

Southway Junior School

**Full Governing Body Meeting**  
**6pm Wednesday 5<sup>th</sup> July 2017**

**Governors Present:** Peter Newbold (PN) (Headteacher), Peter Izzard (PI), Kieron Woodland (KW), Sharon Carter (SC), Cath Beckett (CB), Stephen Adams (SA)

**Associate Members:** Helen Denison (Deputy Headteacher)

**Apologies for Absence:** Paul Cartin (PC),

**In attendance:** Katie Smith (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 6.03pm**

Agenda item		Action
<b>FGB. 1</b> (welcome)	PI thanked staff for attending and thanked staff, and PN for the new parent presentation held earlier in the hall.	
<b>FGB. 2</b> (apologies for absence)	Apologies were received from PC and were accepted by the GB.	
<b>FGB. 3</b> (declaration of interests)	None stated.	
<b>FGB.4</b> (SATS data)	<ul style="list-style-type: none"><li>a) PI noted that the SATS results were only out on Tuesday morning at 2.30am and thanked HD and PN for their hard work and very early starts to check the SATS results. HD worked tirelessly to produce the information presented to the governors so an extra thank you for her hard work.</li><li>b) PI reminded the GB that this meeting is for governors to ask any immediate questions about the provisional data with a 'deep dive' scheduled for next TLS meeting.</li><li>c) HD noted the school was pleased with the results and they were better than they had thought thus highlighting the short-term impact on the booster groups.</li><li>d) Reading 76%, Writing 64%, Maths 74%, GPS 77% and RWM 58%</li><li>e) Writing is still a challenge but staff now have a better understanding of the criteria.</li><li>f) HD reminded the GB that the cohort has a high SEN level of 31%</li><li>g) HD added the school expect to continue the upward trend in next year's results.</li><li>h) Reading 76%, is above the national average. Maths 74% was in-line with the national average. RWM combined 58% was slightly below.</li><li>i) Two papers are being sent back for re-marking which might increase the percentages in line with the national average. The results won't be back until September. CB questioned if this would affect the RWM combined percentages, HD explained it wouldn't. HD also noted that there had been requested special consideration for 3 pupils beforehand which is rare and all got it so their scores will go up a little.</li><li>j) KW questioned what GDS meant, HD explained it meant greater depth.</li><li>k) HD added that 1 in 4 children are achieving greater depth which is outstanding.</li><li>l) Although he is very pleased with results, PN noted that the NAHT have advised caution regarding results and still the writing appears to be problematic with regard to moderation. He drew the GB's attention to a blog by Michael Tidd that de-bunks myths about writing and he encouraged governors to read it. The overall message, he added, was to take pride in the upward lift, but be aware it is an upward lift across the country too.</li><li>m) PN advised that although Southway performed well in relation to other local schools that it should not be about running race against other schools but to make progress against themselves as a school.</li></ul>	

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	<ul style="list-style-type: none"> <li>n) PN noted that the school was also writing moderated along with the Gattons infant school, as every infant and junior school were across the country.</li> <li>o) SA questioned what was meant by moderation, PN explained that writing samples are randomly by a trained WS moderator to ensure teachers are making accurate judgments.</li> <li>p) CB questioned what level the children coming up into year 3 are at. HD explained she has only just received that information and will be going through it, but it doesn't seem that there is a lot of 'greater depth' achievers. HD added that they will baseline the scores as usual practise (against year 3 standards as previously discussed to judge impact made whilst in Southway)</li> <li>q) HD explained there are a number of tables in the report showing different results against the school's baseline and KS1 results which shows excellent progress.</li> <li>r) PI added it these are positive results in reading and maths and the decrease in writing has been explained</li> <li>s) PN noted there is to be an off-site meeting with senior leaders to draft up the SDIP (school development and improvement plan) and a key focus will be writing which will be bought the GB at the next TLS meeting for ratification.</li> <li>t) PN added next Friday (14/07/17) a writing moderator from West Sussex will be working with year 4 (as it is an end of phase). Year 6 found this helpful and he added it is good to get more people involved to ratify the school's judgments.</li> <li>u) CB thanked PN for his hard work and added it is his first full cycle of pupils since becoming Headteacher, PN added that whilst he is never 100% happy it is a great achievement for staff and everyone who has taught those children . PN clarified that the children's reports home show the teacher assessments.</li> <li>v) HD added the importance of filtering the booster groups down to other year groups for example in year 5 boys and EAL (English as additional language) pupils who have an advisor to provide them additional support and the majority are doing well.</li> </ul>	
<p><b>FGB.5</b> (School Development Plan)</p>	<p>Is in the process of being drawn up and will be bought to the next TLS meeting of 2017-18</p>	

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<p><b>F&amp;P. 6</b> (Governor Appointments)</p>	<p>i. PI re-stood for Chair of the GB and noted it would probably be his last year. 6.50pm PI left the room and the GB held a vote and unanimously voted to re-appoint PI as chair. PI re-enters 6.52pm and is welcomed back as the new chair.</p> <p>ii. PC put his name forward (via PI) for re-appointment as vice-chair, if no-one else put their name forward, and also noted that this would be his last year too. CB raised her concern about a succession plan, with this to be her last year also. PI agreed and added his role as chair of F&amp;P is more important and suggested for him to take the role with someone to shadow him. KW put himself forward as willing to shadow PC as vice-chair. KW to liaise with PC.</p> <p>a) PN voiced his concern about a wealth of knowledge and experience being lost and noted urgency for new positive influences to join who are driven by the right motives to add value to the group.</p> <p><u>Committee chairs</u></p> <p>i. <b>Finance and Premises, PC</b> to re-stand (as per his instructions to PI on his behalf)</p> <p>ii. <b>Teaching, Learning and Staffing, CB</b> (as is due to leave next year too) agreed to care-take the chair position but noted her concern to get new people in to learn the process to take over from her.</p> <p><u>Succession planning</u></p> <p>b) PI suggested that a parent governor should not be advertised for this academic year as there is so much going on at the end of term but to run a campaign for September. Another governor to be co-opted is also needed so encouraged the GB to speak with friends and family, local retired people (as it does suit retirement, flexible hours, supporting local community) and local businesses who can bring different backgrounds and skills to the group. SA added it would be good to have someone with an educational background as that will be an area missing (for a replacement TLS chair).</p> <p>c) CB questioned how many spaces to fill. There is still no LA governor, PI to chase. KS to research and clarify regulations regarding parents on the GB.</p> <p>d) It was suggested that a letter goes out to give people time to think about it and speak with GB members before the summer.</p> <p>e) HD questioned if another member of staff could join as co-opted as some TAs or HLTAs might be interested and would suit their career development and look good on their cv. PN agreed it is worth asking but reminded the need for people not to join for the wrong reasons.</p> <p>f) SA suggested asking Gareth (site manager) too.</p> <p>Committee chairs were confirmed as; <b>Finance and Premises, Paul Cartin</b> (a vote was held and it was unanimously agreed) <b>Teaching, Learning and Staffing; Cath Beckett</b> to 'babysit' for a term and for PI to take over from there if no-one else steps forward. (unanimously agreed) <b>Health and safety governor; Stephen Adams</b> is happy to stand again (unanimously agreed) <b>SENCO; Kieron Woodland</b> agreed to stand again (unanimously agreed) <b>Complaints Governor; Paul Cartin</b> agreed to stand again (unanimously agreed) <b>Safeguarding Governor, Peter Izard</b> agreed to stand again (unanimously agreed)</p> <p>g) Thanks were made to CB and PI noted that there was always space for her if she were to re-consider and stay as part of the GB for longer and it would be sad to lose her.</p> <p><u>Governor succession plan</u></p> <p>h) PI added KS is standing down as clerk after Christmas giving the GB time to find a successor. PI added his thanks to KS for the 3 years clerking.</p> <p>i) HD added it was a good opportunity to ask the TAs and HLTAs. PN noted an advert should come from the governors and is happy to have it in the staffroom. PI added it would be an excellent first port of call.</p>	<p>KS to research and clarify regulations regarding parents on the GB</p>
<p><b>FGB .10</b> (Educational Civic Reception Update)</p>	<p>a) PN and PI and HD were invited to a major civic reception in Burgess Hill town hall with other heads and chairs from Burgess Hill which was a good networking event. The mayor offered a big thank you and asked what she could do to help. She is due to visit year 3 and says she is happy to host children in the voting chambers to show them the process of democracy and to also plan the town. Another breakthrough was with the head of</p>	

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	Burgess Hill Girls school (a private school with charity funding) and it was suggested a collaborative arrangement for teachers to observe each other and to work together. PN added he is unsure what this will actually 'look' like but is very happy to take it forward and it is worth exploring and seeing where it leads.	
<b>FGB. 11</b> (policies)	<p>SC explained the policies for renew have been highlighted with changes made to them from the previous versions and that all are statutory, West Sussex Council model policies;</p> <p><b>Sex and relationships in education</b> – to add an additional note that it will be reviewed on a bi-annual basis and to change it to June 2019</p> <p><b>SEN/D local offer</b> –statutory document showing what the school WILL provide</p> <p><b>SEN information report</b></p> <p><b>Confidential reporting</b> (whistleblowing) –there is no mention of an annual review, SC to change to July.</p> <p><b>Capability policy</b> –change to be made 'July' SC to amend</p> <p>A vote was held with 5 votes for and one abstain.</p>	SC changes to be made to polices
<b>FGB. 12</b> (review of last meetings minutes)	No comments, signed off by PI.	
<b>FGB. 13/14</b> (any further matters/future business)	<p>a) PN explained that a potential safeguarding incident had occurred at the school gate and was witnessed by a Pioneer staff member. This was reported to the police but no action has been taken. No –one has seen anything happen again and Pioneer are now leaving the side gate locked too.</p> <p>b) PI added there will be an end of year celebration on the Friday 21<sup>st</sup> July, 8pm onwards, which is open to all of the governing body. (the year 6 disco is due to end at 7.30pm)</p> <p>c) Next year's dates for the GB meeting to be discussed and agreed via email (PI, PN and SC to liaise.) SC noted the finance meeting would ideally be in April for the sign-off of the budget.</p>	
<b>FGB 15.</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>• SATS results discussed and digested (A,B,D)</li> <li>• Adoption of policies (D,F,G)</li> <li>• Succession planning for the GB and recruitment of governors (A,D,E,F)</li> </ul> <p style="margin-left: 40px;">A. Demonstrate an ambitious vision;</p> <p style="margin-left: 40px;">B. Improve teaching and learning;</p> <p style="margin-left: 40px;">C. Provide a broad and balanced curriculum;</p> <p style="margin-left: 40px;">D. Evaluate strengths and weaknesses;</p> <p style="margin-left: 40px;">E. Develop leadership capacity;</p> <p style="margin-left: 40px;">F. Engage with parents and carers;</p> <p style="margin-left: 40px;">G. Ensure all pupils are safe.</p>	

End 7.20pm