



Southway Junior School

Full Governing Body Meeting 6pm Wednesday 7th March 2018

Governors Present: Peter Newbold (PN) (Headteacher), Kieron Woodland (KW), Sharon Carter (SC), Steven Adams (SA), Mark Harding (MH), Helen Lewis (HL)

Associate Members: none

Apologies for Absence: Peter IZARD (PI), Paul Cartin (PI), Helen Denison (HD)

In attendance: Linda Tullett (Clerk)

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
FGB. 1 (Welcome)	PN chaired the meeting in the absence of PI.	
FGB. 2 (Apologies for absence)	Apologies were received from PI, PC and HD (Parents Consultations) and were accepted by the GB.	
FGB. 3 (Declaration of interest)	None stated.	
FGB.4 (Headteacher report)	<p>The Headteacher's report was presented to the members prior to the meeting. PN invited questions from the committee.</p> <ul style="list-style-type: none"> a) SA stated that the attendance was impressive and above target. He was also impressed by the amount of visits offered to children and asked whether that was standard. PN replied saying there is a varied picture amongst other schools. b) SA also commented on the teacher training with a high number attending courses. PN added that the visits to other schools were not listed in his report and that this is often the best and most beneficial CPD for staff. c) PN added that since the report was written there had been one racist incident which was dealt with in accordance with school procedures. d) SC added that there was also one new starter who has since left. e) HL questioned the forthcoming Adviser visit focusing on inclusion and SEND children. Has anyone been allocated? PN responded by asking whether any Governor wished to attend. He added that all visits have a separate focus. The current focus is on SEND, PP and looked after children. KW expressed an interest. f) HL then added that all looked positive from the report and well done. g) PN had received an email from PI in this absence with his comments: Attendance still high and above target and being maintained great achievement and so essential; data predictions look strong for 2018 v 2017 National Averages. Reading focus shows great improvement too. With our history of realistic and accurate predications in the past this shows a positive indicator for 2018; Burgess Hill Girls School CPD collaboration is an area he feels we should look to build upon; settled and happy school with excellent behaviour; continued high levels of staff CPD essential to maintain as we invest in our staff h) PN then gave a brief summary on staffing. i) PN added that governors should attend a course for safeguarding in the interests of good governance. 	
FGB 5 (GDPR)	<p>SC providing the committee with information regarding the GDPR which we need to be compliant with by 25th May 2018.</p> <ul style="list-style-type: none"> a) This regulation is under the control of the Information Commissioners Office. A Data Protection Officer is now needed and they would be responsible in ensuring compliance. This officer should be publically known. 	



