

WESTBURY CofE JUNIOR SCHOOL

Minutes of the Full Governors' Meeting held on Monday, 23rd January 2017

Present:	Ian Cunningham	-	Foundation Governor
	Brian Osborne	-	Foundation Governor
	Richard Hatt	-	Head Teacher
	Hannah Duffy	-	Staff Governor
	Charlie Finbow	-	Co-opted Governor
	Keith Harvey	-	LA & Finance Governor
	Lily Raynor	-	Parent Governor
	Naomi Styles	-	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.

G126 Apologies, and acceptance of reasons for absence: Governor Sharn Bowden – unwell, and Governor Steve Jarvis – work commitment.

G127 Declarations of Interest: Nil.

G128 School Council Report. The first meeting of term 3 was held on the 4th January. Items for discussion were feedback on Christmas events and ideas for fundraising for a new bike rack for the school. Councillors will be taking fundraising ideas from their classes to feedback at the next meeting.

Councillors also talked about the ideas the classes had come up with for activities to do with the residents of elderly care homes in Westbury. There were many ideas generated, and a group of councillors will be visiting the Warminster Road nursing home on the 1st February to discuss this further. It is hoped to find a suitable arrangement whereby children can visit the home regularly.

The Head thought the idea was excellent, and Charlie added his support as he felt the children will benefit from these visits, and that this proposal will fit well with the ethos of the school.

G129 Minutes. Following amendment, the Minutes of the Full Governors' Meeting held on the 28th November 2016 were agreed.

G130 Matters arising from these Minutes:

G112 Cleaning Contract: The Head went over the history of this matter for the benefit of the new governors. Two years ago staff completed a questionnaire about the quality of the school's cleanliness. In the past there have been problems with retaining staff and lack of correct equipment. Governors had commissioned him to

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look at engaging cleaning contractors to carry out cleaning at the school. He went through the required process, and started negotiations with a company, the school cleaning staff and the unions. However, the cleaning company was not prepared to take on pensions, which is part of the TUPE process. He then went out to tender again, inviting bids from new companies, following which Direct Cleaning was chosen. The TUPE process was then recommenced. This company came into the school over the Christmas period and carried out a deep clean. The staff are very satisfied with the deep clean.

Brian Osborne challenged: What about the state of the school hall? The Head replied that the school hall should have been part of the deep clean, but due to the continuing problems being experienced with the repairs to the school roof, the company was unable to clean the school hall and had to concentrate on the classrooms instead. Charlie reported that he and the school cleaner will be working on the school hall floor this weekend, and will clean, seal and polish the floor.

The Chair challenged: Will we now have a full complement of cleaning staff? The Head confirmed that this is the case.

Charlie Finbow challenged: Should one of our cleaners go off sick, will the company provide cover? **ACTION:** The Chair/Head to check the contract to ensure this is the case.

The governors re-affirmed the Head's action in this matter.

G112/103 Buildings, Grounds and School Office. Charlie reviewed the problems with the repairs to the school roof. He explained that what was supposed to be a six week roofing project is now six months down the line, and still not completed. There have been many errors, and the school now looks in a worse state. The school is the user, and Wiltshire Council (WC) is the client customer, but in this role it has not given the school the necessary support. He urged governors to support the Head in pressurising WC to ensure this project is brought to a prompt and satisfactory conclusion. The Head reported that over the Christmas period a bucket of bitumen had been left on the roof, and had tipped and leaked through, causing damage to the carpet. He had contacted Kevin Butcher at WC, who replied and apologised for the difficulties experienced as a result of the maintenance works to the school, citing the poor management of subcontractors by the main contractor and lack of oversight by Wiltshire Council staff when a project is managed by a consultant. He noted that Steele Davies has accepted all responsibility for making repairs and is working with the school to resolve all issues, and assured the Head that steps have been undertaken to ensure such a catalogue of errors will not occur again. Charlie asked for a copy of the contract and schedule of works, as no one seems to be taking any responsibility for the failure of this project. **ACTION.**

The Head explained further that the sub-contractor had tried to repair the skylight, but did not have the necessary materials. The workmen laying the patio had walked the bitumen into the school, damaging the new carpets. The workmen had tried to clean the carpets, but had only made the situation worse. The carpets will need to be replaced. The Head stated that he has had no apology or acknowledgement of his

complaints and concerns, and unless the necessary repair works are completely finished by the end of the weekend, then he proposes approaching another contractor.

The Chair challenged: Has the glass and plastic cleaning work been completed? Charlie reported that this has not been done.

Brian Osborne challenged: Has the drain cover been replaced. Charlie reported that the drain camera showed the drains to be clear, but the paving slabs and cover have not been replaced. The company also intend using acid to clean the drains.

The Chair challenged: Has the company provided any COSHH documentation? Charlie replied that no documentation has been submitted.

The governors agreed to approve the Head contacting another company to carry out the repair works, and to then forward the invoice to WC. The Head will inform Kevin Butcher at WC accordingly. **ACTION.**

The Chair went on to explain that the roofing sub-contractor had tried to blame the damage from the bitumen on vandals, and had reported it as such to the police, but they were blatantly at fault as they had left the equipment and materials on the roof over the Christmas period. Hannah added that the ongoing work has also impacted on teaching in the school, with children having to be moved to other classrooms.

G117 Youth Centre Update. The Head reported that before Christmas, Wiltshire Cllr John Thomson, Deputy Leader and Portfolio Holder for Area Boards and Campuses, had proposed closing Westbury Library and moving the campus to the Youth Centre, which would then include a new library. He had cancelled one meeting, but the Head and the Chair will be meeting him shortly. However, the Chair reported that it has now become apparent that WC does not intend moving the campus to the Youth Centre site, and now plans to improve the library building. WC no longer has any interest in the site, and is in favour of the school's project, but cannot commit any funding. With regard to ownership, it is thought the best way forward is to establish a trust.

Keith Harvey challenged: What do you hope to gain from your forthcoming meeting with WC? The Head expressed the hope that he will be given a clear run and guidance on how to move forward. He went on to explain that this project must not only be about education, but also about the community, which will benefit not only the children in the school, but their families as well. This area is in the top 10% of deprived areas in the country, with poor learning skills and development opportunities. As a "Good" school, we are the most effective facility in the area, and this building, under the umbrella of the school, will give opportunities for many beneficial services for the whole community.

G131 Head Teacher's Report: The Head had nothing further to add to his circulated report, and invited questions from governors.

1.30 Brian asked who is the EWO? The Head informed that the Education Welfare Officer is Vicky Thomas.

1.36 The Head reported further on admissions. Clara Davis is the WC officer involved in funding the Bitham Brook Primary School's extension. He has been in contact with her, and understands the extra build for Westbury Junior School is still very much in their minds. WC is encouraging the school to move towards a three class entry, which will ultimately lead to a school total of 360 children. The Chair reminded governors that in order to obtain a developer for the H14 site next to the railway station, WC had not made money for education a condition of the permission. Such funding could have come to Westbury Junior School. Hopefully, any future development may produce some funding for education, which may come to the school. He went on to say that WC has stated in writing that the school will have priority for any additional funding once it becomes available. Charlie welcomed the news that additional funding is likely to be forthcoming, and he was encouraged by WC's positive view about the school.

1.11 Brian queried "anaphylactic training". The Head confirmed that key staff have received training for this.

G132 School Improvement Plan(SIP) 2016/17.

a. School Improvement Plan January 2017. The Head explained that this is a live plan, and itemises the main areas of development for the school over the year. He had looked at the evidence for "Outstanding" from the Ofsted framework, and then itemised aspiration criteria to achieve this. When the school was in "Requires Improvement", HM Inspectors came into the school, the SIP was done in July and then reviewed, but the school needed to be on top of this so it was moved to a fortnightly review by the Leadership Team. As a result, these are the actions, together with the timetable. It was found through this process that staff became very responsive, and actually saw this as a good working model for school improvement. The Chair commented that what impressed him was that the document is reviewed, and matters are questioned early on, and there is more information on whether the staff feel something is working or not. He attends Leadership meetings as chair of governors, and finds this document is becoming increasingly useful. Charlie commented the SIP is always treated as a live document and is constantly evolving. The Chair reminded governors that the Head takes on responsibility for the five SIP targets himself in order to ensure they are achieved.

b. Review of School Improvement Plan January 2017. The Head informed that this was updated for the Local Authority Review, and that there is a new Ofsted School Handbook. He has gone through this and looked at the Ofsted grey prescriptors to assess how the school is doing. He then handed out the Ofsted School Inspection Handbook August 2016, which demonstrates, in his view, where the school is currently.

