



Southway Junior School

Full Governing Body Meeting 6pm Wednesday 19th September 2018

Governors Present: Peter Izard (PI), Peter Newbold (PN) (Headteacher), Kieron Woodland (KW), Sharon Carter (SC) (Until 6.20pm), Steven Adams (SA), Mark Harding (MH), Helen Lewis (HL), Richard Harris (RH)

Associate Members: none

Apologies for Absence: none

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
FGB. 1 (Welcome)	PI opened the meeting welcoming new Parent Governor Richard Harris to the Governors.	
FGB. 2 (Apologies for absence)	No apologies were received.	
FGB. 3 (Declaration of Pecuniary Interest)	None stated. All Governors completed the annual Register of Pecuniary Interest Form.	
FGB.4 (Headteacher report)	<p>The Headteacher's report was presented to the members verbally.</p> <ul style="list-style-type: none"> a) PN reminded Governors of the need for confidentiality at all meetings and as Governors they represent the School. b) New Academic year started well. 7 new members of teaching staff including 4 NQTs who have all started extremely well and managing key children. c) Behaviour is exemplary and the quality of teaching excellent. d) The one observation undertaken so far is bordering on outstanding. e) Ofsted inspection expected this academic year, but this is only an assumption, but school is well prepared and data extremely good. A 3 year upward trend is shown. Would prefer visit after SATs, which will be based on 2018 data as predictions for next year are not as good. We are in a strong position. f) PN asked that the Governors be familiar with the Staff Handbook. g) Governors should be aware of what the difference between a Good and Outstanding School looks like h) PN also welcomed Governor visits to the School. i) PI added that he had met with LT (Clerk) to ensure that we are compliant and that the website is up to date. j) PI also stated that we need to talk about Ofsted at all future meetings. k) PN added that he had no idea whether we would have a one or two day visit. l) KW asked if they covered a particular area at a time. PN responded saying that there was no pattern, and was more likely to be on time since last inspection. 	
FGB 5 (SDIP)	<ul style="list-style-type: none"> a) PI started by stating that the School Development Improvement Plan (SDIP) is shown from a Governing Body perspective and, if adopted, evidence would need to be shown. 2 key areas: a) any questions/changes/adoption of the plan b) allocation of Governors to oversee each priority. b) Governors need to hold school to account on a formal basis and then report back to the Governing Body, confirming whether action has been done or in process. c) PI also added that this is the most clearest and precise SDIP he has seen – easy to monitor and therefore making it easier to act upon. d) SA added that Catherine Parnell is the new lead for English and a new teacher 	



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	<p>to the school. He would be interested to meet with her. PN added that even though she is new to the school, she is an experienced teacher within that role.</p> <p>e) MH questioned the Year 4 SEND 18% on track. HD stated that last year's year 3 were a poor group for SEND. HD & MH to review more when next meet.</p> <p>f) PN – Curriculum was not designed to suit SEND and to be cautious as to what 18% means.</p> <p>g) HD added that there is to be more training and focus on reading in year 4.</p> <p>h) KW stated that he would be interested to see the number of pupils on SDIP as a great summary snapshot. HD responded stating that they are general documents and do not give numbers.</p> <p>i) SA highlighted in Maths the percentages of boys MET in relation to the girls.</p> <p>j) MH questioned Leadership and the personalised CPD. PN replied stating that this determines what is appropriate for their role and HD added that members of staff could find their own courses to attend to suit their role and school would support.</p> <p>k) PN added that the course should benefit the school. All members of staff, on completion of a course, should evaluate.</p> <p>l) MH asked what 'VIPERS' were. HD advised that they were the 6 different skills required in reading.</p> <p>m) SA stated that Gerry Bailey has taken on the role as YGL and NQT mentor.</p> <p>n) PN added that this was a critical function of the school. With 3 new year group leaders, they couldn't rely solely on self-learning. GB taken out of class 1.5 days a week to focus on the role to support and guide both YGL and NQTs.</p> <p>o) PN added that we need to rebuild the school as have lost several experienced teachers and this year will be an embedding year.</p> <p>p) SA asked what 'Time Table Rockstars' is. HD explained that it is a times table testing programme. During the summer all year 4 children will be tested on their 1-12 times tables on a computer which is timed. Cost £158 and can be used at school and at home. There will be an opportunity for those without home computer access, to complete the programme at School. Teachers can then pull up reports on children's progress. Will go live after Half Term.</p> <p>q) PN added that there were no quick fixes for times table learning.</p> <p>r) PI then raised the subject of Governor roles. PI to take on role of leader for leadership and management and would regularly meet with PN and report back to Governors at next meeting with comments.</p> <p>s) HL to take lead on Maths and to meet with Charlotte Steer.</p> <p>t) RH to take lead on Reading & Writing and to meet with Catherine Parnell. PI added that this would be a great way for RH to know the school.</p> <p>u) HL then asked when it would be best to make the visit and PN said later in the term after school would be preferable. Each meeting lasting around an hour would be adequate. Then report back at the TLS meeting at the end of term. SDIP needs to be updated with lead names. It was then agreed to adopt the SDIP.</p>	
<p>FGB 6 (Governor Appointments)</p>	<p>a) There was 1 nomination for the position of Chair – PI. PI then left the room. SA proposed the nomination and this was seconded by MH. A vote then took place and PI was unanimously voted on as Chair. He was also changed to co-opted.</p> <p>b) There was 1 nomination for Vice Chair – MH. This was proposed by PI and seconded by HL. The vote was unanimous. PI informed the meeting that MH would attend the 'Taking the Chair' course.</p>	
<p>FGB. 7 (Roles)</p>	<p>PI then allocated roles for the various Governors: Chair of Teaching, Learning & Staffing – MH Chair of Finance & Premises – KW Training Governor – HL Complaints Governor – SA Policy Governor – HL Special Educational Needs & Disability Governor – KW Child Protection Governor – PI Health & Safety Governor – SA Data Governor – MH Head Teacher Performance Management – PI PI added that the 'How We Govern' page on the website needs to be updated with this information.</p>	<p>PN to update 'How we Govern' on website</p>



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<p>FGB. 8 (Review of Policies)</p>	<p>The adoption of the various statutory policies were put to the meeting</p> <p>a) <u>Child Protection Policy</u> – advisable not to amend wording as has come from WSCC. The Annex 1 summary of policies within this policy needs to be updated. Proposed by PI, subject to minor tidying-up. Agreed to adopt, subject to these changes. PI reminded the Governors of the needs to be fully aware of safeguarding when in school and the procedures that must be undertaken. KW asked whether the staff received annual training and this was confirmed by PN. Agreed to add ‘Safeguarding’ as an item on future FGB Agenda’s. PI added that Governors need to show they’re holding school to account and advised that he looks over files held securely by HD on up to date records and security. KW questioned as to whether there are any safeguarding concerns within school at present. PN confirmed that we are compliant but cannot go into naming individual cases or children.</p> <p>b) <u>Governor Expenses Policy</u> – PI advised that should any Governor incur any expenses in fulfilling the role, then they are free to claim back any expenses. If attending courses, mileage can be claimed. The policy was then duly adopted.</p> <p>c) <u>Learning Outside the Classroom & Off-Site Educational Visits & Appendix 1</u> – the policy was duly adopted.</p> <p>d) <u>Accessibility Plan</u> – adopted.</p>	<p>SC to update Annex 1 summary</p> <p>Safeguarding to be added to FGB Agenda</p>
<p>FGB. 9 (Review of last meetings minutes)</p>	<p>MH asked about membership to the NGA. SC was to look into but it was decided that this membership would not tell us any more than we already knew so did not pursue.</p>	
<p>FGB. 10 (Any further matters)</p>	<p>a) PI – Terms of Reference has been updated and this was approved.</p> <p>b) PI raised the 50th Anniversary celebrations. Photo of all staff and children, via drone, to take place on the playground at 11am on 15th October. He requested that as many Governors as possible to attend. Photo to be placed in the school and sent to the local press. Also possibility of selling to parents at a discount.</p> <p>c) HD then informed the meeting of the events taking place during the week. The week prior to the 15th October, a museum would be set up in the LARC for the children to visit. Monday – Southway history. Tuesday – 1968 day – teaching traditional games to the children. Wednesday – Festival Theatre, Chichester Visit – 8 coaches going. Thursday – 50 years ahead – 2068 Friday – 1960’s party. Children to dress up in 60’s clothing. Parents to be invited in. Additionally, each class to understand the key events of 60’s, receive cupcakes with 50 iced on top, book bags embossed in gold 50 lettering, time capsule, set-up website, buy a book from 100 book challenge.</p> <p>d) HL asked how the Governors could be involved and HD suggested they assist in setting up the museum</p> <p>e) MH informed the Governors that he would not be present at the December TLS meeting. HD to act in role in his absence.</p>	
<p>FGB 11 (Future Meetings)</p>	<p>a) Safeguarding to be added to future FGB Agenda’s.</p> <p>b) PN suggested snacks be available at future meetings. LT to arrange.</p> <p>c) The next meeting is the Finance & Premises on Wednesday 7th November 2018</p>	
<p>FGB 12. (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"> • Allocation of SDIP Governor Roles, monitoring and feedback (A, D, E) • Review and adoption of policies (G) • Governor Roles updated (A) • 50th Anniversary Celebrations (A, B, C, F) <p style="text-align: right;">A. Demonstrate an ambitious vision; B. Improve teaching and learning;</p>	



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	<ul style="list-style-type: none">C. Provide a broad and balanced curriculum;D. Evaluate strengths and weaknesses;E. Develop leadership capacity;F. Engage with parents and carers;G. Ensure all pupils are safe.	
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End 7.35pm