



Foxhills Junior School
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Minutes of Meeting of the Full Governing Body

Monday 28 February 2022 at 6:00 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) Michael Isherwood, Co-Opted Governor (MI) Anne Marie Datlen, Co-opted Governor (AMD) Tim Mead, Co-opted Governor (TM) Donna Neill, Co-opted Governor, (DN) Glenda Thornley, Co-opted Governor (GT) Natasha Wooton, Co-opted Governor (NW)
Apologies received:	Jan Batty, Co-opted Governor (JB) Debbie Pearce, Parent Governor (DP) Hayley Sired, Staff Governor (HS) Adrian Wiley, Co-opted Governor (AW)
In Attendance:	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.

	<p>The meeting was Quorate throughout and commenced at 6:00 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 Jan Batty, Debbie Pearce, Hayley Sired and Adrian Wiley.</p>	

Signed:
Date:

2.	<p>Declaration of Business and Pecuniary Interest</p> <p>There were no business or pecuniary interests to declare relevant to the agenda.</p>	
3.	<p>Minutes of Last Meeting</p> <p>3.1 To approve and sign minutes of previous meeting</p> <ul style="list-style-type: none"> • 7 December 2021 • Confidential FGB Minutes 7 December 2021 • Confidential FJS EFGB 15 Feb 2022 • Confidential FJS and FIS EFGB 15 Feb 2022 <p>The minutes and confidential minutes of the FGB on 7 December 2021 and 15 February 2022 were an accurate record of the meeting and were agreed and approved by the FGB.</p> <ul style="list-style-type: none"> • AP1: Chair to sign the FGB Minutes on GovernorHub. • 7 December 2021 • Confidential FGB Minutes 7 December 2021 • Confidential FJS EFGB 15 Feb 2022 • Confidential FJS and FIS EFGB 15 Feb 2022 <p>3.2 Matters arising and action points from previous meeting</p>	Chair

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. 28/02/22 – The Principles remain the same. The HT is looking at making the wording more meaningful. The Behaviour Policy wording has been changed to the wording that is used with the children - acceptable and unacceptable choices. C/Fwd to next meeting - Tuesday 10 May 2022	HT/DN
3.	Review home-school agreement See item 11	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. Completed	HT
5.	WGBT - DTG to speak to Governor Services to see if the Infant School Governors can be invited. Governors were reminded that the WGBT session 'Evaluating SMSC Development' is on Tuesday 15th March at 6pm. The tutor is Justine Ball. It was proposed to invite the Infant School to the training. Governor Services have put a stop to the invite because they are still following their covid safe practice and not asking Governing Bodies to attend training together. FJS Governors were invited to the Infant School Governor training but have had to decline following the guidance.	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. The policy was modified due to covid in November 2021. In the event of operations being affected by a covid outbreak new procedures may have to be implemented. The policy has been uploaded to the website.	HT
7.	Designated Teacher and LAC Policy – HT to modify the policy and refer back to FGB. Minor wording amendments have been made. The next review will be March 2024. AP3: Designated Teacher and LAC Policy – CB to upload to the school website and to the Clerk.	HT CB
8.	Use of Biometric Information – HT to review and circulate to the FGB for approval. Not applicable – no biometric data is stored. The policy will be deleted.	HT
9.	Staff Code of Conduct Policy – All Governors to review the changes to the policy. The policy is distributed to the staff at the beginning of the year. The Governors confirmed their Approval.	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. It was suggested that the policy should contain reference to safeguarding in terms of Governors visiting the school. All Governors complete safeguarding training therefore it was deemed unnecessary to include safeguarding within this policy. It was suggested that the Governors School Visit Policy should be reinstated. Governors to ensure they were familiar with the requirements of the Governors Code of Conduct Policy. AP4: Governors School Visit Policy – to be reviewed at the next meeting.	Clerk/AA/AS



11.	Uniform policy – HT to review and taken to next FGB. See item 11.2	
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4.	<p>Headteacher Report</p> <p>The HT report was issued to the Governors prior to the meeting.</p> <p>Governors were invited to ask questions.</p> <p>Q: Attendance – Pupil Premium. The unauthorised absences are higher than the other absences. Is this significant?</p> <p>A case study was discussed at the Safeguarding Committee about a child who was not attending school. The school were marking it as unauthorised because they believe the child should be at school.</p> <p>Year 3 attendance is lower. This is due to covid absences and class closures.</p> <p>Q: Pupil numbers – are they known yet? When do the numbers cut into the budget?</p> <p>For September 2022, there have been 75 first choices. As a comparison, in 2021, there were 72 first place choices and there is now a full cohort (90 children).</p> <p>A census was completed in January and would have included those numbers.</p> <p>Drop in centre</p> <p>It is proposed to change the name of the Drop in centre. Some name suggestions are The Nest, The Haven Room, The Den, Calm. The children will be asked for their ideas.</p> <p>The room has been cleared, cleaned and revamped ready for use when necessary whilst also allowing it to be used for music/French Club lessons. It has been equipped with resources and it can also be used for learning and for meetings. At lunchtimes there will be the facility for children to attend, be calm and do some quiet activities with key members of staff. The Senior Lunchtime Supervisor also runs a provision in the drama room. The additional room will complement what is already in place and give children the opportunity to talk and share.</p> <p>Clare Kealey and AMD reviewed the ELSA provision in the school. ELSA programmes run for 6 weeks when there is a focus on an area of need for a child. The provision is monitored and adapted to meet their needs. Some children have been moved from ELSA to touch base. The children are</p>	
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	<p>monitored. LSA's have been empowered more. The LSAs see the children daily.</p> <p>Mental Health & Wellbeing of staff Focus is on the children but what is the school doing to support staff (including SLT) after Covid? Consultations have been planned with staff.</p> <p>Looked After Children CB is the Designated Teacher and the HT is the DSL.</p> <p>AMD is refreshing her training with Southampton Virtual School. Hayley is also signed up to the training. They are currently just over halfway through and aim to finish in March. That means there will be three people who can be involved in Personal Education Plans for LAC. The overall responsibility lies with the Designated Teacher.</p> <p>Q: Has any guidance been received with reference to the current situation in Russia? There is a lot of media coverage is there any guidance what staff can do if children are upset by it? Alex Williams issued a News round clip which will be shared with the children. It keeps things simple and advises limiting exposure to the news and being aware that children are taking it all in.</p> <p>AMD has reviewed HIVE who provide information and are a welfare referral service to the Armed Services community. AMD will be circulating guidance to the staff.</p> <p>CB advised that the school are linked to a Hub adviser. They will be able to advise on what approach to take and resources.</p> <p>Q: Is there still covid anxiety? There is not any covid anxiety. Clear guidance will be issued to staff following the new legislations.</p> <p>The Governors thanked the HT for his comprehensive and thorough report.</p>	
5.	<p>Chairs Report</p> <p>The Chairs Report was issued following the meeting. AP5: Chairs Report – Any questions to be sent to the Chair.</p>	All
6.	<p>Committee Meetings</p> <p>6.1 Finance and Resources</p>	



	<p>The F and R committee meeting scheduled for 11 February was cancelled. The meeting has been rescheduled to Friday 25 March 2022 at 2 pm.</p> <p>The F and R Committee has to present the Schools Financial Value Standard (SFVS) for approval by the FGB by 30 March. The SFVS will be circulated to Governors prior to the Finance Committee meeting and approved by email.</p> <p>6.2 CLA Committee – (12.11.21) No meeting held since last FGB</p> <p>The CLA is scheduled on Monday 7 March 2022 at 8 am.</p> <p>6.3 Safeguarding Committee (24/01/22) and (04/02/2022)</p> <p>The Safeguarding Committee has met twice since the last FGB. The reports have been circulated with the agenda. Questionnaires were issued to the children in December. The data has been reviewed and the Governors were confident that everything had been followed up.</p> <p>In February the Committee reviewed the on-going case studies. The Chair advised that the Committee discussed complaints and the importance of the Complaints Policy.</p> <p>6.4 Progress on Artsmark</p> <p>DN has met with Louise to discuss what has been happening throughout the school. A lot of exciting things have taken place. Parents have seen evidence of artistic activities.</p> <p>Another meeting has been arranged with Louise later in the term. A report will be prepared and circulated. The statement needs to be submitted in May 2023. The teachers are onboard. It has further enriched the curriculum and artistic activities. It has also addressed the LLP, Ofsted and Government advice that children have less confidence to speak out. In year group assemblies Governors will see the children are confident to speak.</p> <p>Louise will be presenting a presentation at the next CLA meeting on 7 March 2022.</p>	
7.	<p>School Improvement Plan</p> <p>7.1 Governor monitoring, visits and monitoring reports.</p> <p>CB has started to update and complete the Continuing Improvement Plan. Each area of Ofsted is broken down into a state of evaluation. From that any actions or priorities are raised. This used to be completed with Governors and it would be really positive to start that process again.</p>	

	<p>It is important for the Governors to recognise that in normal circumstances the Governors would have had a lot more sight of the document. It has been impossible to do in the current situation.</p>	
8.	<p>Safeguarding/Child Protection</p> <p>8.1 Safeguarding Report – MI (Item 6.3 Safeguarding Committee)</p> <p>8.2 Safeguarding training – all Governors to complete. DN has completed the Safer Recruitment training. The training was held virtually. It was felt that the face to face training may have been more valuable.</p> <p>The school has access to the National College for Safeguarding and Prevent. School staff access a range of training modules relevant to their roles. This has been extended to governors. It will be positive for Governors to be brought in line with staff. Governors will have received a link and log in details from Claire Cooper. Recommended sessions have been set up for Governors.</p> <p>Please let AMD know if you book training and please complete a Training Feedback Form following any sessions.</p> <p>Governor Services Training – To access the training click on the GS icon on the right of GovernorHub. You will also have received the 2022/23 Training Programme on 20th January 2022 detailing course content and dates. You can book yourself a place or AMD is happy to do so on your behalf. Page 7 refers to essential courses followed by continued training sessions. There are also several E-Learning modules available - see page 38. The document below is a useful (road map) guide to training: Traininganddevelopmentplanoverview.pdf</p>	
9.	<p>Governor Matters</p> <p>9.1 Constitution – appointments/election/current vacancies</p> <ul style="list-style-type: none"> • 1 x Co-opt Governor vacancy • 1 x Parent Governor vacancy <p>It was agreed to put the vacancies on hold at the current time pending a decision on Federation.</p> <p>9.2 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>AMD completed the Understanding the Role of Mental Health Support Teams in Schools training. In 2017 the Government decided that Mental Health should be supported in schools. They are rolling out Educational Psychologists across schools. The school will have an attached Mental Health Support Psychologist. The team will visit the school to meet CB, AMD and Claire Keeley. Their role is to complement the school and to offer support and ideas. The support will also run through the school holidays. This is very positive. Following the meeting AMD will provide Governors will further feedback.</p> <p>See item 8.2</p> <p>9.3 Schools Financial Value Standard (SFVS) Submit completed and approved SFVS to local authority no later than 31 March 2022.</p> <p>See item 6.1</p>	
<p>10.</p>	<p>10.1 Site Walk 10.2 Training undertaken</p> <p>The H&S Governor will be arranging a site walk.</p> <p>Dave Gill, Site Manager, is now working across both sites.</p> <p>Governors were advised that following the recent storm the school did have some damage but this was not extensive.</p> <p>An advert has been placed for a site assistant to work across both sides.</p>	
<p>11.</p>	<p>Policies and Documents for review and ratification All documents were issued and available to the Governors on GovernorHub prior to the meeting.</p> <p>11.1 Home-School Agreement The Home School Agreement is contained within the handbook that is issued every year.</p> <p>A few minor amendments were made. Governors agreed their Approval.</p> <p>AP6: Home-School Agreement – HT to review the handbook and advise Debbie.</p> <p>11.2 Uniform policy</p> <p>Updates have been issued on the guidance for wearing jewellery and earrings. An appendix has been added to the Uniform policy.</p>	<p>HT</p>



	<p>The children are wearing their PE kit into school on their PE days. Some of the clothing that is being worn is not standard. The school will be tightening up on the casual sports clothes that are being worn. It has been identified that trainers are an issue and it has become very competitive.</p> <p>Children must wear their uniform if attending clubs and change for clubs. It is preferred the children wear their pe kit.</p>	
12.	<p>CONFIDENTIAL ITEM</p> <p>Please see Confidential Addendum to the Minutes.</p> <p>Federation Update</p> <p>A joint EFGB meeting was held on 15 February 2022. Consultation has been issued to parents today. The Chair is arranging training for Governors on the HT appointment process which will include formulating the job description and questions. Assuming there is agreement to Federating on 26 April the training will need to be held within a couple of weeks. Not all Governors will be involved in the appointment panel but it allows the whole Governing Body ownership and to understand the process. Job description and questions will need to be formulated. There are also statutory aspects that are required.</p> <p>The Chair is awaiting a response from the LLP. The training will be held jointly with the Infant School. The Chair will advise Governors when the training date is known. It is proposed to be between 3 May – 18 May.</p> <p>Questions were encouraged to be put on the feedback form on SurveyMonkey. If necessary the FAQs could be updated and responded to. The Chairs of FJS and FIS will be monitoring the questions.</p> <p>At the meeting on 26 April the consultation feedback will have been received and circulated to the Governors. Any feedback will be discussed at the meeting on 26 April 2022.</p> <p>Governors were advised that the HT made his announcement to the children at assembly.</p>	
13.	<p>Any Other Business</p> <p>There was no Any Other Business to discuss.</p>	
14.	<p>Self-Evaluation of the meeting</p> <p>How has the meeting benefitted the children?</p>	



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	<ul style="list-style-type: none"> • Governors endorsed provision of 'drop In centre' which will offer support to children if they are worried or concerned, • Safeguarding report presented • Policies presented and reviewed <p>How have we supported and challenged senior staff?</p> <ul style="list-style-type: none"> • Detailed HT report reviewed and questioned <p>How have Governors fulfilled their core functions?</p> <ul style="list-style-type: none"> • Strategic direction – governors presented the case for federation with Foxhills Infant School, which was approved by both GBs • F and R, and CLA meetings are planned for the second half of term 	
	The meeting closed at 7:40 pm.	

	Action Points – FGB 28 February 2022	Who
1.	Chair to sign the Approved FGB Minutes on GovernorHub. <ul style="list-style-type: none"> • 7 December 2021 • Confidential FGB Minutes 7 December 2021 • Confidential FJS EFGB 15 Feb 2022 • Confidential FJS and FIS EFGB 15 Feb 2022 	Chair
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3.	Designated Teacher and LAC Policy – CB to upload to the school website and to the Clerk.	CB
4.	Governors School Visit Policy – to be reviewed at the next meeting.	HT/Clerk
5.	Chairs Report – Any questions to be sent to the Chair.	All
6.	Home-School Agreement – HT to review the handbook and advise Debbie.	HT

Next Meeting	Date	Time
Children's Learning and Achievement	Monday 7 March 2022	08:00 am
Resources	Friday 29 April 2022	14:00 pm

Signed:
 Date:



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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	16:30 pm

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

Signed:

Date:



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CLA	Glenda Thornley
Artsmark Donna Neill	
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: