



Foxhills Junior School
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Minutes of Virtual Meeting of the Full Governing Body

Tuesday 7 December 2021 at 5:00 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

Governors Present:	Ann Arcscott, 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, Co-Opted Governor (MI) Debbie Pearce, Parent Governor (DP) <i>(joined the meeting at 5:30 pm)</i> Hayley Sired, Staff Governor (HS) Glenda Thornley, Co-opted Governor (GT) Natasha Wooton (NW)
Apologies received:	Tim Mead, Co-opted Governor (TM) Donna Neill, Co-opted Governor, (DN) Adrian Wiley, Co-opted Governor (AW)
In Attendance:	Tracy O'Connor, LA Clerk (TOC) Chris Bristow, Deputy Head Teacher (CB) <i>(joined the meeting at 5:35 pm)</i>

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.

	<p>The meeting was Quorate throughout and commenced at 5:00 pm.</p> <p>The Agenda and all documents were circulated to the FGB prior to the meeting to enable questions to be prepared.</p>	
		Action
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Tim Mead, Donna Neil and Adrian Wiley.</p>	

Signed:
Date:

	Apologies were not received from Debbie Pearce.	
2.	Declaration of Business and Pecuniary Interest There were no business or pecuniary interests to declare relevant to the agenda.	
3.	Minutes of Last Meeting – 28 September 2021 3.1 To approve and sign minutes of previous meeting <ul style="list-style-type: none"> • 28 September 2021 • FF - Confidential Addendum to Minutes – 28 September 2021 <p>The minutes and confidential minutes of the FGB on 28 September 2021 were an accurate record of the meeting and were agreed and approved by the FGB.</p> <p>AP1: Chair to sign the FGB Minutes – 28 September 2021 on GovernorHub.</p> 3.2 Matters arising and action points from previous meeting	Chair

	Action Points – FGB 28 September 2021	Who
1.	Governors to update and confirm their Declarations of Interest for the new academic year on GovernorHub. Completed	All
2.	Chair to sign the FGB Minutes 13 July 2021 on GovernorHub. Completed	Chair
3.	Behaviour Policy and Behaviour Principles Written Statement – HT and DN to approve the principles and report to the FGB at the September meeting. C/fwd to Nov Meeting AP2: The HT will discuss the statement with DN and DP. On completion the HT will circulate to the Governors.	HT/DN
4.	Review home-school agreement - Agenda item FGB February 2022. C/fwd	Clerk
5.	DN/AA to review the Unacceptable Conduct by Parents, Carers or Visitors, the Complaints and Managing Serial complaints policies. To be discussed at the FGB in September. C/fwd to Nov Meeting – To be held in abeyance pending decision on Federation	Clerk
6.	HT to review data and advise the difference between FSM6 and FSM FSM6 is called ever 6 which is Pupil Premium. Free School Meals are offered to children in Reception, Year 1 and Year 2. The funding continues for a further 6 years, even if the child is no longer entitled to receive free school meals.	HT



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7.	Governors to advise the HT if they would like to attend the Year 3 outcome on 12 October at 2 pm. <i>Year 3 Bee outcome – Governors were not able to attend the outcome due to covid. The New Forest District Beekeepers Association visited the school. The presentation is available on the website.</i>	All
8.	HT to arrange a Safeguarding Committee meeting with AA and MI. <i>The Safeguarding meeting was arranged. To be discussed at point 5.</i>	HT
9.	All Governors to check their Committee membership/roles and responsibilities at the end of the Minutes. If there are any amendments please advise the Clerk.	All

4.	<p>Headteacher Report</p> <p>The HT report was issued to the Governors prior to the meeting. The Chair thanked the HT for his comprehensive report which contained a lot of information.</p> <p>Staff Induction sheet – when new staff completed their new staff interview with the Governors a sheet was prepared that had Safeguarding and operational questions on. It was determined that it would be more effective to separate the Safeguarding. There are now two separate inductions. One for Safeguarding and one for operation. New staff now have a follow up induction to find out if there is anything more that they need to know and if everything is clear.</p> <p>The HT apologised but he forgot to include the attendance on his HT report. AP3: HT to recirculate the HT report with the attendance data included to the beginning of December. If anyone has any questions please email the Chair. The HT will respond to any questions.</p> <p><i>Q: Has covid impacted hugely on attendance?</i> National Attendance 92% New Forest 94% Foxhills Junior 95.3%</p> <p>Foxhills target was set at 97.5% however when compared to National and New Forest it is looking healthy.</p> <p>Covid has impacted on attendance. When children are away from school with covid they are still marked as absent. This is the same for staff. The data does not give the option to separate out covid absences from other absences unless this is manually completed.</p> <p><i>Q: The children who are absent with covid do they complete home learning?</i> If the children are well enough the children take part in a morning zoom session, break, another zoom session and then another zoom session in the afternoon.</p>	HT
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	<p>The obligation of the teachers is not to provide full time zoom teaching it is to have check ins throughout the day to check they are on track with their learning. Some teachers leave the children on live throughout the whole day but there is not an obligation. It is very difficult and challenging for the teachers to manage children in school and at home at the same time.</p> <p>The Governors will see on the HT report that the school is re-building its daily life, to pre-Covid operations, however, the resurgence of Covid is impacting on this, with a high level of staff absence. Clubs, Assemblies, Red Force have had to be paused.</p> <p>Drop in centre – The concept is good but this has also been impacted.</p> <p>A review will be made of the impact of bubble time in terms of children being able to share their concerns.</p> <p>The class teachers have been mentioned in the HT report but there are also other staff who provide valuable support throughout the school and enable the school to operate – Jenny, Anne-Marie, Helen Normington, Helen Machin and Sarah Hull.</p>	
5.	<p>Committee Meetings</p> <p>5.1 Finance and Resources (19.11.21) Verbal report</p> <p>The minutes have been circulated and uploaded to GovernorHub.</p> <p>The budget continues to be managed very carefully and remains healthy. The Revised Budget was approved by the FGB.</p> <p>5.2 CLA Committee – (12.11.21)</p> <p>The minutes have been circulated and uploaded to GovernorHub.</p> <p>5.3 Safeguarding Committee (12.10.21) and (07.12.21)</p> <p>12.10.21</p> <p>Staff interviews were conducted. The LSAs were clearly nervous and there was a lot to learn from the induction process about how things can be improved going forward. The inductions have now been split into two parts – Safeguarding and operational. A refresher will also be completed. There is so much to learn at the outset.</p> <p>7.12.21</p>	

	<p>Two focus points were decided –</p> <ul style="list-style-type: none"> • Revising the bubble system that the school were utilising and enabling the children to have discussions. The HT was thanked for the information that was correlated which was very helpful. • Follow up any Pupil Questionnaire queries which will be discussed in the staff meeting. The HT enters the data onto the master spreadsheet. It is good for the HT to see the responses. A column has been introduced that shows the progress/action taken. <p>The HT has issued a questionnaire analysis to all of the staff and asked for them to look and discuss with their classes. Outcomes will be discussed at the staff meeting and feedback to Governors.</p> <p>The HT will introduce, for the next questionnaire, a comments section at the bottom of the form that teachers can use.</p> <p>The Chair thanked MI for his report.</p>	
6.	<p>Safeguarding/Child Protection</p> <p>6.1 Safeguarding Report – MI (item 6 Safeguarding Committee) 6.2 Safeguarding training – all Governors to complete. (Email sent by Claire in October)</p> <p>There are two options for Safeguarding training – Governor Services or NCL.</p> <p>Both options are tailored for Governors. It will be positive for Governors to be brought in line with staff and to complete the annual declaration in September.</p> <p>The school invest a lot of money in training. On completion please update your GovernorHub records or advise DTG and she will update for you.</p> <p>The training is very good and absolutely necessary. Everything changes so quickly especially with education and legislation changes. It is useful as a refresher and to keep at the forefront.</p> <p><i>CB joined the meeting at 5:35 pm.</i></p>	
7.	<p>Governor Matters</p> <p>7.1 Constitution – appointments/election/current vacancies</p> <ul style="list-style-type: none"> • 1 x Co-opt Governor vacancy 	

	<ul style="list-style-type: none"> • 1 x Parent Governor vacancy <p>It was agreed to put the vacancies on hold at the current time.</p> <p><i>DP joined the meeting at 5:30 pm</i></p> <p>7.2 Governor Training</p> <ul style="list-style-type: none"> • Whole Governing Body Training (WGBT) <p>Evaluating Spiritual, Moral, Social & Cultural (SMSC) Development – 15 March 2022 at 18:00 pm</p> <p>It is hoped the training will be delivered face to face. The DTG will be issuing an attendance list and checking that everyone is happy to attend.</p> <p>The course covers RE, wellbeing, Red Force, Pupil Voice and British Values. The Board should find the training very interesting. The DTG has invited Jenny Bailey, RE Subject Leader and Louise Drage, Year 6 Artsmark as observers.</p> <p>Q: Have the Infant School been invited to the training?</p> <p>Q5: WGBT - DTG to speak to Governor Services to see if the Infant School Governors can be invited.</p>	AMD
8.	<p>8.1 Site Walk</p> <p>8.2 Training undertaken</p> <p>The H&S Governor will be arranging a site walk.</p> <p>Dave Gill, Infant School Caretaker, is now working across both sites.</p> <p>Q: Is Dave dealing with the whole site?</p> <p>Claire has been amazing and has been picking up some of the jobs. Dave has taken on a lot of responsibility. Dave is completing the weekly, monthly and termly checks. The role will be monitored.</p>	
9.	<p>Policies and Documents for review and ratification</p> <p>All documents were issued and available to the Governors on GovernorHub prior to the meeting.</p> <p>9.1 Access to site – Approved by the FGB</p> <p>The policy has been amended to include covid procedures. The HT will liaise with the Infant HT who has made some changes to the timings. No changes have been made to the fundamentals of the policy. When the changes have been made the HT will circulate and forward to the Clerk.</p> <p>Allowing the drive to be used as a pathway has eased congestion.</p>	HT

AP6: Access to Site Policy – following discussion the HT to forward to the Clerk for circulation and uploading to the website.

9.2 Designated Teacher and LAC Policy

Q: Is it worth adding all children must have equal opportunities?

The policy is very robust. All vulnerable children are actively encouraged to participate and attend clubs. The children are encouraged to take on leadership roles or monitoring duties. If a child would like to join a club there are no cost barriers.

Going forward Pupil Questionnaires will be analysed in particular the question – I take part in activities outside of school.

Teachers will help vulnerable children to complete their application forms, if they would like, to apply for a position - Red Force, House Captain, Eco Warrior, Actors.

It was suggested that the practice that the school encourage should be included in the policy.

AP7: Designated Teacher and LAC Policy – HT to modify the policy and refer back to FGB.

9.3 Exclusions – Approved by FGB

9.4 Supporting Pupils with Medical Needs – Approved by FGB

The Policy still has the Covid amendment which will be kept at the current time.

9.5 Use of Biometric Information

The policy is statutory and requires to be reviewed annually.

AP8: Use of Biometric Information – HT to review and circulate to the FGB for approval.

9.6 Staff Code of Conduct policy – Approved by FGB

Considerable changes have been made to the policy as a result of KCSiE 2021/22.

Low Level Safeguarding Concerns about staff. The FIS HT and FJS HT queried some concerns they had with the LADO (Local Authority Designated Officer) for Safeguarding. The policy states that at the first stage it is dealt with by the school. The feedback received from Mark Blackwell, LADO was that the HT could refer the Low Level Concern to the LADO but it will be the school's responsibility.

HT

HT

	<p>All earrings must be removed for PE. Covering them with tape is no longer acceptable.</p> <p>Teachers are not permitted to remove or replace ear-studs. If a child is unable to remove/ replace the ear-studs themselves, then they must not wear them to school on the day of PE/ Sports.</p>	
10.	<p>CONFIDENTIAL ITEM</p> <p>Please see Confidential Addendum to the Minutes.</p>	
11.	<p>Any Other Business</p> <p>It is important that the Governors recognise that there is a lot of pressure on everybody including the parents.</p> <p>New Government guidance has been released today. The pressure on the school is immense trying to cope with staff and children sickness whilst trying to keep everyone safe as well as trying to teach them is incredibly difficult. The Governors appreciate everything that the school do for the children.</p> <p>The HT wanted it noted that CB has been amazing and was superb when supporting the HT when he was off with covid. CB said the staff were wonderful and the comradery was excellent. It has been tough and very challenging.</p> <p>The school are guided by Public Health England and follow the recommendations as standard practice.</p>	
12.	<p>Self-Evaluation of the meeting</p> <p>How has the meeting benefitted the children?</p> <ul style="list-style-type: none"> • Policies reviewed and approved • Review of covid situation • Report on Safeguarding • Review and approval of 3 year budget <p>How have we supported and challenged senior staff?</p> <ul style="list-style-type: none"> • Detailed HT report to governors, with questions at meeting • Discussion on staff code of conduct with particular reference to new para re safeguarding <p>How have Governors fulfilled their core functions?</p> <ul style="list-style-type: none"> • Approval of 3 year budget • Scrutiny and questions on HT report • Review of policies 	

	<ul style="list-style-type: none"> • Receipt of safeguarding report 	
	The meeting closed at 6:25 pm.	

Action Points – FGB 7 December 2021		Who
1.	Chair to sign the FGB Minutes 28 September 2021 on GovernorHub. Completed	Chair
2.	Behaviour Policy and Behaviour Principles Written Statement – HT and DN to approve the principles and report to the FGB at the September meeting. C/fwd to Nov Meeting 7/12/21 - The HT will discuss the statement with DN and DP. On completion the HT will circulate to the Governors.	HT
3.	Review home-school agreement - Agenda item FGB February 2022.	Clerk
4.	HT to recirculate the HT report with the attendance data included to the beginning of December. If anyone has any questions please email Ann and the HT. The HT will respond to any questions.	HT
5.	WGBT - DTG to speak to Governor Services to see if the Infant School Governors can be invited.	AMD
6.	Access to Site Policy – Following discussion with the Infant School. HT to forward to the Clerk for circulation and uploading to the website.	HT
7.	Designated Teacher and LAC Policy – HT to modify the policy and refer back to FGB.	HT
8.	Use of Biometric Information – HT to review and circulate to the FGB for approval.	HT
9.	Staff Code of Conduct Policy – All Governors to review the changes to the policy.	All
10.	Governors Code of Conduct Policy – Agenda Item next meeting - To be reviewed and amended to include Safeguarding procedures in place when working with children.	Clerk
11.	Uniform policy – HT to review and taken to next FGB.	HT

Next Meeting	Date	Time
Resources	Friday 11 February 2022	14:00 pm
FGB	Monday 28 February 2022	18:00 pm
Children's Learning and Achievement	Monday 7 March 2022	08:00 am



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Resources	Friday 29 April 2022	14:00 pm
FGB	Tuesday 10 May 2022	16:30 pm
Children's Learning and Achievement	Friday 10 June 2022	09:15 am
FGB	Tuesday 12 July 2022	18:00 pm

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

Signed:

Date:



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Promoting Positive Behaviour governor Donna Neill	SMSC/British Values Anne Marie Datlen
Red Force Natasha Wooton	Wider Curriculum link governors Donna Neill
Health and Safety/Premises/Site Security governor Tim Mead	Website compliancy Anne Marie Datlen
Personnel/Complaints/Grievances/Disciplinary Formed as needed	Allegations against Headteacher Ann Arscott

Signed:
Date: