

WESTBURY CofE JUNIOR SCHOOL

Minutes of the Full Governors' Meeting held on Monday, 28th November 2016

Present:	Ian Cunningham	-	Foundation Governor
	Brian Osborne	-	Foundation Governor
	Rev Steve Jarvis	-	Ex-officio Foundation Governor
	Richard Hatt	-	Head Teacher
	Vic Withers	-	Assistant Head Teacher
	Hannah Duffy	-	Staff Governor
	Charlie Finbow	-	Co-opted Governor
	Keith Harvey	-	LA & Finance Governor
	Naomi Styles	-	Parent Governor
	Sharn Bowden	-	Parent Governor
	Caroline O'Shaughnessy		Parent Governor
	Barbara Mantle	-	Clerk to the Governors

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

G107 Apologies, and acceptance of reasons for absence: Governor Lily Raynor – work commitment.

G108 Declarations of Interest: Nil.

G109 Ex-officio Foundation Governor. The Chair reported that Rev Rhona Floate, Priest in Charge of the White Horse Team, had indicated she did not wish to take on the role of ex-officio foundation governor for the school, and Rev Steve Jarvis has now been appointed to the position.

G110 School Council Report. A councillor has been appointed for each class, and a chair and vice-chair have also been appointed for meetings. At the last meeting, the question of whether mobile phones should be allowed in school was discussed, and feedback from each class on this topic will be reported at the next meeting in January. The agenda for this meeting will also include a discussion on how best to find out how the children feel about marking: is there enough or too much; do they feel it helps them with their learning; and what do they gain from their teacher's feedback. It is hoped to provide a useful contribution to pass on to the Senior Leadership Team to help update the school policy.

The Head reported that Eleanor Marsh, Year 4 teacher, has now taken on responsibility for the School Council.

G111 Minutes. The Minutes of the Full Governors' Meeting held on the 3rd October 2016 were agreed.

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G112 Matters arising from these Minutes:

G98 Cleaning Contract. The Head had been in contact with Wiltshire Council's Legal and Human Resources Departments, regarding issues with Direct Cleaning, and hopes to hear from Wiltshire Council (WC) shortly. The TUPE process should now go forward, followed by consultations with the unions, staff, and WC Human Resources. When this process is complete the company should be on site in the Spring. The Chair explained the background to this matter for the benefit of the new governors. He expressed the hope that the school will now benefit from improved cleaning, better equipment, and the opportunity to carry out deep cleaning. Cleanliness has been an issue in the school in the past, which has not been the fault of the staff, but as a result of difficulties in appointing new staff and affordability of new equipment.

G103 Buildings, Grounds and School Office. The Chair reported on the problems with the school roof. He and Keith had met with the WC project manager, the contractor, the roofing materials contractor, and the various sub-contractors involved, and it was agreed that the situation was unacceptable. A parent, who was a roofer, had inspected the roof and pointed out to the contractor everything that was wrong. The contractor will now carry out the necessary repairs commencing the 19th December. Charlie asked why the CCTV cables cannot be shortened and enclosed, and expressed concerns about the earth. He also had doubts that the work will be completed by the Spring, as it is dependent upon the weather.

G105 Finance Officer. The post of Finance Officer will be advertised through WC and White Horse News with a closing date of 8th December. It is hoped to appoint at the end of the term to start as soon as possible.

G.113 Data Report – Teaching & Learning. It was agreed to bring this item forward on the agenda.

Vic Withers explained the background to data, based on Key Stage 2 tests undertaken in May. Reading and maths are externally marked and writing was teacher assessed, and then moderated by the LA. The Department of Education (DfE) unvalidated Raiseonline data should show great positive progress. The school chose to exclude two children from the data, and therefore the validated data out in January will show further improvements. As of 2017, it will not appear in its present form. There are a range of companies, who produce data in various forms, and the school will have to choose what they buy into.

Perspective Lite is based on attainment not on progress. Attainment is the grade achieved in the test, and the progress will be where the children started at and then how far they have come. Historically children, who have come to us are at a very low level. The school has always done well with the progress of these children.

FFT – This data is based on similar schools to Westbury Junior, and can compare in a whole range of different ways.

Life without levels - Levels have been removed. At the end of Year 6, previously a child should achieve Level 4. Now in the reading and maths tests, a scaled score of 100 is the expected standard. Based upon a statement from DfE, no more than 6% of primary schools will be below the expected standard. Government has based 100 on the average in the country. .

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Absence and exclusions - This data will be forthcoming. Mrs Flynn has responsibility for absence for the school. **Charlie Finbow challenged:** Are there any patterns for absence and performance? Vic replied for this year there is a pattern of pupil premium and boys not performing as we would hope. KS1 prior attainment 2016 (children coming from the Infant School). Sig- on RAISE-online means there is a significant gap between the national average on ability and the year 3 children we inherit. Ian commented that this is good for progress, but not for attainment. 2016 Floor Standards - These have to be met, otherwise you are flagged up as a “school of concern”.

Brian Osborne challenged: Is the school doing enough for the non-pupil premium children? The Chair agreed that stretching the higher attaining children needs more concentration.

Progress – Children did not progress as well in writing. The school underwent a very harsh moderation. Writing is assessed by teachers as to whether a child is at the expected standard. Teachers come together to moderate, but the school was moderated externally. The moderators chose six pieces of work, and looked for proof that a child could use certain phrases and could spell at least eight of the key stage 2 listed words. It was very rigid. A school had more of an advantage if it was moderated at the start of the process, whereas we were moderated at the end. Local authorities were given very little time to prepare moderators, and there were great differences between them. However, Vic assured that this year should show improvement. **Charlie Finbow challenged:** How can a level playing field be achieved? Vic replied that the moderators will be moderated. She went on to say that there is discrepancy with our able children, with writing and between girls and boys, which has not been the case historically, so this is a red flag for the teaching staff. However, reading and maths is very good. The data is not comparable with previous years, but FFT have invested a lot of time to try and make it comparable. In addition, Vic circulated a school dashboard to the governors, which gave a general picture of the school. **Caroline O’Shaughnessy challenged:** How relevant and up to date is the information on the dashboard? Vic replied that as soon as any information is validated it will be put into the dashboard.

SIAP 2016-2017. Vic informed that she will concentrate on teaching learning across the school as a project for her NPQSL qualification, with particular focus on writing, as this is identified as an area of concern, which will then be fed back across the school. She also distributed a spider diagram to governors focusing on quality teaching and learning at Westbury Juniors 2016-17 to develop a shared vision for the quality of teaching. Vic invited governors to ask for further information if they required, and summed up by expressing her view that children are improving, and the “school is on the up”.

Charlie congratulated Vic on the reports she submitted, and the Chair was impressed by the presentation, and asked for congratulations on the school performance to be fed back to the staff.

G114 Head Teacher's Report: The Head informed he had omitted from his circulated report that two children have recently entered the school: a boy who has joined Year 6 and a girl who has joined Year 5.

School Fireworks Display. Brian Osborne challenged: He had been close to the incident when a child was hit by a stray firework, and asked whether it would be possible to erect a further fence. Charlie assured that the incident has been discussed by the Fireworks Committee, and that lessons have been learnt from this incident. He agreed a safety zone between two fences needs to be created, but acknowledged that people will always stand close to a safety fence. He pointed out that the event has become very successful and is now outgrowing its site, but felt it would be sad if it did not continue. The committee needs to establish what went wrong, and training of volunteers will be reviewed. The Head reported he has made his recommendation to the Fireworks Committee, and is aware the risks and benefits are in serious consultation at the moment. There are a few risk factors to be explored, and then a decision will be made on the future of this event. The Chair reported the child only suffered minor injuries, and he judged the first aid to be very proficient. The committee's recommendations will come back to governors.

The quality of staff and governors. Brian congratulated the Head on his very professional and high attaining set of teachers. Ian reminded those present that with the school heading towards "Outstanding", governors need to be outstanding as well. He encouraged governors to take advantage of the extensive training available, and assured those working governors that employers are legally obliged to grant a reasonable amount of time to their employees, who wish to carry out public service. Caroline asked what training is key. The Head replied that initially she should attend the new governor training, and subsequent training will depend on the skills audit that the Chair will undertake. Governors will then take on certain responsibilities, and these will indicate future training needs. The Chair considered the atmosphere in the school to be good and positive, reflects well on the Head and staff, and is a very encouraging environment.

G115 School Improvement Plan 2016/17. The Head explained that this is a live document, and its effectiveness is reviewed by the Leadership Team every two weeks. Governors will then receive copies of the Team's updates, and he is always happy to answer governors' questions about the School Improvement Plan. Regarding staff appraisals, the Head informed he has decided to carry out all appraisals for the teaching staff. In addition, it has been agreed that his targets will be open to governors and the school. His targets are the five areas of improvement taken from the school improvement plan.

"Outstanding". The Head considered the quality of staff is in the school, but has reflected on what an outstanding school looks like. He has assessed the environment of the school, inside and out, and has looked at how to make improvements. He agreed with governors that this will be one of his priorities, and will share ideas with the Leadership Team. The Team will have the opportunity to challenge and formulate strategy, and they lead as a unit. There will be a drive in forthcoming months to improve the school environment. However, the primary aim of the school is writing. It is also proposed that subject leaders will provide reports for governors three times a year at every other meeting. **Naomi Styles challenged:** Can we specify what we

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would like in these reports? The Head suggested she liaise with the Chair to produce an appropriate format. The Chair explained that he was hoping to make these reports multi-purpose, in that they will form part of the teaching staff appraisals as well. Brian pointed out that some governors have subject responsibilities, and asked whether it would be useful for reports to go to those governors first, so questions can be directed to the subject leaders and the answers then reported to the governing body. The Chair stated he was trying not to put extra load on to the teaching staff to do reports for governors, but instead make these part of their appraisals, although he agreed Brian's proposal was a good idea.

G116 Health & Safety School Inspection. Keith reported he has attended a health & safety course for governors. He has looked at the school's health & safety policy, which now needs to be reviewed. He hopes to inspect the school, especially in view of the poor state of the school left by the building contractors. Together with the Chair, he has inspected the outside of the building and taken photographs, although he was able to look at parts of the inside of the school where it did not disrupt pupils. A report was prepared, split into health & safety and tidying up, which has been shown to the Head, together with photographs. Quite a few of the health & safety issues have been dealt with, and some will be dealt with shortly. Many of the tidy up exercise issues are quite minor, and hopefully, once remedied, this will help towards the school achieving "Outstanding". He has discussed with the Head how this can be achieved, and it is hoped the bulk of the work will take about a week, and that the builders will be completed by Christmas. A wish list of what needs to be done has been produced, which then needs to be monitored on a regular basis. The Chair added that most of the issues were minor, and were, in fact, fixed by the Head within twenty-four hours. The Chair pointed out that this was not a professional audit, and a full health & safety audit will be carried out by WC in the Spring. However, he emphasised that it is the duty of everyone, including governors, to report any issues.

G117 Youth Centre Update. The Head reported on consultations with various groups within the town, who have expressed interest in occupying space within the centre. Sport England considers the building to be ideal for the area it serves, and is large enough to hold sports inside. He is very keen on including a community café as an ideal venue for parents, and accommodation could be made available to house the Post Office when it has to relocate following the closure of the Co-op Supermarket. Sport England has a fund raising section, and is optimistic that funding can be secured for these plans. As previously agreed by governors, a building surveyor was commissioned to survey the centre, and no serious structural problems were found. An electrical survey has also been carried out, and everything was found to be up to date, although some work will be needed to bring it up to standard. Some tree work needs to be done, and security and safety will need to be considered. At this stage, the Head has not publicised his proposals, but Sport England will be visiting, and at that time he would like to invite voluntary groups and health and social care organisations to attend as well. Steve mentioned that a local supermarket had approached Crosspoint with an offer of close to "use by date" food. Unfortunately, the Foodbank is unable to accept such food, but some food could be used in the community café.

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Steve Jarvis challenged: What about parking and accessibility, particularly if it is planned to attract the Post Office to the centre? The Head explained that long term the plan is to create a campus and open up the whole area, which should address these issues. The Chair felt this was a very exciting project, which will provide many facilities in an area lacking any services, and although funding will be an issue, the good state of the building should help.

The Head went on to explain that this new community centre will be a charitable trust and not owned by the school. He has contacted many groups, who could support and become stakeholders. He has not approached the Town Council or the Area Board as he wanted to gain the support of the community first. He went on to explain that it is also essential we build into the trust that schools have some protected status for daytime use of the facility. A manager could be appointed to run the centre, possibly funded by the Town Council or Area Board. This project will clearly benefit children and families of the school. **Keith Harvey challenged:** What is WC's view on this proposal? The Head explained that WC officers have visited the site, and currently they have no use for the youth centre, and do not envisage the site being developed for housing. Ian commented that local authorities have recently been given responsibility for health and wellbeing, and this proposal would meet these requirements. **Naomi Styles challenged:** What about the child protection point of view? The Head replied that the centre is a huge space with various entrances. The changing rooms will need a separate entrance. Should the Post Office move in that would be a major investment, and may curtail many of the other interested organisation. We would then have to look at our priorities. The Chair considered that physical separation of clients would be necessary. Caroline emphasised that there is a need in the community for such a facility providing services for special needs for adults and children. The Chair felt it sounded encouraging so far, and the school will get direct benefit, but also there are benefits for the local community. It was agreed to note progress so far, and the Head was encouraged to continue exploring this proposal.

G118 Pay Policy Update. The Head reported that Government has changed the way teachers' salaries are set. Any change in teachers' pay has to be performance related, and to this end the school uses the framework as advised by WC and used in negotiations with the unions. Staff now have to apply for an increase in salary, and justify that increase by their performance in the previous year. The governors put together a Pay Panel to assess these applications. Key determinants are what additional information the employee submits and the conclusions from the last two appraisals. At the appraisal process carried out at the end of September/beginning of October objectives are set for the year. At that discussion teachers ask to move up a pay scale, and the Head collects evidence for appraisal. He then asks the teachers if they want to make a submission. Documentation then goes to the Pay Panel. The Head sits on the Pay Panel to assist, but the final decision rests with the governors, and this year all the applications were successful. It is then the Head's role to feed back to the individual teachers the decisions of the Pay Panel by the end of November. From the point of view of the Pay Panel, some of the applications were very good, and made the process much easier. The Chair commented that the cost of

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any increase is not taken into account, and also reported that there has been a national 1% pay increase applicable to all staff this year. **Hannah Duffy challenged:** Does the Pay Panel deal with teaching assistants? The Chair replied that there is no Pay Panel for teaching assistants, and the school sets the rates.

Governors agreed to adopt the Pay Policy.

G119 Scheme of Delegation. The Chair explained the purpose of this document, and it was agreed the current document will stand until a new scheme has been adopted.

G120 Code of Conduct. The Code of Conduct was adopted as submitted.

G121 Governor Training. The Chair encouraged governors to create a log in for the WC CPD website.

G122 Financial Budget Statement. Keith referred to the previous meeting when he had expressed concern that there were not enough hours allocated to the role of Finance Officer. In fact, the following day the Finance Officer handed in her notice and requested to leave at the end of October, which was subsequently changed to only one week's notice. Keith and the Head were due to meet a representative from WC, with the Finance Officer, to go through the finances to obtain an up to date position of the budget. Unfortunately, this was cancelled at the last minute due to the illness of the WC officer. This meeting was rearranged a couple of weeks later, when it was determined that the concerns of a large overspend was, in fact, incorrect, and a £5,500 surplus to carry forward next year was forecast. This will, however, reduce as the profit on the Fireworks Display was well down on the anticipated £3,000, together with a couple of other areas that may go over budget. He hoped to clarify these areas at future meetings. Unfortunately, there is no up to date information available, as the Office Manager can use some of the system, but is not familiar with the reporting mechanisms. To address these problems, and to free up the Office Manager to concentrate on her main role, it has been decided to advertise for a Finance Officer for 12 hours per week. It is hoped to have someone in post in the New Year, preferably with experience of the school's finance system. If not, then the school will need to fund the necessary training. Once the new Finance Officer is in place, it is intended to refine the way finance reports are compiled in future, as it is necessary to be able to explain how money is spent within each cost centre, ie staffing, facilities, provisions, admin etc, and with pupil premium to let us see who is benefitting.

The Chair stated he was very keen to set up a Finance Committee.

G123 National Governors' Association. The Chair reported on the benefits and costs of the different types of membership, and it was agreed to join as a governing body at an annual subscription of £79, and to purchase a NGA handbook for each governor at a cost of £6 per book.

G124 Governor School Tour. The Head explained he would like to organise a tour of the school for governors to improve their knowledge of what is happening in the school,

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and would like to run two sessions. Governors agreed to this suggestion, and asked the Head to e-mail suitable dates.

G125 Café Church. Steve reported on the School's Café Church, which is held every second Sunday of the month. Breakfast sessions have been running for about six or seven months, and over thirty new contacts have attended, with some families attending on a more regular basis.

9.45 pm

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Chair
Westbury CofE Junior School
Governing Body