



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



Minutes of Virtual Meeting of the Full Governing Body

Tuesday 13 July 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

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| 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.

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| | <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/amendments to be prepared.</p> | |
| | | Action |
| 1. | <p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>There were no apologies to note.</p> | |

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| 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 – 11 May 2021</p> <p>3.1 To approve and sign minutes of previous meeting</p> <p>The minutes of the FGB on 11 May 2021 were an accurate record of the meeting and were agreed and approved by the FGB. AP1: Chair to sign the FGB Minutes – 11 May 2021 on GovernorHub.</p> <p>3.2 Matters arising and action points from previous meeting</p> | Chair |

| | Action Points – FGB 11 May 2021 | Who |
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| 1. | Chair to sign the FGB Minutes –22 February 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 July or September meeting. <i>Carried forward to September</i> | HT/DN |
| 3. | Research wind turbines – possibility and costs. <i>This is not a possibility at the moment. It is very expensive. The solar panels are being fitted over the summer.</i> | NW |
| 4. | Review home-school agreement - Agenda item FGB February 2022. | Clerk |
| 5. | HT and AMD to discuss SMSC training in more depth to see what it entails and if appropriate at this time. <i>WGBT - Evaluating Spiritual, Moral, Social & Cultural (SMSC) Development has been booked for 15 March 2022 at 6 pm.</i> | HT/AMD |
| 6. | AMD – Governor Forum report <i>AMD has prepared her Governor Forum report which will be available on GovernorHub. If anyone would like to volunteer to be the Governor Forum representative please advise the Chair.</i> | AMD |
| 7. | Artsmark - DN to share the Statement of Commitment with Governors. <i>This has been circulated. There was no update.</i> | DN |
| 8. | Artsmark – If anyone has any useful suggestions or contacts please advise DN. | All |
| 9. | 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>Carried forward</i> | DN/AA |

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| 10. | Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes. Completed. | Chair/Clerk |
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| 4. | <p>Headteacher Report 4.1 Headteacher Report</p> <p>The Chair thanked the HT for his very comprehensive Report. The Governors were asked if there were any questions.</p> <p>Q: School Characteristics – what are the parameters – lower, middle and higher ability? This has been lifted from the new tracking programme O-Tracker. The training for the new programme was held today. The vocabulary will be changed as they use terms that the school would not use. A full answer cannot be currently given at this stage as they are new to the programme.</p> <p>Q: The updated Risk Assessment – is this on GovernorHub? It has not been uploaded as there have been a sequence of changes which the HT is trying to work through. The Risk Assessment in place is too unmanageable and a review will be undertaken. On completion the HT will issue to the FGB. The school follow the guidance from Public Health England.</p> <p>From 19 July the school will not be doing any contact tracing. This will now be done by PHE. All control measures are still in place. Staff have been given a reminder to continue with the control measures.</p> <p>Q: Attendance – Has any guidance been received from the Government for September? No guidance has been received about attendance yet. This is causing a problem for the HT as there is no consistency between schools for authorisation of holiday requests.</p> <p>Q: Has there been any families where a class have had to isolate for 10 days but there is a child in another year? How is this handled if it is difficult to get the other child to school? To date there have been no cases. If the guidance is followed that child has to be in school. The school would identify what the barriers were and support the family.</p> <p>If a child is identified as a close contact the rest of the class would continue to attend school. The school are expected to provide learning for the child at home. The school are currently doing this in 3 classrooms. The school are set up to accommodate this. Teachers are able to deal with this easily.</p> <p>Behaviour</p> | |
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| | <p>Playtimes have a big influence on children. If they have a bad play this can affect them. Breaktime and lunchtimes have been organised with only 2 classes out on the areas. This has had a major beneficial impact. The school are looking to extend and continue this.</p> | |
| <p>5.</p> | <p>Committee Meetings</p> <p>5.1 Finance and Resources (30.04.21) No meeting has been held since the last FGB – 11 May 2021.</p> <p>5.2 CLA Committee – (11.06.21) The minutes are available on GovernorHub. Governors questions were invited.</p> <p>The CLA Chair advised that at the meeting there was a discussion about the LLP visit. The Committee went through her observations and suggested actions. The Committee came up with more focused and relevant actions. The HT has advised the LLP of the actions going forward. There was nothing contained in the report that needs to be highlighted.</p> <p>Core subjects were discussed and the progress with English leadership. Rachael Griffiths (RG), newly appointed Team Leader, is a very experienced teacher and has been working with CB. In the Autumn term CB will work alongside RG. Data and Action Plans have been reviewed. RG is more than capable and very skilled on taking on English. The team is very strong.</p> <p>Not all learning walks and Governor monitoring have been able to take place. CB has undertaken a maths and reading learning walk. The processes put in place worked positively.</p> <p>Non-core subjects were discussed. Music resources was discussed. In previous years there has been a push on the recorders but there was no music or materials that the children could take home and use. The HT is going to look at the resources available to the children to support their learning.</p> <p>Pupil Premium - The percentage of Pupil Premium in Year 3 had been identified as low. It was questioned if there was anything that could be done next year to check that the school had not missed identifying a number of Pupil Premium children in that year? CB promotes Pupil Premium with parents in the Autumn and encourages them to apply. In the new Year 3 there are already 12 children registered.</p> <p>Assessments – Year 6 – The assessments did not go ahead formally but went ahead informally in less stringent conditions. More time was allowed on some of the tests. The exams were needed to assess what the children can and cannot do so that it is informative. The data this year will not form the baseline for GCSE. The results were good and in line with KS1. Year 6 was a very good cohort. The results were 91% combined at ARE which is excellent. Considering</p> | |

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| | <p>what the school has been through the school have kept the pupils at the trajectory or better.</p> <p>Q: Will there be parent reports feeding back results this year? Reports are nearly finished. There will be an opportunity for parents to discuss reports if they wish to. Communication with families has increased during lockdown and parents are able to discuss their child with the teacher.</p> <p>Accessibility Plan/Equality/Disability – targets to be identified on plan. Appendices to be removed or amended. On completion the HT will upload and replace the document on the website.</p> <p>British Value Statement – Amendments (HT) This has been updated. This is a non-statutory policy. The statement has been made more generic. The Statement will be uploaded to the website.</p> <p>Religious Education Policy –The updated statement is available on the website under Curriculum. Everything in the statement is what is legally required. It is not mandatory to have an RE policy. The statement is reviewed every year to ensure it is up to date. The statement is the intent and implementation.</p> <p>5.3 Safeguarding Committee See agenda item 7.</p> | HT |
| 6. | <p>School Improvement Plan 6.1 Governor monitoring, visits and monitoring reports</p> <p>Governors have not been able to visit the school. It is hoped visits can resume in the Autumn term.</p> | |
| 7. | <p>Safeguarding/Child Protection 7.1 Governor monitoring of Safeguarding</p> <p>Governors have received the Safeguarding report. KCSiE has been put on GovernorHub. The Appendix needs to be read. AP6: Governors to read KCSiE 21 and confirm on GovernorHub that they have read and understood it.</p> <p>All the main aspects of Safeguarding have been covered during lockdown. Pupil conferencing or spending time in school has not been possible.</p> <p>The Chair advised the Governor Monitoring virtual training that she attended was very good</p> <p>7.2 Approve HCSB annual audit</p> | All |

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| | <p>The Hampshire Safeguarding Audit was reviewed. Following the review you are required to produce an improvement plan to highlight any points that you need to look at more closely. This does not need to be submitted until 30 September and will be discussed at the next FGB.</p> <p>AP7: Approve HCSB annual audit – Agenda item Sept FGB.</p> | Clerk |
| 8. | <p>Finance</p> <p>Everything is contained in the HT Report.</p> <p>Q: Do you know any more about the children who have gone to appeal at Abbotswood?</p> <p>The HT advised that his understanding is that one appeal was successful but the HT has not heard officially.</p> <p>There were originally 9. 7 went to appeal. All that is known at the moment is that 1 was successful.</p> <p>The school still does not know who will be joining in September which is very unsatisfactory and unprofessional.</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>The Governing Board will need to advertise the Parent Governor position at the beginning of the Autumn term. Correct processes need to be followed.</p> <p>Co-opt Governor vacancy - It would be good to have an outside voice. If Governors know anybody who would be suitable, willing and have the time and commitment please advise the Chair.</p> <p>9.2 Governor Training</p> <p>AMD had issued a training review to the FGB. Governor Services have issued an email advising that they would not like covid to impact on the enthusiasm for training. Governors must take advantage of the package that is available.</p> <p>It is also good practice to re-fresh some training every couple of years as there are monumental shifts in education.</p> <p>Governors were encouraged to look at the training available. There is an increased suite of e-learning which can be accessed. The school are also going to set all the Governors up on the National College. A link will be sent to</p> | |



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| | <p>Governors soon and Governors will be able to book some of the sessions on there.</p> <p>When Governors complete training please remember to send AMD their training certificates and complete a Training Feedback Report which is available to download on GovernorHub. Any training, that may be completed in another role, that may compliment the role of Governor should also be sent.</p> <p>Governors were also reminded to ensure that they update their Training Records on GovernorHub. Sometimes the records are updated automatically following attendance at a course but not always.</p> <p>Training is going to continue as webinars for the time being although they are keen to get back to face to face.</p> <p>WGBT – Trainer Justine Ball – HIAS - Evaluating Spiritual, Moral, Social & Cultural (SMSC) Development has been booked for 15 March 2022 at 6 pm. The training should equip Governors to be able to ask questions – how it works in the school, the cultural provision, it also links to the Artsmark application.</p> <p>Safeguarding training – not all Governors have completed their Safeguarding. Governors were asked to complete the e-learning on Governor Services as soon as possible. The training takes approx. 45 mins.</p> <p>A training schedule has been uploaded to GovernorHub. If anyone has any questions or would like AMD to point them in the right direction to please contact her, she is happy to help.</p> <p>Individual Governor training carried out</p> <p>The Chair advised she has attended the following training and the feedback is available on GovernorHub:-</p> <p>Handling and Solving Complaints – 24 May 2021 Monitoring and Evaluating Safeguarding Culture - 29 June 2021</p> <p>9.3 Governor Forum Report The minutes are uploaded to GovernorHub.</p> | |
| 10. | <p>Estates Health and Safety</p> <p>10.1 Site Walk TM had completed a site walk and the report is available on GovernorHub.</p> <p>Everything that has been discussed previously has commenced. The driveway path lighting has been completed.</p> | |



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| | <p>Q: Has any feedback been received from digging up the field for the track? There have been some drainage issues due to a dip. Prior to the autumn this will be rectified and raised up above the level of the water.</p> <p>Quotes are still awaited for the amphitheatre.</p> | |
| 11. | <p>Policies and Documents for review and ratification</p> <p>Confidentiality Policy – Available on the School Website. This is not a statutory policy. It is a statement of intent. AP8: Confidentiality Policy - JB volunteered to review the statement.</p> <p>Complaints Policy – The Chair has reviewed the policy. All Governors have received a copy. Governors have also got a copy of the training that the Chair attended. The only amendments were the names and contacts. The policy has been used and the policy works. The Governors confirmed their Approval to the Complaints Policy.</p> <p>Policy for Managing Serial and Unreasonable complaints – This has been reviewed. There are no amendments. The Governors confirmed their Approval to the Policy for Managing Serial and Unreasonable complaints.</p> | JB |
| 12. | <p>Self-Evaluation of the meeting</p> <p>How has the meeting benefitted the children?</p> <ul style="list-style-type: none"> • Policies that impact on children have been reviewed and approved • Safeguarding Committee satisfied that practice has been, and is good during the Covid lockdown and subsequently • H and S governor has completed a walk round, and highlighted any action points <p>How have we supported and challenged senior staff?</p> <ul style="list-style-type: none"> • Reviewed and questioned HT report • Challenged HT and DHT on safeguarding matters when completing the HCSB audit • Assisted in the appointment of a teacher to the SLT • Recognised the extra demands made on all staff due to Covid <p>How have Governors fulfilled their core functions?</p> <ul style="list-style-type: none"> • Reviewed and questioned HT report • Considered pupil progress and attainment at CLA meeting (see minutes 11.06.21.) <p>AP9: Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes.</p> | AA |



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| | <p>Any Other Business</p> <p>The Governors would like to reiterate their thanks to the school. It has been incredibly hard and they would like to say a very big thank you. The feedback from parents has been really positive. The school have gone beyond their requirements to make sure children attend and parents are kept updated. It has been recognised.</p> <p>CB suggested that when allowed it would be good for the Governors to meet the staff. There are a lot of new staff and it would be good for them to meet with the Governors.</p> <p>The Chair wished everyone a very happy summer break.</p> | |
| | The meeting closed at 7:30 pm. | |

| | Action Points – FGB 13 July 2021 | Who |
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| 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. | 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. To be discussed at the FGB in September. | 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. | HT |
| 6. | Governors to read KCSiE 21 and confirm on GovernorHub that they have read and understand it. | All/Clerk |
| 7. | Approve HCSB annual audit – Agenda item Sept FGB. | Clerk |
| 8. | Confidentiality Policy - JB volunteered to review the statement. | JB |
| 9. | Chair to self-evaluate the meeting and advise the Clerk for inclusion in the minutes. Completed | AA |



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| Next Meeting | Date | Time |
|-------------------------------------|---------------------------|----------|
| FGB | Tuesday 28 September 2021 | 18:00 pm |
| Resources | Friday 15 October 2021 | 14:00 pm |
| Children's Learning and Achievement | Friday 12 November 2021 | 09:15 am |

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

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| Promoting Positive Behaviour governor VACANCY | SMSC/British Values Anne Marie Datlen |
| Pupil voice and Rights Respecting governor | Wider Curriculum link governors Donna Neill |



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| Health and Safety/Premises/Site Security governor Tim Mead | Website compliancy Vacancy |
| Personnel/Complaints/Grievances/Disciplinary Formed as needed | Allegations against Headteacher Ann Arscott |

Signed:

Date: 13.07.21