



# Southway Junior School

## Full Governing Body Meeting 6pm Wednesday 1<sup>st</sup> November 2017

**Governors Present:** Peter Newbold (PN) (Headteacher), Peter Izard (PI), Paul Cartin (PC), Kieron Woodland (KW), Sharon Carter (SC), Steven Adams (SA), Mark Harding (MH)

**Associate Members:** none

**Apologies for Absence:** none

**In attendance:** Linda Tullett (Clerk), Helen Denison (Deputy Head Teacher)

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 6.00pm**

Agenda item		Action
<b>FGB. 1</b> (Welcome)	PI opened the meeting welcoming LT as the new Clerk. PI informed the meeting of the formal resignation of CB who is relocating to Buckinghamshire and thanked for her for her long association with the Governors, wishing her all the best.	
<b>FGB. 2</b> (Apologies for absence)	No apologies received.	
<b>FGB. 3</b> (Declaration of interest)	None stated.	
<b>FGB.4</b> (Headteacher report)	<p>The Headteacher's report was presented to the members prior to the meeting.</p> <p>a) PN highlighted the attendance as currently at 97.1%, which is above the national average of 96%. PN was delighted with this. Currently 355 children on role, 5 shy of the school's PAN – school would never go above the 360. In 2013 had 311 on role, a current increase of 44. Benefits to the school are not only financial, but indicates that we are a good school and shows us as a school of choice.</p> <p>b) Restructuring - School Improvement Boards (SIBs) are now Area Inclusion and Improvement Boards (AIIBs); PN sits on the board to be the Burgess Hill representative as elected by peers. Now has access to the latest West Sussex information which is of benefit.</p> <p>c) Racist Incidents – 1 low level which was dealt with effectively by the school. SENDCO has produced proforma and tightened up procedures which have been emailed to all school staff.</p> <p>d) Staff training – investing in external training courses this year. Staff do need to see other practice, so investing financially in order to improve.</p> <p>e) SA – Target Tracker. Questioned 'children looked after' (CLA). Currently there are no CLAs in school as the one recorded has now been formally adopted. KW asked whether the school were allocated more money for CLAs. SC replied that they were recorded as Pupil Premium Plus. MH – Provisional data sets - 2017 expectations. What are they based upon? PN – what the child is expected to achieve. Greater depth is above expected. Data provisional as not yet published - should be in December and then available to the public. PN has produced headlines for parents. PI asked as to whether any papers were being contested following SATs. HD stated that 2 papers had been resent – reading &amp; maths. Reading not adjusted, maths had extra mark awarded – took us to 76%. PN – school had not been above national average in maths since 2013. All subjects directly in line with each other. Cohort with 31% SEN shows must have achieved well. MH raised the Writing data. PN advised schools moving towards more best fit model – given set criteria and every box ticked. School followed national policy and were also moderated by LA – predicted results were not going to be good. Informed that all other assessments were directly test related.</p> <p>f) HD – Analyse School Performance (ASP) replaced RAISEonline, HD doing some analysis on this.</p>	



## Southway Junior School

	<p>g) PC stated that this was a good report and only 5 places on roll available in year 4. He asked what the expected intake would be in September 2018. SC advised that the current year 2 is full. Looking ahead, the school is nearly full and it would be difficult for new pupils to be given a place. SC had received letters requesting places and those children were placed on the waiting list. PN stated that we were officially an oversubscribed school.</p> <p>h) PC had concerns as to how we break the cycle in writing (numbers in 60s) and asked the question as to what we should or could do. Data does not reflect our status in Burgess Hill – we are much better than data implies.          PN – The new HCMI (Ofsted) says we should stop being solely judged on data. Is the curriculum broad and balanced? Yes. Our data is improving and showing an upward trend over time. Writing is the hardest to get right. Current predictions for year 6 – been some changes in the year 6 children which improves data. Reading, Writing, Maths all day not an option, certainly not at expense of the children’s health and wellbeing. We’re proud of producing a strong set of results and a good curriculum.          HD stated that our data is so rigorous. Fewer discrepancies between teaching assessments and data than in many other schools.          PI highlighted that he did not want to see core subjects taught all day every day.</p> <p>i) PI – parents are more concerned about the Ofsted report than data. More detail on data would be presented at the TLS meeting.</p> <p>j) Confidential item</p> <p>k) PI highlighted the fantastic news that Laura Whitman was now a member of the West Sussex Writing Moderation team following a rigorous interview process – great for the school. Lauren Spring is now leading other WS teachers on training in Maths.</p> <p>l) PI – 8 trainee teachers currently in school. Financial benefit and also opportunity for future recruitment. PN now on interview panel for student teachers wishing to attend Chichester University.</p> <p>m) PI – well done and great to have HD going through for NPQH qualification. PN added that HD is currently acting head of another school.</p> <p>n) SA – questioned the member of staff on long term sickness from an insurance point of view. Informed that the school were financially secure.</p>	
<p><b>FGB.5</b> (Training &amp; Development)</p>	<p>PI – MH is attending a new governor course ('being effective') on 28<sup>th</sup> February at Horsham. SA also interested in attending.          KW attended a Safeguarding course last year. PN informed that procedures change year on year - suggested refresher course.          MH to possibly attend a financial/data course and SA a health and safety course.          LT to attend new Clerk course in future.</p>	<p>SC to enquire on new governor course</p>
<p><b>FGB. 11</b> (Review of Policies)</p>	<p>SC – All changes to existing policies highlighted.</p> <p><u>Safeguarding &amp; Child Protection Policy</u>          Re-worded in accordance with the West Sussex County Council policy. Adapted school forms in line with West Sussex.          Annex 1 – Additional Policies – new policies added and existing ones reviewed. SC will update them.          PI – Statutory West Sussex Policies. All in favour of adopting them.          PC – How do we communicate to all members of staff? PN advised that all teaching and support staff attended Child Protection training on the September inset.          SC – document must be published on the VLE.</p> <p><u>Pay Policy – School Leaders &amp; Teachers/Support Staff</u>          Now 2 policies.          SC: Pay Review - West Sussex issue statement of salary which is forwarded to all staff – to be issued in January.          Schools Leaders &amp; Teachers - amendment to page 5 of document with 'as above' inserted into brackets.          PN – Upper pay range MS6 – written application by teaching staff to apply. It is their responsibility to approach line manager/HT. MS6b on the pay scale is recognition of a good job but not yet qualified for upper pay range.          SC – Support Staff – no changes to document.          First Aid – 1 designated first aider entitled to £16.69 per month pro rata – they are aware of this.          Both policies adopted.</p>	<p>SC to make changes to policies</p>



## Southway Junior School

	<p><u>Educational Visit Forms</u></p> <p>PC – reads well, had 2 successful trips recently. Form very clear and thorough.          HD – 1 difference coming up – Current year 4 will go to Lodge Hill Autumn Year 5 – CS leader. Current Year 3 will go Summer of Year 4.          PN- reminded that the Year 5 Lodge Hill trip is not in preparation for the Year 6 residential to France.          How far is the school prepared to cover the cost for non-payers?          HD – will give cut off deadline for full payment 6 weeks prior to trip. If full payment not received, school reserves the right to pull the place – not fair on the school or other parents. School should not be responsible for the payment.          PN – parents need to talk to the school if having difficulty paying.          SC – have some charity money available.          Agreed that all trips have 6 weeks prior for payment cut off.          HD suggested setting up a payment plan for those who would prefer.          SC – possibly set up a deposit account for monthly payments.          PN – main issue for parents is the residential trip costs.          HD suggested offering new parents the chance to pay monthly for all trips if necessary, but not advertised. SC stated that this would not cause an admin issue.          PC recommended a letter sent to year 3 parents informing them of the approx. costs and offer payment plan.          MH – What happens to the money should a payment plan be set up? Does it legally belong to the school or the parent? Needs investigating.          PC – need to communicate options to parents.</p>	
<p><b>FGB. 12</b> (Review of last meetings minutes)</p>	<p>No comments. Approved and signed off by PI.</p>	
<p><b>FGB. 13</b> (Any further matters)</p>	<p>HD – NPQH – given project in school to present to Governors by 20<sup>th</sup> November with feedback – needs 2 term impact. Will be on Pupil Premium and written as a story. Agreed to email to Governors as no meeting prior to deadline and will formally present to PI &amp; PN. Governors to reply via email with questions and comments. NPQH assessment not finalised.</p>	
<p><b>FGB 14</b> (Future Meetings)</p>		
<p><b>FGB 15.</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>• Adoption of policies</li> <li>• Recruitment &amp; training – more effective Governing Body. New blood and looking forward.</li> <li>• Headteacher’s report – detailed and positive.</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 7.26pm