



# Denmead Junior School

## Meeting Minutes

*for the*

# Full Governing Body Meeting

Date / Location	Start Time	End Time
18 <sup>th</sup> July 2019 DJS, Bere Road, Denmead	6pm	8.30pm
Present	Apologies for Absence	In Attendance

Elaine Viner (**Headteacher**)

Pamela Allsop-Smith

Graham Goddard

Ros Owen

Glenn Taylor (**Chair**) Dep 6.36pm

Andrew Turk

Mark Willoughby

Linda Wilson Arr 6.07pm

Gary Dawe

Jo Marks

Tracy Jones (**LA Clerk**)

Item	Subject
37/19	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed everyone to the meeting. Apologies had been received from Gary Dawe and Jo Marks. With 8 Governors present the meeting was quorate throughout.</p>
38/19	<p><b>Declaration of Pecuniary Interest</b></p> <p>None declared.</p>
39/19	<p><b>Curriculum Presentation</b></p> <p>Duncan Proctor presented to governors on the Curriculum development within the school. (Copy presentation to follow)</p> <p>Monitoring of the curriculum is well embedded via vertical grouping. Selected children present their work to the subject leaders.</p> <p><b>Q: Do you use the same pupils each time?</b>  <b>A: The aim is to select different children each time for different subjects. All classes are split up and cover different subjects at the same time. A short questionnaire is used to collect evidence.</b></p> <p>During the Autumn Inset days the curriculum focus was developing curiosity and embedding challenge in 3 subjects. (Science history and geography)</p> <p><i>(LW joined the meeting at 6.07pm.)</i></p> <p>Amongst other strategies, class teachers were encouraged to 'go rogue' and tackle things in different ways. For example, building an electric motor using magnets and stop motion animation.</p> <p>Data analysis is an ongoing with a particular focus on the disadvantaged.</p> <p>2 Staff meetings have taken place with the Infant School looking at foundation subject progress.</p> <p><b>Q: Do you keep the same Subject Leaders from one year to another?</b>  <b>A: Generally yes. We try to maintain continuity.</b></p> <p><b>Q: How many Subject Leaders are there?</b>  <b>A: 11. Some staff lead more than one subject.</b></p> <p>Next steps –</p> <ul style="list-style-type: none"> <li>- Portfolios developed to show what mastery of a subject looks like.</li> <li>- Developing meta cognition.</li> <li>- Develop subject leaders as experts who can train others</li> <li>- Science – changes to assessment are being planned. Identifying key concepts by unit.</li> </ul>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	<p>- More effective use of data.</p> <p>The new Ofsted Framework will look at Intent, implementation and impact. Duncan provided a handout detailing the curriculum intentions and implementation and a list of curriculum driver impact questions (is the curriculum sufficiently challenging and appropriate for each child? Do the books show sufficient variation? And so on)</p> <p><b>Q: Are there individuals with specific responsibility?</b>  <b>A: Yes. There are various responsibilities allocated and the pieces fit together well incorporating daily activities. We constantly look at where we are now and where we are going, our strengths and weaknesses. Another key driver was that this year's performance management observations were in a foundation subject rather than English and Maths.</b></p> <p><b>Q: Do we have enough time and budget to continue with the curriculum development?</b>  <b>A: We have set next year's budget and timetable. Duncan is being released from teaching on Monday afternoons, along with a Subject leader who he will work with for several weeks. He will look at the portfolio, action plan, lessons plus coaching and mentoring staff.</b></p> <p>When Ofsted are looking at staff development they accept that you can only be measured based on the resources that you have, and how well you have used them. The school's best asset is passion for the subject. The performance management system will encourage reflection and access to training. Most inset days in the last year covered something on the curriculum.</p> <p><b>Q: Has there been a wow moment during the teaching?</b>  <b>A: Yes, for example in DT all of year 5 have been making fairground rides which was a joy to see, complete with electric motors. Teamwork, problem-solving and resilience were much in evidence.</b></p> <p>Governors thanked Duncan for the presentation and he left the meeting at 6.28pm</p>
<p>41/19</p>	<p><b>Chair's Update</b></p> <p>This item was brought forward in the running order.</p> <p>The Chair provided an update on current activities. The Assistant Head Teacher recruitment went well and Jo Marks and Tom Stapleton will be taking up the new roles. A complaint has been received which the Chair has responded to. No further information will be released at this time in the event that the complainant wishes to appeal to a Governor Panel. There is a 10 day appeal window.</p> <p><b>Q: Did the complaints policy work?</b>  <b>A: Yes, it is effective.</b></p> <p>The Chair has attended a number of school activities including the South East Governors Forum, Mexico Class Assembly, Ofsted briefing (along with the Head Teacher) Kings theatre show, Year 6 production, Pantomimes and the Paulton's Park trip. A discussion has also taken place with the Local Authority Designated Officer (LADO).</p> <p>An application has been received for the Governor vacancy and the Chair (and Head Teacher) has met with the applicant and discussed the role.</p>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	<p>Prior to departing the meeting at 6.36pm the Chair thanked the Head Teacher and staff for the excellent SATs results, (particularly in maths) which are all above national and Hampshire with the exception of writing. The Head Teacher was particularly pleased with the positive progress scores in reading and Maths. The boundaries are so tight that if a KS1 level 3 child loses more than 6 marks in total on the 3 maths papers they will not achieve positive progress.</p>
<p><b>40/19</b></p>	<p><b>Minutes and Actions from the meeting held on the 17<sup>th</sup> May 2019</b></p> <p>The Vice Chair Linda Wilson took over conduct of the meeting. 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. The minutes were signed by the Chair before his departure from the meeting.</p> <p>All outstanding actions have been completed or can be updated as follows: -</p> <p><b>29.4</b> The school has decided to replace outgoing computers with fixed PC's. It is easier to manage fixed equipment in the classroom. Laptops will also remain available for PPA. It has been confirmed that the PC's in the shared area are fully maintained by Drift.</p> <p><b>30.2</b> The date for the whole GB Training has been confirmed as the evening of the 23<sup>rd</sup> October. The trainer will be Maggie McMurray. Andrew Turk confirmed that he will be attending Ofsted Training with another school and will not attend the DJS event.</p> <p><b>30.3</b> All Governors have successfully accessed Governor Hub. Andrew Turk has added a useful folder of documents covering articles from the National Governance Association, the Schools Forum and other items from the National Conference.</p> <p><b>30.6</b> A safeguarding refresher will be completed on the morning of the departure to Tregoyd (9<sup>th</sup> September) Parents and staff will be invited.</p>
<p><b>41/19</b></p>	<p><b>GB Business</b></p> <p>1. <u>Confirmation of the amendment to the Instrument of Government</u></p> <p>The amended instrument of Government has been approved by Governor Services, effective 12<sup>th</sup> July 2019. The total number of Governors is now 13, of which 8 are co-opted.</p> <p>2. <u>Governor Recruitment</u></p> <p>1. Confirmation of staff Governor</p> <p>The Head Teacher confirmed that Jo Marks has been elected as staff Governor. Jo is the Maths lead, Assistant Head Teacher and Upper School Leader.</p> <p>2. Co-option of new Governor</p> <p>The Head Teacher and Chair have met with a prospective new Governor - Andrew Kirby and recommend his appointment to the GB. This was approved by all of those present. Andrew Turk has a contact at Purbrook Park School who is interested in joining the GB.</p>