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	<ul style="list-style-type: none"> b) Schools need to put several things into action for protection – required to state what we do with our data. ‘Right to be forgotten’ – data to be erased if requested by the person where applicable. c) Data breach must be reported within 72 hours and a fine may be applied if necessary. d) Medical data needs to be carefully managed. e) School will be required to carry out a data clear – currently waiting for guidance from West Sussex. f) A working group in the County has been set up, creating a data map. g) Photo consent – needs to be updated annually. h) All staff to complete training. i) Want to ban use of portable memory sticks and use Office 365 instead. j) SA asked whether data will be held electronically. k) SC replied by saying that there is a certain amount of staff papers and pupil files will go with them to their next school. There is still some electronic information sitting in the system and the school would need a good reason to hold data, l) SC added that Capita have a program in place to remove data prior to certain dates. m) PN added that he had received an email from PI supporting the use of Office 365. Many schools appoint their Business Manager as the DPO which makes sense as is the ideal person. n) HL then added that when using the online system for parent evening bookings, other appointments can be viewed. SC looking into. o) HL also raised the question of parent helpers attending school trips and whether they should be aware of medical conditions. PN added that West Sussex should be contacted for advice. SC stated that they will look at data, what we have and why we have it. May be down as staff only to have that information. PN added that children with severe medical conditions will be allocated a staff member. 	<p>SC – Parent Evening Online Booking System</p>
<p>FGB 6 (Safeguarding)</p>	<p>KW attended two courses recently and updated the meeting:</p> <ul style="list-style-type: none"> a) <u>Introduction to SEND in mainstream schools.</u> KW found it to be a good course and it highlighted the Governing Body’s responsibilities. Meeting to be arranged with Andrea Bray to discuss further and will meeting termly with her. b) <u>Raising Achievement of Disadvantaged Children</u> KW stated that there should be a diminishing difference (attainment and progress data) between disadvantaged and all pupils group and the bridging of that gap. It has made him more aware of what goes on and added that we are getting it right at Southway which was pleasing and it is not all about the data. c) PN thanked KW and found it very helpful. He added that a significant Ofsted focus is on safeguarding schools and the school culture. d) PN suggested that Governors view other recent inspection reports with a focus on safeguarding sections (on Ofsted website). Anything on that section should be turned into a question. All should be aware of keeping children safe in education and that schools can fail by Governors not knowing that information. e) KW added that he attended a safeguarding course last year and would recommend it. f) SC asked whether the Single Central Record (SCR) was mentioned at the briefing and KW replied that it was not. g) PN added that all staff information should be up to date as in contact with children, i.e. DBS. SC responded by saying that this contradicts GDPR and suggested that the SCR should be reviewed by Governors. h) PN then asked that once it was up to date, should it be sent to Governors. – KW to review. i) PN said that it is important that all external providers show their checks. j) SA then asked who was responsible for the school website. PN replied by saying that it needs a redesign as some sections are not up to date. PN & SC to clear out and redesign and some items need updating. k) PN added that a procedure is in place to update weekly. 	<p>KW to review SCR</p>
<p>FGB. 7 (Roles)</p>	<p>PN stated that Ofsted could visit from June 2018 onwards and suggested Governor’s visit school and report back.</p>	



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	<p>Roles to be allocated with particular member of staff and meetings to be arranged termly. Governors to have key questions prepared. A written report should be produced and verbal feedback given to Governors.</p> <ul style="list-style-type: none"> a) Current roles are: PI – Teaching & Learning KW – Safeguarding/SEND PC – Leadership & Management SA – Health & Safety b) PN reported that PC has indicated that he will be stepping down at the end of the year and has been a great servant to the community. c) PN then asked whether we need to allocate roles. The question of Link Governor was raised. d) KW suggested that we meet the Gattons Governors which should be a link. SA replied stating that we are doing the role informally. MH added that it is good to distribute roles. e) PN suggested that future FGB Agenda's to include visit feedback. Agreed. f) KW added that we have been lucky to have PC with his financial knowledge. g) PI to continue in T&L role, KW happy to continue as Safeguarding/SEND, SA will continue in Health & Safety role. h) PN stated that the L&M role would involve a 1 hour conversation and highlighted the strong leadership currently in school. HL has agreed to take on this role. i) SDIP – standard Agenda each term and PN is responsible for submitting information to Governors and standalone item spoken about each term. j) HL has offered to report on complaints. k) PN has advised that it would be sensible to meet with current staff member for handover. l) PN would deal with staff complaints unless it was referring to himself. Nothing received so far this year. m) MH has agreed to take on the data role. He has met with HD and has recently attended data for schools course. n) PN stated that the governors are to now take responsibility and arrange the necessary meetings; PN has the Ofsted framework questions which will be of use. o) KW raised the question of Pupil Premium Governor which was mentioned on his course and is linked to SEND. p) PN highlighted the need to recruit more governors and need to be conscious of parent governors. SC added that elections may need to be held. q) HL suggested 'Meet the Governors' session and have a presence at school events. PN would welcome this idea and it is useful to show support for the school. He added that if it is something specific, it may not get the required attendance. r) SC suggested that the new Year 2 parents meeting may be an opportunity, s) KW stated that possibly a governor from Gattons whose child is moving to Southway could be a lead in recruitment. t) SA asked whether the school would be hosting another 'Bring it on' evening before Christmas. PN replied stating that there was the possibility of an outdoor summer event along similar lines. u) HL suggested a governor update letter. PN advised that PI does an end of year one but highlighted that it does not raise the profile of the GB enough. Profile of governors needs to be raised. Letter could be written on behalf of Governing Body stating roles, what's happened, what's coming up and signed by all. 	
<p>FGB. 8 (Review of Policies)</p>	<p>SC stated that school policies come from the West Sussex model policies. Policies to be reviewed: Appraisal, Behaviour at Work, Data Protection, Freedom of Information, Grievance, Managing Medicines.</p> <ul style="list-style-type: none"> a) All changes to the Medication policy is driven by Department of Education and are all policies are Statutory. b) Data Protection and Freedom of Information policies are new in accordance with the GDPR. c) All policies adopted. d) HL asked whether we have had any data requests. SC replied by stating that we have had 2 in the last 14 months. e) PN passed on his thanks to SC and that he enjoyed reading them and found them interesting. 	



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FGB. 9 (Review of last meetings minutes)	No comments. Approved and signed off by PN.	
FGB. 10 (Any further matters)	<p>SA reported back to the Governors on his recent visit. This was his first visit with PN and saw all classes. He asked questions which he felt relevant and suggested termly visits. Overall he was impressed by the quality of teaching and discipline and said that children can only gain from the teaching and leadership. He was also impressed by assemblies.</p> <p>a) HL asked whether there were standard observation questions. b) PN replied that there were based on Ofsted framework for Governor visits.</p> <p>MH then reported on his recent visit stating that the children were enjoying learning and there were no disengaged children. The WALT and learning outcomes were clear and children knew expectations. Children were working together and helping each other. There was consistency on each visit.</p> <p>c) SA stated that he was encouraged by PN to talk to the children and they were all able to explain what they were doing, d) PN advised the governors that they were welcome in school at any time. This would then give them the knowledge and first-hand experience if required to speak to Ofsted. This also benefits the staff by making them aware of who the governors are.</p> <p>SC then reported to the Governors on the 50th Anniversary ideas. A working party to be set up to lead projects, Ideas so far:</p> <ul style="list-style-type: none"> • Mid Sussex Times memories • Celebration week • Old photos sent in • Ariel photo to be taken – HL advised that she has a contact • KW suggested first head teacher to be invited to attend an event • Invitation to ex-pupils • Museum • 50 things to be before leaving Southway (idea from HD) • Guinness book of records attempt • PE bags – embossed with gold lettering <p>a) Involvement of the HSA. b) HL suggested incorporating the summer fayre c) SC advised that there would be some school based events in September, d) HL suggested involving the year 2's from Gattons so they are part of it. e) KW raised the possibility of 50th Anniversary mugs. f) PN reported on a junior school inspection in the locality, the only other one in our area. Unique setting as recognised by Ofsted. PN suggested Governors read the reports as indicates what the governors may wish to challenge the school on. The school was previous judged as good, however Ofsted conducted a two day visit. g) KW asked what the different was. h) PN replied that a 1 day inspection is usual for a good school. He then added that in June this year it is the beginning of a 2 year window for us. i) KW added that Birchwood Grove had their last visit over 5 years ago and PN stated that Gattons were 10 years. j) PN added that schools sitting on old judgements are no longer valid. k) MH asked whether we are a member of the National Governors Association. Cost £85 corporate, £42 individual. SC to investigate l) MH suggested a Governors WhatsApp group. Is there support for it? HL asked what the advantages were to having it. KW replied that it would be easier way to communicate. m) PN stated that it would be a good idea from the point of view of event updates. KW said that there was great communication from Southway on the snow day and HL personally thanked everyone in the school involved in releasing the children safely. l) MH agreed to collect mobile numbers from Governors and set up the WhatsApp group.</p>	<p>SC investigate NGA membership</p>



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	<p>q) HL has received comments from other parents regarding information for parents given at the last minute. PN advised that information is given out well in advance. SC asked whether this was in relation to volunteering for trips and HL confirmed that this was the case. SC suggested speaking to Year Group Leaders/office staff to ensure the information is given out sooner. KW stated that volunteers varied from year group to year group.</p>	
<p>FGB 11 (Future Meetings)</p>	<p>Future FGB Agenda's to include Governor visits and reports shared.</p>	
<p>FGB 12. (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"> • Allocation of Governor Roles (A, D, E) • Importance of Safeguarding and training (G) • Review and adoption of policies (G) • Promotion of Governing Body Communication (F) <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 8.00pm