



Foxhills Junior School
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Minutes of Meeting of the Full Governing Body

Tuesday 28 September 2021 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 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, Co-Opted Governor (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) Adrian Wiley, Co-opted Governor (AW) Natasha Wooton (NW)
Apologies received:	
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.

	The meeting was Quorate throughout and commenced at 6:00 pm.	
	The Agenda and all documents were circulated to the FGB prior to the meeting to enable questions/amendments to be prepared.	
		Action
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no apologies to note.</p> <p>It was agreed that HS will be attending the meeting via zoom.</p>	



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	<p>The protocol of meetings was discussed. It was agreed that if a Governor was unable to attend due to work or childcare commitments they could attend a limited number of meetings by Zoom, most likely one out of the five FGBs held annually. If a Governor attends a meeting via zoom it should be conducted where there will be no interruptions and all discussions must remain confidential. A protocol needs to be written to cover this eventuality. AA will provide a draft for the next meeting</p>	AA
2.	<p>Election of Chair and Vice Chairs for new Academic year</p> <p>The Clerk asked for nominations to appoint/re-elect the Chair and Vice Chairs for the 2021/22 academic year. It was agreed to nominate 2 Vice Chairs as this had worked well the previous year.</p> <p><i>Ann Arscott – Chair and Adrian Wiley, Donna Neill – Vice Chairs left the meeting.</i></p> <p>The Governors discussed the nominations and all appointments were unanimously agreed by the FGB for the new academic year 2021/22.</p> <p><i>Ann, Adrian and Donna joined the meeting.</i></p> <p>FGB Chair –Ann Arscott – Nominated by Adrian Wiley Seconded by Donna Neill</p> <p>Vice Chairs – Adrian Wiley and Donna Neill – Nominated by Glenda Thornley Seconded by Jan Batty</p>	
3.	<p>Declaration of Business and Pecuniary Interest</p> <p>There were no business or pecuniary interests to declare relevant to the agenda.</p> <p>AP1: Governors to update and confirm their Declarations of Interest for the new academic year on GovernorHub.</p>	All
4.	<p>Minutes of Last Meeting – 13 July 2021</p> <p>4.1 To approve and sign minutes of previous meeting</p> <p>The minutes of the FGB on 13 July 2021 were an accurate record of the meeting and were agreed and approved by the FGB.</p> <p>The advice received from Governor Services is that minutes can be stored as a PDF and electronically signed. The school would need to ensure that when system or software updates are implemented the electronic GB paperwork remains accessible or is converted to ensure that it is, as the requirement to have a record of all GB/committee meetings and associated papers, in perpetuity is still in place.</p> <p>AP2: Chair to sign the FGB Minutes – 13 July 2021 on GovernorHub.</p>	Chair

	3.2 Matters arising and action points from previous meeting	
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Action Points – FGB 13 July 2021		Who
1.	Chair to sign the FGB Minutes –11 May 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. Carried forward to FGB 23 Nov	HT/DN
3.	Review home-school agreement - Agenda item FGB February 2022.	Clerk
4.	DN/AA to review the Unacceptable Conduct by Parents, Carers or Visitors, the Complaints and Managing Serial complaints policies. Carried forward to FGB 23 Nov	Clerk
5.	Accessibility Plan/Equality/Disability – targets to be identified on plan Appendices to be removed or completed. On completion the HT will upload and replace the document to the website. <i>The Accessibility Plan and Equality Plan have been uploaded to GovernorHub – documents – FGB – 28 Sept 2021- documents ready for Governor review and ratification.</i>	HT
6.	Governors to read KCSiE 21 and confirm on GovernorHub that they have read and understand it. <i>A reminder was given to Governors.</i>	All/Clerk
7.	Approve HCSB annual audit – Agenda item Sept FGB. Agenda Item 7.2	Clerk
8.	Confidentiality Policy - JB volunteered to review the statement. <i>The Confidential Policy is available on GovernorHub. A few minor amendments were made but there were no changes to the core.</i>	JB
9.	Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes. Completed	AA

5.	<p>Headteacher Report</p> <p>The HT report was issued to the Governors at the meeting.</p> <p>The school is virtually back to normal with the exception of how assemblies are run. To avoid all classes in the hall there are only two year groups together at one time. Assemblies can be pitched at the right level for the year group.</p>	
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During the past 18 months there has been a lot of new guidance given to schools which has been a lot of work for Headteachers.

The children have returned to school and settled in very well. The anticipated anxieties have dissipated through the summer with the return to normal life and doing normal things.

The school have maintained control measures. In the summer the DfE issued guidance to schools and have issued further new guidance since schools have returned. There are 5 new control measures –

- **Ensure good hygiene for everyone.** Good hand hygiene: children wash hands on arrival at school, during the day and before/ after they eat. Also promote the ‘catch it, bin it, kill it’ approach for tissues.
- **Maintain appropriate cleaning regimes.** There is a daytime cleaner, who cleanses frequently used areas and equipment. Other staff periodically wipe down tables and doors throughout the day, particularly after lunch.
- **Keep occupied spaces well ventilated** – Airflow in the school building is important and staff ensure that rooms are fresh and airy. Temperatures must not be uncomfortable for children.
- **Follow public health guidance on testing, isolation and managing confirmed cases.** Any covid19 outbreaks will be reported to the DfE and Public Health England and the school will follow any advice and guidance given.
- **Staff self-test (lateral flow), twice per week.** This will be reviewed at the end Sept 2021.

Q: It is anticipated that staff self-test (lateral flow) will not be required at the end of Sept 2021? Do you think the school will continue to request it?

The HT advised that self-testing is not statutory. He has read some articles that suggest the DfE may drop the recommendation. The school can recommend and encourage but cannot make staff self-test. The school continues to take a cautious approach. There are still 2 staff rooms in use and breaks remain staggered.

Positive covid19 cases:

There have been six children and one member of staff who were unable to start back at school due to contracting covid19 towards the end of the Summer holidays. Since the start of school, there have been three confirmed positive cases in children and two members of staff.

Q: The Governors asked if the children and members of staff were ok?

The HT advised that they were all ok and there were no complications.

Q: Is the HT aware of any unvaccinated staff? Are adjustments required/in place if a member of staff is not vaccinated?



The HT is not aware/has not been advised of any member of staff who is unvaccinated. No guidance has been received to advise what adjustments are required if a member of staff is unvaccinated.

School Operation

The Year 3 children have started school very well. Some gaps in learning have been identified (particularly mathematical understanding – this is being addressed in lessons) but overall the standard is good.

Behaviour across the school is very good, there are no major issues.

Schools are expected to provide “high quality” learning at home, if a child absence is related to covid19 illness, and the child is well enough to engage. Teachers will continue to utilise online tech (zoom and google classroom) to support children learning at home. Children will join in with the class for morning registration and the maths input. Depending upon the parent, the child can stay ‘live’ throughout the lesson (to feel the atmosphere of the classroom and request help, if needed), or can work independently at home and then log back in later to review learning with the teacher/ LSA. English tasks will be set and accessed through google classroom. The teacher/ LSA will also check in with the child in the afternoon. There will also be an opportunity for the child to join the class for the end of the day story.

Remote learning has been provided for nine children while they quarantine for covid19.

School Characteristics

Number on Roll – 353. In Year 3 88 children joined the school. This is slightly less than Hampshire’s allocated numbers (90).

Pupil Premium – 15.01%

Q: What is the difference between FSM6 and Pupil Premium and what is the difference between FSM6 and FSM?

FSM funding continues for a further 6 years, even if the child is no longer entitled to receive free school meals.

AP6: HT to review data and advise the difference between FSM6 and FSM

SEND (Special Education Needs and Disabilities), Pupil Premium and Vulnerable Children

CB has completed her summer report and Governors were requested to look at the report to obtain a deeper explanation and analysis.

Safeguarding

HT



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There are no Child Protection cases this term. There are three Stage 3 (Multi Agency Support) cases, categorised as a Child in Need (CiN), but these are expected to be reduced to one case, midterm.

Attendance

The HT report was produced on 21 September 2021 and the children had only been back at school for two weeks. All absences are tracked and followed up.

Q: If a child is isolating and attending classes remotely is this classed as being present?

The children are still marked in the register as present if they are self-isolating.

Curriculum

Governors were invited to the Year 3 outcome on Tuesday 12 October at 2 pm.

AP7: Governors to advise the HT if they would like to attend the Year 3 outcome on 12 October at 2 pm.

Teaching and Learning

The Inset day was very intensive and covered –

- Covid19: Update on safety measures and school operation
- Safeguarding: including KCSiE 2021 (See – Hear – Believe)
- Behaviour culture (acceptable and unacceptable choices: as opposed to right/wrong, good/ bad. This recognises that acceptable behaviours in different homes/ with different parents differs. Staff must take an approach of ‘support, not sanction’ when children make choices that are not acceptable to the Junior School culture.
- Inclusion: when planning learning, begin with the more vulnerable children and step UP the challenge for higher attainers.
- Leadership: clarification of roles and responsibilities
- Continuing Improvement Plan priorities
- Maths ‘Take Ten’: a guide to how to deliver it in FJS (for the benefit of all new staff and in recognition that covid19 has seen some disruption to normal practice)

Staffing

The teachers for 2021-22 are -

Year 3: Lauren Crowe/ Sarah Hull, Clare Kealey, Beth Nicholas

Year 4: Mike Ackland, Natalie Hogbourne, Dani Sines

Year 5: Sara McAllister, Beth Wade/ Helen Machen, Ellie Urinovsky

Year 6: Louise Drage, Rachel Griffiths, Alex Williams

All

	<p>The morale of staff is very good. Staff were keen to start back at school and the good team feeling that has carried FJS throughout the pandemic remains strong.</p> <p><u>Clubs</u></p> <p>The clubs have started and the uptake has been phenomenal. The clubs have been really welcomed by parents. It is lovely to have the children back into school and enjoying the clubs. The school offers children with learning needs the facilities and opportunity to take part in the clubs which is very positive.</p> <p><u>Site Update</u></p> <ul style="list-style-type: none"> • Outdoor table tennis: The company state that it is out of stock. Once delivered they will transport to us. • Picnic tables: Ed Cooper and David Podesta (and group of last year's Y6 children) helped put the tables together. They look great and are now able to offer many more children the option of eating outdoors at a table, rather than balancing lunch boxes on knees. Since writing the HT Report, a further 15 have now been delivered and constructed. • Solar panels: The panels are fitted but are still awaiting final connection to the grid. There is an issue with the roof needing to be repaired first (a hole currently allows rainwater in to the Hall). To fulfil the contract of receiving government subsidies for the panels, they needed to be fitted prior to end of September. Hants will remove them and repair the roof next. • Replacement windows and doors: This has now been delayed (again) to October half term. • Pathway lighting: There have been some delays in the supply of the lights. Claire is exploring alternatives with the company. It is hoped that they will be completed in time for the Fireworks event this year. <p>The Chair thanked the HT for his very comprehensive Report.</p>	
6.	<p>Chair's Report to Governors 2020/21</p> <p>The Chair's report has been circulated. Governors were invited to ask questions.</p>	
7.	<p>Safeguarding/Child Protection</p> <p>MI has been appointed as the Chair of the Safeguarding Committee.</p> <p>7.1 Confirm agreement on GovernorHub that you have read and understood Keeping Children Safe in Education for the new academic year.</p> <p>Discussed previously in minutes.</p>	

