



Denmead Junior School

Meeting Minutes

for the

Full Governing Body Meeting

Date / Location	Start Time	End Time
19 th November 2018 DJS, Bere Road, Denmead	9.15	11.35am
Present (91%)	Apologies for Absence	In Attendance

Elaine Viner (**Headteacher**)

Shirley Nellthorpe (**Chair**)

Pamela Allsop-Smith

Gary Dawe

Graham Goddard

Natasha Jones

Ros Owen

Glenn Taylor

Mark Willoughby

Linda Wilson

Andrew Turk

Tracy Jones (**LA Clerk**)

Sherry Rogers (**Administration
Manager**) – Item 74.1

Kerry Howard (**Inclusion
Leader**)

Item	Subject
70/18	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies had been received from Andrew Turk. With 10 Governors present the meeting was quorate throughout.</p>
71/18	<p>Inclusion Presentation – Kerry Howard</p> <p>Kerry Howard the Inclusion Lead provided a presentation on the SEND and Pupil Premium activities – an overview of last year and activities being undertaken this year.</p> <p>Kerry advised that a review of SEN and Disadvantaged data showed a clear improvement in results from past years, with the exception of maths. Unfortunately, in maths 3 children missed the expected standard by just 1 mark. Structured conversations played a strong part in the results last year. Good constructive conversations with parents and carers early in the year. For example, a discussion took place with the parents of one child, who was being closely monitored but was not designated SEN, on the impact of playing with an X-Box and watching TV late in the evenings. It took some discipline but the parents reduced the amount of computer and TV time in the home. In time the child came to classes much more able to participate and his progress accelerated to the point he reached greater depth in reading. He became a role model for other children.</p> <p>Q: Did it take long to get over the absence of the X-Box? A: Mum found it hardest to manage. The X-Box was removed from all the siblings during the week which is labour intensive to manage. But the children then were more rested and able to cope at school.</p> <p>Q: Would it be useful to have this sort of information as an anonymous case study? A: We do use the information informally in structured conversations.</p> <p>All staff have disadvantaged and SEN performance targets so that there is a whole school focus and ethos.</p> <p>In respect of maths – Jo Marks (Subject Leader) has previously presented to Governors on the activities being undertaken. Early morning clubs have already started this year, focussing on the disadvantaged and the less confident. There is also an early morning event for the Year 5's, and a lower school group so maths interventions are starting earlier and are not just focussed on Year 6 for exam purposes.</p> <p>The mocks have recently taken place and a proactive review of the results has already taken place. Last year the detailed question analysis was not completed until after the January mocks. The aim is to take the best practice from last year and build upon it at a faster pace.</p> <p>Most Upper School staff participate with Kerry in the structured conversations that take place and they can use the experience and adapt it as an ongoing communication tool for all parents / carers.</p> <p>Q: Do you work with parents at the Infants school? A: We have met some parents from Infant School Year 2. We aim to listen to parents concerns. We also participate in all of the transition meetings. Many parents experience of SEN teaching is based upon their own schooldays. They expect their child to be taken out of class for separate tuition. However, the practice is now on high quality inclusive teaching that takes place in class. Helping parents to understand that their child is not being neglected in class is part of the discussion. Education Health Care Plans (EHCPs) are moving away from allocated teaching hours and supporting classroom integration.</p>

Signed: S Nellthorpe (Chair) _____

Date: _____

Kerry is working with support staff. Their appraisals have been completed looking at a range of objectives: looking at speech, language and vocabulary needs to aid understanding, understanding the data, seeing where the children are and why teaching is underway in a certain manner. Support staff are encouraged to add to the child's support plans during the class activities and use this during the planning process.

The current Year 5 are different to last year's cohort and it may be that a different approach will be adopted to split teaching next term. Ultimately individual progress scores will demonstrate the success of the teaching strategies. A lot of work has been undertaken assessing what SEN progress looks like. The School needs to be confident in recognising what steps have been achieved. These steps may impact social and life skills not just academic knowledge.

At present there are 12 SEN in Year 6. 50% achieved expected standard in the mocks for reading. There are also 6 children being monitored for potential SEN. The total disadvantaged in school is 42 pupils, 3 are children in care = 13% which is similar to the National average.

Q: Regarding the children in care – are they likely to be moved because their carers are no longer local?

A: That is possible. It depends what arrangements are put in place for their care.

There are currently 46 SEN children in school, 5 of which have an EHCP. One is in receipt of SENSEA funding. All of the children are in the Upper School. As of March 2019, SENSEA funding will cease and no further applications can be made. 7 children are being assessed for EHCP – this is a prolonged process involving the HCC Education Psychology Team. These children are spread across the school. There are 3 in Year 3, 2 had EP involvement before joining the Junior School. Primary behaviour support and Child and Adolescent Mental Health (CAMHs) have also been involved but it is difficult to demonstrate the need for an EHCP in young children. It may be deemed a 'maturity issue,' 'parenting issue' or 'behaviour' which will not be sufficient to justify an EHCP. CAMH's are less able to react due to resourcing issues, so it is slow and difficult to get evidence to produce the EHCP. 2 EHCP were nearing completion but have both been put on hold. One child has settled into the school remarkably well and this is being monitored. The other has been prescribed new medication which appears to be working well for the moment.

Curiosity and inspiration are the themes for the whole school this year. Along with maximising the strengths of the support staff for SEN. The ELSA role is growing and training is taking place from within the school. The aim is to progress with a greater sense of urgency, knowing what is happening in every class, with teaching staff coming to Kerry more regularly to discuss targets and concerns.

Q: Can you explain what you do on a SEN learning walk?

A: Every walk will have a particular focus so it will depend upon the focus of the walk. It may be specific to the SEN children. Looking at what provision is in place and confirming that it is in use in the class. I will speak to children. It may focus on the disadvantaged, looking at the planning sheets to see that they are in daily use, checking with support staff to see that they are aware of any specific needs and plans. Book looks. Talking to the children. Checking that targeted support has been delivered.

Q: Would it be of benefit to add another flag to the data tracking system? Perhaps for specific children who are being monitored?

A: A system category of 'other' – might be worth developing. With a scroll back category for the soft targets / ELSA.

ACTION: Glenn to look at SEN 'other' category of data on the school tracking system.

	<p>For the last two years Kerry and the Deputy Head Natasha have attended a national teaching SEN/Disadvantaged Conference. Last year they returned buzzing with ideas and enthusiasm. This year's conference had a less positive tone. All of the speakers were downbeat, funding is a challenge and ideas have been exhausted. There has been a large increase in concerns in mental health and the impact that this is having. The school now feels that it is up to them to make a difference, using internal resources wherever possible as there is such a small amount of support available elsewhere.</p> <p>Governors thanked Kerry for a most informative presentation and she left the meeting at 9.53am.</p>																												
72/18	<p>Declaration of Pecuniary Interests</p> <p>No pecuniary interests were declared relating to items on the agenda.</p>																												
73/18	<p>Minutes and Actions from the meeting held on the 18th October 2018</p> <p>The minutes of the last FGB meeting had been previously circulated. The Governors reviewed the minutes and agreed that they were a true and accurate record of the meeting. They were duly signed by the Chair.</p> <p>Updated Actions:</p> <p>63.2 – The Governor responsibilities list has now been updated with information from the 2018-19 Raising Attainment School Plan (RASP.) Pam Allsop-Smith and Glenn Taylor have been booked on Safer Recruitment training to take place in March 2019.</p> <p>All other outstanding actions had been completed on schedule.</p>																												
74/18	<p>GB Business</p> <p>1. <u>Business Manager & Finance Sub-Group Update</u></p> <p>Copies of the school budget, a commentary and quarterly deficit return had been circulated to Governors prior to the meeting. Sherry Rogers (Administration Manager) joined the meeting to explain the key budget movements. The Finance Sub-Group confirmed that they had met with Sherry to review the latest quarterly return. Noting the improved budgetary position, thanks were expressed to Sherry and the Headteacher, albeit it was accepted that there are no 'magic bullets' to create a budget surplus at this point in time. Sherry presented the budget documents, looking at the plan set in May 2018 and comparing it with results at Quarter 2 (deterioration) and Quarter 3 (improvement.) As the school is in a deficit position, Governors are asked to approve a quarterly statement rather than one mid- year budget revision. The deficit return details the reasons for each quarterly movement. (see copies attached to these minutes)</p> <table border="1"> <thead> <tr> <th></th> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> </tr> </thead> <tbody> <tr> <td>Number on roll (October Census)</td> <td>283</td> <td>295</td> <td>321</td> </tr> <tr> <td>Teacher FTE</td> <td>12.64</td> <td>12.7</td> <td>12.6</td> </tr> <tr> <td>In-year surplus / (deficit)</td> <td>(86,240)</td> <td>(9,412)</td> <td>65,728</td> </tr> <tr> <td>Brought forward balance surplus / (deficit)</td> <td>(1,500)</td> <td>(87,740)</td> <td>((97,152)</td> </tr> <tr> <td>Cumulative balance surplus / (deficit)</td> <td>(87,740)</td> <td>(97,152)</td> <td>(31,423)</td> </tr> <tr> <td>Variance from the approved deficit recovery plan</td> <td>(13,713)</td> <td>(11,775)</td> <td>14,823</td> </tr> </tbody> </table> <p>Q: Is the HCC Finance Team happy with the current position?</p>		2018/19	2019/20	2020/21	Number on roll (October Census)	283	295	321	Teacher FTE	12.64	12.7	12.6	In-year surplus / (deficit)	(86,240)	(9,412)	65,728	Brought forward balance surplus / (deficit)	(1,500)	(87,740)	((97,152)	Cumulative balance surplus / (deficit)	(87,740)	(97,152)	(31,423)	Variance from the approved deficit recovery plan	(13,713)	(11,775)	14,823
	2018/19	2019/20	2020/21																										
Number on roll (October Census)	283	295	321																										
Teacher FTE	12.64	12.7	12.6																										
In-year surplus / (deficit)	(86,240)	(9,412)	65,728																										
Brought forward balance surplus / (deficit)	(1,500)	(87,740)	((97,152)																										
Cumulative balance surplus / (deficit)	(87,740)	(97,152)	(31,423)																										
Variance from the approved deficit recovery plan	(13,713)	(11,775)	14,823																										

