

Southway Junior School

Full Governing Body Meeting
6pm Wednesday 28th September 2016

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

Absences: Chris Mendez (CM)

Apologies for Absence: none

In attendance: Katie Smith (Clerk), Helen Denison (HD)

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
FGB. 1 (welcome)	PI welcomed governors to the first meeting of the academic year.	
FGB. 2 (apologies for absence)	None received.	
FGB. 3 (declaration of interests)	None stated.	
FGB.4 (Head Teacher's report)	Governors were given the opportunity to reflect on and ask questions about the HT report; a) PC questioned the head-count being low this year and wondered if numbers were known yet for next year yet. PN explained it is a low intake all over Burgess Hill and the surrounding area with class sizes smaller than previous years. Also this will be discussed in the next F & P meeting. b) SA challenged the 35% year 3 SEN, and questioned why this was. PN explained the feeder infant School data is transferred across but teachers aim to baseline the pupils in Reading Writing and Maths, as some will be low achievers and so the number may decrease. CB noted that the free school meals numbers are also low this year, HD noted it is the first year that the pupils will have had FSM from the start. c) PC commended the school for yet again no racist incidents, exclusions or bullying incidents and noted that it is a credit to the school d) PC praised the huge variety of the curriculum with lots going on, even in the first few weeks back after the summer holidays e) PN noted that the school year has started very well so far, with staff all being in 'a good place' at the minute. PN explained he has received a lot of positive feedback from parents. f) PI asked PN to expand (for the sake of the governors) the note about the breakfast and after school club; i. PN explained that a contract had been signed with Pioneer Childcare for 1 year to use the school facilities before and after school, which will bring in £6,000 in the first year £8,000 potentially for the second year. ii. PN explained Pioneer provides breakfast and after school childcare (up to 6.45pm and provide dinner) for 45 children (at the minute) which the parents are very appreciative of. iii. PI added they use their own resources.	

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	<ul style="list-style-type: none"> iv. PN added that he is very impressed with them and they are very amenable with some slight issues have already been dealt with very quickly. v. SA questioned what activities they do; PN noted he has asked for in the morning to be quiet activities and reading. g) PI praised the level of work done by the SENCO lead by Alison Green, with great attainment and were praised by Ofsted on the last inspection. h) JA questioned what the PP role... "Mrs Arnold's PP role..." was. PN explained that a few years ago as part of the PP budget spend a member of staff was appointed to attempt to close the gap of achievement between PP children and all others as well as monitor children alongside the class teacher. This has proved successful. SC added they focus on all aspects of the child; attendance, behaviour and attainment, and that a maths programme is also run by the Mrs Arnold. i) PC noted it is positive to see year 5 is full. PN added that he has received an applicant from a pupil in year 3 to join the school from another school which will take numbers up to 82 making the whole school 336. j) PI added attendance has been very positive and questioned whether 96% was a bit if a stretch, PN disagreed as currently the school is at 96.4%. k) SA questioned what is done for persistent absences and clarified what a persistent absence would be; SC explained when they are physically not in school for an am or pm or both. PN explained that they can be because of a number of things and assured that the school are very diligent about chasing them and that the school has been praised by West Sussex for the exemplary way the school monitor absences. l) PI added the de-fibrillator training that is due to take place is very positive and noted diabetes training took place early that day (28/09/16) which was very helpful. 	
<p>FGB.5 (governor roles)</p>	<p>PI explained that previously a member of the GB was allocated a key part of the SDIP:</p> <p>Teaching and Learning; (<u>Peter Izzard</u>, happy to continue with this year, it was agreed consistency is important)</p> <p>Leadership and Management; (<u>Paul Cartin</u>, happy to continue with this year)</p> <p>Data and assessment; (<u>Cath Beckett</u>, happy to continue with this year, JA to help as discussed in a previous GB meeting)</p> <p>Safety and Behaviour; <u>Kieron woodland</u> happy to take on.</p> <p>Health and Safety; was previously Chris Mendez and so it was explained a brief description of duties entailed and <u>Steven Adams</u> agreed to take on this role. KS/SC to organise a course for SA to attend.</p> <p>Complaints Governor; <u>Paul Cartin</u> happy to continue with this year.</p> <p>Policies governor; <u>Steven Adams</u></p> <p>Child Protection Governor; <u>Kieron Woodland</u></p> <ul style="list-style-type: none"> a) PI reminded governors that the proformas will be the same as last year (will be uploaded to the VLE for all to access). HD and CB requested changes to the assessment proforma, PI suggested that governors may amend the proforma accordingly to suit different areas, that the basic idea of the proforma is to help governors check what is happening in school which is what the GB are there to do. <p>CB questioned when these should be shared with the GB, it was suggested at the relevant committee meeting:</p> <p><u>Teaching Learning and staffing committee;</u> Data and assessment</p> <p><u>Full Governing Body;</u> Leadership and Management and Behaviour and management</p> <p><u>Finance and Premises;</u> Health and Safety</p>	<p>KS/SC to organise a Health and Safety course for SA to attend.</p>

