

Southway Junior School

Full Governing Body Meeting
Wednesday 25th March 2015 6pm

Governors Present: Peter Newbold (PN) (Headteacher), Peter Izard (PI), Paul Cartin (PC), Michael Dewey (MD), Sharon Carter (SC), Cath Beckett (CB), Sasha O’Conner (SOC),

Associate Members: Chris Mendez (CM),

Apologies for Absence: Kim Turner (KT), Hayley Pettitt (HP), Damon Wright (DM)

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.

Agenda item		Action
FGB. 1 (welcome)	Everyone was welcomed to the meeting by PI .	
FGB. 2 (apologies for absence)	Apologies were noted and accepted from HP, DW and KT .	
FGB. 3 (declaration of interests)	MD noted he had a pecuniary interest in the staffing section of the Headteacher’s report. It was agreed he would step outside for this section,	
FGB.4 (Head Techers report)	<p>PN drew attention to Alison Green’s hard work as a SENDCO. He asked the GB for any questions or comments on the report.</p> <ul style="list-style-type: none"> i. PI queried school meals receiving 20, and eligible 18, numbers in the table. SC clarified this and confirmed that 20 meals are currently supplied a day; 18 free, one provided and that the school pays for one more, this will change in the next report. ii. PI also commented on the new red pupil progress plan books which have been introduced. PN confirmed the SENDCO sits down regularly with the class teachers to talk through their file and individual children’s progress. MD added the intention is a shift in emphasis, in seeing the SENDCO as more of a consultant or manager to ensure things are happening and improving and recording progress. CB challenged if this could be expanded into pupil premium, which MD noted has already taken place. He noted interventions are monitored more and there is also more fluidity with the SEN register, identifying when and if help is still needed. CB requested clarification of this and it was explained that where some cases are fixed, some are more flexible and may no longer need additional support. This is monitored termly instead of yearly as before. iii. PN noted formal lesson observations were very positive; recent Local Authority Reports are to be made available on the VLE once finalised. iv. PI noted no racial incidents was a positive v. PI commented positively on the exceptionally informative report. vi. SOC questioned whether any penalties had been issued due to unauthorised absences; PN replied that this is carried out by the Local Authority not the school. Absences are dealt with proactively and chased very quickly; He also noted that unauthorised absences are dropping since Autumn term. vii. Attendance was noted by MD as being very good. PC questioned the feasibility of predictions of 98% by the end of the year and noted potential spikes in data. PN confirmed 98% was aspirational, but noted a few children with considerable absences due to medical reasons which may spike the data a little. PI queried what of the 3.7% non-attendance was authorised and what wasn’t. It was agreed the way in which attendance data is presented wasn’t very clear and whether (45) related to ‘sessions’ or ‘pupils’, and this should be clarified and amended but to keep the same 	<p>Change presentation of the absence data from the HT report.</p> <p>PN and SC to check whether it relates to ‘sessions’ or ‘pupils’ absences</p>

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	format.	
6.25pm MD left the meeting		
	<p>viii. Staffing update;</p> <p>a) PI noted that MD had emailed the GB internally about his resignation and move to Hong Kong, but is yet to resign officially due to delays with paperwork but this is expected soon. It was confirmed he will work until the end of the academic year. An advert has been placed for his position; however parents are yet to know formally. The minute his resignation is made official, parents will be made aware. PI reiterated that MD wanted to make clear he is still 100% committed to the school.</p> <p>b) PC raised the issue of the information leaking out and suggested preparation needs to be made for that, but was in agreement with the plan of action. PI reassured if the information is leaked out then the governing body will be very front footed with the matter. CB noted her agreement for the course of action but noted her concern about the potential of it leaking out around the time of the year 6 SATS and causing upset for the pupils as it is a very emotional time. It was noted that the announcement would be expected before that and pupils would have time to process it. PN noted MD is being very diligent in chasing the necessary paperwork and that interviews couldn't be carried out without his resignation; things would have to be stalled if that was the case.</p> <p>c) Applications were generally discussed, PN noted the possibility of two candidates however assured the GB that it is a complicated process and was adamant that the right person needs to be found and if the process doesn't achieve this the process will have to be done again in June or July. If this is still unsuccessful, as he noted really good people are hard to find, there is a possibility of looking at appointing two members of staff internally potentially sharing for the mean time.</p>	
6.40pm MD re-entered		
FGB.5 (Teaching and Pupil Progress Review)	<p>PN verbally updated the GB following the visit from WSCC adviser on quality of teaching;</p> <p>a) Maria Roberts spent the whole day at the school and conducted a learning walk, at teaching over time and looked at books rigorously, providing some very precise advice. She commented on some examples of outstanding teaching and teaching was 'good' plus at all levels. PN added, however, that teaching cannot always be 'good'. no one can be 'good' all the time; sometimes lessons work less well than anticipated, or people have off days. But Ofsted understand this. Where teaching fails this is when 'consistently' requires improvements occurs which PN confirmed is not the case currently.</p> <p>b) PN confirmed Maria is back twice more to talk through Ofsted preparations and to do another 'book look' and learning walk in detail which will be helpful. Dates were to be confirmed. CB asked whether governor presence was required for the meeting with Maria to discuss Ofsted preparations, PN noted he planned for this to just be the leadership and management within school and that there was no expectation for governors to attend.</p> <p>c) PN added that in terms of the Ofsted inspection the school is already prepared now and will continue to strengthen its position through April, May & June.</p> <p>d) PI suggested the LA visit reports could be put on the VLE and it was agreed to be a helpful thing to have clearly in a separate folder for governors to access.</p> <p>e) PC commented that good or better teaching could be plotted on a graph to show clearly the ups and downs as an evidence base. It was agreed this would be brought to the next T, L and S meeting (06/05/15).</p>	<p>PN to provide reports for KS to upload to VLE.</p> <p>PC to plot good or better teaching for next T, L & s meeting (06/05/15)</p>
F&P. 6 (KS1 Attainment Comparison report)	<p>MD presented a summary of information from the report showing Key Stage 1 attainment data comparison report within the locality;</p> <p>a) MD noted it shows 12 years of data from across West Sussex. Split into sections.</p> <p>b) MD highlighted KS1 data is considerably higher than every school measured against which, if Ofsted are receptive of internal data, might form part of the body of evidence to show Southway is a good school. It was about transparently, asking questions about the problems that junior schools face in particular. It was noted it's not about The Gattons.</p>	

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	<p>c) PC added section 2 was more relevant and questioned whether the average gap adjusted progress scores accordingly. MD noted caution in doing so as it becomes a slight risk that rather than being a factual report, data is to be manipulated too much, which may affect 'the lens' which an inspector views the school in general. It was suggested that this adjustment could be done separately for distribution within the GB for further understanding, but not to be part of this report.</p> <p>d) PI noted that the report was shared with the Gattons by PN prior to being brought to the GB.</p> <p>e) PI assured that this report was not the only thing being presented to Ofsted, but simply a chapter in a large group of documents.</p> <p>f) SOC queried whether the GB were aware of the suggested (by WSCC, 7 providers suggested and school to choose one) adoption of a baseline assessor as part of 'life without measures'. SOC suggested agreeing with the Gattons to adopt the same provider thus meaning would have the same baseline and the potential for reassessing in year 3? MD confirmed there are ongoing meetings with the Gattons in regards to the assessment system to ensure a more coherent experience. PN noted caution for the idea, with different provider's potentially cherry-picking results, however the seeds have been sown in talks with the Gattons; transparency is important, and their awareness that scrutiny is made over the results they send to us is important.</p>	
<p>FGB .7 (Governing Body Reconstitution)</p>	<p>PI and KS presented the new instrument of government for discussion and potential approval by the GB;</p> <p>a) As PI's term of office has come to an end, it was noted he cannot be elected unless we hold a parent election. However he could be co-opted, which would mean electing him (*and other co-opted governors) after the instrument is finalised.</p> <p>b) SOC challenged this idea as she felt wary of saturating the Governing body with parents, and as a model to go-forward with wouldn't be happy doing so. It was welcomed as a good challenge and an important comment, it was agreed that in this case we should look to re-elect PI as a parent governor and to hold a parent election.</p> <p>c) It was agreed that ratios need to be looked into before going forward. It was agreed that the numbers of parent governors and co-opted governors were correct but with the potential of adding a clause stating a maximum of 1 governor can be a parent, and also a maximum of 1 governor to be a member of staff. KS to check out with governor services and amend accordingly.</p>	<p>KS to start parent election process</p> <p>KS to check out ratios of co-opted governors (parents/staff) with governor services and amend accordingly.</p>
<p>FGB. 8 (Terms of reference reviews)</p>	<p>PI suggested this be put back to the next meeting.</p>	
<p>FGB. 9 (Ofsted Update)</p>	<p>PI provided the GB with a verbal update on the readiness of the school for the impending Ofsted inspection due this academic year.</p> <p>a) PI noted that there have been 66 responses on Parent view which are overwhelmingly positive but suggested the target be 100 to get a good representative number of recent parents so to keep pushing. It was noted the total at last inspection was 87. PC voiced concern for overselling parents to fill it in and then get them to do it again when the inspection comes. CB noted that it is just updating details not filling it out again. PI stated he wanted to avoid a 24 hour rush before the inspection and that Ofsted are already looking at information beforehand, it's about preparing. PN noted Parent view goes on trends, which Ofsted recognise and look at.</p> <p>b) PI noted overwhelming positivity compared with the recent inspection of a locality school which was judged 'requires improvement'. CB suggested the outcome sadly provides a poor outlook for Burgess Hill as a town. PN commented that this is potentially misleading, not to say that the school is not under-performing</p> <p>c) SOC commented that the website needs to be updated; recent minutes from meetings. It was mentioned the role profiles for governors which SOC voiced concern over as it came across like a CV and made her feel uncomfortable. It was agreed maybe they should be kept more minimalistic.</p> <p>d) PN reassured that the snapshot of documentation for Ofsted is all covered and more, and provides a compelling story to tell. In the leadership and</p>	<p>SC /KS to provide recent minutes for uploading on the website</p>

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	<p>management area there is a potential RI if we are only going on data. Extended leadership team meetings and data comparisons now run for the whole team which will re-address at the end of term. All leaders middle and up have a strong steer on the whole school, and leadership is most evolved, and about the whole school not just the Headteacher.</p> <p>e) PN noted it's all about the teaching and progress section. MD added he generally believes it is a good school. (PN added with elements of outstanding). The hope is that the inspectors come in open-minded and take into account internal data and progress data, and what other professionals have said. It was noted however it is unknown what will come through the door.</p> <p>f) PC noted more very simple graphs are needed, (2014 projected and 2015 actuals)</p> <p>g) PI noted all the information to present is arranged including pupils work too. CB questioned whether there is a version of this the governor could have access to. It was noted that it would mean directing governors to already existing documents but it was agreed it would be helpful to go back through it. It was agreed to compile another file on the VLE for this information. MD to provide the relevant information</p> <p>h) CB challenged whether 'life without levels' had been thought about as it is a potential question Ofsted could ask. PN commented that this is a critical question to raise with the Gattons too but at the minute they are unclear. It would be about if the school was preparing for but don't have the answer for yet, and it wasn't thought to be a huge issue at the minute. PC added that target tracker can be manipulated to cope with life without levels. MD noted an overview of the plan for life without levels can be brought to the next T, L and S meeting (06/05/15) along with a set of graphs with histories and actuals. MD and CB noted have already met and agreed that at the next T, L and S meeting would focus around the current year 6 and other year groups and not to spend too long on KS1 but to look at current and forward data.</p>	<p>MD to provide documents to compile file of Ofsted documents on the VLE</p>
<p>FGB 10. (Governor update and impact statement)</p>	<p>It was agreed this would be discussed at another meeting.</p>	
<p>FGB. 11 (Policies)</p>	<p>a) The health and safety policy it was noted has been adopted in the last meeting (F& P 25/02/15)</p> <p>b) SC commented on the medical policies, that the process has been lived and tested. There were 2 policies 'managing medicines' and a new one which have been amalgamated. On the parent section of the website it should be clear and simple for parents to access these policies</p>	
<p>FGB.12 (Minutes of the last Full Governing Body Meeting 2nd July 2014)</p>	<p>Last FGB's minutes were discussed; SC added that she had been missed of the attendees list. KS amended and signed, minutes were approved and signed.</p>	
<p>FGB.13 (budget 2015-16)</p>	<p>SC and PC noted is still a work in progress and are meeting again soon and again before presenting at the next F & P meeting (20/05/15) for approval. It was noted again that timings of meetings have been difficult and haven't worked well this year.</p>	
<p>FGB.14/15 (AOB/ future business)</p>	<p>a) SOC questioned how she should update the skills audit as she has been on a few courses recently and needed to update the information. SC noted her awareness of the courses through expenses and mentioned changes to the allocation of costs of courses, PI was assured that governors should never put-off going on a course due to cost, as the GB needs to be seen as improving. CM was in charge of the Learning Development Log and handed a copy to KS, but is now on the VLE, KS to liaise with CM and SOC about changes needed.</p> <p>b) PI formally thanked SOC on her return back to GB and thanked her for her hard work.</p>	<p>KS to liaise with CM and SOC about changes needed to learning development log</p>

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FGB.16 (Meeting review to be judged against the new Ofsted Framework)	It was agreed that the following points of the meeting in particular showed good governance as detailed below; i. Discussion over the Ofsted preparation. (A, D) ii. The clarity of MD's report (B, D) iii. The debate over the website and important medical policies. (F,G) iv. The approval of the instrument of government with a proviso for limited numbers (A, E) v. Having a clearer understanding of the SENCO red books (B, C, D, E) 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.	
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8.10pm End of meeting

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