



**Foxhills Junior School**  
**Care • Learn • Enjoy • Achieve • Reflect**



**Minutes of Virtual Meeting of the Full Governing Body**

**Monday 22 February 2021 at 5:30 pm**

**GOVERNORS' KEY FUNCTIONS**

Ensuring clarity of vision, ethos and strategic direction

Holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of the staff

Overseeing the financial performance of the organisation and making sure its money is well spent

<b>Governors Present:</b>	Ann Arscott, LA Governor, Chair of Governors (AA) Andrew Shore, Headteacher (AS) Jan Batty, Co-opted Governor (JB) Anne Marie Datlen, Co-opted Governor (AMD) Michael Isherwood (MI) Tim Mead, Co-opted Governor (TM) Donna Neill, Co-opted Governor, (DN) Debbie Pearce, Parent Governor (DP) Hayley Sired, Staff Governor (HS) Glenda Thornley, Co-opted Governor (GT) Clive White, Co-opted Governor (CW) Adrian Wiley, Co-opted Governor (AW) - <i>joined the meeting at 6 pm</i> Natasha Wooton (NW)
<b>Apologies received:</b>	
<b>In Attendance:</b>	Tracy O'Connor, LA Clerk (TOC) Chris Bristow, Deputy Head Teacher (CB)

Blue type indicates Governors fulfilling their core function of holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

	The meeting was Quorate throughout and commenced at 5:30 pm.	
	The Agenda and all documents were circulated to the FGB prior to the meeting to enable questions/amendments to be prepared.	
		Action
1.	<b>Welcome and Apologies</b>  The Chair welcomed everyone to the meeting and thanked the FGB for agreeing to start at the earlier time. The Chair welcomed and introduced the new Clerk, Tracy O'Connor.	



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	Adrian Wiley was not able to attend the meeting at the earlier time but will possibly join the meeting later. There were no other apologies to record.	
2.	<b>Declaration of Business and Pecuniary Interest</b>  There were no business or pecuniary interests to declare relevant to the Agenda.	
3.	<b>Constitution</b>  Councillor Keith Mans has been contacted to advise Ann Arscott, LA Governor wishes to continue in her post and the FGB are supportive of the request. Councillor Mans has agreed and approved the request to re-nominate Ann in her current role.	
4.	<p><b>Minutes of Last Meeting – 24 November 2020</b></p> <p>4.1 To approve and sign minutes of previous meeting</p> <p>Subject to one amendment the minutes of the FGB on 24 November 2020 were an accurate record of the meeting and were agreed and approved by the FGB.  <b>AP1: Clerk to amend minutes – FGB 24 November 2020.</b>  <b>AP2: Chair to sign the FGB Minutes – 24 November 2020 on GovernorHub.</b></p> <p>Instructions to sign a document online - -</p> <ul style="list-style-type: none"> <li>• In the Documents tab, find the document you wish to sign.</li> <li>• Ensure document is closed.</li> <li>• Click on the three dots menu on the right-hand side.</li> <li>• This menu will give you an option to "mark as signed".</li> <li>• Once you have done this the document will display 'marked as signed by .....</li> <li>• If you hover over your name with a mouse it will reveal the date of the signature.</li> <li>• More than one person can sign a document.</li> <li>• To remove your signature, you click on the three dots and select 'mark as unsigned'.</li> </ul> <p>4.2 Matters arising and action points from previous meeting</p>	Clerk Chair

<b>Matters arising from FGB on 24 November 2020</b>			
Resp	Item	Action	Comment/completion
AA	3.0	AA to sign minutes digitally at the end of the meeting and paper copies at the earliest opportunity.	<b>Completed</b>

Signed:

Date: 22.02.21

Clerk/AA	3.0	c/fwd FGB 28.09.20 One Governor to complete Pecuniary Interest Declaration and confirm that they have read KCSiE2020 on GHub. Clerk/AA to remind.	A reminder to all Governors to complete Pecuniary Interests on GovernorHub.
GK	3.0	GK to send AA/TM an example of a governor monitoring form for monitoring medical needs.	The monitoring example has been forwarded to TM. This will be discussed at the next F&R meeting.
AS/DN	3.0	13.7 - AS to send Behaviour Policy and Behaviour Principles Written Statement to DN for checking and then AS to upload onto website once DN has reviewed.	The Policy was agreed at the Nov 2020 CLA meeting. The documents have been uploaded to the school website. The HT advised that since approval he has attended a Behaviour Conference and he will liaise with DN and revisit the documents.
AS	5.0	AA to pass on Governor thanks to staff for all their hard work and commitment to the school.	Completed.
GK	7.2	Email Councillor Mans requesting that he nominates AA to continue as the school's LA governor.	Completed. Cllr Mans has re-nominated AA to continue as LA governor. Governors to re-appoint at next FGB. Clerk to add to beginning of FGB agenda 22.02.21.
Clerk	8.5	Clerk to add Catch-up Funding monitoring of spending and impact to the CLA's remit and agenda.	To CLA
CB/Clerk	8.5	SEND policy and SEND Information report 2020-21 to be approved at next FGB on 22.02.21. CB to update and Clerk to add to agenda	Agenda Item 13

5.	<p><b>Headteacher Report</b></p> <p>5.1 Headteacher Report            5.2 Progress of EHCP children and impact on EYFS            5.3 Impact of Lockdown/Covid 19 on school organisation and curriculum            5.4 Remote Education provision document for website</p> <p>The FGB thanked the HT for his very comprehensive and helpful Report.</p> <p>With the announcement due at 7 pm this evening the HT appreciated that the FGB would have a lot of questions but until further information is received it would be better to discuss when finer details are known.</p>	Chair
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	<p>It is not known at this stage if all the children will be returning to school on 8 March or if there will be a phased return. It is not known if bubbles will be maintained. As soon as the HT receives more details he will forward them to the FGB.</p> <p>A Governor referred to one point that afterschool clubs would be reinstated and there would be implications to this. The HT advised that the New Forest Child Care was suspended because there were concerns over keeping the children apart. If there is no expectation for bubbles in school to continue this can be revisited.</p> <p>The HT advised that the biggest change has been the voluntary Lateral Flow Testing and staff are taking tests on Wednesday and Sunday evenings.</p> <p>The school is running smoothly and the organisation is extremely tight. The HT referred to the decision that was made to maintain bubbles in classes and this will be beneficial and eliminate barriers when the children return to school. The school is in a good position for the children to return on 8 March.</p> <p>The Chair wanted to thank staff again for their hard work. A lot of positive emails have been received from parents on the home learning which is excellent.</p> <p><b>Q: A Governor asked if there were the same amounts of children attending school?</b> The numbers attending are fairly stable. When it was announced that lockdown was going to continue an influx of applications was received from parents who wanted their children to return to school. Debbie Thorne, school office, has worked extremely hard and has responded to parents requesting more information.</p> <p>The HT confirmed that the Remote Education Document is available on the school website.</p>	
6.	<p><b>Chair's Report</b></p> <p>The Chair advised that she prepared her report as she was very aware that the FGB cannot meet or visit school as often as they would like to. The Chair thought it might be helpful to all governors, especially those who have recently joined the Board, to provide an update on interactions with the school since the last FGB on November 24th 2020.</p> <p>It was hoped that Governors may be able to go into school in the summer term but not until then. The HT advised that the Risk Assessment will need to be reviewed and amended.</p> <p>The FGB advised that the Reports received from the Chair and the HT were very helpful.</p>	

7.	<p><b>Committee Meetings</b></p> <p>7.1 Finance and Resources (13.11.20)          (No meeting held since last FGB – 24.11.20)</p> <p>School Financial Value Statement (SFVS) – The SFVS has been completed and is ready for submission. Compared to last year there are no major differences. The submission date has been changed this year from 31 March to 28 May 2021.  <b>The FGB confirmed their agreement and approved the SFVS.</b></p> <p>7.2 CLA Committee – (20.11.20)          (No meeting held since last FGB – 24.11.20)</p> <p>The next CLA Committee meeting is on 15 March 2021.</p>	
8.	<p><b>School Improvement Plan</b></p> <p>8.1 Governor monitoring, visits and monitoring reports.</p> <p>AW requested that the report that DN wrote after the meeting about assessment should come to the FGB. It will also be discussed at the CLA meeting. The FGB confirmed they had all received a copy of the report.</p> <p>DN advised that it was a very interesting meeting. AS, CB and Natalie Hogbourne presented the new Assessment framework for the foundation subjects. A lot of work has been undertaken looking at how the non-core subjects are assessed.</p> <p><b>Assessment</b></p> <p>A six point scale has been developed to assess children’s learning across both Core and Foundation Subjects, referred to as “BAD Assessment”–</p> <p><b>BEGINNING</b>          B: At the beginning of year group/age standard          B+: Close to achieving the year group/age standard</p> <p><b>ACHIEVING</b>          A: Achieving the year group/age standard (equivalent to ARE)          A+: Mastery of the expectations (i.e. unconsciously demonstrating)</p> <p><b>DEEPENING</b>          D: Deepening understanding and application of knowledge and skills across the curriculum          D+: Exceptional performance</p> <p>The Governors agreed it was a very thorough way to be able to monitor pupil progress. It will enable the teachers to know where the children are and to identify any gaps.</p>	

