



Denmead Junior School

Meeting Minutes

for the

Full Governing Body Meeting

Date / Location	Start Time	End Time
22 nd March 2019 DJS, Bere Road, Denmead	9.18am	11.50am
Present (91%)	Apologies for Absence	In Attendance

Elaine Viner (**Headteacher**)

Shirley Nellthorpe (**Chair**)

Pamela Allsop-Smith

Gary Dawe

Graham Goddard

Ros Owen

Glenn Taylor

Andrew Turk

Mark Willoughby

Linda Wilson

Natasha Jones

Tracy Jones (**LA Clerk**)

Item	Subject
13/19	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting. Apologies had been received from Natasha Jones. With 10 Governors present the meeting was quorate throughout.</p>
14/19	<p>Declaration of Pecuniary Interest</p> <p>None declared.</p>
15/19	<p>Minutes and Actions from the meeting held on the 17th January 2019</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 and they were duly signed by the Chair.</p> <p>All outstanding actions had been completed or updated below:</p> <p>1/19 The FSG met to discuss residential charges and an explanatory letter has been issued to Parents.</p> <p>7/19 – Purchase of hi-vis vests may be carried over to the next financial year. The school does have some vests, but not necessarily enough in the right sizes. It may be that the local scouts can lend some vests for the walk to church for the Easter celebrations.</p> <p>ACTION: Pam and HT to discuss hi-vis vests for the Easter walk to Church.</p>
16/19	<p>GB Business</p> <p>1. <u>Approve SFVS submission</u></p> <p>Pam confirmed that she had reviewed the SFVS submission with Sherry Rogers. Pam also completes the annual rolling review of checks within school on an ongoing basis. The SFVS document had been circulated prior to the meeting with items of note and queries highlighted in yellow.</p> <p>Q16 – Are balances at a reasonable level and is there a clear plan in place for using the money? Governors debated this and agreed that the answer should be yes. There is a deficit budget which is clearly not ideal. However, there are regular reviews and clear management plans in place.</p> <p>Q14 – Benchmarking review – completed at the November FGB and it is also on the Agenda for discussion at this meeting.</p> <p>Q: What is the purpose of the SFVS?</p> <p>A: It is an annual review exercise / control document to show that the school controls are all in place and regularly updated.</p> <p>Governors approved the submission subject to the minor amendments noted above.</p> <p>2. <u>Forecast End of Year Budget 2018/19</u></p> <p>Budget documents and the Quarter 4 deficit return had been circulated prior to the meeting. This included a commentary of key points. It was confirmed that the Finance Sub Group</p>

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	<p>(FSG) had met with Sherry to review and discuss the budget. The Budget shows a slight improvement. The school is now looking to recruit an extra teacher for next year due to the pupil numbers, otherwise there would have to be 34 children in every Lower School class. The September intake could be 86 pupils so further children can be accepted up to PAN if required and recruitment has taken place on this basis.</p> <p>The budget commentary was reviewed and was particularly useful in demonstrating the actions taken by the school in managing the spend. It was noted that the cost of photocopying had decreased by £3000 due to the increase online / email communications.</p> <p>Q: Was there any negative feedback following the change? A: A couple of people said that they missed the newsletter but nothing of significance. Information is still being provided, just in an online format. We have ensured that everyone has access to online communications. If that were not the case, we would provide printed copies. We also arrange translations if needed.</p> <p>Q: Are we refusing external training or has nothing suitable come up? A: Nothing suitable has been available.</p> <p>It was noted that the majority of parents / carers have indicated that they will pay the voluntary contribution to the coach costs for the school residential trip.</p> <p>There were no further questions and Governors approved the deficit return.</p> <p>3. <u>Benchmarking Data – Questions invited</u></p> <p>The benchmarking data had been circulated, along with a commentary from Glenn Taylor highlighting the key issues. The average cost of staff is inaccurate because the correct level of staff has not been reported in the correct category and therefore the average cost is skewed. At least one other school in the sample seems to have the same coding issue. Some roles (Safeguarding Lead) may fit in to either Teaching or Support Staff. The overall total costs and staff numbers are correct. It was noted that the building maintenance costs in some schools was very low so the costs may be recorded elsewhere.</p> <p><i>(16.4 continues on Page 6)</i></p>
<p>17/19</p>	<p>1. <u>Proposed Leadership Structure</u></p> <p>In a change to the running order the Headteacher discussed the Proposed Leadership Structure following the promotion of the Deputy Head to another school. The Headteacher provided some background to the roles and the impact of the restructure. The school had taken advice from HCC Education Personnel Services (EPS) to ensure that the correct processes were followed. The Senior Leadership Team had been briefed on the proposal on Monday 18th March and all staff had been briefed on the 19th. Those staff potentially impacted by the proposal had been invited to attend the FGB at 9.45am.</p> <p>The draft proposal had been circulated prior to the meeting and by way of introduction the Headteacher confirmed that any member of staff was eligible to apply for the 2 Assistant Head Teacher (AHT) roles that are proposed. These roles are part of the LDR salary band. Below this band there are currently 4 staff who receive additional remuneration by way of a Teaching and Learning Responsibility Point (TLR2) However, in the new structure only 2 staff</p>

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will be eligible to receive TLR2. If 2 of the current TLR2 staff are promoted to the new AHT role this will leave 2 TLR2 staff and this will fit the proposed new structure. However, if someone without TLR2 successfully applies for one of the new roles, the limit of 2 TLR2s will be exceeded in the new structure. This would then require further staff consultation. Those staff on TLR2 have protected rights.

A draft job description had been circulated and it was noted that the role of Governor was included amongst the duties. It was agreed that this was a useful development opportunity but not obligatory. The successful applicants could be invited to present at Governor meetings or might apply to be a Governor at another school, as well as possibly being elected by staff for the vacancy of Staff Governor at DJS that will arise when the current DH leaves. Any member of school staff can apply for the Staff Governor role and this is an open election for staff to vote for their choice of applicant. It is not connected to the prospective AHT vacancies.

Two staff members, Jo Marks and Kerry Howard were welcomed to the meeting at 9.47am. The Headteacher explained that the proposal had been shared with the staff earlier in the week and the proposals could have an impact on staff on the TLR2 roles.

The Headteacher confirmed that it was excellent news that the DH had achieved her headship, although she would be a loss to the school. The deficit budget means that savings needed to be achieved in all areas and it was not proposed to replace the role with another DH position. Other reasons for the proposal were that it would lead to a flatter leadership structure and provide more development opportunities for existing staff. The school pupil numbers are growing, and it is hoped that there will be future opportunities for Year Group Leaders, with the possibility of an upper and lower phase with Year Group leaders reporting into the 2 new roles. The proposal therefore provides the opportunity for organic growth. As part of the planning for the new structure, the school did consider moving to a model with only one AHT role but it is felt that this would not be sustainable. There needs to be capacity and a focus upon teaching and learning. Appointment of 2 staff provides more scope. The recent LLP visit shows growth in the leadership capacity right across the school and this must be maintained following the departure of the DH.

Q: If 2 staff are appointed from within. How will their existing workloads be managed in addition to the DH tasks?

A: The current Leadership Team is 5 people (plus the Head Teacher). So overall the impact will be 5 roles reducing to 4. The 2 AHT's and Inclusion lead will be picking up aspects of the DH role. When we hired the current DH the role was based upon 3 days teaching and 2 days out of class. In the new model, appointees will have one day out of class each so the amount of time out of class overall will be the same. The DH also took the lead on reviewing and re-setting assessment and ensuring consistency. This is now embedded and will be allocated to all teaching staff.

Q: Are you confident the new structure will not put undue stress on staff?

A: Any change carries risk and requires time to bed in but there is enough time available to complete the roles. As part of the planning the current DH logged all of her tasks to ensure that everything was captured. If needed the Headteacher could also re-prioritise and take on additional tasks to ensure that the staff are supported.

Q: Who will provide inclusion support?

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A: This is provided by the Inclusion Leader and she is growing the capacity amongst all Class Teachers.

Q: How does this model allow other staff to develop?

A: The AHT's will lead English and Maths. The school is proposing shadow leads. Whilst this is not a formal leadership role it allows for development and some staff are interested. They can attend termly core provision meetings in these subjects for example.

Q: Did you take account of existing staff strengths when proposing this model?

A: The school looked at the matter from several different angles: what the school needs to maintain focus on teaching and learning, the budget, future growth and current capabilities. We will have over 300 children next year and we need a structure to adapt to that.

Q: Does this structure meet the children's needs?

A: Yes. We will need to fine tune the absence cover. The DH has 3 days teaching responsibility and she undertook cover teaching in this last year in anticipation of her promotion and leaving the school. We need to consider how to manage 3 people's non-contact days. It may be better to have the absence on the same day. Any cover arrangements have to be consistent with permanent cover in place, not a succession of supply teachers. This is built in to the model and the budget.

Q: Is the timing of the changes, tied in with replacing teaching and support staff?

A: Yes- the aim is to complete the appointments by May half term and then recruit for any new vacancies after that.

Q: Are you allowed to ringfence the role to internal applicants only?

A: Yes.

Q: Are there 2 separate job descriptions?

A: No. They are identical roles but one is for English and one is for Maths. The core purpose and key accountabilities would be the same. The current draft document shared today is to ensure that all aspects of the roles have been covered and identified. Operational tasks will be shared across both roles and the final job description will not go down to this level of detail.

Q: Would any staff lose out by applying for these roles?

A: We have followed the Pay Policy. There needs to be a 9 point range and we have to consider differentials between the AHT and HT, and also the starting point of AHT and the highest paid member of staff. We used to have a lot of Upper Pay Range staff without the corresponding level of responsibility. Over the years this has been addressed, in some instances by freezing salaries. The new structure would overcome that barrier and would allow staff to move to the leadership pay range. This would lead to a pay rise and better career and salary progression.

Q: When would the pay progression take place?

A: When the successful applicants start the role in September.

The aim would be to start the application process by way of an internal advert being issued just before Easter on the 5th April with a closing date of the 3rd May. Shortlisting would take place that day with an interview day at St Albans Primary on the 20th May. There will be a

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	<p>robust selection process for the candidates and a Governor will be part of the interview panel, along with a Headteacher from another school to bring fresh eyes to the process. This is a career step with potential for leading to DH and Headship roles. Following interviews, the panel will set the starting salary taking into account the candidates specific attributes and current salaries. There may be different starting salaries for the 2 AHTs.</p> <p>Q: What are the contingency plans for unsuccessful candidates? A: We want to mitigate any anxieties. We will revisit staff career progression. We are working with the Solent Teaching Alliance and 2 SLT staff have supported other schools in the past. 2 staff want to become accredited specialist leaders of education. We are also part of the School Partnership Programme. The DH was a reviewer so there will be development opportunities available. The aim is for staff to view this as a positive opportunity and we will do all that we can to achieve this.</p> <p>Q: Has there been any initial feedback? A: There have been some conversations with the SLT and some expressions of interest in the shadow roles. Staff are wondering how they will be affected.</p> <p>Q: The proposal predicts an overall saving £15,000 – how is this calculated? A: This is an approximation as the future salary costs are uncertain. Over time the salary costs will increase as the AHTs move along the pay scale. The pupil numbers are increasing and this will increase funding, and we continually reviewing the staffing levels.</p> <p>The Staff attendees were invited to comment but did not wish to do so. They left the meeting at 10.13am.</p> <p>Governors discussed the proposals, recognising that there were risks to creating 2 roles should pupil numbers not increase as expected. It was noted that if there were only 2 applicants for the 2 positions, the interview day would still be completed as intended. The selection process is useful. It will reveal areas for development, and it is a learning experience. Some staff may apply for the experience, without expectation of success. Should there be insufficient suitable candidates applying for the roles then the structure would require further review. Overall the Headteacher felt that the proposed structure is sound, that staff will have capacity to complete the roles and the children and staff will benefit from the changes in the longer term. Managing the staff expectations and good communication will be key to the success of the transition.</p> <p>Following the deliberations, the GB unanimously agreed to support the restructure proposal. Governors will participate in the review of applications and the interview panel. Should insufficient successful candidates be identified the Headteacher will review the proposals and return to Governors for further discussion.</p>
<p>16/19</p>	<p>4. <u>Governor Services Update - changes to MoPP, Policies and Governor Hub</u></p> <p>The latest Governor Services updates had been circulated prior to the meeting. The document contained a number of useful links. HCC will be introducing Governor Hub which will be able to provide a storage area to store minutes and distribute documents, but Governors will need to see the system capability before proceeding. It was noted that this will require a different mindset. At present documents are sent to individual's email addresses where they are easy to access. Using a portal requires more proactivity as</p>

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Governors would be alerted to the existence of documents but they would need to log on and access the documents independently.

5. H&S Report

The latest H&S documents and 2 visit reports had been circulated prior to the meeting. Items were discussed by exception only. Graham confirmed that the H&S Audit had been satisfactorily completed and signed off. A lock down test and fire drill have recently been completed. There have been no RIDDOR accidents to report.

In respect of grounds maintenance, it was noted that the exercise path is in good condition. Works to install sleepers in the grounds will be completed during the May half term. Boundary hedging plants have been planted, supplied free of charge from the Forestry Commission.

Q: Have there been any claims from previous accidents?

A: No. One was a footballing injury that occurred outside of the school, but staff were involved in the aftermath. The other incident occurred in class when a child fell whilst stepping over a chair.

6. Safeguarding Update

Mark provided a verbal update on safeguarding matters. He met with Sherry, Lorraine (Welfare Officer), Shirley and the Safeguarding Governor from Morelands School to share ideas. Mark will be looking at improvements in monitoring. A useful new leaflet has been produced that summarises safeguarding and how to report concerns. This was handed out to all staff on the Inset day on the 25th February. It is proposed to roll out a safeguarding quiz to staff involving 20 questions to be completed in 20 minutes. This has been completed at Morelands and the results were enlightening. Going forwards Lorraine will complete a monthly safeguarding summary report that Mark will review.

Mark has completed the safeguarding E-learning and a Prevent course. 2 further courses have been scheduled covering Safeguarding and Protecting Children.

The Headteacher confirmed that she had recently attended a Safeguarding refresher that had provided some excellent new ideas. As a result, there is a desire to refresh the approach to safeguarding within school and monitor the topic in the same way that subjects are monitored to build a stronger school culture.

7. Expiry of Governor Terms of Office

7.1 Re-appointment of Ros Owen and Andrew Turk as Co-opted Governors wef 28th March

The GB welcomed the news that both long-serving Governors had agreed to stand for a further term of Office. Governors unanimously approved the re-appointments.

7.2 Confirmation of Glenn Taylor as LA Governor

Local Councillor Patricia Stallard provided confirmation on the 21st February 2019, that she supported Glenn's nomination as Local Authority Governor. Councillor Stallard went on to say 'Please extend my best wishes to all members of the GB. They do a very worthwhile job

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and although their tasks and decisions may be difficult at times, they make a significant contribution to the education, health and wellbeing of our future generations and indeed the community as a whole.'

Governors unanimously supported the appointment. He will vacate his role as Parent Governor, thereby creating a PG vacancy

7.3 Chair Elections

Glenn Taylor stood unopposed for the role of Chair. He left the room briefly whilst Governors deliberated, returning after the vote had taken place. He was unanimously elected, with a term of Office to expire in September 2020. This appointment created a vacancy for the role of Vice-Chair

7.4 Election of Vice-Chair

Linda Wilson agreed to stand unopposed for the role of Vice-Chair and was duly elected with a term of office expiring in September 2020.

7.5 Appointment of Staff Governor

The departure of the DH has created a Staff Governor role. Staff need to seek nominations and hold an election with the aim of attending the next FGB.

ACTION: Headteacher to convene an election for Staff Governor.

7.6 Governor Roles: Finance Sub-Group, HTPM, SE Governor Forum, Pay Committee

Following changes to the GB, Governors discussed the allocation of roles and responsibilities and approving the following: -

Pay Committee: Pam to Chair. Gary to remain on the Committee. Graham to join.
Finance Sub Group: Pam to Chair. Glenn remaining on the Committee. Linda to join.
HTPM – Currently Ros and Andrew. Graham to join the Committee.
SE Forum – Glenn and Andrew attend. Other Governors are welcome.

ACTION 1: Glenn to identify HTPM Training Dates for Graham.

Governors discussed increasing the size of the GB to increase capacity and to reduce the need of some Governors having to take on dual roles. At present there is one formal PG vacancy and Governors are keen to maintain a balance of parents and community members on the GB. The current constitution provides for 11 Governors. Andrew has identified a potential applicant who is not a parent and is therefore currently ineligible for a role, although it is possible that an existing Co-opted Governor who is also a parent could stand for election as a PG thereby creating a Co-opted vacancy. Increasing the size of the GB can be completed by way of amending the instrument of Government but this requires some months to achieve and must be part of a formal FGB Agenda and discussion. Governors discussed creating the role of Associate Member to increase capacity although it was noted that the AM role carries limited voting rights. Governors discussed increasing the number of Co-opted Governors by 2 and possibly creating 2 AM roles.

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	<p>ACTION 2: Headteacher to inform parents/carers of the PG vacancy.</p> <p>ACTION 3: Clerk to draft an amendment to the Instrument of Government for discussion at the next FGB.</p>
17/19	<p>Headteacher's Report and Self Evaluation</p> <p>2. <u>HT Report</u></p> <p>The Headteacher's detailed report had been circulated prior to the meeting and items were discussed by exception only.</p> <p>Q: Page 12 – refers to the strongest teaching being in the Upper School. Is there an issue with the Lower School?</p> <p>A: It is merely that there are more experienced teachers in the Upper School. Staff training is ongoing, with support and coaching, monitoring and modelling tailored to individuals. This is leading to good progress (Page 14 91% of teaching is good across the whole school using the FACE model.)</p> <p>Q: What does '2B is not good enough' mean?</p> <p>A: The FACE model is used to assess the quality of teaching, and 2B is one of the descriptors. 1A is outstanding. Our aim is to be at least 1B, so 2B is below expectation.</p> <p>Q: Is IRIS in use?</p> <p>A: Some staff have used it, but it is time consuming. It will not be used next year.</p> <p>Governors discussed their concerns over elective home education and the lack of Government monitoring of children who are educated at home. It is a growing trend and it is often the most vulnerable children who are withdrawn from school. There is greater awareness of the possibilities of home education, and also a number of children who are being re-integrated into mainstream schooling purely to sit their exams in Year 11. This is difficult for the schools to manage.</p> <p>Governors discussed the Milestone 2 data. It was noted that every school uses their own data and wider comparison of data is not possible. DJS has a bespoke system with good forensic assessment in place. However, it is always a challenge to achieve consistent teacher assessment.</p> <p>Q: What is your overall feeling for the SATs?</p> <p>A: It feels better than where we were last year. Analysis shows that if children were assessed at Level 3 at KS2, they can only drop 6 marks this year to maintain a positive progress score. E.g. in Maths: more than a 2 mark drop per paper would lead to a negative progress score which is an incredibly tight margin. However, we have held 2 mocks since October and practice questions have been used at the end of lessons. People feel more relaxed this year and ready for the challenge.</p> <p>3. <u>Feedback from LA Visit 22nd January</u></p> <p>The LA report had been circulated prior to the meeting. The action plan was noted along with the target dates. The report was positive. Staff other than the Headteacher led the visit demonstrating their leadership ability and the breadth of skills across the school.</p> <p>4. <u>Update on status of review of discretionary policies</u></p>

