

Southway Junior School

**Full Governing Body Meeting**  
**6pm Wednesday 25<sup>th</sup> January 2017**

**Governors Present:** Peter Newbold (PN) (Headteacher), Peter Izard (PI) (chair), Paul Cartin (PC), Sharon Carter (SC), Cath Beckett (CB), Kieron Woodland (KW), Steven Adams (SA)

**Associate Members:** none

**Apologies for Absence:** none

**In attendance:** Katie Smith (Clerk), Helen Denison (Deputy Head)

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 6.05pm

Agenda item		Action
<b>FGB. 1</b> (welcome)	Pi welcomed the GB to the meeting. It was explained that HD was running late following her attendance at the annual WS DHT's Conference. This was accepted by the GB.	
<b>FGB. 2</b> (apologies for absence)	None received.	
<b>FGB. 3/4</b> (declaration of interests) (Declaration of non-compliance)	None stated.	
<b>FGB.5</b> (staffing update)	<ul style="list-style-type: none"> <li>a) PN informed the GB that Angela Jenkins is joining the staff as school secretary and finance assistant, as a replacement for Paula Baker</li> <li>b) PN added that Clare Worth has also started as a school secretary as a direct replacement for Sarah Thomas.</li> </ul> <p><b>PART 2 minutes (confidential)</b></p> <ul style="list-style-type: none"> <li>c) PN added Ellie Thomas will be starting as a Teaching Assistant, and was previously a sports coach working for premier Sports</li> </ul>	
<b>F&amp;P. 6</b> (Head teachers report)	<p>PN apologised for the late distribution of the extra SENCO part of the report as Alison Green was off sick and it was produced by another member of staff.</p> <ul style="list-style-type: none"> <li>a) PC praised the 96.26% attendance which is above average and good to hear. He also noted that there had been no racist incidents again and added this shows a lot about the high level of safety in school. PN agreed and added that there has been a 50% reduction in the number of logged incidents in the behaviour log which is a genuinely significant reduction over the previous years.</li> <li>b) PC also praised the number and breadth of activities and events showing the wide and varied curriculum.</li> <li>c) PN explained that he had met with the head of the Gattons who has informed them that they can expect 90 pupils to come across to Southway (from year 2 going into year 3), which would make it a full house. PN added that the current budget was compiled with the expectation that 82 children making the total 348 (with 360 being the maximum pupil numbers, which is up from 3 years ago total of 311). PN added this would mean there could therefore be a potential of £13,000 extra to spend next year.</li> <li>d) KW questioned the cancellation of the Booth Museum trip due to lack of helpers and finances not being able to be covered. PN and HD added they have not cancelled any trips so far (but have come close to having to in the past). HD added a decision had to be made. PN added there has been a chasing letter that has previously been sent out requesting more money/help offers. CB questioned whether it is worth sending out a standardised letter to send out well before the trip. PN added the other option is to have fewer trips but added he didn't want to have to resort to that. PN agreed it would be good to produce a standardised letter to help chase up replies for trips.</li> <li>e) KW added praise for the Julia Donaldson visit recently PN agreed and added that the school was very lucky to have her visit. PI added the amount of continuous level of development which is very impressive and</li> </ul>	

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	<p>f) has had a lot of positive impact, PI thanked PN for a good HT report.</p>	
<b>FGB .7</b> (Coasting letter)	<p>a) PN explained that the school has recently received a 'coasting letter' from Dominic Herrington, the Regional Schools Commissioner for the South East that informed the school that its pupils were not making enough progress. A response letter has been written and returned.</p> <p>b) The Regional Schools Commissioners tackle underperforming schools (primarily based on data)</p> <p>c) PI, PN and Maria Roberts (advice from LA perspective) have met and discussed the issue and it was suggested sending a letter back in good time and to keep it brief.</p> <p>d) PN explained that 477 schools nationally have received the letter and it is important to understand it is an initial conversation with suggested potential courses of action.</p> <p>e) PN explained that the school needs to inform the parents of the coasting letter, although the timing of this is not prescriptive. The newsletter was suggested as the best place, with the aim not to alarm parents but to give background (CB added with a description of the term 'coasting')</p> <p>f) PN added it is the first time ever schools have been sent these letters, and 'coasting' is a new term.</p> <p>g) PC added that numbers, presented in the response letter, can be presented powerfully for the school, PN was wary of using data and allowing further data analysis and scrutiny. PN urged not to worry about it and suggested focussing on the school strategy to 2020 and the schools ambition. (Approx. 2 pages were suggested).CB suggested mentioning the accuracy (within 2%) of teacher assessment. PN added it may be worth mentioning the collaboration with the Gattons.</p> <p>h) PI suggested the Head add one line to the letter from him, PN wasn't sure it was necessary.</p> <p>i) PN added 18 schools have received the letter so far in West Sussex.</p> <p>j) PN it was agreed would draft a letter and send it out with GB approval, within the 15 day period, and that parents will be informed via the newsletter and to keep parents informed.</p>	
<b>FGB. 8</b> (Staff survey)	<p>a) It was noted there was no staff survey last year and there has been an uplift in the last results on every category (the previous year had been very positive results too)</p> <p>b) PN added it was an anonymous survey. There were no comments.</p> <p>c) CB questioned what proportion of teachers participated, PN added only 1 didn't take part, most TAs took part and it was an uplift from previous results, and the office had the least.</p> <p>d) SC to send KS results to put on the VLE.</p> <p>e) PC challenged what was to be done with the results as it is an opportunity to see how staff are feeling and to identify strengths and weaknesses, and if not then to re-think whether it is worth it anymore. PN added it is difficult as there is such a diversity of negatives and positives with no theme so there is not really one thing to work upon.</p> <p>f) KW questioned whether it needs to be sent to county. PN explained no.</p>	SC to send KS results to put on the VLE
<b>FGB. 9</b> (AOB)	<p>a) PN added thanks to SC as the school has been given £15,000 from West Sussex for carpet (initially to replace carpet with the known low grade asbestos problem) it will cover the stairwell, the year 3 corridor and classrooms and 'Shakespeare', PN added there will be a little bit of money put into contingency.</p> <p>b) PI explained that as part of the 'Worthless' campaign he has been contacted by a number of schools for support in sending a letter to Sir Nicolas Soames to highlight and bring the matter forward again. PI read the letter to the GB and explained that the letter threatens not to sign off budgets, to stand down as governors and to set a deficit budget. PI noted he is not sure on it in principal as it is a bit strong. This was agreed by PC, that the concept is good but not the threats and urged to send our own letter from our own perspective; "strong ambition, gone from a RI school to good, now told the school is 'coasting', rapidly improving school...."</p> <p>c) PN agreed on a bespoke letter. PI to draft and circulate via email.</p> <p>d) KW questioned social media guidelines, SC noted 'the acceptable use policy does need updating for September. KW questioned the use of 'closed' groups on Facebook for example. PN agreed it is difficult but added it can't be stopped and there is a conduct letter that all parents sign</p>	

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	re. social media.	
<b>FGB 9.</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 as detailed below;</p> <ul style="list-style-type: none"><li>• Robust HT report (A,B,C,D,E,G)</li><li>• Coasting letter fit for purpose (A,B,C,D)</li><li>• Continually improving the fabric of the school (A,D,F,G)</li><li>• £15,000 for carpets (A,D,F,G)</li><li>• More funding for pupils for next year's intake (A,B,C)</li></ul> <p style="margin-left: 40px;">A. Demonstrate an ambitious vision; B. Improve teaching and learning; 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.</p>	

End 7.20pm