what governors do to successfully monitor the school.</b> PN asked for termly meetings prior to the relevant committee meeting and that the governor makes initial contact, not the member of staff.</p>	
<p><b>WIN19 FGB. 9</b> (Governor Recruitment/ Training)</p>	<p>Recruitment:</p> <ol style="list-style-type: none"> <li>a) The Instrument of Government document was discussed, due to the number of vacancies on the governing body. The document states we have 11 members, but we are currently 4 short – 1 parent and 3 co-opted.</li> <li>b) KW has received a nomination from a parent of a child in year 3 who has an engineering/management background. An advert for parent governor to go out to all parents this Friday with a closing date of the following Friday – SC to organise.</li> <li>c) HL suggested we approach Amex (with CPD in mind) for co-opted governors. We can put out a specific advert. HL to contact Amex. We need to be more proactive in finding members.</li> <li>d) PN suggested that by the next FGB we review the Instrument of Government and request an amendment via Governor Services if necessary.</li> <li>e) HL added that it is important that governors are present and proactive at parent's evenings.</li> </ol> <p>Training:</p> <ol style="list-style-type: none"> <li>a) KW booked on 'Taking the Chair' course – 3 days.</li> <li>b) RH to attend a Health &amp; Safety course and 'Becoming an effective governor'.</li> <li>c) KW will attend the Prevent Training and 'Head teacher Performance Management' course in the Spring Term.</li> <li>d) HL added that WSCC are to offer more online courses and also combine some of them and suggested KW attend the Safer Recruitment training.</li> </ol>	<p>SC - Parent Governor Advert</p> <p>HL – contact Amex</p>



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	Safeguarding training is also essential for all governors.	
<b>WIN19 FGB 10</b> (Governor Briefing)	<p>HL and RH attended the Autumn Governor Briefing. Active Sussex were present.</p> <p>a) PN stated that we have a new member of staff in the Teaching Assistant role (Dan), which is paid for by sports premium funding, working 2 days a week for this academic year. He will take on the responsibility for clubs, tournaments and providing regular CPD during PE lessons.</p> <p>b) HL added that the message was 'active children make active learners'. She advised us to check the school website to show how we are spending the sports premium. <b>What are the long term implications if the money is no longer available?</b> PN stated that the CPD provided would be sustainable in the long term and therefore is money well directed.</p> <p>c) HL added that the Active Sussex logo template can be added to our website.</p> <p>d) The Governor Briefing document shared to be placed on the VLE for all governors to view.</p>	LT – Governor Briefing on VLE
<b>WIN19 FGB. 11</b> (Safeguarding Update)	KW circulated the WSCC Safeguarding Update prior to the meeting and for all governors to read and be aware of.	
<b>WIN19 FGB. 12</b> (Policies)	<p>a) SC circulated the WSCC Safeguarding model policy prior to the meeting for approval. It was agreed to change the wording from 'our school' to 'Southway Junior School' to personalise it. This policy links in with 'Keeping Children Safe in Education'. The policy was approved, subject to the amendment.</p> <p>b) Intimate Care Policy – historically not a requirement, but we now have a need for it. HD has been in contact with relevant parents advising them of the named member of staff as mentioned in the document. Policy was approved.</p> <p>There were two policies which have been updated that do not require governor approval:          School Uniform - amendment regarding hair braids which must be removed before coming into school.          Safer Recruitment – adopting WSCC model policy.</p>	SC-amend Safeguarding policy.
<b>WIN19 FGB. 13</b> (Residential Overviews)	HL requested approval by the governing body of the Residential Educational Visits document for Lodge Hill (June 2020) and France (September 2020). Both documents were ratified.	
<b>WIN19 FGB. 14</b> (Any further matters)	<p>a) PN suggested simplifying the Minutes and highlighting relevant questioning – LT to action. Example would be useful.</p> <p>b) PN – reminded governors of their responsibilities in challenging the school.</p> <p>c) SC – GDPR update – Freedom of Information access request for one child in year 6 - required information of school history.</p> <p>d) School Meal Standards – checking we meet standards and make them available through the school which is done via the School Milk Company.</p>	
<b>WIN19 FGB. 15</b> (Future Business)	The dates for the forthcoming year were agreed and to be placed on the website.	
<b>WIN19 FGB.16</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, in accordance with the three core strategic functions of the Governing Body, as detailed below;</p> <ul style="list-style-type: none"> <li>- Adoption of new Safeguarding Policy</li> <li>- SDIP adopted</li> <li>- Roles relating to the new framework agreed</li> <li>- Questions to support Governors provided</li> <li>- Monitor of PE/Sport Premium</li> <li>- Governor Training ongoing</li> </ul> <p><b>A</b> Ensuring clarity of vision, ethos and strategic direction.  <b>B</b> Holding executive leaders to account for the educational performance of the school.  <b>C</b> Ensuring sound, proper and effective use of the school's financial resource,</p>	

End 7.50pm