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_

	<p><u>Post meeting note from the Clerk:</u> an application form has been issued to the interested party 20<sup>th</sup> July)</p> <p>The GB currently had a Parent Governor vacancy and will be issuing a vacancy notice to parents and carers at the start of the Autumn Term. If there are more applicants than vacancies, then a PG election will be held.</p> <p>3. <u>Governor roles/responsibilities for 2019/20</u></p> <p>Governors discussed current roles and responsibilities and debated whether a Governor should be appointed as Curriculum Lead for each subject (or a couple of subjects), rather than one Curriculum Lead which is currently Linda Wilson. We already have Maths and English Governors but what about other subjects – e.g. Science?</p> <p>It was noted that Andrew Turk is no longer a Governor at Morelands and the responsibilities document will be updated by the Clerk.</p> <p>A new RASIP will be created for the 2019-20 school year and objectives will be focussed around the new Ofsted framework. Governors agreed to review roles and responsibilities once new Governors have been appointed to the GB and the updated monitoring objectives have been agreed. Governors will complete a strategic overview of the RASIP in the Autumn.</p> <p>4. <u>H&amp;S Report</u></p> <p>The updated H&amp;S Report had been circulated prior to the meeting. Graham Goddard provided an overview of key events, noting that on the 23<sup>rd</sup> April a real life lockdown event occurred when the Air Ambulance needed to land in the field in an emergency. The lock down went well.</p> <p>Page 8 of the H&amp;S report notes an incident where youths managed to climb onto the school roof and break a sky light. The event was witnessed by an after-school club who alerted the police, and, based upon police advice impounded 3 bicycles, believed to belong to the youths. The Site Manager subsequently met the parents in the school car park and returned the bicycles. This highlights a potential risk to lone workers and it is recommended that refresher information is provided to staff who may be on school premises on their own. HCC Property Services fixed the skylight immediately and there have been no further issues.</p> <p><b>Q: Are there spikes on the roof?</b>  <b>A: Yes, there are some spikes. We do not know how they got on to the roof. Possibly by moving a picnic bench. The roof is quite low in a couple of places.</b></p>
42/19	<p><b>Headteacher's Report and Self Evaluation</b></p> <p>1. <u>Staffing Plan for Autumn 2019</u></p> <p>The Headteacher discussed the staffing plan for the Autumn Term. There are no changes to the Senior Leadership Team. Key Roles:  Jo Marks – Assistant Head Teacher, Upper School Leader and Maths Lead  Tom Stapleton – Assistant Head Teacher, Lower School Leader and English Lead  Duncan Proctor – Curriculum Lead  Kerry Howard – Inclusion Lead  Sherry Rogers – School Business Manager</p>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

There will be 3 new staff – 2 being NQTs from SCITT (School Centred Teaching Training). The school will be taking a SCITT student this year who will be mentored by Jo Marks.

There was an excellent response to the advert recruiting LSAs. 36 applications were received and 4 appointments were made. 1 has experience as a health visitor, 2 hold university degrees and the 4<sup>th</sup> has represented England in sports.

**Q: Are they appointed on fixed term contracts?**

**A: One is a permanent appointment, the others are fixed term. They will all work core hours in the morning and extra hours as needed in the afternoon.**

**Q: Will the appointments impact the budget?**

**A: Yes. We need to apply for 8 Education Health Care Plans (EHCPs) and this may take some time to achieve. EHCPs are not backdated.**

Governors were sad to hear that Sherry is unwell. Governors expressed their best wishes and discussed any ways that they and the school could provide assistance.

During the summer the school will be upgrading to Windows 10 and some disruption is expected.

The Upper School Published Admission Number (PAN) is 90 although the school can operate at 93 with 31 children in each class.

## 2. SATs Headline Results

Headline SATs results had been circulated prior to the meeting. The results were excellent. Writing was subject to moderation and all of the school judgements have been upheld and one child has been moved up to expected standard from working towards. The school has been praised for the range of writing opportunities given to the children.

Staff have been delighted with the overall results, which demonstrate that the school evaluation processes are robust and working well.

The SATs progress results are positive for reading (+0.03) and maths (+0.95) beating Hampshire progress. However, writing is a negative -1.4 (Hampshire's 0.08).

Areas for development in writing are the non-negotiables: consistency in basic punctuation, spelling and gathering enough pieces of evidence from a wide range of subjects as well as styles and formats.

Writing for a purpose and an audience remains an area of focus. It is possible to see spelling and grammar in books, but it is also about writing tone, audience and purpose. One book this year was Wonder, and the children had to pretend to be a parent writing to a school, seeking a school place for their child. This was a formal letter. Later in the unit of work an informal letter had to be drafted changing the tone, vocabulary and sentence structure.

**Q: Do the children read their work out loud?**

**A: Yes. They also play monkey ears where they cover their ears and read in their heads. They also read to others and complete peer reviews.**

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

**Q: Will maths maintain the positive trajectory?**

**A: The children need to be secure and build their confidence. Particularly around fractions, and place value. It is a different cohort next year, but the school is confident it can maintain positive progress scores. The children's attitude has really changed. They used to be easily distracted. They are now more focused. We have helped develop good attitudes to tests which are also good life skills. We will continue to separate Years 5 and 6 in the spring term for a short period every day to enable focussed teaching to take place.**

The result for disadvantaged reading may increase to 8/12 which will also impact the combined result and reduce the disadvantaged gap. Percentages are misleading due to the low numbers of children and the performance is very cohort specific.

**Q: Do they attend the homework club?**

**A: Many do. There are a lot of different reasons why they may be disadvantaged.**

Governors noted that Ofsted say £9 billion has been spent nationally on trying to close the gap with limited success.

3. Annual report on Attendance / Exclusions/ Punctuality

Attendance

Children	Attendance	Lateness
All	96.63% (95.58% 2018)	0.755%
Disadvantaged	92.6%	2.2%
EHCP	85.6%	0.4%
SEN	95.6%	1.1%

Disadvantaged attendance is low, lateness high, and will form part of the next RASIP. The Local Authority and IDSR Data will highlight the 3-year data which is slightly above average for schools with a similar level of deprivation. Punctuality is also an issue. This is monitored on a half-termly basis and letters issued to parents. Attendance certificates are awarded.

Exclusions: the total number of exclusions is above national levels:

2016-17 – 4 children, 5 exclusions

2017-18 – 3 exclusions different children

2018-19 – 4 exclusions 2 different children. 1 is disadvantaged.

**Q: Is it the same children moving through the school?**

**A: Yes and no. There is 1 boy is on a behaviour support plan who accounts for 4 of these exclusions since he arrived in year 3 (will be leaving in July to move onto secondary school). 1 child has had 3 exclusions this year and his support has been increased and he is on a reduced timetable. He is in year 3 so this may impact for several years. We are aware that the September intake will include a child who may later need to move onto a special school and so it is possible that exclusions will continue next year.**

Children are only excluded if all other options have been considered. The reduction in the number of children able to access special education is having an impact on the behaviours experienced in mainstream schools. Unfortunately, there are long waiting lists for Thrive Assessments and other external support.

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

4. Professional Day Closures 2019/20

The Professional Day Closures are 4<sup>th</sup> September, 25<sup>th</sup> October, 6<sup>th</sup> January, and the 29<sup>th</sup> June. One more date is to be arranged.

5. Update Report on Children in Care (LAC)

Category	Number of Children as at 15 <sup>th</sup> July 2019
LAC	1 (previously 3 – 2 siblings moved away)
Child in Need	1 awaiting assessment
Early Help Referrals	1
Family Support Service	2
Racial / Prejudice Incidents	1
Monitoring Families	14
Exclusions	2
Young Carer Referral	1
Total	23

6. Verbal update on RASIP Plan

The school uses the FACE model (feedback, autonomy challenge and engagement) to assess the quality of teaching. 2A+ is regarded as good and this has reached 100% achievement. A higher criteria (1B+) of very good ranges between 54-92.3% These are excellent results. The quality of teaching has been assisted by good coaching work across the school.

The work on challenge in the curriculum is beginning to be successfully evidenced.

The Ofsted inspection window starts in September so a visit will take place next year.

**Q: Do you think the school will be rated as outstanding?**

**A: No. However, we are aiming for receiving an acknowledgement that we are on track to become outstanding in the future and this will trigger an earlier revisit.**

**Q: Can you request an Ofsted visit.**

**A: Yes, but there is an expensive charge for this.**

Governors noted that the UK is one of only two countries in Europe who complete an inspection in one day. Most countries take a week.

The LA support will be finishing in April 2020.

The school has completed a lot of work on the assessment process but there is some inconsistency in the data tracking compared to what is evident in lessons and in books. The data algorithms will be amended and reduced.

Jo Marks has applied for training in maths mastery via the Solent Maths Hub. Any specialist leader in Education (SLE) needs to be officially certified by the Maths Hub.