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	<p>The leadership team have reviewed the discretionary policies and an updated review list was presented at the meeting showing the progress that had been made. It was noted that when a document is shown as 'removed' this meant that it had been temporarily removed from the school website whilst the review was underway.</p> <ul style="list-style-type: none"> • Attendance, Social Media and Teaching and Learning Policies have been reviewed in recent months. • Assessment (incl Marking and Feedback) and Lettings will be completed in April 2019 • Personal Development and Learning – scheduled for June 2019
18/19	<p>Governors' Monitoring</p> <p>1. <u>Visit Reports</u></p> <p>A lengthy consolidated visit report had been circulated comprising of 12 visit reports. Given the additional focus upon safeguarding, Governors agreed to add safeguarding observations to the visit report template to ensure that this information is captured going forwards.</p> <p><i>Post meeting note from the Clerk: the updated report template was circulated on the 27th March.</i></p>
19/19	<p>Statutory Policy Review</p> <p>1. <u>Admissions and 2. Complaints</u></p> <p>Both policies follow the HCC model. The Manual of Personnel Practice (MoPP) has recently been updated, including changes to the Complaints Policy. This has reduced the complaints process to a 2-stage process (from 3) and has introduced a process for dealing with serial and unreasonable complaints.</p> <p>The Chair recommended approval of both policies and this was unanimously agreed by all those present.</p>
20/19	<p>Forthcoming Events</p> <p>The Headteacher advised of the following school events: -</p> <ul style="list-style-type: none"> • Easter Service Wednesday 3rd April – leaving the school at 2pm • 3rd April 11.40-12.15 Curriculum vertical Grouping – Linda to attend. • Sat 27th April – grounds morning. Volunteers sought. • Friday 3rd May 1.15 pm – shortlisting/review of AHT applications – Andrew and Glenn. • 13th May is SATs week – Governors observe the process from 9.30am and possibly help as a reader if a member of staff is not available. <ul style="list-style-type: none"> ○ Monday 13th May - Ros ○ Tuesday - Linda ○ Wednesday – Mark ○ Thursday - Gary ○ A full timetable will follow. • 15th May 3.45pm – Pupil Progress Reviews. This will be in a coaching format with a review of MS3 data. Drilling down to individual children. Mark to attend. • 20th May – AHT Interview day. 8.45 start. Glenn to attend, Graham or Pam TBC.

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	ACTION: All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.
21/19	<p>Effective Governance and Equality</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"> ➤ AHTs / SLT Structure ➤ Succession Planning / GB membership ➤ SFVS ➤ Review of cost effectiveness and accessibility of the newsletter.
22/19	Date of Next Meeting – Friday 17 th May 2019 9.15am
23/19	<p>Close</p> <p>Governors warmly thanked the outgoing Chair Shirley Nellthorpe for her contribution to the school over the years and presented her with farewell gifts and flowers. Shirley has led transformation within the school and laid strong foundations for the future with a robust and committed leadership team and GB firmly in place. The Chair thanked everyone for their support and advised that she had very much enjoyed her time with the school.</p> <p>With all business concluded the Chair thanked the attendees and closed the meeting at 11.50am</p>

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Full Governing Body Meeting held on the 22nd March 2019

ACTION SHEET

Item	Subject	Action	Date Due
15	Pam and HT to discuss hi-vis vests for the Easter walk to Church.	PAS/HT	3 rd April
16.7.5	Headteacher to convene an election for Staff Governor.	HT	17 th May
16.7.6	1. Glenn to identify HTPM Training Dates for Graham. 2. Headteacher to inform parents/carers of the PG vacancy. 3. Clerk to draft an amendment to the Instrument of Government for discussion at the next FGB	GT HT Clerk	17 th May 17 th May 17 th May
20	All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.	All	ASAP

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