

**Southway Junior School  
Minutes of Full Governing Body  
Wednesday 13th November 2013 at 6pm**

Governors Present: Pete Newbold (Headteacher), Jo Noble (JN), Paul Cartin (PC), Kim Turner (KT) , Jane Cowley (JC), Peter Izard (PI), Nigel Stevens (NS) and Laura Carter (LC)

Associate Members Present: Michael Dewey ( MD), Jacqui Sims (JS) and Hayley Pettitt (HP)

In attendance: Terina Bryant (Clerk)  
Annette Tomsett (AT) (Executive Assistant and Clerk Designate)

The agenda and all supporting papers for the meeting were placed on the Southway Moodle 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.

1.	<p><b>Membership of the Governing Body</b></p> <p>NS chaired the meeting and welcomed everyone.</p>	
2.	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Stephen Ram Kissun (SRK), Damon Wright (DW) and Sasha O'Connor (SOC)</p>	
3.	<p><b>Declarations of interest</b></p> <p>None.</p>	
4.	<p><b>Governing Body Charter</b></p> <p>The Chair of Governors presented this charter - with the aim of further professionalising the governing body and continuing to move the school forward. PI said that the charter set out expectations and behaviours of governors, the Headteacher and the Senior Leadership Team in terms of governance.</p> <p>PI said he felt that there was good news as he felt that the behaviours in the charter were already happening, and the governing body was acting as a critical friend and reference point for continued improvement.</p> <p>PI asked for comments on the charter and PC said that he felt that the charter sets out expected behaviours and holds everyone to account. PC said that the document should be referred to frequently, and the 'look in the mirror moments' such as 'if not now, when?' and 'if not you, who?' should be ways to operate.</p> <p>NS stated that he liked the charter, but felt that there were two areas that aren't done well at the moment - (i) Documents for governing body meetings are not always available 7 days in advance and (ii) Induction/ development of training for governors. It was felt that the first area had improved recently, and that now a new Link Governor had been appointed the second area could be improved too.</p> <p>It was agreed that this would be a useful document to place on to the new school website.</p>	AT

	PC proposed, and NS seconded that the charter be adopted by the governing body with yearly review.	Clerk
5.	<p><b>Headteacher Report</b></p> <p>The Headteacher's report had been circulated prior to the meeting. Governors welcomed the new format and felt it was detailed, was easy to read and offered clarity. The following areas were raised:</p> <p><u>School roll</u> - PN confirmed that the roll had increased by 11 from the start of the academic year and was now 322, and that the intake was spread throughout the school, not just in one year group. This increase in number would mean an additional £25,000 would be received by the school in future. It was agreed that MD would contact The Gattons soon to get an idea earlier than usual of the expected number of pupils who would transfer to Southway in September 2014. PN said that stability of children in the school was good - there were not traditionally high numbers of children starting and leaving the school which made progress capture difficult.</p> <p><u>English as an Additional Language</u> - it was noted that although this had increased by approximately one third, numbers are still below the national average. JS confirmed that facilities were in place to support these children.</p> <p><u>Racial Incidents</u> - it was confirmed that all incidents are dealt with as a serious issue. PN commented that in his experience, Southway records incidents that other schools would not record. - this shows that the school is fully committed in this area. Re-enforcement messages about differences are regularly given to children and there are now strong links to the Rights Respecting Schools programme. In response to a question from JC, MD confirmed that there have been no repeat offenders, showing that the approach is working well. The school is not complacent, and the verbal feedback received during the Ofsted inspection recognised this.</p> <p><u>Gifted and Talented pupils</u> - PC said that he was not aware that there were 50 children identified in this category. JS said that a register is kept which lists pupils who have skills, not always academic and that this list is shared when children move classes. PN said that there is not a national definition of what Gifted and Talented means, but that you would expect between 5 and 10% of the school population to be in this category. LC said that WSCC provide courses for children to attend, and that additionally the Locality of schools run projects for these children. In response to a question from PC, MD confirmed that Gifted and Talented children are encouraged to help and support other children to prosper. MD said that this is developed through staff meetings and Inset days. It was suggested that the children who are Gifted and Talented in IT could work on improving the moodle, and the new website. It was agreed that this could be looked at through the ICT experts group.</p> <p><u>Attendance</u> - It was questioned what was the school doing about the 20 pupils who are persistently absent from school. There were a number of strategies in place - at the end of each half term, pupils whose attendance has been below 80% are looked at - and depending on the personal circumstances of the child, if appropriate letters are sent home. Support for some pupils is carried out by the Learning Mentor, or other agencies such as Traveller Education support, but less so recently by the Educational Welfare Officer, due to cutbacks by WSCC. Generally attendance at Southway is good - most absence that is unauthorised is due to family holidays being taken during term time. The standard target for attendance is 95% and Southway exceeds this.</p> <p><u>Special Educational Needs (SEN) pupils</u> - JS explained that there is no SEN national guidelines relating to who would fall in to this category - schools are free to place pupils in this category, but there are considerable variations depending on cohorts of pupils and different schools. In response to a question by KT, JS said that sometimes pupils are not recognised as having additional needs until they are older than infant school age. This is largely due to the fact as children get older, the gaps in their abilities widen and low attainers could actually have easily been identified as slow starters at Key Stage 1.</p> <p><u>Performance Management</u> -In response to a question from PC, PN said that for this year all staff had 3 main areas (i) Data progress (ii) Teaching and Learning in classrooms and (iii) a Personal/whole school impact. MD said that the focus is on the key priorities and Ofsted priorities -with everyone having more able provision, active learning, previous lesson observation learning, maths and targeted children such as the free school meals and pupil premium cohort. In addition staff have areas in their performance management on their subject leadership role.</p>	MD

	<p><u>Medical needs</u> - it was agreed that although the medical needs of pupils was confidential, and not something that the governing body needed information on, it would be useful to be informed if these medical needs had an impact on health and safety on an impact on other children.</p>	
6.	<p><b>Annual Safeguarding Report</b></p> <p>JN was thanked for preparing this report which would be sent to WSCC, once it had been received by governors. It was noted that the report covered the period up to end of October 2013, and that the new Behaviour Policy would be adopted by governors at the next meeting. JN said that WSCC do not have a model staff handbook for adapting for Southway.</p> <p>It was noted that all members of the governing body should inform the Link Governor when they have completed training as this information is not automatically sent through by WSCC. In response to a question from PC, it was confirmed that the child protection alerts were in hand with WSCC.</p>	
7.	<p><b>Child Protection Policy</b></p> <p>It was noted that NS had visited the school and met with JS in his capacity as governor with responsibility for safeguarding. NS had carried out a audit on safeguarding, the results of which had been shared with the governing body.</p> <p>JS and AT were thanked for updating the Child Protection policy - it was noted that the Golden Rules and definition of abuse of a child had been carried over from the old policy to this policy.</p> <p>In response to a question from PC, JS said that staff were made aware of the policy during their induction period. It was agreed that it was important to ensure that staff were regularly reminded of this policy, and it was agreed to have an register to record down regular review of the policy. It was confirmed that parent volunteers were also made aware of the Golden Rules and the policy prior to them starting work in classrooms.</p> <p>PI proposed, and PC seconded the approval of this policy all present unanimously agreed. It was agreed to review this in one year.</p>	Clerk
8	<p><b>Terms of Reference for the Full Governing Body</b></p> <p>The terms of reference were discussed - the following areas were noted:  Southway governors met more than the statutory 3 times a year.  SEF - previously a section of the SEF had been reviewed during each meeting. It was agreed to change this agenda item from the Autumn to the Spring Term  Terms of reference number 17 - to add to this to be As Necessary.</p> <p>PC proposed, and NS seconded that the terms of reference be approved - all present unanimously agreed.</p>	Clerk Clerk
9.	<p><b>Policies</b></p> <p>The change in committee structure and terms of reference had meant that policy review timetabling and responsibility for co-ordinating this needed to be looked at again. It was agreed that PC would work with AT on a list of priority policies from the spreadsheet that was available. PC and AT would identify ownership of the review of the policy - i.e. an individual, committee or full governing body responsibility.</p>	PC/AT

10.	<p><b>Link Governor Update</b></p> <p>The Link Governor had sent his apologies to the meeting, but had provided PI with an update. An In-school training session had been booked for the 16th January 6.30-8pm on Understanding Data. It was agreed that although it would usually be open to other locality schools, for this session it would focus on Southway's data. It was agreed that governors should look at the data and write down what they don't understand - this way the trainer can focus on the right areas for Southway.</p> <p>PI reported that he has just taken the second module of Taking The Chair - and that he has found in addition to the course content, it to be an extremely good networking opportunity with other chairs. PI encouraged all governors to attend training, and to think about succession planning for the governing body. PI encouraged all non staff governors and associates to attend the safeguarding training available through WSCC.</p> <p>The clerk confirmed that SRK had been sent the Link Governor Handbook. It was agreed that SRK be asked to provide a brief written report for the governing body on training and induction.</p>	SRK
11.	<p><b>Approval of the Residential Trip 2014</b></p> <p>PN said that the residential trip 2013, which he had attended was successful. PN said a review of this year's trip was currently underway. The Business Manager had already started work on costing the 2014 trip which would be to the same venue as this year in the Isle of Wight. It was noted that for the 2015 trip other venues, much closer to home should be considered as the cost of travelling to the Isle of Wight and the time involved in travel meant that there were less opportunities to do activities. Following a suggestion from PC, it was agreed that a parental questionnaire should be carried out to gauge parental views for 2015.</p> <p>It was therefore agreed to approve the residential trip for 2014.</p>	PN
12.	<p><b>Chair's Update, including Chair's Action</b></p> <p>PI announced that Andy Batson, Authority Governor had resigned. The governing body thanked Andy for his considerable contribution and support to the school, especially in areas relating to Health and Safety. Governors were pleased to note that Andy had offered to continue to support the school in this area.</p> <p>PI thanked the clerk for her work following her resignation, and she was presented with flowers and a card from the governing body. The new clerk would be Annette Tomsett, who would start following a handover period with the current clerk.</p> <p>Following a suggestion from PI it was agreed to introduce a governors signing in book in reception - governors and associate members to sign in to this book, in addition to the fire register when they were in school on governance issues (not in other capacities). This would give a record of what governors were doing in school and to show good practice and accountability.</p> <p>It was noted that governors would visit the school linked to areas in the School Development and Improvement plan, rather than in association with being linked to year groups. The previous system of having a governors' week in school did not work well, as often governors couldn't make the set week, and it created a lot of planning for the school. This new system was relevant to the school today and linked to the priorities identified since Ofsted.</p> <p>Parent Governor election - PI reported that 2 candidates had put themselves forward and so an election process was currently in place. The closing date for this was the 18th October. It was agreed that the</p>	

	<p>parent who was not elected could be encouraged to have a role in the governing body if they wanted to in the form of an associate member.</p> <p>PI reported that The Gattons had recently appointed a new Headteacher who would start in January 2014. It was noted that PN had met all candidates during the interview process.</p> <p>There were no Chair's Actions to report.</p>	
13.	<p><b>Minutes of the last full governing body meeting</b></p> <p>The confidential and part 1 minutes of the last meeting on the 25th September 2013 were approved and signed as a true record by NS</p>	
14	<p><b>Further matters</b></p> <p>PC reported that he would soon be having his first meeting to go through the Leadership and Management section of the SDIP,</p>	
16.	<p><b>Future business</b></p> <p>The focus of the next meeting will be preparing for the new financial year.</p>	
17.	<p><b>Meeting review - judged against the new Ofsted Framework</b></p> <ul style="list-style-type: none"> <li>• The timed agenda and good chairing meant the meeting started and finished on time</li> <li>• A good clear Headteacher report, and sufficient governor challenge on this</li> <li>• Recognition of the importance of governor training ,especially in relation to safeguarding</li> <li>• The introduction of the Governor Charter is a positive outcome</li> <li>• The set up of the room worked well and gave all governors an opportunity to input in to the meeting</li> <li>• Useful discussion about future residential trips and the possibility of future trips offering the same experiences, but more locally delivered.</li> </ul>	
18.	<p><b>Dates of future meetings</b></p> <p>The date of the next meeting were all on moodle.</p> <p>The meeting closed at 7.35 pm</p>	

Signed.....

Date.....