

WESTBURY CofE JUNIOR SCHOOL

Minutes of the Full Governors' Meeting held on Monday, 3rd October 2016

Present:	Ian Cunningham	-	Foundation Governor
	Hannah Duffy	-	Staff Governor
	Charlie Finbow	-	Co-opted Governor
	Keith Harvey	-	LA & Finance Governor
	Richard Hatt	-	Head Teacher
	Brian Osborne	-	Foundation Governor
	Lily Raynor	-	Parent Governor
	Barbara Mantle	-	Clerk to the Governors

All those attending joined in with a Prayer prior to the commencement of the meeting.

- G83 Election of Chair of Governors for 2016/17.** Governor Ian Cunningham was unanimously elected as chair.
- G84 Election of Vice-Chair of Governors for 2016/17.** Deferred until later in the Agenda (G99).
- G85 Apologies, and acceptance of reasons for absence:** Governor Naomi Styles – personal. Accepted.
- G86 Co-opted Governors.** Rev Steve Jarvis was unanimously appointed as a Co-opted Governor.
- G87 Declarations of Interest:** Nil. **ACTION:** The Clerk to resend the Register of Business Interests form for completion and return.
- G88 School Council Report.** The Head explained there was no report as the classes have yet to elect their school council representatives.
- G89 Minutes.** The minutes of the Full Governors' Meeting held on the 19th July 2016 were agreed.
- G90 Matters arising from these Minutes:**
- G73/59 Inspections. Keith challenged:** Has the tree in the Spiritual Garden been inspected? The Head stated that the Wiltshire Wildlife Trust report indicated that work was needed to the top. However, Wiltshire Council considered only a few branches needed cutting at a cost of approximately £250.
- G73/62 Pay Policy Review.** The Head reported that the new Pay Policy has been published, but does not mention cover supervisors. He will bring this policy back to governors for them to reconfirm what the school has in place.
- G73/67 Governors' Photographs. Keith challenged:** Have all governors' photographs been completed for the website? The Head replied that there were still some outstanding.

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G73/64 Disaster Recovery Plan. Keith challenged: Has there been any progress on the Disaster Recovery Plan? The Head reported he is now working on a draft plan.

G74 Sats Results. The Head confirmed he had passed Governors' congratulations on to the staff.

G79 Year End Accounts and Budget 2016/17. With regard to a six month review, Keith confirmed he had received an e-mail from Lou Knight, in which she stated she will go through the Head.

G82 Pupil Numbers for the Future. Ian asked that governors should note that the statement in the previous minutes that "Glenmore Farm is now being developed" has now changed to "will be developed".

G80 Sats & Data. John Barlow, School Improvement Advisor, visited the school. He had to complete a checking exercise instructed by the Local Authority (LA) on progress last year. Provisional data – Year 2 children results, gave an overview of 14.2. The national average is 15.5, meaning this was a very low cohort, which has been the case for a number of years. On assessment during the first term, a gap was identified between what they achieved on the day of their test at the Infants school and day to day performance in class. Westbury Junior School (WJS) assessed this as 13.2. Charlie felt this backs up historical data. Percentage make up of children indicates the SEN population has grown. The average percentage of the school is about 35%. The combined score of English, maths, reading and writing is 54%, and the national target figure is 65%, but few schools got anywhere near this. The national average for schools is 53%, so the school is above the national score. Statistically over the years we had 35% low attainers, which is high compared to the national figure. The Head referring to reading progress stated there is a national band of scores that, if you are from about 2 to about 3, you are in the top 5% of the country, so as WJS is 1.8, we are in the top 25% in the country when compared to like schools. The school was moderated in writing last year, and the LA were very stringent with the results. Ian considered that as we have been moderated, we understand the process much better now. The Head pointed out that maths progress is holding up very well, as well as attainment, which is irrespective of progress expected above the APS average of the score. The average score in England should be on 100%. **Ian Cunningham challenged:** Did any children do particularly well? The Head replied that there were a few at 108. There is also one child from Portugal, who will be taken out, which will greatly improve the scores. He added that national statistics has 5% as the average of children working above. Therefore, as they come in as low attainers, at the end the percentages are very healthy. High attainers, as before, stayed as high attainers at the end. Brian commented that 100% in the "Expected" column left as high attainers, so went over and above, but Lily pointed out that 11% low attainers stayed where they were. The Head agreed. **Ian Cunningham challenged:** Could we get more than 11% of that group if we do not have to teach phonetics? The head replied it is true to say that we are spending a great deal of time playing catch up in year 3. **Brian Osborne challenged:** As this is the new data, will it be helpful to you and us to show what needs to be targeted. The Head did not think it would be useful as yet, because there was no reliable assessment in place in English and maths. Charlie commented that it was important not to have a knee jerk reaction to data, and whatever is put in place will need time to prove. Brian commented that the Data Booklet clearly showed where there were problems, but felt it was unfortunate to have to change from the old system. Steve pointed out that most schools are experiencing similar problems. Charlie considered that the school's

teaching staff are all very professional, and regretted that they are not allowed to do their job, because of the changes. Ian commented that this is where you trust your own teaching staff, to which the Governors agreed. The Head stated that a succession of sales reps could not future-proof their assessments, but at the moment we can make confident decisions based on our expertise. Hannah stated that the staff are waiting for the right system.

G91 Head Teacher's Report: The Head reported that Hannah Duffy has passed her Middle Leaders Course, which involved an immense workload. Governors congratulated her.

Staff Professional Development. Vic Withers attended a working party, and was chosen to look into reading and writing in the county. Yvonne Small has finished the Child Protection course. The school now has three qualified safeguarding staff.

Charlie Finbow challenged: Will it reduce the workload? The Head replied that it would not, but will spread the load. Steve Jarvis queried 6.5 "4th October MINT morning". Hannah explained that they play number based games and swop classes, and this has been moved to the morning. She went on to explain about "Bring your Folks to school morning", and Ian Cunningham asked whether governors could be issued with badges. **Lily Raynor challenged:** Why do teachers not wear badges? The Head explained that not all teachers have been issued with badges as yet, but arrangements have been made for a photographer to come to the school to take the remaining photographs for the badges. For health and safety reasons, the badges will be clip-on lanyards. **Ian Cunningham challenged:** Will badges be issued to visitors? The Head confirmed this will be the case. **Charlie Finbow challenged:** We do not display Full Governors' meeting minutes. Hannah replied that currently it is stated that minutes are available on request. However, it was agreed that the most recent three sets of minutes will be displayed on the website. Charlie congratulated the Head on the fact that no permanent exclusions have been made over the last three years.

G92 School Improvement Plan 2016/17. The Plan had been previously circulated to governors, and was based on the work carried out by them when reviewing the previous year's Plan. The Head had also carried out a similar exercise with the teaching staff, and over the summer months he drew up the current document, which was then considered at a Leadership Development Day. The results of this now form the Plan for the forthcoming academic year. The Leadership Team will meet over two weeks to up-date the document, which will be in the same format as previous plans. They have looked at the evidence for an outstanding school, and then looked at their aspirations, and have listed what needs to be focused on this year. The teachers have come up with their own individual sets of targets. Charlie commented that this is a living document, and will change regularly. Hannah felt staff were really taking hold of their subjects now. The Head felt that governors need to be aware of the activity that has been happening in the school. Ian commented that Section 1 is one of the areas that shows everyone is getting involved in the learning business, with everyone being encouraged to look at their practice, and on how they can improve and share with others. Charlie considered that since the last Ofsted inspection, the teaching standard is very high, but staff are making sure that coasting is not an option. **Lily Raynor challenged:** Does this mean that staff are willing to take risks? The Head reported that Andy Bodymore has taken a Polish PE lesson with Year 6, as he felt this was something he could do. He went on to say that there is a new found

confidence where staff state they know what the children need. Ian emphasised that we are asking staff to do a lot of continuing professional development, and there is an expectation that governors should also undertake some training. If governors are asking staff to step up for “outstanding”, we must not let them down by not doing some training also.

Hannah reported staff feedback on their training at staff meetings. Ian considered this should be recorded, and we should support as governors. Steve reported he had completed some training around pupil premium and British values, which has proved to be very useful. The Head undertook to continue to circulate the School Improvement Plan and to give an overview in his Head Teacher’s Report. He went on to say that subject leaders are also looking at submitting reports three times a year to governors, and will be building in information about subject progress against targets. The document to be produced for the Head will also go to governors so as not to duplicate work. **Brian Osborne challenged:** Will this new practice replace governor contact with subject leaders? The Head replied that realistically this will not be possible, except for child protection, special educational needs, health and safety, finance and sport curriculum. Ian commented that should a governor wish to discuss a particular subject with a teacher, he or she could do so through the Head. The Head considered that with regular leadership reports this should be adequate. Ian emphasised the importance of ongoing collection of evidence in preparation for inspections, as with this framework in place it should be easier to find. **Ian Cunningham challenged:** Is it possible to find out from staff how near they are to “outstanding”, as it would be interesting to have feedback from staff, including support staff, on whether they think they can be outstanding? Hannah felt there was a huge shift when the school achieved “good”. However, due to the low achievement levels of children coming through from the Infant School, and with a high level of SEN, although the elements are there, staff feel things are stacked against them. Charlie pointed out that he understood not all staff share this view, with disagreement between some teaching and support staff. The Head commented that the Leadership Team has asked for this to be explored. Brian commented that it would be very interesting to see what progress can be made should the Infant School improve. Lily commented that the children’s attitude is much improved, and Ian agreed as the SIAM’s report picked up that the children do believe in the school. **Keith Harvey challenged:** Are there meetings with the support staff, and are they aware of this. Hannah confirmed that there are group meetings between the teaching and support staff, and the teaching staff do a good job of keeping the support staff involved.

G93 Update training for Governors on new Child Protection Issues and ratification of the Child Protection Policy. These items were deferred to later in the agenda (G100 and G101).

G94 Policies. The Special Educational Needs and Pupil Premium Policies were distributed to governors, and, as previously agreed, governors were asked to take policies away to read and approve their adoption via e-mail to either the Head or the Clerk.

Following discussion, governors agreed to adopt the Pay and Staff Appraisal Policies as submitted.

G95 Academisation. The Head reported that there are still ongoing discussions on academisation with other local schools.

- G96** It was agreed to bring forward items 16. (part) and 20. from the agenda to allow Hannah Duffy to leave due to other commitments.
- G97 School Fireworks Display.** The display will be held on the 4th November 2016, and Charlie reported that arrangements are well underway. He thanked the Head and Tim Sweet, who have both been very helpful. He reported that it is intended to advertise the display in the next edition of the White Horse News.
- G98 Buildings, Grounds and School Office – Cleaning Contract.** Hannah asked for an update on the cleaning contract. The Head reported that the new company has been very co-operative. Mrs Taylor, the senior cleaner, who is hoping to be transferred to this company, has been contacted. There were some issues, but these have been resolved. She is keen to know that she is to be fully staffed and given the equipment she needs. Lou Knight has been provided with a more detailed breakdown of the figures and the new contract is on course. Once the financial aspects have been finalised, the next step is to bring in the Unions.
- G99 Election of Vice-Chair of Governors for 2016/17.** Governor Brian Osborne was unanimously elected as Vice-Chair.
- G100 Policies – Child Protection.** The Head presented the new policy on child protection, and highlighted the changes section by section from the last policy. He informed that each governor will be receiving a file to keep policies, code of conduct etc, in a format that is easy to update. He went on to explain:
- 1. Purpose of the Policy.** The concept is “it might happen here”. Each week there are potential new child protection cases in the school. This is the nature of our society in that people are confiding more in schools. The relationship is such with parents that the school is the first port of call. There is one potential child protection issue per day, of which nine out of ten come to nothing. These can be generated by teachers, teaching assistants (TA’s), parents or the public. The purpose is to safeguard the pupils, which means safeguarding children once they are within the boundaries of the school. Safeguarding is what you put in place to prevent situations occurring, whereas child protection is when there is an issue and the process that follows.
 - 2. Child Protection procedures and guidelines.** The nominated governor is Ian Cunningham; the designated safeguarding lead is the Head, and the deputy designated safeguarding leads are Anne-Marie Sweet and Yvonne Small. Parents have been informed by leaflet, but it is proposed to do an additional leaflet for parents to pick up.
 - 4. Safer Recruitment.** Gives guidance on advertising and interview questions.
 - 6.&7. Safer working practice & Staff and Governor Behaviour.** Staff have received guidance on safer working practice, giving guidance to staff on physical contact. **Ian Cunningham challenged:** How are staff trained on restraint? The Head replied that this is covered by manual handling and restraint training through a recommended company. Three members of staff will be attending retraining on restraint. It is still the school policy, when removing disruptive pupils, that this is done in such a way so as not to affect other children.
 - 8. Managing allegations against staff and volunteers.** This has grown with staff awareness, and children are now more aware of what is appropriate touching between adults and children.

9. **What constitutes child abuse and neglect?** Female genital mutilation is a new addition to the list of “Specific safeguarding issues”. **Lily Raynor challenged:** Are staff aware of changes in what constitutes domestic violence. The Head replied that this is understood as a child suffering from treatment at home; the effect on the child is the indicator to trigger response.
12. **Reporting concerns.** Each class will have a low level concern book. If the TA or teacher notices a recurring issue such as a child arriving late three times, then this would trigger the concern sheet process.
Sharing Concerns with Parents. Should it be felt that a child is neglected by its parents, this could be, say, the state of the uniform, then he would involve the parents.
Record keeping. The school now has a system whereby the Concerns Sheet goes to the three designated members of staff, ie Anne-Marie Sweet (Complex Needs Resource Base); Yvonne Small (Special Educational Needs Co-ordinator); and the Head.
16. **Allegations of abuse made against other children.** Children know they have a variety of people they can talk to in the school, but also know that they may care for other children in the school.
- 21&22 Missing Children & Missing from education.** Confidential statement.

The Head pointed out the new flow charts for “Allegations against Adults”.

Appendix 3 Other specific safeguarding issues. Female genital mutilation. There have been four cases in Wiltshire since February. There are four types, the most common is type 4 where children have ear piercings from an early age, or wanting other piercings. Some children, who come from Bangladesh, North Africa, etc, are more at risk, but this is due to cultural, not religious reasons.

Private fostering. There are no arrangements in the school at the moment.

Appendix 4a. Child Welfare and Child Protection Record. There is a new concern record sheet to be used for children, who may not be at serious risk, but need to be investigated carefully.

Appendix 4b. Safeguarding Overview Sheet. These are kept in a locked cupboard.

Wiltshire Safeguarding Children Board. No changes have been made, but these details will be displayed in classrooms.

Department for Education – Keeping children safe in education. Statutory guidance for schools and colleges – July 2015. Parts 1 and 2 have been given to all teachers and TA’s.

The Head concluded by informing that every staff meeting has an item for child protection, and that safeguarding is also for protecting staff.

Lily Raynor challenged: At what age do you separate boys and girls? The head replied that this is done from the start.

Charlie congratulated the Head on the document, and governors approved the adoption of the Child Protection Policy as submitted.

G101 Update training for Governors on new Child Protection issues. The Head carried out the training session for governors on the new child protection issues.

Ian suggested training for all governors on safer recruitment.

G102 Pupil Premium Budget. The Department for Education has confirmed the allocation of the pupil premium grant for 2016/17. The rates are as follows:

- For each pupil eligible for free school meals at any time within the last six years - £1,320 for reception to Year 6 pupils.
- Looked after pupils (for one day or more) - £1,900 per pupil.
- For children who are no longer in local authority care, because of adoption, special guardianship order, a child arrangement order or a residence - £1,900 per pupil
- Service premium - £300 per pupil.

The Head confirmed that £159,000 has been allocated to WJS. He was not in a position yet to say definitively as to how the allocation is going to be spent this year, but will inform governors once details have been finalised. The Pupil Premium Policy was distributed to governors.

G103 Buildings, Grounds and School Office. Charlie reported that a great deal of work had been completed during the school holidays. The whole school was re-cabled for wireless points. Two classrooms, corridors, and the hall were redecorated, and some new carpeting has been laid. There were problems with the main contractor (Steel Davies), and also issues over site security and the roof. Keith, with his health and safety background, was invited to inspect the roof. He found 3 cm of retained water on the roof, which he considered posed a weight risk, although the contractor maintained the roof was designed to cope with retained water. Lily raised queries about the wiring. The contractor maintained that all redundant wiring will be removed, although the telephone cable will remain. However, Wiltshire Council said removal of redundant wiring is not within the contract. The Head reported that the rest of the 1958 roof is still very shabby. He has contacted Wiltshire Council, and it has been agreed that the entire roof will be replaced. Steel Davies will be returning to carry out these works, and Keith reported that remedial works both inside and out will be completed in the half-term.

The Chair expressed his gratitude to Keith and Charlie for inspecting the works and raising issues with the contractor.

The Head then presented an architect's preliminary sketch of what the rear of the school could look like, although no costings have been made as yet. **Brian Osborne challenged:** Is it general policy for schools to be single storey only? The Head confirmed this, as multiple storeys pose health and safety issues. **Ian Cunningham challenged:** What is the alternative access for fire engines, and can we put this forward as an additional argument about the poor access through Queens Road? Should we record incidents when this road is blocked by parked vehicles, particularly HGV's? Charlie remarked that the footpath between the Junior and Infants School is not public highway, but could be used. The Head replied that this is probably part of the campus/youth centre idea. Lily suggested setting up an app for complaints.

The Head reported that Martin Walker (architect) has inspected the building, and thinks a full survey would be appropriate, the cost of which will be £1,750. Wheelers (Westbury) Ltd will do an electrical survey at the same time. Keith offered to attend whilst the surveys are undertaken.

G104 Training recommendations for Governors. The Head recommended that all governors attend the “How to be an effective SEN Governor” course to be held next year. **ACTION:** The Clerk to contact each individual governor to ascertain training needs.

G105 Financial Budget Statement. Keith reported he had contacted Lou Knight (Finance Officer) to request information for this evening’s meeting, but understood it is difficult for her to provide detailed documents, bearing in mind that her hours have now been reduced to six per week. However, she has provided the following information:

“At the end of June the bank balance was £65,000, at the end of July £78,000, and at the end of August it was £94,000. (Keith felt that during this time some of the funds could have been earning interest in a deposit account.) At the end of this month a full and detailed income and expenditure report has to be submitted to Wiltshire Council, and this will be distributed to governors once this is available. It is hoped to make cuts on certain budgets such as energy, possibly curriculum, and additional cuts may be made with work on budget planning. Unfortunately, the pupil premium estimate used for the budget (provided by Wiltshire Council) was overestimated by £11,700. With this taken into account, if every budget is fully spent, there could possibly be a deficit of £16,000. Over the next few weeks, Lou will meet with the Head and the Senior Leadership Team to discuss the next six months budget planning, which should result in a much more accurate income and expenditure figure.

It is hoped that the forthcoming school fireworks display will be successful and up to £3,000 can be transferred from the school fund to cover part of the refurbishment in the old Year 6 rooms. Unfortunately, the Spiritual Garden budget and telephone and dinner money systems recently installed went over budget.”

Ian Cunningham challenged: Can the Finance Officer’s hours be extended? The Head indicated that there were other issues in that Lou is unable to do more hours. Currently the school has 42 admin hours per week, whilst Bitham Primary School, for example, has 72 hours, which means there are not enough finance hours for the school. The Head reported he had immediately organised more hours to stabilise the office, but does not think it is tenable for the school to continue with the previously negotiated six finance hours per week. **Ian Cunningham challenged:** Have the staff received relevant training? The Head replied that this was not the case. Following further discussion, governors concurred that the situation is not tenable, and agreed to discuss this matter further.

G106 Dates and times of full Governors’ Meetings 2016-17. It was agreed to continue to meet on a Monday at 6.30 pm. **ACTION:** The Clerk to circulate governors a list of dates of meetings for approval.

10.30 pm

**Chair
Westbury CofE Junior School
Governing Body
28.11.2016**

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