Lily Raynor challenged: Teaching & Learning - how do you improve areas 4. to 7. from good to outstanding? Hannah replied that during staff meetings marking and feedback are covered to make this more focused. Regarding area 7. Hannah referred to the action plan introduced by Rebecca Young (Year 6 English subject leader). Lily pointed out that this could be evidenced, and Hannah assured that this was carried out every day. Charlie queried the level of marking of submitted homework, but the Head considered this was quite good. He stated that the extension work has improved, and that parents get involved and bring in more homework, although he did not think this was evidenced across the school. The Chair commented that there is no complacency,

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and that teachers are now rated good or outstanding through their appraisals. He went on to say that during an Ofsted inspection, there was just as much evaluation of children as anything else.

Charlie Finbow challenged: Under Personal Development, Behaviour and Welfare (area 7.) attendance is only rated as “good”. Is this mostly out of the school’s control? The Head did not consider you could approach this matter in this way, but attendance has improved. Hannah added that during parents’ evenings attendance is discussed. The Chair has noted that problems are discussed, strategy set and then measured, which is very encouraging.

Naomi Styles challenged: How do you ensure that absent children are staying home when they are ill? The Head replied that if a child has been physically sick at home, they should not come into school for 48 hours. With regard to colds, etc, children are expected to come to school, but will be sent home if they are really ill. Brian asked for clarification of SMSC, and the Head explained that this acronym stood for spiritual, moral, social and cultural education.

Brian Osborne challenged: Area 9. under Leadership and Management – “SMSC and British values at the core of the work of the school”, has been rated as outstanding? The Head replied that schools are encouraged to run St George’s Days, and to celebrate what it is like to be English. This has been done at the school for some years now, hence the grade of outstanding. He went on to explain that the Ofsted inspectors will visit the school over one day, and go into each class and talk to the children. They will bring their own data with them, and will have looked at the website and any government published data.

Naomi Styles challenged: What about evidence? The Head assured that everything is backed up with proof.

Naomi Styles challenged: Have staff received radicalisation training? The Head assured that staff are well trained, but are not actually teaching children about this issue.

ACTION: The governors requested the Head to update his Judgement Handbook with reasons for any improvement. Brian asked that should he think of anything additional to improve this document, to add this also, but the Head declined, as he intends to follow the Ofsted format. Naomi asked how often the document will be updated. The Head stated that he needs to agree this with the teaching staff, but it will probably be three times a year. Governors congratulated the Head on the document.

c. Subject Leader Reports. Governors had previously agreed that subject leaders will bring reports to the Full Governors’ Meeting. The Head asked governors in attendance to take one or two each, and then report back, which hopefully will indicate how this exercise can best go forward. **ACTION.** He went on to explain that ten subjects have been reported on, and requested governors to indicate how they wish to proceed. Teaching staff had also looked at the SIP, and assessed how they are performing against those targets. Governors agreed to a suggestion by Naomi that these reports be standardized in a table format.

The Chair challenged: Are subject leaders able to make an assessment of how their subject is doing, ie outstanding, good, etc? The Head responded that it is still uncertain how well a child is doing.

Governors then discussed and commented on individual subject leader reports, suggesting ways of improving and standardizing. The Chair suggested that the

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reports could show any training undertaken by the teaching staff, and how well this training had been implemented in their subjects. He went on to ask whether good practice and experience could be shared between teaching staff. Naomi asked whether the Head's Judgement Handbook could be tied in with these reports.

The Chair challenged: Has this exercise improved things in the school? The Head replied that what it has done is improve his knowledge base considerably of what is happening in all the different subjects. Hannah added that she felt the value was informing governors, but not as far as helping her with her subject. Charlie commented that teaching staff have put a great deal of time into this for governors, but it has not helped them. He did not want to see teachers' workloads increased, and asked that these reports be kept simple. The Chair acknowledged that this is a slight problem, but considered it helped the Head with the appraisal process, and formed part of the evidence folder for inspection. Hannah stated she would like to continue because of the benefits, but felt the reports should be made as simple as possible. Lily suggested making it a tick box format similar to that of the Head's Judgement Handbook. The Chair did not want staff to spend too much time just for the governors, but considered these reports need to be of advantage to the Head, inspection and other teaching staff. Brian agreed these reports need to be concise as possible, and thought a tick sheet would be a good idea. Ian asked if governors could see all of the reports, and the Head agreed to collate these. **ACTION.** Brian reminded that some governors have subject responsibilities, and asked whether governors could still talk to subject leaders. The Chair felt it would be useful to see reports first, and raise questions later if necessary. He asked for his thanks and appreciation for the information to be passed back to the teaching staff.

The Chair reminded governors of the skills audit, and stated he would like to meet with individual governors for review. **ACTION.**

G133 Validated School Results. The Head explained Vic Withers' latest draft report, which John Barlow, Wiltshire Council consultant, has also assessed. First page: Inspectors will look at this page and information is gathered from different sources. The school is shown to be in the top 17th percentile in the country, which is outstanding. Hannah commented that progress has always been above average. The Head stated that to support this the performance tables available would traditionally show attainment, but the first page demonstrates progress. Governors may have heard about coasting schools, but Westbury Junior has progressed, and these schools have fallen foul. Term 2 Year 3 came in, were assessed, and then the teachers got to know them, put in new interventions, and we are now reaping benefits. This data will improve as the year goes on. Vic was unsure about some data, and she is not alone in this, but is highly regarded for assessment and data. She, therefore, took the opportunity to talk to John Barlow as to what the local authority recommends, but there is no answer yet. The Chair queried AIR in the glossary of terms, and the Head explained this stood for average index ratings. The Head explained, for the new governors that (page 3) AIR points, Year 3 seem to be way behind where they should be. With Stage 1, the Infant School do a lot to make sure their results are favourable, but when they move we baseline them to find out where they are. The Chair commented that the change in school does contribute towards this. Hannah stated that this was expected, as it happens every year and we do our own assessment. In December we used the new maths and reading assessments, and the children found these more difficult.

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Naomi Styles challenged: Where do the new assessments come from. Hannah replied that the school will be trying these for a year. The school has researched the market, and these assessments are in line with the new curriculum. The Chair queried average scores, and the Head explained that the average score is 1. This estimates how the children make their points throughout the year. By Term 2 they should make about 1. The disadvantaged and non-disadvantaged are earmarked, although Vic has noticed more discrepancy between boys and girls. The Chair commented that with writing, the age-related targets are obviously very low, but the progress does not look bad compared to the reading progress where the age-related was much better. The Head reported that Vic believes the Reading Club has made a dramatic effect. Reading is set across the whole school, so there are nine different groups. He observed the lowest group, which included children from across the range of the school. The Chair queried that the children are banded by reading and nothing else. Hannah responded that the teachers were concerned, but the children have accepted this and have got on with it. The Chair commented that reading at home cannot be depended upon. The Head pointed out that there is movement between the groups. The chair suggested a writing club. The Head replied that this has been discussed, but currently the school runs Magical Maths and the Reading Club. He agreed more needs to be done to raise the profile of writing. The Head emphasised that there is progress in the school; that the children are highly motivated to improve and are asking to join a writing club. The Chair asked whether this will be publicized. The Head thought a writing club could be run after school. Charlie asked whether this could be spread across Wiltshire. The Head felt you would need the support of all the staff. The Chair asked the Head to feedback the governors' congratulations to the staff. **ACTION.** Brian queried the APS (average point score). The Head replied that all children should arrive to us on 15. They are assessed at 12 and end up on 27, which is the normal rate. The new 15 is similar to the old 19. The Head went through the year groups, and the final year group, which is the critical one. He commented that the school is very cautious, as the secondary schools consider we are under estimating. The Chair asked whether a comment from the previous Ofsted dashboard could be included. The Head will look at comparative data from previous year's data. **ACTION:**

G134 Feedback from the Local Authority Review. The Head explained the school had asked for a local authority review, and John Barlow, Consultant from Wiltshire Council, attended the school recently. He was asked to speak to key staff in the school, who had prepared themselves. Governors attended as well, and then in the afternoon he visited each class and spoke to the children. The Head handed out preliminary feedback. On data there are very good results from last year with favourable comparisons with national and Wiltshire. Charlie asked if there was anything new in this feedback. The Head reported that he wanted an outsider to give objectivity. wanted outside verification. The Chair added that the consultant said he felt he should be saying something negative, but could not think of anything. He had also commented that safeguarding is good. The Head added that the child protection book is now available for visitors, and we are now teaching child protection comprehensively. John Barlow said he did not think the school was complacent, and saw very active plans for towards outstanding. It was very positive.

G135 School Departure Protocol Updates. The Head reported on his meeting with the Chair as Child Protection Governor. It has been the practice in the school that as

children walk to school they are then let loose. There are, therefore, concerns when a parent says their child has not come home. Vic Withers and Elle Storr are considering doing something for Year 3 as the majority of parents drop their children at the door. They are looking at the proposed letter for parents of Year 3, and consideration is being given to expanding this across the school. A risk assessment has been carried out, which also includes children attending after school clubs. Once a list of people authorised by parents to collect their children from school has been posted by the classroom door, the teacher will then be able to challenge. The school will need to stop children going off, particularly to play football at the top of the field.

The Chair spoke on the subject of safeguarding, and who people are. Every visitor to the school should be issued with a badge. **ACTION:** All governors to have their photograph taken for an identification badge.

Lily Raynor challenged: How many staff wear badges? The Head replied that a new company is making badges for the teachers. The Chair added that everybody, and this includes the children, should be in the habit of challenging people in the school. However, the Head stated he did not wish the children to challenge, but to report to staff. Lily suggested that visitor badges should be a different colour.

G136 Proposed Finance & Premises Committee. Following discussion, governors agreed to set up a Finance & Premises Committee. The following governors were appointed to the new committee:

Ian Cunningham
Charlie Finbow
Keith Harvey

G137 Proposed Data Committee. The Head considered the timing of the committees is important. The Chair agreed and hoped it may be possible to hold the Data Committee during the day to allow teachers to attend. Governors agreed to set up a Data Committee, and the following governors were appointed to the new committee:

Brian Osborne
Hannah Duffy
Naomi Styles
Ian Cunningham

G138 Financial Budget Statement and New Finance Officer. Keith referred to the previous meeting when he reported on the resignation of the school's finance officer. Following a recruitment process, Tina Kimmitt has been appointed, and commenced duties in early January.

He has subsequently gone through the budget with Tina, highlighting various areas of the income and expenditure report, which will be expanded next year with the addition of extra budget headings to give a clearer understanding of how costs are broken down.

At the previous meeting Keith stated that the forecast carry forward to next year will be reduced from £5,500, due to the shortfall in anticipated income from the Fireworks Display. At the end of December the carry forward figure was £988. However, on

further scrutiny of projected costs this figure was reduced to £488, although this could increase as monies allocated to the Cluster Fund may not be used this year.

Keith reported that Tina quickly got to grips with the system, highlighting areas that need to be addressed when preparing next year's budget, and has also taken over responsibility for processing purchase invoices. She will now introduce a purchase order system giving a clear audit trail with the approval of expenditure authorised at the outset. This reallocation of duties will free up the office administrator to concentrate on her other duties.

Keith felt the new finance officer has a clear understanding of the finance system, and her thoughts on how the budget should be set out next year will help the Head and governors to have a clearer understanding of how the budget is being spent.

Keith reported that Tina has carried out a petty cash reconciliation, which had not been done for a number of years. Following an adjustment, governors approved the cash in hand as at the end of December as £24.64.

School Financial Management Information Statement for 2015/16. Keith explained that the Statement contains a five year analysis of surplus revenue balances and a comparison of forecast revenue balances against actual. The revenue balances show 2011/12 and 2012/13 with surpluses, 2013/14 and 2014/15 with deficits, and 2015/16 commencing with a surplus of £43,356. Budget monitoring shows a forecast surplus of £10,476, but progressing through the year this increased, finally ending the year with a surplus of £43,456.

After consideration, the governors approved the Statement, which the Chair duly signed for return to WC by 31st January 2017.

Schools and High Needs National Funding Formulae. Keith read out the Executive Summary from the Department of Education on the National Funding Formulae. The Head commented that there are no new funds to support the proposed National Fair Funding Formula, and doubted there was sufficient political will to push this through. However, in the current financial climate if this comes to fruition, the school will be in a favourable position.

G139 Governor Training. The Chair encouraged all governors to set up their governor website access. **ACTION.**

G140 IT Training – Head and Office Staff. The Head reported he has been working on a package updating to Office 365, but did not wish to consider further training. However, he will discuss IT Training with the Office Administrator. **ACTION.**

9.50 pm

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Chair
Westbury CofE Junior School
Governing Body

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