



Full Governing Body Meeting

Monday 20 May 2024 at 4:30 pm

Venue: Foxhills Junior School

Governors Present:	Ann Arscott, LA Governor, Chair of Governors (AA) Lucy Howe, Headteacher Anne Marie Datlen, Co-opted Governor (AMD) Caroline Hubbard, Co-opted Governor (CH) Don Monk, Co-opted Governor (DM) Donna Neill, Co-opted Governor, (DN) Natasha Wooton, Co-opted Governor (NW) Helen Robinson, Co-opted Governor (HR) Claire Minnock, Co-opted Governor (CM) Paul Terris, Co-opted Governor (PT) Sian Winter, LA Governor (SW)
Apologies received:	Hayley Sired, Staff Governor (HS) Glenda Thornley, Co-opted Governor (GT)
In Attendance:	Heather James, Associate Member (HJ) – <i>left the meeting at 6.35 pm</i> Sophie Foster (SF) Assistant Headteacher – <i>left the meeting at 6.10 pm</i> Tracy O'Connor, LA Clerk (TOC)

1.	Welcome, Introductions and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from Hayley Sired and Glenda Thornley.
2.	Declaration of Business and Pecuniary Interests There were no new declarations of business and pecuniary interests relevant to the agenda.

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3. Minutes of Last FGB Meeting – 7 March 2024

3.1 To agree and sign minutes of previous meeting.

The minutes of the FGB on 7 March 2024 were an accurate record of the meeting and were agreed and approved by the FGB.

AP1: Chair to sign Approved minutes 7 March 2024.

3.2 Matters arising and action points.

Action Points – FGB – 7 March 2024		
1.	Chair to sign Approved minutes 27 November 2023.	Chair
2.	Charlotte/Sophie to present the Relationships and Wider Personal Development at the FGB on 17 July 2024.	Clerk/ HT/Chair
3.	HT to contact Friends of Bartley Park – recreational area. Interaction with Ashurst Open Spaces Group. After half term the HT will be looking at PSHE mapping and developing the community offer. HR to send the HT contact details.	HT/HR
4.	Flat Structure - Governors were supportive of the proposal but were asked to consider the move to a flat structure and make a decision in May. Agenda item	All
5.	Governors were encouraged to undertake the Prevent e-learning. Prevent training needs to be undertaken regularly. Governors were asked to ensure their prevent training is up to date. AM to issue the link.	All
6.	Governors are reminded that the school do subscribe to the Service Level Agreement and are encouraged to look at training courses available on the Hampshire Governor Services Training programme and the Training and Development Plan Overview.	All
7.	Chair to issue a request for Governors to help with the SATs for Monday 13 May to Thursday 16 May 2024 – 8:30 am. Thank you to the volunteers Don and Paul. Completed	Chair/All
8.	Agenda item – September FGB – Safeguarding Presentation.	Chair/Clerk
9.	Self-evaluation of meeting to be sent to the Chair.	All

4. Chair of Governors report

Constitution

Governor resignation – Stephanie Toyne has resigned from the Governing Body. There are currently 2 Parent Governor vacancies. An election will be conducted in September.

Access to HSS Platform

The Governors confirmed that they had all received emails and papers for the meeting. Going forward all emails will be sent to their Foxhills Federation email addresses. The school were advised when they had the filtering and monitoring visit from Oakford that Governors should have a Foxhills Federation email address not use their own addresses. Exceptions are Sian Winter, who may use her personal email address, as

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she is a governor at two schools, which the HSfS system cannot accommodate, and Tracy O'Connor, who is clerk to several GBs.

AP6: Chair to issue how to log on to Foxhills Federation email. Completed.

5. Headteacher's report – circulated in advance of the meeting

All Governors confirmed receipt of the Report and were invited to ask questions.

Please see the Confidential Minutes

Curriculum

Progress should not be defined primarily by meeting standards or hitting the next data point. Rather, learning the curriculum itself is progress: If pupils attain within a well-sequenced, well-constructed curriculum, they are making progress, and this will be our approach to assessment from September 2024.

Q: A Governor asked if the school could explain that to parents who may not understand the philosophy?

The mindset is a change in the way that leaders and Governors view progress as opposed to parents. The SATs are a National measure and how schools are compared. Summative judgements remain unchanged. This is more of a formative process. Formative assessment is ongoing. It informs future teaching and learning. Reviews are made to ensure that the provision is accurate and meeting children's needs.

At the open days/parents evening the Headteacher and teachers will be signposting parents to the new curriculum which will be on the website.

Staffing

From September 2024 Sophie Foster will lead English across KS1 and KS2, Katie Kynaston, Assistant Headteacher will lead Maths.

Q: Is there any opportunities for mentorship for staff and is there scope for team building exercises to boost morale?

The school already do mentor staff. There is a culture of mentoring at all levels in place. The coaching and mentoring policy is being reviewed for September. As part of the professional development programme the school will be looking at resilience options. Consultation would be made with the staff for team building exercises.

Wellbeing - At the Inset days in January staff undertook 2 twilights and were given a day off in lieu. Staff have been asked and have been given extra time for the curriculum mapping. Staff have been able to work from home when they are non-class based. More professional development time will be allocated to extra PPA.

The Wellbeing Charter has been developed and will be discussed at a staff meeting on Wednesday 22 May 2024 at 3.30 pm at the Junior School or 9.30 am for support staff. Governors were invited to attend.

	<p>Q: With the resignations of Rachel Griffiths, Helen Machen and Amelia Collins all of whom are subject leads what does this mean for the implementation of subjects? There will be a change in subject leadership. Subject leader position statements will be prepared so that new subject leaders can take over. The curriculum is mapped and the subject leaders need to understand the rationale for the sequencing.</p> <p>Lyndsey Grover will lead EYFS.</p> <p>There will be a move away from year group leadership. There is a need to upskill all teachers.</p> <p>Q: How do you recognise staff contribution over and above expectations and how can this be improved? Staff are praised consistently. Find opportunities to share and celebrate success. Acknowledge achievements. There are restrictions and schools cannot offer financial incentives or days off.</p> <p>AP7: Governors to forward views on the monitoring and support of school leaders wellbeing to the Chair by 1 July 2024 for consideration at the meeting of 17 July 2024.</p>
<p>6.</p>	<p>Finance and Budget</p> <ul style="list-style-type: none"> • Approve annual budget plan and approve 3 year budget plan by 31 May (and return to LA) <p>Two budgets were proposed at the Finance meeting on 20 May 2024. One budget was for the Infant school and one for the Junior school. The Finance Committee recommended the budgets for approval.</p> <p>The Governing Board approved both budgets and were signed by the Chair.</p>
<p>7.</p>	<p>SENCO provision</p> <p>SENCO is across the Federation. Claire works 2 days each week. Claire is currently working with the Junior cases and Heather is working the Infant cases. Heather James is Inclusion Lead across the Federation.</p> <p>The Inclusion Lead has been reviewing the Pupil Progress meetings. Meetings have been held with the Infant and Junior staff. Teachers provided completed targets. Pupil Conferencing has been completed at the Infant school.</p> <p>There are 4 EHCPs at the Infant school and 12 at the Juniors. Meetings have been scheduled to discuss alternative provision for some children.</p> <p>SEND Conference (virtual) – CH will be attending the conference on 27 June 2024.</p>
<p>8.</p>	<p>LLP report Infant School</p>

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The report was shared with the Governors. The report was very positive and constructive. The report reflects the current position and the progress that has been made. There were 2 development points –

- Improve the quality of education – thinking about assessments. SF will be working with year groups and HLTAs.
- Embedding aspects of the wider curriculum – enrichment opportunities planned.

Q: What does WAGOLL mean?

What a good one looks like.

9. Review of staff questionnaire outcomes

Governors confirmed receipt of the summary. Governors were invited to ask questions.

Q: Were you expecting a higher % of staff particularly support staff to respond?

It was hoped so. Staff were given a lot of opportunity. Reminders were issued. Responses were anonymous.

Parent questionnaire

Not all replies have been received. 105 responses have been received to date. Last year there were 161.

Concerns –

- More PE/more competitive sport
- Parents evening to be held later in the year
- Homework

A reminder has been issued to parents today.

The Chair advised some of the comments –

- I think Foxhills Federation is doing an amazing job.
- I am employed in the Education sector and know the challenges we all face from Governance, to leadership to staff.
- Foxhills are genuinely the most amazing school. I feel so lucky that my daughter is part of the Foxhills community.
- Ambitious for academic achievement introducing different learning techniques Forest School, clubs, netball, enrichment programme has also been successful.
- By combining both schools it provides a solid image.
- The school is well led. Behaviour management is very good.
- The school pushes children to achieve the best they can.
- Could make more use of the school grounds.

	<i>SF left the meeting at 6.10 pm</i>
10.	<p>To Consider adopting a flat structure</p> <p>Flat structure was proposed and discussed at the last FGB. Governing bodies are increasingly adopting a 'flat' structure as opposed to a committee structure. Governors were invited to ask questions.</p> <p>Advantages.</p> <ul style="list-style-type: none"> • All governors would be conversant with all GB matters. Currently the HT and the Chair are the only governors to attend all committee meetings as well as GB meetings (11 meetings/year). A flat structure would be 8 or 9 meetings a year, which is the number most governors currently attend. • Less repetition. Committee reports are a standing item on FGB agendas. <p>Disadvantages</p> <ul style="list-style-type: none"> • Less opportunity for in depth review, especially safeguarding and children's learning. <p>Governors were supportive and approved the flat structure. The meeting schedule for the new academic year is available on HSS.</p>
11.	<p>Attendance and Behaviour</p> <p>Included on the HT Report.</p>
12.	<p>Feedback from Committee meetings</p> <ul style="list-style-type: none"> • F&R – 20 May 2024 <p>Discussed in the minutes – budget.</p> <ul style="list-style-type: none"> • Safeguarding <p>The report on Pupil Conferencing was issued prior to the meeting. The experience was very interesting. The children were very confident, open and honest. They were very clear on what their understanding was of the questions they were being asked.</p> <p>The children were asked if they knew what the Governors did and they all knew.</p> <p>A virtual meeting with Oakford was held to discuss filtering/monitoring/e safety. The meeting was very intense and detailed. The recommendation was that all Governors should have Federation email addresses.</p> <ul style="list-style-type: none"> • CLA – 29 April 2024

	<p>Monitoring has been completed. The only subjects outstanding are RE and PSHE.</p> <p>AP8: Monitoring visits are scheduled on 13 June 2024 (TAs 9 am – 11 am) and 1 July 2024 (Maths learning walk, book reviews and conferencing pupils) 9 am – 12pm. Governors to contact Donna if they will be attending.</p>
13.	<p>To consider Governor Board Self evaluation</p> <p>Governing Boards are encouraged to look at their practice and to self-evaluate.</p> <p>AP9: Chair to issue the National Governors Association questionnaire. Agenda item next meeting.</p>
14.	<p>Governor Training</p> <p>AMD and AA attended the Governor Forum. The forum was very useful.</p> <p>Whole Governing Board Training – It was proposed that the WGBT should do Ofsted. AMD will book for the autumn term.</p> <p>Governors were encouraged to look at a helpful video which is available on the Ofsted – YouTube channel.</p> <p>The new 2024/25 training programme is now available. There are some new courses available - Improving Attendance, Supporting Success and Children experiencing vulnerability.</p> <p>Governors were reminded that the school do subscribe to the Service Level Agreement and were encouraged to look at training courses available on the Hampshire Governor Services Training programme and the Training and Development Plan Overview.</p> <p>https://documents.hants.gov.uk/governors/HampshireGovernorServicesTraining2024-25.pdf</p> <p>AP10: Clerk to issue the updated Training and Development overview. Completed.</p>
15.	<p>Policies and Documents for review and ratification</p> <ul style="list-style-type: none"> • Administration of medicines - Approved • Children with health needs who cannot attend school – Minor adjustment. Approved • Charging policy. Music tuition fees to be reviewed. Approved • Exclusions – minor amendment. Approved • GDPR - Approved • First aid - Amendments • Children with medical needs – No changes. Approved

	<ul style="list-style-type: none"> • Remote learning policy (still need one in case of emergency closures) - Approved • Complaints - Approved • Restrictive physical intervention (this has been updated by the LA) – amendment. Approved • RE- Approved • SEND - Approved • Positive Behaviour Policy – Approved <p>AP11: Chair to amend - Date of approval of policies to be changed from March to May 2024.</p> <p><i>HJ left the meeting at 6.35 pm</i></p>
16.	<p>Any Other Business</p> <p>SATs went really well. The children were resilient and motivated. The children were very mature.</p>
17.	<p>Dates and items for future meetings</p> <p>Safeguarding – Tuesday 25 June 2024 – 9 am</p> <p>FGB – Wednesday 17 July 2024 – 4.30 pm</p>
18.	<p>Self-evaluation of the meeting</p> <ul style="list-style-type: none"> • How have Governor actions discussed at this meeting benefited the children to become life-long learners? <ul style="list-style-type: none"> ➤ Consideration of optimum class structure for 2024/2025 ➤ Consideration of IS LLP report recommendations and their implementation ➤ Review of SEND, EHCP, Attendance in the HT report ➤ Safeguarding – pupil conferencing to ensure a safe environment conducive to learning • How have the Governors supported and challenged the senior staff strategically during the meeting? <ul style="list-style-type: none"> ➤ Discussion on need to re structure due to falling rolls ➤ Discussion of Staff Survey ➤ Wellbeing of staff is of paramount importance, consideration of Wellbeing and Resilience Charter ➤ Highlighted need to explain to parents the implementation of the new curriculum and measuring progress
	<p>The Chair thanked everyone for attending and for their valued contribution.</p>
	<p>The meeting closed at 6:40 pm.</p>

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2.	Charlotte/Sophie to present the Relationships and Wider Personal Development at the FGB on 17 July 2024.	HT/Chair/Clerk
3.	HT to contact Friends of Bartley Park – recreational area. Interaction with Ashurst Open Spaces Group. After half term the HT will be looking at PSHE mapping and developing the community offer. HR to send the HT contact details.	HT/HR
4.	Governors were encouraged to undertake the Prevent e-learning. Prevent training needs to be undertaken regularly. Governors were asked to ensure their prevent training is up to date. AM to issue the link.	All/AM
5.	Agenda item – September FGB – Safeguarding Presentation	HT/Chair/Clerk
6.	Chair to issue how to log on to Foxhills Federation email. Completed	Chair
7.	Governors to forward views on the monitoring and support of school leaders wellbeing to the Chair by July 1 st for consideration at the meeting of 17/07.	All
8.	Monitoring visits are scheduled on 13 June 2024 (TAs 9 am – 11 am) and 1 July 2024 (Maths learning walk, book reviews and conferencing pupils) 9 am – 12pm. Governors to contact Donna if they will be attending.	All
9.	Chair to issue the National Governors Association questionnaire. Agenda item next meeting.	Chair/All
10.	Clerk to issue the updated Training and Development overview. Completed.	Clerk
11.	Chair to amend - Date of approval of policies to be changed from March to May 2024.	Chair

Glossary of acronyms


<p>EHCP- education health care plan LAC- looked after child PLAC- post looked after child SEND- special educational needs and disabilities HT- Headteacher DHT- deputy headteacher AHT- assistant headteacher SENDco- special educational needs co-Ordinator PAN- published admission numbers NOR- number on roll Revenue C/F – carry forward</p>	<p>HLTA- higher level teaching assistant ECT- early career teacher SATs- standardised assessment tasks Burgundy book- The Burgundy Book is a national agreement between the five teacher unions and the national employers (NEOST). A handbook setting out the conditions of service for schoolteachers in England and Wales EYFS- Early years foundation stage (children aged 4-5) RE- religious education</p>
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0.6- 3 days a week
0.4- 2 days a week

ELSA- emotional literacy support
assistant
TLRs- teaching and learning leaders

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Date: 17 07 24