

Southway Junior School

**Full Governing Body Meeting**  
**6pm Wednesday 25<sup>th</sup> November 2015**

**Governors Present:** Peter Newbold (PN) (Headteacher), Peter Izard (PI) (Chair), Paul Cartin (PC) (Vice Chair), Sharon Carter (SC), Cath Beckett (CB), Chris Mendez (CM).

**Associate Members:**

**Apologies for Absence:** Kieron Woodland (KW)

**In attendance:** Katie Smith (Clerk), Helen Denison (Deputy), Judy Anckorn (prospective governor on invite from PI)

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.

Agenda item		Action
<b>FGB. 1</b> (welcome)	PI welcomed the governors to the meeting and introduced Judy Ancorn who is a prospective new governor, looking to get a feel for how our governing body works. She will also be conducting a tour of the school. Governors were asked to briefly introduce themselves to Judy and vice-versa.	
<b>FGB. 2</b> (apologies for absence)	PI noted that apologies had been given from Kieron Woodland which was accepted by the GB.	
<b>FGB. 3</b> (declaration of interests)	None were stated; PI noted there is a declaration of interests register for each governor to sign at the end of the meeting.	
<b>FGB.4</b> (Head teachers report)	PN asked for any questions on his report; a) PC noted very positively that the number on roll was 338. It is great to see the school growing and more and more children wanting to come. He noted attendance levels are also strong which have got to be linked. PN commented that the school is around a class bigger which is significant not only in providing a significant change in funding, but that the school is definitely somewhere children want to be. b) CB requested clarification of the 'local authority Millais connection' mentioned in the HT report; PN explained some schools recognised as good or outstanding are given the opportunity to support other primary schools judged 'requires improvement' schools in West Sussex and Southway had been suggested by Maria Roberts. PN noted that it is good to be able to share our journey to 'good' with other schools and will be beneficial for the school, if selected. Senior leaders would only miss 3-4 days a year and would be provided with CPD. Funding is included to cover staff absence. The school will find out in January if they are to be included. PN will keep the GB informed if successful in the bid. PN added that the future aim should be to be the only junior school in West Sussex to be in the outstanding column (which is yet to be achieved so far) c) PI thanked the HSA and school staff for securing funding from the school council, which was noted as fantastic and will have a massive impact on the children. d) PC noted the report was very good and noted his thanks to PN for putting it together.	

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<p><b>FGB.5</b> <b>(Proforma updates)</b></p>	<p>The governors gave an oral update where they stated their key findings;</p> <p><b>Cath Beckett: achievement</b> CB noted she met with HD on the (16/11/15) to discuss the proforma however is admittedly still getting used 'life without levels' and the new curriculum; the new language and how to use target tracker, along with other tools, to track progress differently (using '2simple') which allows children to take pictures of the children working and build a profile, will be used to monitor progress. CB noted that a partnership with The Gattons would be meaningful but a bit of a challenge. The next meeting with 'The Gattons' would be in February which also isn't ideal. HD noted she had spoken to them and suggested some things to discuss before the next meeting, and noted that there will be no external marking in The Gattons, however PN mentioned he has been promised for it to be paid particular attention to. CB noted that maths is an annual curriculum whereas reading and writing spans a two year curriculum which is complicated to understand. CB noted maybe it would be something for the GB to familiarise themselves with for the future. HD noted difficulties in understanding how our Ofsted judgement can be the same as raiseonline which is not very positive as they feel entirely separate but the gaps are being closed all the time and more importantly the same data from The Gattons is being received however more progress in all areas is being shown.</p> <p><b>Paul Cartin; Leadership and Management</b> PC reported back from his meeting with PN on the 14/10/15. He noted it was pleasing to see and hear the key points raised by Ofsted being properly cascaded through the staff team with the caveat of our expectations have been reset as PN noted that good + lessons are expected to be the norm which is reassuring. PC noted some changes in the leadership team, for example Helen (deputy head), and it was good to see sharing of best practise, knowing who's good/not so good at what which is healthy.</p> <p><b>Peter Izard; Quality of Teaching</b> Peter drew attention to two quotes from Ofsted as to why the school is not 'outstanding'; "...teachers don't make sure pupils act upon guidance given in marking in subsequent work" "... Teachers do not always provide sufficient challenge when giving pupils opportunities to apply their mathematical skills and knowledge to solve problems."  i. PI noted changes made to marking policies which is proving clear and consistent with the child's journey through their work is clearly visible; Children respond to feedback in red pen. Teachers have reduced the amount of marking whilst increasing the impact; one piece of work is set which is marked and children respond to the next day in which they are set another activity to strengthen their understanding 'challenge, consolidate or reinforce". HD added teachers are marking a lot less but the seeing more impact and children are doing more group work, working with jotters as children like to record their work, but it has meant that the children are getting more individual, personalised teaching. ii. HD commented on a trip she took to a school in Maidenbower where they have a cycle of activities where every child gets adult support for one session a week. Year 3 have tested this approach with year 4,5 and 6 thinking about trailing it too, which was not school enforced but word of mouth that the teachers are seeing the benefits of. There is a teacher's meeting next week where this will be discussed in more detail. iii. PI added that immediately in one term the school has responded to Ofsted feedback. iv. PI noted positively that their presence in class was not an issue as children and staff are so used to it and it was good to see groups working within groups as everyone learns at different levels.</p>	
<p><b>F&amp;P. 6</b> <b>(Governor recruitment)</b></p>	<p>PI updated the GB on the recruitment going ahead for the vacant positons; a) Recruitment is still taking place through adverts with ESCOS (a charity who recruits governors). Judy responded to an advert through a government website. PI noted the importance of keeping them informed on the process of the GB contacting the candidates and JA agreed it was positive to have such a prompt direct contact with Peter and the GB.</p>	

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	<p>b) PI added the Local authority have suggested writing to local businesses too which will be done soon, also felt it was important to make a note in the newsletter, not to parents, but to grandparents, friends, relatives to cast to a wide and varied assortment of people. This will have to be after Christmas in the New Year. CM queried whether it would be a good idea to have a sign up for anyone visiting the Christmas fair as there will be a lot of people passing through, this was agreed a good idea as a good starting point.</p>	
<p><b>FGB .7</b> (Governor Body Strategy Session)</p>	<p>a) PC introduced the plan to hold a strategy meeting next year instead of the scheduled FGB meeting in order to discuss the strategy of the school as it hasn't been addressed since 2012.</p> <p>b) A lot has happened since; 2 Ofsted inspections, a new head and deputy, growing pupil numbers, and a lot of changes and investments (in excess of £75,000), a changing external environment, performance related pay, a new curriculum and assessment process, and the idea of acadamisisation not being as promoted as was previously expected in the last 2 or 3 years. PC added it would be good to work out what we want the school to be, a great opportunity to gather and design framework to ask questions and work out what we want the school to be in the next 5 years and what it is we need to do to get there.</p> <p>c) PC added there will be a meeting between PI,PN,CB and himself in December to discuss how the session will work.</p> <p>d) PN added the lack of external validation is where schools go wrong as there is a need to keep reaching out to other schools and would he would encourage other governors to go and visit (before the next meeting if possible) other 'outstanding' schools to see how their models are different and what they look and feel like and what's being done elsewhere (CB added there are no other outstanding junior schools in West Sussex, however it was noted there are some in East Sussex)</p>	
<p><b>FGB. 8</b> (GB Training)</p>	<p>a) Discussion on keeping the training activity logged was raised. KS to update the learning log on the VLE.</p> <p>b) CM to complete Health and Safety training (as he was unable to make the last one).</p> <p>c) It was queried whether there still was the possibility of completing a whole governing body training session as it had been in the past, KS to look into.</p> <p>d) A course on the new curriculum would also prove useful however PN noted that it doesn't exist as there is so much uncertainty about it at the minute.</p> <p>e) SC added PI is due to complete his Safer Recruitment training (online) and would recommend others to do so. (KS to check the link from West Sussex for CB). SC also added another course coming up is 'Prevent Duty' about preventing extremist terror material, that West Sussex are rolling out in January, which is recommended for the Chair and Head.</p>	<p>KS to research any group courses available</p> <p>KS to update learning log</p> <p>CM to complete Health and Safety training.</p> <p>KS to check the link to the safer recruitment training online with West Sussex</p>
<p><b>FGB. 9</b> (Policy Review)</p>	<p><u>Updated pay policy</u> Any questions were welcomed.</p> <p>a) PC added presuming some information was copied and pasted from another document, SC confirmed it was taken from a standard West Sussex document which was accepted PC noted awareness of the 'various allowances' and the guidance expected for those to which SC and PN agreed are compliant with.</p> <p>b) All voted in favour of passing and was formally adopted by the GB (25/11/15)</p> <p>i. Safeguarding Policy</p> <p>SC asked for any comments, PC questioned the 'Use of Force and Restraint' policy, and questioned whether it was statutory, SC confirmed they are trying but still waiting to hear back, PC added maybe it could be added and asterisk on the report to say 'awaiting response' for example, as there is no harm in us reviewing it. CB noted a change to her name on the document that was noted and SC to correct. It was agreed, subject to the above mentioned alterations, it was adopted by unanimous vote. SC to send off to West Sussex.</p>	<p>SC to correct 'Cathy' on the policy document and add asterix 'awaiting response' and send off to West Sussex.</p>
<p><b>FGB 10.</b></p>	<p>PC confirmed the GB of the roles allocated and the vacancies;</p>	

