



## Full Governing Body Meeting

Wednesday 17 July 2024 at 4:30 pm

Venue: Foxhills Infant School

<b>Governors Present:</b>	Ann Arscott, LA Governor, Chair of Governors (AA) Lucy Howe, Headteacher Caroline Hubbard, Co-opted Governor (CH) Don Monk, Co-opted Governor (DM) (Chaired the meeting) Donna Neill, Co-opted Governor, (DN) Natasha Wooton, Co-opted Governor (NW) Helen Robinson, Co-opted Governor (HR) – <i>left the meeting at 5.55 pm</i> Claire Minnock, Co-opted Governor (CM) Paul Terris, Co-opted Governor (PT) Glenda Thornley, Co-opted Governor (GT) Sian Winter, LA Governor (SW)
<b>Apologies received:</b>	Hayley Sired, Staff Governor (HS) Anne Marie Datlen, Co-opted Governor (AMD)
<b>In Attendance:</b>	Heather James, Associate Member (HJ) Sophie Foster (SF) Assistant Headteacher – <i>left the meeting at 5.30 pm</i> Tracy O'Connor, LA Clerk (TOC)

1.	<b>Welcome, Introductions and Apologies</b>  The Chair welcomed everyone to the meeting.  Apologies were received and accepted from Hayley Sired and Anne Marie Datlen.
2.	<b>Declaration of Business and Pecuniary Interests</b>  There were no new declarations of business and pecuniary interests relevant to the agenda.

**3. Minutes of Last FGB Meeting – 20 May 2024**

**3.1 To agree and sign minutes of previous meeting.**

The minutes of the FGB on 20 May 2024 were an accurate record of the meeting and were agreed and approved by the FGB.

**AP1: Chair to sign Approved minutes 20 May 2024.**

**3.2 Matters arising and action points**

<b>Action Points – FGB 20 May 2024</b>		
1.	Chair to sign approved minutes 7 March 2024. <b>Completed</b>	Chair
2.	Charlotte/Sophie to present the Relationships and Wider Personal Development at the FGB on 17 July 2024. Postponed to Autumn term.	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. HR has provided the information. Lyndsey who will lead will get in contact with them in September.	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. <b>Completed</b>	All/AM
5.	Agenda item – September FGB – Safeguarding Presentation	HT/Chair/Clerk
6.	Chair to issue how to log on to Foxhills Federation email. <b>Completed</b>	Chair
7.	Governors to forward views on the monitoring and support of school leaders wellbeing to the Chair by July 1 <sup>st</sup> 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. <b>Completed</b>	All
9.	Chair to issue the National Governors Association questionnaire. Agenda item next meeting. <b>Completed</b>	Chair/All
10.	Clerk to issue the updated Training and Development overview. <b>Completed.</b>	Clerk
11.	Chair to amend - Date of approval of policies to be changed from March to May 2024. <b>Completed</b>	Chair

**4. Headteachers Verbal Report**

The HT provided an update of the staffing complement. There have been a few changes since the last FGB.

### **Infant School complement**

6 teachers, 6 class-based Teaching Assistants, 1 x 1:1 Teaching Assistant and 1 x HLTA for 6 classes.

### **Junior School complement**

12 teachers, 2 x HLTAs, 17 Teaching Assistants and 1 x 1:1 Teaching Assistant for 10 classes.

The placement of staff has slightly changed because a late resignation was received and some requests were received to change working hours. The complement that was on transition day and shared with parents represents the structure for September.

### **Leadership**

There will be a non-class based Leadership Team of 5 across the 2 schools comprising of a Headteacher, Deputy Headteacher, 2 Assistant Heads (Sophie and Katie) and the SENCo.

The Inclusion Team will comprise of the Deputy Headteacher, SENCo and 4 ELSAs across the 2 schools.

Anne-Marie Datlen will be class based to support in year 5 until there is a return from maternity leave.

### **Class numbers**

At the Infant School there will be 6 classes of approximately 30. There is a PAN restriction of 30 per class.

At the Junior School there will be –

2 classes in year 3 of 33 children

2 classes in year 4 of 34 children (35 initially but 2 children will be leaving)

3 classes in year 5 of 25, 26 and 27 children

3 classes in year 6 of 29, 29 and 30 children

Governors were aware that the HT was applying to the office of the Schools Adjudicator. The school needed them to approve a variation to the Published Admissions Number. The HT applied for a variation to the current PAN which is 90. The HT applied for a temporary PAN cap. Approval has been received that they will place a PAN cap on year 3 of 70. The PAN cap will stay with that year group going forward but there is potential at any point that 2 extra children could join.

In September the HT will be applying to the Local Authority for the PAN cap in year 4 to be 68. The HT will be asking the Local Authority for a meeting in September to discuss a PAN reduction to 60 for future year groups.

When the HT announced to parents that there would be 2 classes in year 3 and year 4 the HT received 6 emails of concern. Parents were asking questions and seeking re-assurance. The HT made the decision to write FAQs which Governors have received. A meeting was held to give parents the opportunity to discuss face to face. The meeting was well attended.

Governors attended and feedback that the meeting went positively. The HT conducted the meeting professionally and provided parents with the information that they needed to be re-assured. The preparation and work that the HT did in advance for the meeting meant that the parents had a lot of factual information.

Some parents were concerned about the Headteacher's welfare. Parents appreciate that the HT has to make difficult decisions but know that their children will still get the best possible care and education.

The budget can accommodate the proposed structure.

The cumulative surplus for 2024/25 (Junior) £132,611 (one hundred and thirty two thousand six hundred and eleven)

The cumulative surplus for 2025/26 (Junior) - (58,000) (Deficit fifty eight thousand)

### **Future Considerations – Junior PAN naturally reducing**

The LA are deeming for local schools that there will be a surplus of places, low birth rate and lack of housing going forward. It is set to continue to at least 2028. The LA are predicting the surplus will be up to 18% which is higher than for the County which is 14%.

**Q: If the school are successful in getting an Outstanding from Ofsted does the HT think that would have an impact on numbers?**

The reasons why parents from some areas do not choose Foxhills is because it is not easily accessible without a car. Other junior schools are nearer.

From feedback parents have said that they like the school. Parents like that every child receives a Chromebook. The sports offer is being increased so there will be more opportunities for coaching and enrichment.

Having the Breakfast Club and Afterschool Club on site has had an impact.

**Q: If the PAN is reduced to 60 in 2025 and there are any children already in the Junior school that have siblings at Eling or Hazelwood would this prohibit them?**

It could prohibit them from coming which would be a problem. The HT would need to discuss the PAN with the LA.

### **Attendance**

95.8% Infant  
95.5% Junior

	<p>94.2% National</p> <p>There is an issue with SEND boys across both schools. They are considerably below the year to date average by approximately 10%. Two children are accessing reduced hours provision and this does have an impact.</p> <p><b>Safeguarding</b></p> <p><b>Please see Confidential Minutes</b></p> <p><i>SF left the meeting at 5.30 pm</i></p>
<p><b>5.</b></p>	<p><b>Chair of Governors report</b></p> <p>The Governors had received the report prior to the meeting and were invited to ask questions.</p>
<p><b>6.</b></p>	<p><b>KS1 and KS2 results</b></p> <p><b>Review of SATs results July 2024</b></p> <p><b>KS2</b></p> <p>The results have been very positive.</p> <p>The combined result up by 15% on National.</p> <p>Reading ARE up by 9% on National  Writing ARE up by 15% on National  Maths ARE up by 10% on National. Maths ARE is up by 8% from last year.</p> <p>Reading Greater Depth up 8.4% on National</p> <p>The challenges are –</p> <p>Greater Depth for Reading, Writing and Maths – down 4% from last year  Grammar, punctuation, spelling Greater Depth – down 10% compared to National</p> <p><b>Year 4 times tables</b></p> <p>The results are slightly lower than last year.</p> <p>Last year 22.4%  This year 20.2%</p> <p>Children scoring full marks (25/25)</p> <p>Last year 57%  This year 35%</p>

There were no surprises with the data.

## KS1

KS1 is not now reported.

Reading ARE or above 85%

Writing ARE 75%

Maths ARE 76% (National 2023 70%)

The results were in line with the SATs. The SATs results were slightly lower than the teacher assessments

**Q: Do teachers still find value in completing KS 1 SATs?**

The SATs do support teacher assessment. If a child works through the curriculum as it is sequenced that is progress. It does support and prepare the children for SATs in year 6.

**Q: What do we feel are the targets we'd like to achieve for the future and what level is considered to be sustainable moving forward? Do the 2024 levels represent a really good high performing and achieving school - they certainly seem to be very successful scores. Are we striving to increase further the outcome scores to better the 2022 results which are generally a bit higher, are we trying to increase enrichment or reasoning levels? And do we think we have the staffing capability we need to further improve our outcomes as a school?**

I'm also interested in whether we have any insights into the respective performance of other schools in our local area and therefore our local reputation? And if we're better then can we 'advertise' it as a success somewhere for future parents who are making future school choices.

The HT has been writing the School Improvement Plan for next year. As there are 7 FGB meetings at each meeting a status summary report will be provided for each action. Governors will be able to see the progress that is being made. Leaders will each take responsibility for each strand so that Governors will be able to have a status summary report so that they can hear from different points of view from the leadership team.

Overall the SIP will have a focus on the implementation of the curriculum and will have a focus on how teaching and learning is delivered.

The SIP has been developed by feedback from the LSA and TA conferencing, feedback from the staff questionnaire, data and lesson observations.

The school outcomes are above National. The school is a good school.

The Governors said that all the staff should be congratulated they have done really well.

## 7. Response to parent survey

Signed:

Date:

	<p>Governors had received and were happy with the draft response to the parent survey prior to the meeting.</p> <p><i>HR left the meeting at 5.55 pm</i></p>
<b>8.</b>	<p><b>Headteacher's wellbeing</b></p> <p>The Governors had received a report prior to the meeting.</p> <p><b>Q: What is the Headteacher's thoughts?</b></p> <p>The HT agrees with the Governing Body when they say it is important to protect the staff's wellbeing. It is hoped that the Charter that the HT developed shows that it is a priority to her. It is also important that there is recognition of leaders wellbeing.</p> <p>The HT does feel that reducing to 7 FGB meetings a year will be very efficient and effective. There can be a lot of overlapping.</p> <p>A template could be set up for each meeting which would be helpful. The meetings will need to be very tight on reporting – what are the key points and actions? Success, opportunities, failures and threats.</p>
<b>9.</b>	<p><b>Draft Terms of Reference</b></p> <p>Amendments to be made and circulated prior to the next meeting. To be adopted at September meeting.</p>
<b>10.</b>	<p><b>Staff exit interviews</b></p> <p>A summary of the staff interviews were issued to the Governors prior to the meeting. There were 4 staff leaving in the Junior school. The reasons for leaving were all genuine, there were no concerns.</p>
<b>11.</b>	<p><b>Feedback from Committee meetings</b></p> <ul style="list-style-type: none"> <li>• <b>F&amp;R – 20 May 2024 (No meeting since last FGB)</b></li> <li>• <b>Safeguarding – 25 June 2024</b> Safeguarding minutes are in the safeguarding folder on HSS. The Safeguarding monitoring schedule was reviewed and was fully completed. Going forward a Governor will be appointed to be responsible for Safeguarding.</li> <li>• <b>CLA – 29 April 2024 (No meeting since last FGB)</b></li> </ul> <p>Monitoring reports from CLA on HSS – TA conferencing Maths Learning walk</p>
<b>12.</b>	<p><b>Governor Training</b></p> <p>AA and CH attended the Staff Wellbeing and CH attended the SEND Conference.</p>

**Whole Governing Board Training** – Governors and Ofsted - Thursday 19 September 2024 – 5 pm – 7 pm. The tutor will be Vanessa Cass and it will be held in the Junior school hall, refreshments available from 4.30pm.

**Governor Conference** – Friday 11 October 2024 – 9.30 am – 3.30 pm – Norton Park Hotel. One of the speakers will be Shazia Akram, who is an Ofsted Inspector.

Prevent Training – Governors to ensure that they complete the required Prevent training.

<https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal>

Additional information - <https://secure2.sla-online.co.uk/v3/Resources/Page/33241>

Governor training – Committee relevant training and flat structure training

A governor recently asked about attending training relevant to the committee they were a member of, or now that we have moved to flat structure, should they still attend these particular sessions? It is wise to complete sessions on a cyclical basis throughout the year whether there is a flat structure or not. Education initiatives, frameworks and legislation etc change at a pace so therefore it is good practice to access a broad range of training. Whether we work in education or not, Governor Services offer the opportunity for us to put our governor/critical friend hats on and approach provision from that stance. Revisiting training over a suggested eighteen month cycle has worked successfully. For example, AMD is revisiting RE in the Primary Curriculum training in the autumn. Training has to appeal to your interest as a governor whilst also now knowing that we are working with a flat structure so need context across all areas. Safeguarding is a must! As a starting point AMD recommended Understanding the Primary Curriculum.

There are no costs to governors for attending any of the GS training sessions as we pay for a Service Level Agreement that allows all governors to attend all training. This also offers a WGBT session, clerking and legal services as part of the SLA which costs the school £1710 per annum. Ofsted will want to see a record of all governor training.

The training overview document is recommended as a 'route map' for training going forward and as a check list, although there are many other choices on the GS website including flagged new courses.

<https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=5c161d33-8165-4a04-a588-566e40fb28ff&type=PageSectionDocuments>

<https://documents.hants.gov.uk/governors/HampshireGovernorServicesTraining2024-25.pdf>

Link for E-Learning –

<https://hampshireservicesforschools.hants.gov.uk/P34171>



	<p><u>New training offers – for dates and details please look at the training brochure</u></p> <p>GT715 Chairs Seminars  GT732 Improving School Attendance (Primary)  GT736 Supporting Success for Pupils Experiencing Vulnerability</p>
13.	<p><b>Governing Body self-evaluation document</b></p> <p>It is usual for Governing Bodies to complete a self-evaluation.</p> <p><b>AP7: Governing Body self-evaluation to be completed in the spring.</b></p>
14.	<p><b>Any Other Business</b></p> <p>The start times of the FGB meetings were discussed. The meeting in September will start at 4.30 pm.</p> <p><b>AP: Governors to consider moving the start time to 4 pm from the October meeting. To be discussed at the next meeting.</b></p>
15.	<p><b>Dates and items for future meetings</b></p> <p>Thursday 26 September at 4.30 pm</p> <p>Thursday 17 October 2024 at 4.30 pm/4 pm</p>
16.	<p><b>Self-evaluation of the meeting</b></p> <ul style="list-style-type: none"> <li>• <b>How have Governor actions discussed at this meeting benefited the children to become life-long learners?</b></li> <li>• <b>How have the Governors supported and challenged the senior staff strategically during the meeting?</b> <ul style="list-style-type: none"> <li>• Discussed the support for the change to the 2 form entry and how children and staff will be supported.</li> <li>• Discussed future targets and ambitions and how they link to the SIP.</li> <li>• Reviewed KS 2 results</li> </ul> </li> </ul>
	The Chair thanked everyone for attending and for their valued contribution.
	The meeting closed at 6:35 pm.

<b>Action Points – FGB 17 July 2024</b>		
1.	Chair to sign approved minutes 20 May 2024. <b>Completed</b>	Chair

Signed:  
Date:

2.	Charlotte/Sophie to present the Relationships and Wider Personal Development at the FGB on 17 July 2024. Postponed until Autumn term.	HT/Chair/Clerk
3.	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. <a href="https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal">https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal</a>	All/AM
5.	Agenda item – September FGB – Safeguarding Presentation	HT/Chair/Clerk
6.	Agenda item – September FGB – AA to make amendments and circulate prior to the meeting. Terms of Reference for the flat structure to be adopted.	Chair
7.	Governing Body self-evaluation to be completed in the spring. SW to put into forms so that it will automatically collate responses.	All
8.	<b>Governors to consider moving the start time to 4 pm from the October meeting. To be discussed at the next meeting.</b>	

### 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  0.6- 3 days a week  0.4- 2 days a week</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  ELSA- emotional literacy support assistant  TLRs- teaching and learning leaders</p>
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Signed:   
Date: 