	<p>7.2 Approve HCSB annual audit – Deadline 30 September 2021 - Approved The Chair and DN met with the HT. The audit was discussed with the FGB. Some action points have been raised. No issues have been identified. There are no deficiencies. The HT advised that there is a Safeguarding schedule which the Governors use for their monitoring. The Governors confirmed that they were happy to approve and adopt the HCSB Annual Audit.</p> <p>7.3 SCR check</p> <p>All necessary SCR checks have been completed in accordance with the DfE guidelines – safer recruitment checks, inductions. AP8: HT to arrange a Safeguarding Committee meeting with AA, MI and DN</p>	HT
8.	<p>Governor Matters</p> <p>8.1 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.</p> <p>8.2 Confirm Committee Membership (see table at end of Minutes) Committee membership was confirmed.</p> <p>8.3 Roles and Responsibilities – next Academic year (See table at end of Minutes) Roles and responsibilities were confirmed.</p> <p>AP9: All Governors to check their Committee membership/roles and responsibilities at end of the Minutes. If there are any amendments please advise the Clerk.</p> <p>8.4 Governor Training – Update and Impact</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>All staff have completed their Safeguarding, Prevent and other training from National College. Governors will be sent a link from National College. The training that Governors are expected/encouraged to complete is available on the watch list. The training will bring Governors in line with the staff.</p> <p>Governors were reminded to update their training records on GovernorHub after they have completed their training.</p>	All

9.	<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>9.1 Confirm adoption of HCC Manual of Personnel Practice (MOPP). Approved The FGB confirmed their approval to adopt the HCC MOPP.</p> <p>9.2 Review and Confirm agreement to GB Code of Conduct and Standing Orders The FGB confirmed their approval to adopt the Code of Conduct and Standing Orders.</p> <p>9.3 Confirm adoption HCC Governors Good Practice Guide The FGB confirmed their adoption of HCC Governors Good Practice Guide.</p> <p>9.4 Child Protection Policy The FGB confirmed their approval to adopt the Child Protection Policy.</p> <p>9.5 Safeguarding Policy The FGB confirmed their approval to adopt the Safeguarding Policy.</p> <p>9.6 Pay Policy The FGB confirmed their approval to adopt the Pay Policy.</p>	
10.	<p>CONFIDENTIAL ITEM</p> <p>Please see the Confidential Addendum to the Minutes</p>	
11.	<p>Self-Evaluation of the meeting</p> <p>How has the meeting benefitted the children?</p> <ul style="list-style-type: none"> • Safeguarding and Child protection policies have been approved • The GB approved the HCSB report • The HT reported on a successful and calm start to the new academic year <p>How have we supported and challenged senior staff?</p> <ul style="list-style-type: none"> • GB questions to the HT as highlighted • Discussion on future organisation of Foxhills <p>How have Governors fulfilled their core functions?</p> <ul style="list-style-type: none"> • HT report as a process for accountability • Adoption of policies • Received HT report on the ongoing safety of staff and children during the Covid outbreak 	
12.	<p>Any Other Business</p>	



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	There was no any other business.	
	The meeting closed at 8:30 pm.	

Action Points – FGB 28 September 2021		Who
1.	Governors to update and confirm their Declarations of Interest for the new academic year on GovernorHub.	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. <i>C/fwd to Nov Meeting</i>	HT/DN
4.	Review home-school agreement - Agenda item FGB February 2022.	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. <i>C/fwd to Nov Meeting</i>	Clerk
6.	HT to review data and advise the difference between FSM6 and FSM	HT
7.	Governors to advise the HT if they would like to attend the Year 3 outcome on 12 October at 2 pm.	All
8.	HT to arrange a Safeguarding Committee meeting with AA and MI.	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

Next Meeting	Date	Time
Resources	Friday 15 October 2021	14:00 pm
Children's Learning and Achievement	Friday 12 November 2021	09:15 am
FGB	Tuesday 23 November 2021	16:30 pm

Signed:
Date:

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 CLA		Science 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	



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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: