**Southway Junior School**

**Full Governing Body Meeting**

***6pm Wednesday 26th January 2022***

**Governors Present**: Peter Newbold (Headteacher) (PN), Helen Lewis (HL), Judy Groome (JG), Sharon Carter (SC), Nick Winder (NW), Nikki Donson (ND)

**Associate Members:** Mike Blanchard (MB)

**Apologies for Absence:** David Child (DC), Ceri Williams (CW)

**In attendance**: Claire Morley (CM) (Clerk), Elinor Wood (EW observing)

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.

Meeting started: 6.01pm

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| Agenda item |  | Action |
| **SPR22 FGB.1** (Welcome & Approval of Minutes) | HL opened the meeting welcoming Governors. The Minutes of the previous meeting were approved. |  |
| **SPR22 FGB 2** (Apologies for absence) | Apologies received from DC and CW. Apologies approved. |  |
| **SPR22 FGB.3** (Governor Update) | * HL welcomed new Governors ND and EW. HL invited all Governors to introduce themselves. ND works at Burgess Hill Girls as Assistant Head Pastoral & Boarding and EW works at Ardingly College as Development Director and has children at Southway and The Gattons. * Discussion of roles – JG happy to remain as SEND which will include disadvantaged and Pupil Premium children, ND to take on the role Outcomes and Foundation Subjects * Thank you to CM for new Induction Pack for Governors * We have one vacancy for a parent Governor, CM to send election letter to parents by the end of this week (28/01/22) | CM to prepare parent Governor election paperwork |
| **SPR22 FGB. 4**  (Declaration of Interest) | No pecuniary interests were declared. |  |
| **SPR22 FGB.5** (Declaration of non-compliance) | There were no declarations of non-compliance. |  |
| **SPR22 FGB. 6**  (Matters Arising) | 1. Training update – HL to chase Governors CW for outstanding training. ND to complete Equality and GDPR. SC to set up training access for EW. Certificates received from JG and NW. CM is booked onto introduction clerk course this week, needs to be clerk for one year for Clerking Matters course. 2. Swimming Pool – Premises Officer will not return to work before swimming pool course, therefore SC will attend 3 day training in half term. External company came in yesterday, advised daily cleaning would cost around £50-£55 per day, company suggested to purchase an electric cleaner, then scoop out leaves etc. ourselves. We are going to buy one from previous parent contributions that were spare. SC will complete water testing and the company will backwash every so often. We also have an auto chlorine system that we can monitor which makes this considerably easier to manage. The ground team will be asked to do some maintenance in the changing rooms. We will summarise in during the Easter holiday and then await the air temperature to be right before letting children to swim. This could be May but depends on the air temperature. 3. CM gave update regarding the timings on the Agenda. After seeking advice from Governor Services, these timings aren’t statutory, however we believe they assist during meetings, therefore, they will remain. | HL to chase CW training  ND – Equality and GDPR Training  EW – All training  SC to set up training access for EW |
| **SPR22 FGB.7**  (School Development Plan & Improvement Plan) | **The SDIP was circulated to all governors prior to the meeting. Head happy to accept any questions.**  Q. What is VIPERS? Vocabulary, inference, prediction, explanation, retrieval and summarise. These are the key areas relating to skills children should have in their reading. We teach explicitly to children, refer to this language in each lesson and every classroom has it in view. We have also created bookmarks with questions for parents to ask children linking to each of the skills.  Q. Milestone for reading, how is that evidenced? We obtain data from different areas, the new pupil reading survey, reading data, survey data, the book buddy app, book raffle every month, and book challenge. We can link this to future surveys so that we can then aggregate the data.  Q. What questions were on the survey? There were 12 questions in total, 8 yes/no/don’t know then 4 open questions. Examples are what is your favourite book style? How could reading be improved? Do you enjoy teacher reads? I read at home with an adult etc. Teachers spoke with children and followed up any concerns. Our English lead (LR) will harvest data and adapt practice. This is the first time we have done these surveys as a school, however, it has been very positive and we are finding generally that the children really like school. Q. Will you follow it up? Yes we will do it annually  Q. Could you explain ePortfolios?– Each subject lead will advertise their subject, focus on the six key areas intent, implication and impact, interactive, independent and inside-out and think why are we teaching that. We will showcase a high standard through each subject and expect high standards.  Q. What phonics are u using? LR is due to attend a course and we will await the findings before making a decision on how to proceed with phonics. KS2 rely on KS1 providing good readers and as a KS2 school our staff are not necessarily phonics trained and rely on lots of reading. However, we do find some children have somehow missed phonics learning from KS1, therefore we will now have staff trained and will have a large emphasis on reading with those struggling reading with teachers every day.  Q. Are we liaising with the Gattons? We do believe there are inconsistencies there with different levels of achievement between the classes year on year. Year 3 reading is an issue at the moment.  **EW wanted to make comment, however was advised by PN that as an observer she can only observe and confidentiality is expected.**  Q. Is spelling also affected by phonics? Yes, we address spelling, there is a consistent approach and very phonemic  Q. How do the next steps develop? The SDIP is a live document so will approach separate staff to update when necessary throughout the year. Traction will be made throughout the year which won’t necessarily be reflected on the document however will be noticed.  **Governors agreed that it would be beneficial to review this document at every FGB meeting.**  Q What is discrete teaching? It is breaking down a skill into smaller components, for example GPS (Grammar, Punctuation & Spelling), there would be one focus of that one grammatical feature  Q. What is STA? Standards Testing Agency  Q. Could you explain what text audience is? What is the purpose? There has to be a reason why they are writing therefore, now we have more emphasis on what they are writing, who to and why. We use the TAP method – Text, Audience and Purpose.  Q. Have you had Maths week? Yes and it was hugely successful. Q. What did the children have to do? Every year group had their own investigation for example Year 6 had to organise a trip to the Isle of Wight, working out costings etc., Year 3 created their own zoo and decided how much the animals were, how much it would cost to feed them etc. Year 4 had to create their own theme park. We had teacher reads with maths books, TT Rock Star competitions. This all happened before the pupil voice survey and the children had said 100% I love Maths. Headteacher gave a thanks to AN-H for organising JG looking forward to finding out more during next Maths visit.  Q. What is Maths Mastery? Was it introduced this year? No we have been using this for last 3-4 years. It is the best way to teach good Maths.  Q. Why is the data described as recovery? For the next 3 years data is going to be very difficult for every school due to the pandemic, the predicted data doesn’t look good in comparison to previous years and Governors need to be aware of this. We will, however, be benchmarked against other schools in West Sussex. Ofsted will be able to see data.  **Governors will just want to see progression in the data.**  Q. When will the e-Portfolio be created for Ofsted’s 3is? By the end of year Q. Will this be for all to see? Yes it will be on the school website  **Within the feedback to Governors, we will do this with the Maths and English leads, through learning walks etc.**  Q. Within Priority 5 – Pedagogical approach, how will you evidence? This will be through formal observations and feedback  Q. What is the C3B4ME approach? A child may require help, however before asking the teacher, they need to see 3 things first. This could be a book, something written on the board, their peers and then if still requires help to ask the teacher. If they have asked 3 other children and they don’t know the answer, the teacher knows to do more modelling. You don’t see children with their hands up at Southway and all children are aware of this approach. We have number plates above the board in each class room.  Q. How do you find it with children with each intake? – Autumn term for Year 3 is their most difficult due to the transition, however, children are very adaptable and we have such a consistent approach that they learn very quickly. They have to be independent. Peer learning is proven to be the best way of learning as they understand each other’s language. We cannot talk **at** children that is not relevant anymore.  For Year 6 summer term is their hardest due to SATS.  No further questions received, HL thanked the Headteacher for driving the school and creating a very well explained document, echoed by everyone. The Headteacher said a good school has distributed leadership, nobody here is more important than anyone else. We all work together.  From a Governors perspective it is very useful as it is what’s driving the school. |  |
| **SPR22 FGB.8**  (School Values) | The School Values and Values Templates were sent to Governors prior to the meeting to read and review.  We wanted to review the values we will instil into the children explicitly through the classroom and curriculum practice to make them the citizens they will be in the future. So we needed to decide what is important and choose the best four values to use in a child friendly way. We then agreed in a staff meeting to have a reward system in place to receive an award when they have met the value.  A survey was sent to parents to ask which values they would like and the most popular choices were kindness, respect and teamwork.  Governors agreed that this was a useful exercise finding full stakeholder expectations  After much discussion the 4 new values of Southway will be:   1. Kindness 2. Teamwork 3. Respect 4. Resilience   There can be other values within the above but these are ultimately the values we will live by at Southway moving forward.  Headteacher will send a thank you to parents to thank them for their responses.  This is going to be real and not just a document, the children will be well aware of these and they are quick and child friendly.  Q. You have the rights respecting in the hall at the moment, will this be replaced with the new 4 values? Yes  Q. Did you have to explain resilience? Yes at first but they understand it as *I won’t give up*  All agreed that the 4 values are child friendly and easily understood. | PN to send thank you to parents for response to Values survey |
| **SPR22 FGB.9**  (Being Strategic) | The NGA Guide to being Strategic and notes from the Being Strategic Seminar were forwarded to Governors prior to the meeting.  This was not discussed. HL hoped that all Governors found this to be very useful. |  |
| **SPR22 FGB.10**  (The Gattons) | We have talked at length re collaboration with The Gattons, however this is not proving to be as easy as we had hoped. Head has made overtures, we have been looking for solutions and have sought advice from the link advisor, however, although everyone would benefit at present the decision has been made that this isn’t worth pursuing.  Governors agreed this may change in the future and will therefore keep this as a regular item on the agenda, as a topic which needs regular discussion at FGB meetings. |  |
| **SPR22 FGB.11**  (Parent Voice/Staff Voice) | The Parent View questions and Staff Engagement Survey were sent to Governors prior to the meeting.  HL explained that Parent View questions are from the Ofsted website, this is a prudent subject and there is a lot of stakeholder voice at the school at the moment. All agreed to have another Parent Voice survey  We have had good response from parent’s survey in the past. HL, SC and CM to discuss and raise through Survey Monkey.  Q. Would you consider adding an “any other comments” section? Yes, all agreed great suggestion and will be included.  Q. Are we doing analysis? Yes, Governors will do analysis  All Governors agreed to also repeat the staff questionnaire. The questions were reviewed and all agreed to leave wording as it is with no further questions. Headteacher will send this out to all staff. Governors to discuss at next TLS meeting | HL, SC and CM to discuss Parent Voice  Head to send questionnaire to all staff |
| **SPR22 FGB.12**  (Policy Update) | All amended policies were sent to Governors prior to the meeting.  **Anti-Bullying Policy** – No changes since last time. Apologies it hasn’t had the change of date to 2022 – 2025. SC will amend.  Q. Does the section surrounding complaints need amending regarding complaints being dealt with by Governors? No, this is part of the Governors role.  ND nominated as Governor for Anti Bullying  Link to be put on for complaints policy for people to then view that  Q. Is this just referring to children bullying or does it include workplace bullying? There is a ‘whistle blowing’ policy, Code of Conduct and Behaviours at Work for staff  **Emergency Response Plan –** roles amended, there will be a new template released at some point this year so may well be on the agenda again in the near future.  Q. Learning outside the classroom activities – what is Evolve? This is a system used to record all details about trips set up by Year Group Leaders and includes risk assessments, insurance, letters to parents. WSCC can make comments and the Headteacher can approve the trip. Should a major incident occur, WSCC would be able to know who was where at the time of the incident. GB is our Educational Visit Co-Ordinator (EVC) who takes responsibility for all learning outside the classroom.  No further questions  All agreed to approve policies. | SC to amend date on Anti Bullying policy |
| **SPR22 FGB.13** (Projects Update) | 1. Small playground being redeveloped in half term building raised beds 2. Playground markings and Trim Trail on small playground and the Clamber Stack on the field will be completed on 9th March 3. Classroom upstairs currently being redeveloped. We have removed the kitchen so far. Need to replace the carpet, re-plaster the wall where the tiles have been removed and buy some new furniture. This will cost £5,718.60 Q What is it going to be used for? It will be a bespoke catch up room for teaching. 4. We have received quotes to replace all outstanding internal doors to ash veneer and all fire doors. The total cost for this is £9,080 which includes the price of the door, replacement door closers and labour Q. How old are the other doors? 1968 so need to be replaced. 5. We have two offices and a corridor with old convector radiators and you can certainly see the difference in temperature. We received a quote in July 2020 of £14,000 which has no doubt risen since then, but we are currently looking into making this change. 6. Re-developing the HUB – this will be used as a teaching space, an area for trainee teachers and an area for teaching assistants. The estimate figure for this is £14,050.   Funding will come from the excess funds we have in the teacher’s budget which wasn’t used at the point of salary increases.  Requested approval for the approved. All approved. |  |
| **SPR22 FGB.14**  (Headteacher’s Report ) | The Headteacher’s report was circulated to Governors prior to the meeting.  Q. Where is the bespoke room for teaching and learning? The old TA room upstairs as discussed in projects.  Attendance is excellent considering the current climate and only one member of staff absent.  Q. What is Team Teach? Is that pupil restraint? yes, restraint will only be used as last resort  HL mentioned Link Advisor comments were great and thanked Headteacher for driving the school through the pandemic. Headteacher advised it was a team effort.  Q Do we get a copy of the Link Advisor report? Yes – PN to send to the governors  Concerns over the volume of Year 5 children on the SEN register. Headteacher confirmed EN the SENDCo is aware and is working hard for all of those children.  Q. Pupil Premium – are there only 6 children in Year 6? Yes  No further questions | Headteacher to send Link Advisor report to Governors |
| **SPR22 FGB.15**  (Leadership and Mangement Report) | Leadership and Management Report sent to Governors prior to the meeting.  No questions, however name K Smith needs amendment to K Frost. CM to update | CM to update name on L&M report |
| **SPR22 FGB.16**  (Safeguarding Report | Safeguarding Checklist sent to Governors prior to meeting to read.  No discussion required. |  |
| **SPR22 FGB.17**  (Further matters – Any of Business) | 1. Educational visit form approval – It had previously been approved for Y6 to visit a UK Activity Centre for their residential, however at the time we couldn’t advise where this would be. It has now been decided that it will be in the Isle of Wight with Kingswood Activity Group. All approved |  |
| **SPR22 FGB.18** (Future Business) | 1. CM to invite EN SENDCo to next TLS meeting to discuss inclusivity. | CM to invite EN to next TLS meeting |
| **SPR22 FGB.19**  (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, in accordance with the three core strategic functions of the Governing Body, as detailed below;   * Multiple items, SDIP(A) * Multiple items, Headteacher’s Report and SDIP(B) * Continued improvement in fabric of the building and outdoor spaces (C)   A - Ensuring clarity of vision, ethos and strategic direction -  B - Holding executive leaders to account for the educational performance of the school  C - Ensuring sound, proper and effective use of the school’s financial resource. |  |
| **SPR22 FGB.20** (End) | HL thanked everyone for their time  Next meeting is on Wednesday 16th February 2022 and will be a Finance and Premises meeting with NW |  |

Meeting ends 08:04pm