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<p><b>Governor Roles</b></p>	<ul style="list-style-type: none"> <li>a) There are 14 roles</li> <li>b) The statutory roles are Chair, Vice, Chair of committees (x2; one F&amp; P 1 TL &amp;S)               <ul style="list-style-type: none"> <li>i. Training Governor (KS?)</li> <li>ii. Liason Governor (HSA)</li> <li>iii. HSA link</li> <li>iv. Compliant</li> </ul> </li> <li>c) It was questioned if anyone was interested in any of the roles. PI added he was happy to take on the HSA link as he deals with the chair personally.</li> <li>d) PC noted he is happy to keep them vacant for now until people have had a chance to think through and to allow for new potentials.</li> <li>e) It was noted this is to be voted annually in the 1<sup>st</sup> meeting of the year.</li> </ul>	
<p><b>FGB11. Review of minutes from previous meeting</b></p>	<p>The minutes from the previous FGB meeting (01/07/15) were agreed and signed off by PI to be filed.</p>	
<p><b>FGB 12. Further matters (Any other Business)</b></p>	<p>PN noted an apology as he had acted too keenly on considering a year 5 residential trip to a Brighton youth hostel as time schedules were tight. He had contacted parents via a letter and some feedback suggested that it is too expensive and whether it was worth it. (less responses from boy's parents than girls)</p> <ul style="list-style-type: none"> <li>a) Instead PN is proposing Lodge Hill in Pulborough in October which involves 2 days of lead outdoor activities.</li> <li>b) PN suggested it should go ahead and be booked (with the approval of the GB), It gives plenty of opportunity to pay and is less cost than the previous suggestion. Anyone who chose not to would have to come into school as usual. PN noted they are providing for those willing, and allowing for those who can't go. CB agreed it was geographically closer and cheaper than the previous suggestion and to highlight it would be a mini-trip before their big residential in year 6.</li> <li>c) CM queried, and it was confirmed it would be for the current year 4.</li> <li>d) PC challenged the timing as some children will have just turned 9, is it the right timing? (PN/SC added this is normal practise) Also if it is given the go-ahead, what are the costs and where would funding come from? PN replied there no costs as it is paid for by the parents. PC queried whether financial support would be offered to which PN added they always offer, SC noted if they are Pupil Premium pupils it can be taken from that budget and there are always charities to approach.</li> <li>e) PN felt it prudent to go ahead with the new booking, with the approval of the GB, and will return to the GB with the break-down of costs.</li> </ul> <p>PN raised an issue he had been made aware of; that a year 3 class have a parent facebook page and had slight concerns (along with the teacher) on how it is to be used and could create a potentially difficult situation. It was noted that it gives parents the space to air their concerns and does have good points; helpful for homework, checking notes/dates etc,</p> <ul style="list-style-type: none"> <li>a) CB and PI as members of the group were unsure of their legal position and suggested getting that checked out.</li> <li>b) PI agreed a course of action should be set up when needed to cover an extreme position if the line is over-stepped.</li> <li>c) PN added legally it is a cause for concern when 'the school or staff are put in disrepute'</li> <li>d) SC added it is a closed group but noted the legality of a comment once in writing. SC to check with West Sussex</li> <li>e) PC suggested a reminder in the newsletter of the code of conduct.</li> </ul>	<p>SC to check legality of facebook pages with West Sussex</p>
<p><b>FGB 13. Future Business</b></p>	<ul style="list-style-type: none"> <li>a) PI reminded the GB of the HSA Christmas fair on Friday (4/12/15) at 5.30pm and it would be nice to see as many of the governors there as possible, and help was requested for the BBQ.</li> <li>b) PI fed back to the GB on a reply he had received from Sir Michael Wilshaw, the Head of Ofsted, who was delighted to hear from us but declined the opportunity to visit us but did suggest another contact Sir Robin Boshier, regional director of the South East. PI positively commented on the good response and will be in touch with the new contact shortly.</li> <li>c) PI added from the Mid Sussex Leader, we are currently approaching the Lions about sourcing a defibrillator for the school as the school holds many afterschool clubs (no training is necessary but it would be encouraged and to also make children aware of its life-saving potential and its whereabouts</li> </ul>	

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	<p>so to be aware where it is located for example. It will provide an all-round education).</p> <p>The tender is being finalised but feels confident this will happen. If successful publicity will be maximised with a photo of them presenting it to the school.</p> <p>CB questioned whether there are many children first aid trained at the minute to which HD replied she had in the past trained around 200 children at Downlands and after her upcoming 3 day course, will be qualified to teach a young first aider course.</p>	
<p><b>FGB.14</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>i. The review of the proformas; post-Ofsted responding so quickly to feedback. (A,B,C,D,E,G)</li> <li>ii. The up-rise of pupils numbers, the review of the HT report. (A,B,C,D,E,G)</li> <li>iii. The progress in the marking scheme/procedure (A,B,C,D)</li> <li>iv. The concept of a strategy meeting (A,D,E)</li> <li>v. Reviewing Training, roles and addressing gaps. (A,D,E)</li> </ul> <ul style="list-style-type: none"> <li>A. Demonstrate an ambitious vision;</li> <li>B. Improve teaching and learning;</li> <li>C. Provide a broad and balanced curriculum;</li> <li>D. Evaluate strengths and weaknesses;</li> <li>E. Develop leadership capacity;</li> <li>F. Engage with parents and carers;</li> <li>G. Ensure all pupils are safe.</li> </ul>	

**End 7.40pm**

**7.42pm;** The meeting was re-opened as the Terms of Reference had been omitted and needed full governor ratification. It was agreed upon and will be reviewed in a year.

Signed.....

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