Signed: S Nellthorpe (Chair) _____

Date: _____

A: Yes, they see we have capped spending where we can. But we need to keep functioning and meet the children's needs so there are limits to what else can be done. HCC agree with the actions we have taken and have no other suggestions to reduce the expenditure.

Governors discussed the funding environment. Hampshire is one of the least funded counties. SEN needs are rising, the assessment processes are become more sophisticated. HCC is overspending £1m a month on the high needs budget.

Q: Who makes the funding decision and how do they decide who gets what?

A: It is a central Government decision with lots of history behind it. A new Funding Formula was introduced 2 years ago and the hope was that it would address some of the geographical variations. However, it did not. There is a lack of public awareness of the funding disparity across the UK. IN Hampshire it is roughly £5250 per learner. In Manchester it is £11,000 and in Hackney £8000.

Looking at the 5-year plan:

Q: General maintenance – Line 3740 – is it declining?

A: We generally spend £1500 a year so there are no major changes.

Q: Line 3821 Grounds Maintenance shows a large reduction?

A: The 2018-19 year includes the sports premium funding. This is not a guaranteed sum so it is not included in future years.

Q: Line 4495 IT Software shows a reduction – from £12,141 to £6900? Why is this?

A: (Provided after the meeting): £2000 is in the budget for the new school website. The school is in the final year of a contract for IRIS Connect and this costs £3221. These costs will not be repeated next year.

It was noted that the Number on Roll has decreased in prior years and this has had a detrimental impact on funding. The school lost children when Berewood School was built, and the Hambledon School became an 'all through primary' so the children no longer became part of the Junior School intake. However, according to the HCC predictions, the number on roll will increase throughout the 5-year plan and this will have a beneficial impact on funding, albeit that the funds follow 6 months behind the children. During the 5-year plan FTE increases are shown as less than 1 FTE.

Q: If you run continually at a deficit – is there a cut-off point?

A: The aim is to clear an in-year deficit within 3 years. However, this is a common position across the Country and we are demonstrating that all remedial actions are being taken.

After discussion, all Governors approved the second quarter deficit return. Governors thanked Sherry for the information and she left the meeting at 10.15am.