	<p>The Assessment has brought the non-core subjects in line with the core subjects. Different groups of children can be identified not just in reading, writing and maths but in all subjects. Gaps across year groups can also be identified in a particular subject which is really useful. From this the school will be able to see if they are doing curriculum coverage. If there are any gaps they will be revisited and interventions will be put in place. The Assessment provides teachers with more in-depth monitoring.</p> <p>The Governors thanked DN for her excellent report.</p>	
<p>9.</p>	<p><b>Safeguarding/Child Protection</b>            9.1 Safeguarding update            9.2 Governor monitoring of Safeguarding</p> <p>Governors confirmed they had received the minutes of the Safeguarding Committee Meeting on 21 January 2021.</p> <p>Since the meeting there has been one new case. The school, Social Services, police, Health and Welfare are involved with the family.</p> <p>Attendance has been challenging and is being monitored. The teachers have been very rigorous with their monitoring. If a child has not engaged online the teachers escalate to the Deputy HT or HT.</p> <p>Safeguarding capacity has increased. Hayley has now returned and there are also 2 new DSLs (Designated Safeguarding Lead). Both have completed their training which is very positive for the school.</p> <p>A Governor said it was appreciated that it is difficult as not all children can be seen. The school are not allowed to demand that the children attend school but they do know all the children are safe.</p>	
<p>10.</p>	<p><b>Finance</b>            10.1 SFVS (Schools Financial Value Statement) – FGB to confirm agreement - <b>For the financial year 2020 to 2021, schools should submit their SFVS to their local authority no later than 28 May 2021</b>            Discussed and Approved at item 7.</p> <p>10.2 Discuss predicted pupil numbers and budget implications</p> <p>First Choice – 74            Second Choice – 35            The HT advised that at this stage it is not known how many second choice children will attend Foxhills Junior School. It is anticipated that numbers will increase. The</p>	

	<p>biggest impact is the Local Authority have reduced the Infant School intake from 90 to 60.</p> <p>The children who once attended the Infant School now attend other local schools. Although many of these parents fall into our catchment, because they feed directly in Abbotswood, it would appear that children are choosing to follow friends into Abbotswood, rather than choose their catchment school.</p> <p>The HT will confirm the figures to the FGB when they are known in March/April.</p> <p><b>Q: A Governor asked if the school has fewer children how will this impact on the budget?</b></p> <p>The 3 year forecast still looks positive even based on reduced numbers. A small surplus has always been maintained to ensure the provision currently available is able to be maintained.</p> <p><b>10.3 SLA – Advice, Support and Training subscription 2021/22 – To Note Deadline 12 February 2021 – Agreement confirmed online by FGB</b></p> <p>Every year the FGB subscribe to Governor Services for Advice, Support and Training. The Chair encouraged the Governors to take advantage of the training that is available.</p>	
11.	<p><b>Governor Matters</b></p> <p>11.1 Constitution – appointments/election/current vacancies</p> <ul style="list-style-type: none"> <li>• 1 x Parent Governor vacancy  <b>(FGB agreed to delay in current circumstances)</b></li> </ul> <p>There is still a Parent Governor vacancy. The Governing Board decided to continue to delay filling the post due to difficulties in conducting a Covid safe election.</p> <p>11.2 Governing Board Work Plan for Spring 1</p> <p>The Governing Board Work Plan for Spring 1 has all been completed. It is hoped that in the summer Governors will be able to attend school.</p> <p>11.3 Governor Training</p> <ul style="list-style-type: none"> <li>• Individual Governor training carried out</li> <li>• Whole Governing Body Training (WGBT) – feedback 01.02.21 – Pupil Wellbeing and Attainment</li> </ul> <p>The Chair thanked DN for her helpful training report – Understanding the Primary Curriculum.</p> <p>The Chair and DN attended the virtual Governor’s Conference. The Conference was very good although the interaction was not the same. One of the speakers asked the attendees to summarise their involvement with the Governing Board – Why are you a Governor? What do you do? this was an interesting exercise.</p>	



	<p>WGBT – Pupil Wellbeing and Attainment  <b>Q: The Chair asked what do the Governors think we should be doing? Are we covering wellbeing within all the things that we do? It was suggested that a Governing Board may want to set up a Committee.</b></p> <p>The Governors said that aspects of wellbeing are covered in Safeguarding, visiting the school and the HT Report. Governors felt it was not necessary to have another Committee. Areas had been identified at the training that Governors should be aware of.</p> <p>A Governor said that the trainer was impressed by the amount the school already do. The Governor took on board to open up opportunities for the children. It is a school priority to encourage children to enjoy their learning, their school and positive emotional health.</p> <p>When the children return to school it is important that the school reflects on what was in place. The provision for looking after the children’s wellbeing was very good and it is important to get it back to where it was.</p> <p>A Governor also referred to the HT Report and it was obvious that the HT is covering a lot of areas. It is not just the children, it is staff and parents’ wellbeing as well.</p> <p>The HT said that staff wellbeing has been very challenging for the HT and the Deputy HT emotionally. The Deputy HT said that she felt staff had come through it. Some staff were struggling. Confidence levels had dropped despite re-assurance. Going forward initially some teachers may be concerned when the children all return to school. The Deputy HT is positive the children will adjust quickly as the children have been engaging well in their learning. The staff have to adjust again to the pressures of having a full school. Confidence in the vaccines and Lateral Flow Testing have helped to boost confidence. One of the strengths of the staff is that they support each other.</p> <p>The Governors recognised the difficulties that all the staff are facing but hopefully they will improve.</p>	
12.	<p><b>Estates Health and Safety</b>  12.1 Site Walk</p> <p>A H&amp;S site walk has not been able to take place. This will be postponed until it can be completed.</p> <p>The HT advised that the crazy golf course has been completed and the children are excited to use it. A fence needs to be put up around it to stop the children running across and tripping over.</p>	



	<p>A Governor advised that he had viewed the video on the school website which showed the new play equipment and the golf course which looked very impressive.</p> <p>Year 6 area - Benches are going to be put on artificial grass which should look a lot better and enable the children to use them.</p> <p>Outdoor classroom – The HT advised the classroom (cabin) has now been completed in the woodland adjacent to the cricket ground and it looks amazing. The Governors were given an overview of the classroom which is able to accommodate 60 children sat around the outside and 30 in the middle. The classroom is 7 x 5 metres.</p> <p>A Governor advised she had seen the classroom and it is incredible. The children are going to love it. It sits in the setting beautifully.</p> <p>12.2 Training undertaken          No training has been undertaken.</p>	
<p>13.</p>	<p><b>Policies and Documents for review and ratification</b>          13.1 SEND Policy and SEND Information Report 2021/21</p> <p><i>Q: A Governor asked if all names contained in the Policy were up to date?</i>          The Deputy HT confirmed that all names were now up to date.</p> <p><b><i>The FGB agreed and Approved the SEND policy and the SEND Information Report 2020/21.</i></b></p> <p>13.2 NQT Policy – HCC Model Policy          The NQT Policy is a generic policy. HCC deliver a NQT programme for Newly Qualified Teachers.</p>	
<p>14.</p>	<p><b>Any Other Business</b></p> <p><b>Inset Dates</b> - The Inset Dates are the same as the Infant School</p> <p>SEPTEMBER 2021 (Thursday 2nd and Friday 3rd) - 1st two days back at school.          Agenda issues: Safeguarding/ Curriculum (Projects)/ Assessment/ Wellbeing</p> <p>NOVEMBER 2021 (Monday 1st) – ArtsMark</p> <p>JANUARY 2022 (Tuesday 4th) - Cultural Capital (closing the gap for disadvantaged children/ Cultural Diversity curriculum</p> <p>JUNE 2022 (Monday 27th) Transition/ assessment/ standards</p> <p><b><i>The FGB confirmed their Approval to the Inset Dates.</i></b></p>	

	<p><b>‘School Streets’ Scheme</b>          The school has registered for the ‘School Streets’ Scheme and a response is awaited to see if successful.</p> <p><b>Thank you to the teachers</b>          The Governors wished it to be recorded to thank all the teachers for their hardwork and commitment during very difficult and challenging times. The HT said that the comments are really appreciated.</p>	
15.	<p><b>Self-Evaluation of the meeting</b>          How has the meeting benefitted the children?</p> <ul style="list-style-type: none"> <li>• Governors have reviewed and endorsed a detailed HT report covering curriculum and wellbeing issues at a time when the majority of pupils are home learning.</li> <li>• A report was received on the new assessment system for foundation subjects. This will enable teachers to accurately track progress and attainment against defined standards, thus enabling gaps in children’s learning to be identified and rectified.</li> <li>• Governors have satisfied themselves that all Safeguarding requirements are being met.</li> <li>• SEND policy has been checked and approved.</li> </ul> <p>How have we supported and challenged senior staff?</p> <ul style="list-style-type: none"> <li>• HT has provided information as far as possible on provision for children returning to school (B this meeting took place just prior to the Gov.UK roadmap announcement).</li> <li>• Governors have recognised the challenges all staff are facing at this difficult time, and discussed wellbeing issues with the HT.</li> </ul> <p>How have governors fulfilled their core functions?</p> <ul style="list-style-type: none"> <li>• Ensured the curriculum continues to be taught to all children.</li> <li>• Completed and submitted the SFVS.</li> <li>• Recognised the challenges of lockdown education, and supported staff.</li> </ul>	

	<p><b>AP4: Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes.</b></p> <p>The Clerk suggested that going forward two Governors could be appointed to self-evaluate the meeting. This would give all Governors the opportunity to be analytical and to look back and reflect on the meeting.          It was agreed that on completion of the draft minutes the Clerk would send the minutes to the appointed Governors for their self-evaluation. They would then advise the Clerk for inclusion in the minutes.</p>	
	The meeting closed at 6:35 pm.	

<b>Action Points – FGB 22 February 2021</b>		<b>Who</b>
1.	Clerk to amendment minutes – FGB 24 November 2020. <b>Completed.</b>	Clerk
2.	Chair to sign the FGB Minutes – 24 November 2020 on GovernorHub.	Chair
3.	Behaviour Conference – HT and DN to arrange a meeting to revisit the Behaviour Policy and Behaviour Principles Written Statement	HT/DN
4.	Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes.	Chair/Clerk

<b>Date</b>	<b>Start</b>	<b>End</b>	<b>Committee</b>	<b>Meeting</b>
Fri 12 Mar 2021	09:00	11:00	Children's learning and achievement	CLA
Fri 30 Apr 2021	14:00	15:30	Finance and resources	F&R
Tue 11 May 2021	16:30	18:30	Foxhills Junior School	FGB
Fri 11 Jun 2021	09:00	11:00	Children's learning and achievement	CLA
Tue 13 Jul 2021	18:00	20:00	Foxhills Junior School	FGB



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<b>Chair – Ann Arscott</b>		<b>Vice Chair – Adrian Wiley/Donna Neill</b>	
<b>Children’s Learning and Achievement Committee</b> Adrian Wiley - Chair Glenda Thornley Clive White Ann Arscott Anne Marie Datlen Jan Batty Donna Neill Andrew Shore		<b>Finance &amp; Resources Committee</b> Tim Mead - Chair Debbie Pearce Ann Arscott Andrew Shore Natasha Wooton <b>VACANCY</b>	
<b>Headteacher Performance Management Panel</b> <b>External Advisor –</b> Ann Arscott Adrian Wiley Donna Neill		<b>Pay Review Committee</b> Clive White - Chair Glenda Thornley Donna Neill	
<b>SEND governor/Pupil Premium/LAC/PLAC/ Designated teacher report</b> Jan Batty Michael Isherwood		<b>Safeguarding/Safer Recruitment Committee</b> Ann Arscott - Chair Donna Neill Michael Isherwood	
<b>Development and Training Governor</b> Anne Marie Datlen		<b>Forum Rep</b> Anne Marie Datlen	
<b>English Governor</b> Adrian Wiley		<b>Maths governor</b> Michael Isherwood	
<b>Sports Premium</b> CLA		<b>Science</b> Glenda Thornley	

<b>Promoting Positive Behaviour governor</b> <b>VACANCY</b>	<b>SMSC/British Values</b> Anne Marie Datlen
<b>Pupil voice and Rights Respecting governor</b> Clive White	<b>Wider Curriculum link governors</b> Clive White Donna Neill
<b>Health and Safety/Premises/Site Security governor</b> Tim Mead	<b>Website compliancy</b> Vacancy
<b>Personnel/Complaints/Grievances/Disciplinary</b> Formed as needed	<b>Allegations against Headteacher</b> Ann Arscott

Signed:

Date: 22.02.21