



The Foxhills Federation



Minutes of Full Governing Body

Wednesday 28 September 2022 at 4:30 pm

At Foxhills Junior School

Governors Present:	Ann Arscott, LA Governor, Chair of Governors (AA) Lucy Howe, Headteacher Lucy Dixon, Parent Governor (LD) David Gill, Co-opted Governor (DG) Katrina Kemp, Co-opted Governor, (KK) Tim Mead, Co-opted Governor (TM) Don Monk, Co-opted Governor (DM) Donna Neill, Co-opted Governor, (DN) Hayley Sired, Staff Governor (HS) Glenda Thornley, Co-opted Governor (GT) Sian Winter, LA Governor (SW) Natasha Wooton, Co-opted Governor (NW)
Apologies received:	Anne Marie Datlen, Co-opted Governor (AMD) Louise Reynolds, Co-opted Governor (LR) Michael Isherwood, Co-Opted Governor (MI)
In Attendance:	Heather James, Associate Member (HJ) Alison Kay, Associate Member(AK) Tracy O'Connor, LA Clerk (TOC)

		Action
1.	Welcome, Introductions and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from Michael Isherwood, Anne Marie Datlen and Louise Reynolds.	
2.	Declaration of Business and Pecuniary Interests There were no business or pecuniary interests to declare relevant to the agenda. Governors were asked to update their Declarations of Business interests on GovernorHub. Profile – Declarations tab – General Confirmations - I confirm my Declarations of Interest are correct	

Signed:
Date:

3.	<p>Minutes of Last FGB Meeting – 12 July 2022</p> <p>3.1 To agree and sign minutes of previous meeting The minutes of the FGB on 12 July 2022 were an accurate record of the meeting and were agreed and approved by the FGB. AP1: Chair to sign Approved minutes 12 July 2022 on GovernorHub.</p> <p>3.2 Matters arising and action points</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #fce4d6;">Action Points – FGB – 12 July 2022</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 75%;">Governors to update Declarations of Business interests on GovernorHub.</td> <td style="width: 20%; text-align: center;">All</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Chair to sign Approved minutes 8 June 2022 on GovernorHub. Completed</td> <td style="text-align: center;">Chair</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>LH to find out the group size and financial implications of a shared SENCo working across the Federation. <i>The staff pay scales were reviewed and if the shared-role, that is proposed, was accepted there would be no pay increase as the role would be commensurate within their current pay scale. At the F&R Committee the working budget was shared and the costings were discussed. The role would be working differently not taking on additional work.</i></td> <td style="text-align: center;">LH</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>LH to arrange a date to discuss the ‘Ofsted’ working party. Agenda item.</td> <td style="text-align: center;">LH</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Subject Link Governors – Agenda Item – next CLA</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Terms of Reference for Committees – Agenda item – next Committee meetings. Completed for the F&R Committee. The other Committee ToR are on-going.</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Training and Development plan overview to be distributed to Governors. Completed.</td> <td style="text-align: center;">Clerk</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>DTG to re-issue the information about the Annual Governors’ Conference on Friday 14 October 2022. Completed.</td> <td style="text-align: center;">AMD</td> </tr> </tbody> </table>	Action Points – FGB – 12 July 2022			1.	Governors to update Declarations of Business interests on GovernorHub.	All	2.	Chair to sign Approved minutes 8 June 2022 on GovernorHub. Completed	Chair	3.	LH to find out the group size and financial implications of a shared SENCo working across the Federation. <i>The staff pay scales were reviewed and if the shared-role, that is proposed, was accepted there would be no pay increase as the role would be commensurate within their current pay scale. At the F&R Committee the working budget was shared and the costings were discussed. The role would be working differently not taking on additional work.</i>	LH	4.	LH to arrange a date to discuss the ‘Ofsted’ working party. Agenda item.	LH	5.	Subject Link Governors – Agenda Item – next CLA	Clerk	6.	Terms of Reference for Committees – Agenda item – next Committee meetings. Completed for the F&R Committee. The other Committee ToR are on-going.	Clerk	7.	Training and Development plan overview to be distributed to Governors. Completed.	Clerk	8.	DTG to re-issue the information about the Annual Governors’ Conference on Friday 14 October 2022. Completed.	AMD	Chair
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4.	<p>Membership</p> <p>4.1 To note resignation of Nick Hatfield and Heather James Nick Hatfield has resigned as he is not able to give it the commitment due to his current workload.</p> <p>4.2 To discuss date for Parent Governor election</p> <p>There is a Parent Governor vacancy and this will be advertised. The closing date for applications should be ten school working days from the date the advertisement was sent out. The actual closing date and time should be clearly stated so that parents are aware of the timescale to submit their application form.</p>																												

	<p>4.3 To appoint Heather James and Alison Kay as Associate members Best practice is that the Deputy Heads are not full members of the Governing Body but they are appointed as Associate Members. Associate Members may attend all meetings to provide their expertise and knowledge. Associate Members will have voting rights at the Committee meetings but not at the FGB meetings. The FGB approved AK and HJ's appointment as Associate Members.</p>	
<p>5.</p>	<p>5.1 To agree Terms of Reference for the Board of Governors</p> <p>The amended Terms of Reference were issued to the Governors with the agenda. The Governors confirmed that they had reviewed the Terms of Reference. The Terms of Reference derive from the MoPP.</p> <p>The Chair confirmed that it is a requirement that the Development and Training Governor provide a report to the FGB at each meeting.</p> <p>Minor amendments were highlighted. It was agreed the core FGB functions would be moved to the top of the Terms of Reference.</p> <p>AP2: Governor visits and Governor Protocol – KK to review the policy. Agenda item next meeting.</p> <p>Subject to the minor amendments the Governors confirmed their approval to the FGB Terms of Reference 2022/23.</p> <p>AP3: FGB Terms of Reference – Chair to amend and upload to GovernorHub.</p> <p>5.2 To agree Roles and Responsibilities</p> <p>The document adds depth to the Governor Roles and Responsibilities. The FGB approved the adoption of the document.</p> <p>AP4: Chair to format the Roles and Responsibilities document and circulate to the FGB.</p>	<p>KK</p> <p>AA</p> <p>AA</p>
<p>6.</p>	<p>Headteacher's Verbal Report</p> <ul style="list-style-type: none"> INSET Days September and November <p>Two Inset days have been held across the Federation.</p> <p>The first day focused on Safeguarding. KCSiE became effective from 1 September. KCSiE is a statutory requirement. All staff and Governors must have regard to this guidance with implementing and managing all safeguarding policies, procedures and systems.</p>	

Training took place as a federation with the full complement of teaching staff. Cleaners and SAs attended from the infants. The Governors received a presentation on Safeguarding following the meeting.

Day two focused on Vision and Values.

One vision - two schools- unite the schools with the same mind-set: what we want for children. Working towards a 7 year journey. Key tasks 'cohesive school teams'- one vision is the start of this.

At the Inset day -

- Staff agreed what the vision would look like.
- Identified the learning behaviours underpinning the values.
- Identify how these values progress from EYFS to Y6 - how this influences classroom practice.

Values drive the vision, they shape attitudes and behaviour, and they inform the curriculum, pedagogy and educational experience of the federation. Shared values result in consistency for children. Staff are aligned and are working towards the same goal.

The advantage of the Federation is that children can have experiences of working together and it will make transition between Infant and Juniors smoother. Year 6 and some Year 4 children have been thinking about what clubs they can offer at lunchtimes. The children have suggested a range of clubs – singing and dancing, music, reading and board games. The children identify a club they would like to run and then they think about how it will be organised, delivered and managed. The clubs will be open to years 2, 3, 4 and 5. The year 6 children present their proposal to the Junior and Infants school children. This has been very positive and the children are very excited about the clubs.

Q: What are the days and times of the celebration assemblies?

The celebration assemblies are on Friday at 2:30 pm for both schools. The Values Assembly for the Juniors is held on Monday at 8:55 am. The Values Assembly for the Infants is at 2.45 pm on a Monday afternoon.

The November Inset day will focus on curriculum. Junior SLT have identified that all staff would benefit from RWI training which Sophie will lead across the federation. Learning Journeys and Proof Of Progress tasks (feature EPIC) in foundation subjects - on both school improvement plans, also meet the Ofsted action for the juniors, to enable us to accurately assess children's knowledge and progress and to use this information to plan future learning: revisiting opportunities, how ideas are presented subsequently.

The HT advised that this year will be the end of KS1 assessments. There will be no SATs for KS1. It is really important that staff think about how designed applied pieces

of learning can be assessed. This will be implemented now to enable a smooth transition.

- **Leadership Teams**

Infants- Heather James is Deputy HT, Lynsey Grover and Sophie Dyer are Teaching and Learning Leaders.

Juniors- Alison Kay is Deputy HT, Natalie Hogbourne, Alex Williams, Rachel Griffiths, Hayley Sired are Teaching and Learning Leaders.

All Teaching and Learning Leaders are now year leaders - directly influence teaching and learning in their year group. Drive SIP initiatives within their teams, mentor and coach colleagues. This means they take responsibility for ECTs in their year groups, provide examples of excellence. Accountability is clear. Impact is demonstrated more easily.

This will have a whole school impact because they will be driving school improvement, monitoring teaching and learning, providing CPD for colleagues, working with the HT to evaluate provision.

The two leadership teams meet weekly. The meetings are very productive. They jointly evaluated quality of education, co-constructed SIP targets, agreed PM focus and Subject Leadership development.

Middle leadership across the schools is strong, mindset is highly positive. There is already a culture of learning from and with each other. Both teams are united by a desire to implement a knowledge based curriculum across the federation and to align mapping. Learning journeys have been introduced within projects at the Juniors to clarify learning intentions and provide outcomes within subjects, not just projects.

Learning environments are beginning to align- more to do at inset. Anticipate by the end of this year, a cohesive curriculum will have been implemented with a view to embedding from September 2023.

Q: Were all of the staff supportive of the changes?

All staff were very supportive. The HT gave staff a rationale prior to the changes providing examples of best practice.

- **Staffing**

Full complement of staff at the infant school.

Advertising for Teaching Assistants at the juniors- recruitment issues continue. The school have explored recruitment with teacher agencies. It is an expensive option. Most agencies are looking to place staff permanently.

	<p>Q: Are parent helpers still helpful? Yes parent helpers are very valuable to the schools and should be encouraged via the Newsletter.</p> <p>The HT advised about the flexibility in how TAs and LSAs are used - based on the needs of children, predominantly three new joiners - experienced and EQ staff to work with these children. The HT updated the Governors of the current position and next steps.</p> <p>Communication</p> <p>Meet weekly with both staff teams to share information. Informal ways of passing key messages- board in staffroom, WhatsApp groups. This has improved information sharing with year leaders. They are able to cascade information to team regularly and in response to changes. No concerns raised by school staff.</p> <ul style="list-style-type: none"> • Attendance <p>Infant attendance is currently 93.4%.</p> <p>Q: Are the absences due to illness? Authorised absences 5.5%. Unauthorised 1.1%. Holiday requests have been received across the Federation (approximately 2 a day). No holiday absences have been authorised.</p> <p>Junior attendance is currently 96.4%. There are some viruses in circulation.</p> <p>The staff, across the Federation, will be offered the flu jab. Staff need to provide a receipt to the HT for re-imburement of fees.</p> <p><u>Behaviour</u></p> <p>Largely, it is excellent across the Federation. It is good in classrooms and assemblies. Where there is low level disruption, it is addressed quickly. Staff have high expectations of children and this is consistent across both schools. Learning behaviours are already well-established in EYFS and Ks1, this continues through lower and upper school at the juniors.</p>	
<p>7.</p>	<p>Chair's Verbal Report</p> <p>The Chair advised that normally at the first meeting of the academic year the Chair would provide a written report which is a summary of the previous year and intentions for the coming year. This was completed at the July meeting at the first meeting of the Federation.</p> <p>The Chair said the HT has been extremely busy and needs the continued support of the Governors. The year has started well.</p>	

	<ul style="list-style-type: none"> • The safeguarding audit for both schools has been completed and submitted to meet the deadline. • Self-evaluation and School Improvement Plans have been completed for both schools. • Performance management has been signed off and is ready for the Pay Committee. <p>Termly actions will now be worked on. Governors will be invited to attend so that they can see how the SIP can be monitored alongside the curriculum.</p> <p>New Performance management targets will be set based on the new SIP.</p>	
<p>8.</p>	<p>SENCO Provision Update on SENCO provision across the federation</p> <p>Claire Kealey is SENCo for the Junior school and has joined the Senior Leadership Team. Claire is leading the provision for SEND and disadvantaged children. This is completed jointly with Hailey.</p> <p>Governors will see on the SIP that both schools have an action that will develop and sustain a culture that prioritises the needs for disadvantaged children. Ideally one SENCo would be coordinating and embedding the action.</p> <p>Claire is working with Heather James one day a week to look at the needs at the Infant school. Going forward HJ will undertake new responsibilities that support the HT.</p> <p>The joint SENCo has been costed and approved at the Finance and Resource Committee. The current working budget scenario is available on GovernorHub for the Governors to view.</p> <p>The FGB approved the decision to move forward with a joint SENCo and to proceed with advertising internally, across the Federation, as advised by EPS.</p>	
<p>9.</p>	<p>Budget update Discuss predicted pupil numbers and budget implications</p> <p>The budget was discussed at the Finance and Resource Committee. The Chair of the F&R Committee provided feedback.</p> <p>The Infant Number on Roll is at PAN and there is a waiting list. The Junior School has a falling Roll which is based on the October census. The current budget is set on the previous October census figure.</p> <p>The HT advised that it is proposed to hold official open days where parents and their children attend the school. The admissions period is between October and December. There will be 3 days which will enable the school to be showcased so that families</p>	

	<p>have as much information as possible. The profile within the community will be raised. When dates are known Governors will be invited to attend.</p> <p>The Infant open day dates are 17 October, 2 November and 2 December 2022 at 9:30 am and 1:30 pm.</p> <p>Budget reports will be issued prior to the FGB following the monitoring of the budget.</p>	
10.	<p>Ofsted <i>To appoint an 'Ofsted ready' working party</i></p> <p>The following Governors were appointed –</p> <p>Louise Reynolds Donna Neill Ann Arscott Katrina Kemp</p> <p>The Governors will be invited to the termly action plan day to look at how the SIP objectives will be achieved each term. All Subject Leaders will provide a position statement and monitoring will be set out for the SLT and the Governors.</p>	
11.	<p>School Improvement Plan</p> <p>The HT will upload the self-evaluation and the School Improvement Plan to GovernorHub. Actions have been identified and put into the Plan.</p>	
12.	<p>Safeguarding/Child Protection</p> <p>12.1 Confirm agreement on GovernorHub that you have read and understood Keeping Children Safe in Education for the new academic year. AP5: All Governors were requested to confirm on GovernorHub that they had read and understood KCSiE 2022.</p> <p>12.2 HCSB Safeguarding Audit. Please submit any comments by 9.00 am Monday 26th September Governors Approved the Safeguarding Audit.</p>	
13.	<p>Feedback from Committee meetings</p> <ul style="list-style-type: none"> • F&R –15 September 2022 (unsigned minutes circulated) • Safeguarding – Tues 20 Sept 2022 (unsigned minutes to be circulated) <p>The Committee will follow up on the monitoring and pupil conferencing.</p>	

	<p>HT will make links with Hounslow to discuss their behaviour policy so there is consistent approach between schools, this will then go in the children's handbook, a way of providing consistent expectations</p> <p>AP6: Safeguarding monitoring - The HT will liaise with MI, Chair of the Safeguarding Committee.</p>	HT
14.	<p>https://app.governorhub.com/s/hampshire/training</p> <p>14.1 WGBT – Introduction to the Primary School curriculum</p> <p>The Development and Training Governor has had difficulty in appointing someone to deliver the WGBT. When a date has been booked the FGB will be advised.</p> <p>AP7: Prevent training – Governors to complete Prevent training and confirm on GovernorHub, declarations.</p> <p>Safeguarding e-learning – available on Governor Services website.</p> <p>The Annual Governors Conference is on 14 October 2022. If anyone can attend they are very informative.</p> <p>Governors were encouraged to attend training.</p>	All
15.	<p>Policies and documents for review and ratification</p> <p>Confirm adoption of Manual of Personnel Practice (MOPP) – FGB confirmed to adopt the MoPP</p> <p>Confirm adoption HCC Governors Good Practice Guide - FGB confirmed to adopt the HCC Governors Good Practice Guide</p> <p>Child Protection Policy (HCC Model Policy – has been released. Will be personalised and added to GovernorHub for review)</p> <p>Safeguarding Policy (HCC Model Policy – has been released. Will be personalised and added to GovernorHub for review)</p> <p>Pay policy (HCC Model Policy – not released. Will be personalised on receipt and added to GHub for review)</p>	
16.	<p>To discuss a collaborative agreement with Abbotswood Junior School</p> <p>Governor Services advise that GBs should set up collaborative agreements to hear complaints if necessary. Abbotswood Junior School agree in principle. It will be discussed and formalised at their next FGB on 28 November 2022.</p> <p>The Governors confirmed their approval to the collaborative agreement.</p>	

17.	<p>To discuss the spending of a bequest to Foxhills Junior School</p> <p>The wish of the benefactor (FJS governor) was that this sum should be spent on a bench or tree for the school grounds.</p> <p>Options/ideas are being explored for a bench and a tree. When a decision has been made the federation will invite Mrs Pauline Fillis, whose husband made this bequest, to the school to see how we have commemorated him.</p>	
18.	<p>Schools' websites</p> <p>To appoint a governor(s) to audit the governor section of the schools' websites.</p> <p>FGB minutes should be uploaded to the website.</p> <p>AP8: GT will review both websites to see what is required to be uploaded.</p>	GT
19.	<p>To agree a user friendly process for submitting governor questions</p> <p>A template will be circulated in advance of meetings. Questions to be submitted and the HT will respond. If further questions arise on the day they can still be asked.</p>	
20.	<p>Any Other Business</p> <p>At the F&R Committee meeting fitting thermostats onto the radiators was discussed. Quotes have been received which are very expensive. DG will continue to explore environmentally friendly grants that may be available.</p>	
21.	<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 shared SENCO across the Federation, Jr SENCO has joined SLT, based at Jr but working 1 day week Infant School. Governors approved internal advert for SENCO post across the Federation. • Appointed the two DHTs as associate governors to provide expert advice to the governing body. • Governor task from interview to set Visions and Values across the two schools done at Inset Day (not really a governor action from this meeting) • Strength in capacity in middle leaders (team of 10) cohesive curriculum by end of the school year. (not governor action) • Impact of behaviour - FGB supported the approach being taken for some specific cases and discussed impact on life-long learning for all children including others in class. • HT to make links with Hounslow to discuss their behaviour policy so there is consistent approach between schools, this will then go in the children's handbook, a way of providing consistent expectations allowing for life-long learning 	



	<ul style="list-style-type: none"> ● How have the Governors supported and challenged the senior staff strategically during the meeting? <ul style="list-style-type: none"> ● Discussed impact of single SENCO across the site and confirmed acceptability of requirements. ● Setting ToR for the FGB to support the school. ● Adopted Governors Roles and Responsibilities document. ● Governors attended KCSiE briefing at the end of FGB to support the schools. ● Planning attendance at celebration assemblies. ● Discussed changes to the progress measures with SATs ceasing for KS1 and how we will still measure, triangulate and assure progress. ● Checked staff engagement with the introduction of year leaders with subject alignment for senior team members at JS (consistent with IS) – very positively received in feedback from staff members of the FGB. ● Improve TA and LSA recruitment by indicating it can be a stepping stone to a teaching career, to help get good quality staff. Challenge having the use of parent helpers to fill the gap – especially readers. ● Supporting school (all staff, the specific children and the wider children at the school) with some challenging behaviour this year. ● Communication across and between schools for all staff. ● Supporting actions regarding attendance, including ‘flu jabs for staff. ● Approved combined SENCO for the federation. ● Support to open days and the positive things about the school. ● Engaging with OFSTED working party to make sure we have clear evidence of triangulation of evidence, completed safeguarding responsibilities, etc. ● Confirmed policies to support the effective running of the school and the senior staff. ● Confirmed the collaboration agreement with Abbotswood Juniors. ● Finance Governors will meet with Finance staff in school to bring 2 reports per year to the FGB (in addition to the 4 Finance and Resources meetings). These should be in June and late March or early April. 	
	<p>The Chair thanked everyone for attending and for their valued contribution.</p>	
	<p>Meeting Dates</p> <p>CLA — Tuesday 11 October 2022 - 2:30 pm</p> <p>F&R – Thursday 17 November 2022 - 8 am</p> <p>FGB — Monday 21 November 2022 - 4:30 pm</p> <p>Safeguarding – Tues 28 February 2023 – 9 am</p>	
	<p>The meeting closed at 6:50 pm.</p>	

Action Points – FGB – 28 September 2022
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Signed:
Date:



The Foxhills Federation



1.	Chair to sign Approved minutes 12 July 2022 on GovernorHub.	Chair
2.	Governor visits and Governor Protocol – KK to review the policy. Agenda item next meeting	KK
3.	FGB Terms of Reference – Chair to amend and upload to GovernorHub.	AA/Clerk
4.	Chair to format the Roles and Responsibilities document and circulate to the FGB.	AA
5.	All Governors were requested to confirm on GovernorHub that they had read and understood KCSiE 2022.	All
6.	Safeguarding monitoring - The HT will liaise with MI, Chair of the Safeguarding Committee.	HT
7.	Prevent training – Governors to complete Prevent training and confirm on GovernorHub, declarations.	All
8.	GT will review both websites to see what is required to be uploaded.	GT