2. Pay Committee Update and outcome of Performance Management Review

The Pay Committee confirmed that they had met on the 6th November to review and approved the Headteachers Performance Management Recommendations. Gary Dawe completed the performance management review this year on behalf of the Pay Committee. A report on the review findings had been circulated prior to the meeting. Gary confirmed that he had spoken to a number of staff representing a cross section of the pay grades. Everyone had received a performance review and the process had been properly and fairly undertaken. No issues were raised.

Next year's review will be a procedural review with a focus on the paperwork and consistency of approach across different reviewers.

Signed: S Nellthorpe (Chair)

Date: _____

Staff were curious about the Governor role and it was discussed whether it would be beneficial to hold a staff / Governor event, possibly at Christmas or on an inset day.

ACTION: Chair and Headteacher to consider a combined staff / Governor event.

3. Recent Correspondence to the GB

The Chair advised that 2 Parents have been in touch following the school letter issued regarding the on-line game 'Fortnite' The game is designed for children over the age of 12 but children were discussing it with some excitement, both within the Junior and the Infant School. Whilst some Parents were grateful for the advice about the game, 2 parents felt that the letter was inappropriate.

A Governor observed that many parents may not have realised the age recommendation. The game's popularity has spread by word of mouth.

It was confirmed that a joint reply had been issued to the Parents concerned on behalf of the Headteacher and the Chair of Governors, confirming that the 'Fortnite letter' was an advice and guidance letter for the benefit of all parents.

Q: Is it worth following up about Facebook? Perhaps by way of a regular reminder?

A: E-safety, the use of social media, X-Box and safe use of mobile phones are regular topics so there will be some follow-up.

The Headteacher confirmed that in the summer a cyber security consultant volunteered to visit schools to discuss security settings and IT controls and tips for parents. The aim would be to run one-hour workshops on a rolling basis throughout the day. Governors agreed that such an event would be very beneficial. However, it is expensive (£800.) Governors considered whether funding could be supported by the PTA, possible parent donations after the event or via a joint event with the Infant School.

Q: Would it lead to an improvement in children's behaviour and help them learn about their IT footprinting footprint?

A: The event is aimed at parents although it might be possible to deliver a simplified version to the children. There is a strong link to Safeguarding. The risk of online grooming and so on. Many children are aware of the risks but do not think it could possibly happen to them.

Q: Do you apply for funding grants?

A: Yes, where we can. There used to be a Cowplain Cluster Co-ordinator whose role was to apply for grants on behalf of local schools. However, it is becoming harder and harder to be awarded smaller and smaller grants, so the role has recently ceased.

Q: Have you tried the Parish Council? Something like this will benefit the community as a whole.

A: No, but we should look into that option.

ACTION: HT to consider approaching the Parish Council for a grant towards an E-safety event.

4. Training Report / Skills Gap Analysis – update

The training report had been circulated prior to the meeting, detailing training undertaken or booked since the last meeting.

Glenn displayed the Annual Skills Gap analysis results. Governors had been asked to assess their skills based upon a ranking of 1-5 (limited experience to significant experience in each topic area.) The

Signed: S Nellthorpe (Chair) _____

Date: _____

	analysis had been colour coded red, amber, green. Governors have a diverse range of skills and there were no areas of concern across the Governing Body as a whole.
75/18	<p>Headteacher's Report and Self Evaluation</p> <p>1. <u>Review of LLPR Visit 29th October 2018</u></p> <p>The Lead Learning Partnership visit had taken place on the 29th October and a copy of the visit report had been circulated. Glenn Taylor attended the meeting which was quite positive, with a much-improved tone from the last meeting.</p> <p>The Headteacher confirmed the Lead Learning Partnership Review (LLPR) is completed by the Hampshire Inspection and Advisory Service– HIAS. (Ross Irving.) Support Consultants may be deployed to work with the school curriculum leads on specific topics as required. There are 2 different types of Local authority visit. They attend every school in Hampshire, to assess what support might be needed from the Local Authority commencing in the following April (this is the LLPR) and they conduct a second visit in the Spring term similar to an inspection to check progress regarding the Ofsted priorities from the last Ofsted inspection. The LLPR report confirms that the school is medium priority for support next financial year. This outcome has a positive financial impact for a little less money will be spent on LA Support for English and Maths. Whilst last year's performance data was good, the LA will not be willing to move to a light support programme until the school performance data is consistently shown to be good over several years.</p> <p>The next visit will be taking place on the 22nd January 2019 and Governors are invited to attend (1.30-2pm) Linda has confirmed that she can make this meeting.</p> <p>ACTION: Governors to check their availability for LLPR visit 22nd January and confirm to the HT.</p> <p>Q: The actions have a very short timescale for completion. Is this a concern? A: The timescale is set based upon the date of their next visit. There is a limit as to what can be achieved in 7 weeks. However, we will be able to demonstrate progress.</p> <p>Q: The Report says Governors should have responsibilities linked to the school improvement plan? A: Governors do have linked responsibilities, but the review meeting took place between FGB's whilst the SIP was in draft and before final responsibilities were agreed.</p>
76.1/18	<p>In a change to the running order Governors then discussed item 76.1</p> <p><u>Review of Governors' monitoring responsibilities from the new SIP/RASP</u></p> <p>The updated list of Governor roles had been circulated prior to the meeting. All Governors have an assigned responsibility looking at specific parts of the RASP. All Governors confirmed that they were happy with the allocated roles.</p> <p>ACTION: Chair to organise a safeguarding handover meeting with Mark, and Lorraine Brown (Welfare Officer) and a meeting with the Morelands School safeguarding Governor.</p> <p>Q: What do subject leads do? A: Complete Learning Walks and meet with the subject leaders. Complete book looks, look at marking and progress.</p>

Signed: S Nellthorpe (Chair) _____

Date: _____

	<p>It is hoped that the Denmead Business Forum may assist with a careers event this year. Governors were reminded that they can come in to any school event. Mark confirmed that he had found attending a recent staff meeting very useful.</p>
75/18 Cont	<p><u>2. Report on attendance at parents' evening / events within vulnerable groups</u></p> <p>Attendance at parents' evening was as follows: - PNG 100%; New Zealand 100%; Mexico 89%; Madagascar 83%, Ecuador 88%; Portugal 90%; Norway 77%, Greece 87%; Cyprus 93% Croatia 93% Norway (year 3 and 4) has the lowest attendance.</p> <p>8 disadvantaged parents did not attend the parents evening, but 4 of the children have regular meetings in school in any event. 1 family is new to the area. There are also good relationships with 2 of the remaining families.</p> <p>Q: What is a good attendance for a parents evening? A: We strive for 100% and aim to have regular contact with parents. We hold 3 parents evening a year which is more than many schools and we have a good open door policy which can makes attendance at parents evening less necessary. We will be following up with Norway class.</p> <p><u>3. Update on status of review of discretionary policies</u></p> <p>The master policy review list had been circulated prior to the meeting. A number of discretionary policies (that do not require Governor approval) are in need of review. The Headteacher confirmed that the school is reviewing the Assessment, Teaching and Learning and Marking policies. Other policies may be removed from circulation. (for example Food and Nutrition)</p> <p>Although Governors do not approve these policies, going forwards the item will appear on the FGB for update purposes.</p> <p>The current website will cease on the 6th December and a new, improved website will be launched. The School office has worked hard to source a new provider. The cost has decreased and the new site is user friendly with easily identifiable tabs / areas to view information. A school Facebook page will launch on the 27th November. A social media policy will be drafted. Staff and Governors are asked not to 'like' items on the page or become engaged in comments on the site.</p> <p>It was noted that the Premises Management Policy (outstanding on the policy list and linked to the Accessibility Policy) also covers energy management / waste disposal / site security / trespassers so it should be a stand-alone policy.</p> <p>ACTION: Graham to talk to Sherry Rogers re content of the Premises Management Policy.</p>
76/18	<p>1. <u>Visit Reports</u></p> <p>Visit reports had been circulated prior to the meeting. There were no questions.</p>
77/18	<p>Statutory Policy Review</p> <p>1. <u>Pay policy</u></p> <p>The Pay Policy forms part of the Manual of Personnel Practice. It was noted that the reference to the Headteacher Pay Range on Page 8 should state the Leadership Pay Range and this will be amended before publication.</p>