7. Quarterly Budget Update for Approval

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	<p>The quarterly budget deficit statement for Q1 had been circulated prior to the meeting and signed by the Chair. It is early in the financial year and there is nothing of note to report. There were no questions.</p> <p>8. <u>Update on the status of discretionary policies</u></p> <p>The following discretionary policies have been reviewed and updated: Assessment, Lettings, Marking and Feedback.</p> <p>PDL has been carried forward to December 2019 and the Security Policy to October 2019.</p> <p>On the topic of PDL (Personal Development) Governors noted that the local Police and Crime Commissioner has launched a free trial for Cyber Ambassadors to help children with E-safety awareness.</p> <p>9. <u>Wraparound Provision</u></p> <p>The Headteacher updated Governors on the local wraparound provision. Denmead Express who operate from the Infant School have advised parents that from December 2019 they will no longer be able to accommodate Junior School Children. They are reducing their staff and capacity to 16 children. This will affect 26 Junior School children.</p> <p><b>Q: What is the reason for the change?</b>  <b>A: They are struggling to recruit staff and they are having to make cost savings. The Infant School has recently started charging for the space that they occupy. Junior School children are collected by a walking bus with 2 escorts which they can no longer accommodate.</b></p> <p>Denmead Daycare who are based at the Junior School do not have capacity for extra children and they already have a waiting list. There have been a number of concerned parents but the situation is not in the control of either school and the parents must now seek alternative venues for wraparound care.</p> <p>The ideal solution in the longer term would be the provision of a larger permanent facility in one place. DJS have the school field with space to erect portacabins but do not have the funds to consider such an investment that would take many years to recoup.</p> <p><b>Q: Does the school have any responsibility to provide after school care?</b>  <b>A: No – but it is a potential business opportunity.</b></p> <p>The Head Teacher has written to two parents who have been in contact to explain the situation. The lack of wraparound may impact the number of children attending the after-school clubs.</p>
<p><b>43/19</b></p>	<p><b>Pupil Premium Strategy</b></p> <p>The PP strategy has been reviewed.</p> <p><b>ACTION: Headteacher to circulate the PP strategy document.</b></p>
<p><b>44/19</b></p>	<p><b>Governors' Monitoring</b></p> <p>49 Visit reports had been completed across the year which is an excellent monitoring effort.</p>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	<p>Reports are now stored on Governor Hub for ease of reading and will continue to form part of the FGB document pack.</p> <p>It was noted that HCC provide an e-learning package covering effective monitoring visits and this can be accessed via the Governor Service Portal.</p>
<b>45/19</b>	<p><b>Training Update</b></p> <p>The date for the whole GB Training has been confirmed as the evening of the 23<sup>rd</sup> October. The trainer will be Maggie McMurray. This will be a busy week as there are Parents Evenings on the 22<sup>nd</sup> and 24<sup>th</sup> October.</p> <p><b>ACTION – Clerk to the confirm the whole GB Training date of 23<sup>rd</sup> October to Governor Services.</b></p>
<b>46/19</b>	<p><b>Statutory Policy Review</b></p> <p>The Personal Development Policy (PDL) will be carried over for review in December.</p>
<b>47/19</b>	<p><b>Forthcoming Events</b></p> <p>The Headteacher advised of the following school events: -</p> <p>Inset day 4<sup>th</sup> September – initial staff briefing to set the scene and targets for the year. 8.45-10.30am. LW tbc</p> <p>4<sup>th</sup> September – FGB 4.30pm bring cakes/ biscuits to meet and greet the staff</p> <p>W/C 9<sup>th</sup> September - Tregoyd residential – GD / GT</p> <p>Thursday 12<sup>th</sup> September Lower School Welcome Meeting 2.30pm - PAS</p> <p>Tuesday 17<sup>th</sup> September. Upper School Welcome 2.30pm RO / LW</p> <p>Monday 16<sup>th</sup> September – Emma Scribbens (LA Adviser) - Spelling Visit 3.45pm – MW tbc</p> <p>Thursday 26<sup>th</sup> September open morning for prospective parents 9-11am</p> <p>Tuesday 1<sup>st</sup> October Maths Stay and Learn morning (Place values) 9am – RO</p> <p>Tuesday 8<sup>th</sup> October. LLPR Visit. 2pm tbc – LW and RO</p> <p>Wednesday 9<sup>th</sup> October – Staff meeting with school partnership programme on curriculum. 3.45 LW (TBC)</p> <p>Monday 21<sup>st</sup> October – road safety citizens whole day event</p> <p>Tues 22<sup>nd</sup> October Parents evening LW (tbc) and Thurs 24<sup>th</sup> - PAS</p> <p>Friday 25<sup>th</sup> October – Inset Day</p> <p>Tuesday 5<sup>th</sup> November open morning 9am.</p> <p>Thursday 7<sup>th</sup> November SATs information evening 7.30pm</p> <p>Tuesday 12<sup>th</sup> November – new parents evening</p> <p><b>ACTION: All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.</b></p>
<b>48/19</b>	<p><b>Effective Governance and Equality</b></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"> <li>➤ Review of SATS data</li> <li>➤ Exclusions/attendance.</li> <li>➤ Curriculum review</li> </ul>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	➤ Health and Safety Review
<b>49/19</b>	<p><b>Date of Next Meeting</b>– Wednesday 4<sup>th</sup> September 2019 at 4.30pm. Agenda items to include:</p> <ul style="list-style-type: none"> <li>- Staff meet and greet (please bring cakes!)</li> <li>- Confirmation of Chair / Vice Chair 2019-20 (election already held)</li> <li>- Review of Governor roles/responsibilities</li> <li>- Review of ToR and adoption of MoPPs/MoFPs</li> <li>- Approval of Safeguarding Audit and CP Policy</li> </ul>
<b>50/19</b>	<p><b>Close</b></p> <p>With all business concluded the Vice-Chair thanked the attendees and closed the meeting at 8.30pm.</p>



## Full Governing Body Meeting held on the 18<sup>th</sup> July 2019

### ACTION SHEET

Item	Subject	Action	Date Due
<b>43/19</b>	Headteacher to circulate the PP strategy document	Head	July 2019
<b>45/19</b>	Clerk to confirm the whole GB Training date of 23 <sup>rd</sup> October to Governor Services.	Clerk	Completed
<b>47/19</b>	All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.	All	ASAP

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_