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<p>F&P. 6 (policies)</p>	<p>Behaviour policy</p> <ul style="list-style-type: none"> a) PC questioned whether it was a standard policy and if it had been amended since it had last been reviewed, PN explained that there isn't a standard template and that each school sets their own policy on behaviour. PN added it is put together for this setting and hasn't been changed since last review as it has worked positively for the last 2 years and clarified it is a statutory policy that will be published on the school website. b) SA praised it for being very comprehensive and suggested it be shared with new parents. HD agreed this could be done at the new school evening coming up. c) PI suggested that more details needs to be added; "review the effectiveness of the policy..." could be changed to "every two years" or "through governor reports and meetings/HT report." Or "reviewed as part of the business and management review and the B & M governor will report back to the GB." d) PC questioned the stages of behaviour and PN confirmed that very few incidents are stage 3 or above and at the minute there are none. e) A vote took place and it was agreed (with minor changes to be made), the policy was formally adopted by the GB and can be uploaded to the website. 	
<p>FGB .7 (previous minutes)</p>	<p>No matters arose from the previous meetings (FGB (28/06/16) minutes and were signed and approved by MC.</p>	
<p>FGB. 8 (Further matters)</p>	<ul style="list-style-type: none"> a) The 'Worthless' campaign was raised and reminded to raise awareness of the topical issue. PI added due to our prudence and ongoing 3 year plan, the budget is tight but not to the point of despair (thanks were noted to SC and PC for this) but could be in the future. <ul style="list-style-type: none"> i. CB questioned the wording on the previous communication regarding this in school had been unclear and she felt it uncomfortable and a little threatening. PN confirmed it was a standard letter agreed by West Sussex headteachers and was designed to shock, but noted her concern. b) PI suggested PN give a brief update to the GB on the locality SATS results before the end of term; <ul style="list-style-type: none"> i. PN explained the national picture is that in West Sussex the authority is ranked 146 out of 150 for writing results (teacher assessment). ii. PN added that it is believed some local authorities did not stick as strictly to the original guidelines as specified by the DfE and West Sussex schools did. iii. PN added that although many schools are underachieving in West Sussex, Burgess Hill performed relatively well. PN also added that last year's pupils were a historically low achieving cohort and is confident that this year we will outperform them. PN also added that the data, as suggested, can be somewhat dismissed; that the figures didn't mean much in an interim year. HD added positively that now more is known for this year. c) PI reminded the GB that next week is a residential trip to France and that he was very impressed with the thorough planning involved which he found very reassuring. d) PN reminded the GB that the SDIP will be discussed in more detail at the next T, L and S meeting with a clear plan of what needs to happen focussing on reading writing and Maths and ensuring the SEN and more able are supported and aims at embracing and broadening curriculum which PN believes is possible. e) Dates for next year's meeting are to be checked and made sure available on the VLE. The next meeting will be the F & P on the 19th October to discuss the 6 month financial situation. PC explained that there is a budget 	<p>KS next year's meeting are to be checked and made sure available on the VLE.</p>

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	<p>of £5,000 which last year was used to purchase ipads for the children to use and it is possible that it will be used to purchase the remaining ipads (around 16) to complete the set so everyone can have at least 1 between two.</p>	
<p>FGB 9. (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"> • Roles and Responsibilities approval is a key at providing a critical eye. (A, D, E) • HT report very positive and shows effective management (A, B, C, F, G) • Ipad spending (A, B, C) • Behavioural policy approval (A, B, G) <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>	

Signed.....

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