Signed: S Nellthorpe (Chair) _____

Date: _____

	<p>Q: Are performance Reviews an annual exercise? A: Yes. The Pay Committee meets in October when they review the pay recommendations from the Headteacher in line with the pay policy and performance standards.</p> <p>Q: So, everyone receives the HCC Pay Award and then also progresses along the scale in the Pay Policy? The awards seem very high? A 2-point rise is about £1800 difference increasing to around £2500 at the top of the main pay scale. A: The awards have an inflationary factor and a performance progression. As you move up the pay range you receive more money. However, a number of teachers are at the top of their pay range and so will only receive the 3.5% HCC Pay Award. The Pay Awards have been capped for a many years and this is an unprecedented rise, negotiated between HCC and the Unions. The NHS work in a similar way and the 3.5% is merely catching up on prior years where the awards were very restricted. A teacher can move to the Upper Pay Range in due course but there are higher performance expectations and the need to demonstrate impact across the whole school.</p> <p>Ros Owen left the meeting at 11.17am.</p> <p>Q: Does funding reflect school profile of UPS/NQT etc? A: No – there is a flat percentage rise built into the budget tool and it is applied across all roles.</p> <ol style="list-style-type: none"> 2. <u>Appraisal and Capability Policy</u> 3. <u>Safeguarding</u> 4. <u>Child Protection Policy</u> <p>Governors approved these 3 policies as presented.</p> <ol style="list-style-type: none"> 5. <u>Accessibility Plan</u> <p>This policy review has been postponed to the January FGB.</p>
<p>77.6</p>	<p>Forthcoming Events</p> <p>The Headteacher advised of the following school events: -</p> <p>28th November – Maths training (Mark confirmed.) 29th November – Pupil Conferencing (Shirley confirmed) 7th December 3.30pm – School Fayre Monday 10th December: Choir – accompanying the children to and from the venue. Time to be confirmed (Graham hoping to attend) Wednesday 12th December – Choir: Church Hall 11.30am. (Shirley confirmed) 14th December – Christmas Lunch (Linda confirmed) Monday 17th December - Green Meadows 10am Monday 17th 2pm Year 3-4 Christmas Service – Ros to attend Tuesday 18th December – end of school choir (Linda confirmed) Wednesday 19th December – Curriculum 11.30am – 12.10pm vertical grouping meeting with the children and a staff meeting at 3.45pm providing feedback. (Mark / Graham/Shirley confirmed) 9th January - English Advisor visit on Effective Learning Journeys 3.45pm Gary confirmed) Tuesday 5th March Parents Evening – Linda Time TBC 2 Governors required for an hour or so each Thursday 7th March Parents Evening Graham 5-7.30pm Timing TBC</p>

Signed: S Nellthorpe (Chair)

Date: _____

	ACTION: All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.
78/18	<p>Effective Governance</p> <p>The Governors reviewed the topics discussed during the meeting and agreed that the following demonstrated effective governance: -</p> <ul style="list-style-type: none"> ➤ Budget Review ➤ Inclusion Presentation ➤ Review of the Pay Policy and its application ➤ Governor roles ➤ LLPR visit
79/18	<p>Date of Next Meeting– Thursday 17th January 2019 at 6pm.</p> <p>Governors are reminded to pass documents to the Clerk at the earliest opportunity and no later than the circulation deadline of the 10th January.</p>
80/18	<p>Close</p> <p>With all business concluded the Chair thanked the attendees and closed the meeting at 11.35am.</p>

Actions from the FGB 19th November 2018			
Item	Subject	Action	Date Due
71	Glenn to look at SEN 'other' category of data on the school tracking system.	GT	Jan 2019
74.1	1. Chair and Headteacher to consider a staff and Governor event.	SN/HT	Jan 2019
74.3	2. HT to consider approaching the Parish Council for a grant towards an E-safety event.	HT	Jan 2019
75.1	Governors to check their availability for LA visit 22 nd January and confirm to the HT.	All	ASAP
75.3	Graham to talk to Sherry Rogers re content found in a Premises Management Policy.	GG	Jan 2019
76.1	Chair to organise a safeguarding handover meeting with Mark, and Lorraine Brown (Welfare Officer) and a meeting with the Morelands School safeguarding Governor.	SN	Jan 2019
77.6	All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.	All	ASAP

Signed: S Nellthorpe (Chair) _____

Date: _____