



The Foxhills Federation



Minutes of Full Governing Body

Monday 20 March 2023 at 4:30 pm

At Foxhills Junior School

Governors Present:	Ann Arscott, LA Governor, Chair of Governors (AA) Lucy Howe, Headteacher Anne Marie Datlen, Co-opted Governor (AMD) Lucy Dixon, Parent Governor (LD) Caroline Hubbard, Co-opted Governor (CH) Katrina Kemp, Co-opted Governor, (KK) 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:	Michael Isherwood, Co-Opted Governor (MI) David Gill, Co-opted Governor (DG)
No Apologies sent:	Angela Ifould, Parent Governor (AI)
In Attendance:	Heather James, Associate Member (HJ) Alison Kay, Associate Member(AK) Tracy O'Connor, LA Clerk (TOC)

		Action
1.	<p>Welcome, Introductions and Apologies</p> <p>The Chair welcomed everyone to the meeting. The Chair introduced Caroline Hubbard , new Co-opted Governor. The Governors introduced themselves.</p> <p>Apologies were received and accepted from Michael Isherwood and David Gill.</p> <p>No apologies were received from Angela Ifould.</p>	
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>There were no business or pecuniary interests to declare relevant to the agenda.</p> <p>Governors were asked to update their Declarations of Business interests on GovernorHub.</p>	

Signed:
Date:

<p>3.</p>	<p>Minutes of Last FGB Meeting – 21 November 2022</p> <p>3.1 To agree and sign minutes of previous meeting The minutes of the FGB on 21 November 2022 were an accurate record of the meeting and were agreed and approved by the FGB. AP1: Chair to sign Approved minutes 21 November 2022 on GovernorHub.</p> <p>3.2 Matters arising and action points</p> <table border="1" data-bbox="209 566 1401 1422"> <thead> <tr> <th colspan="3">Action Points – FGB – 21 November 2022</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Chair to sign Approved minutes 28 September 2022 on GovernorHub. Completed</td> <td>Chair</td> </tr> <tr> <td>2.</td> <td>Child Protection policy – To be amended by HJ. HJ to forward to Clerk. Completed</td> <td>HJ</td> </tr> <tr> <td>3.</td> <td>Governors were reminded to update their training records on GovernorHub – Profile – Training – Add a new training record. Important to have an up to date record. E-learning is not added automatically to records. Learning that is organised by Governor Services is added automatically.</td> <td>All</td> </tr> <tr> <td>4.</td> <td>HJ/LH to review the RE curriculum statement and policy across the Federation. Completed (CLA)</td> <td>HJ/LH</td> </tr> <tr> <td>5.</td> <td>HS and AM will arrange for the Federation Governing Body to meet with the staff for tea and cake in the new year. 20 March 2023 update - It has been a very busy term and will be re-arranged.</td> <td>HS/AM</td> </tr> <tr> <td>6.</td> <td>Governors were reminded to arrange their pictures to be taken with Dan for their new key fobs and passes. 20 March 2023 – Most Governors now have their new key fobs and passes.</td> <td>All</td> </tr> <tr> <td>7.</td> <td>School website update - Governors to provide a pen portrait. 20 March 2023 update - DM and CH to provide a pen portrait.</td> <td>All</td> </tr> </tbody> </table>	Action Points – FGB – 21 November 2022			1.	Chair to sign Approved minutes 28 September 2022 on GovernorHub. Completed	Chair	2.	Child Protection policy – To be amended by HJ. HJ to forward to Clerk. Completed	HJ	3.	Governors were reminded to update their training records on GovernorHub – Profile – Training – Add a new training record. Important to have an up to date record. E-learning is not added automatically to records. Learning that is organised by Governor Services is added automatically.	All	4.	HJ/LH to review the RE curriculum statement and policy across the Federation. Completed (CLA)	HJ/LH	5.	HS and AM will arrange for the Federation Governing Body to meet with the staff for tea and cake in the new year. 20 March 2023 update - It has been a very busy term and will be re-arranged.	HS/AM	6.	Governors were reminded to arrange their pictures to be taken with Dan for their new key fobs and passes. 20 March 2023 – Most Governors now have their new key fobs and passes.	All	7.	School website update - Governors to provide a pen portrait. 20 March 2023 update - DM and CH to provide a pen portrait.	All	<p>Chair</p>
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<p>4.</p>	<p>Minutes of EGM 17 January 2023</p> <p>An EGM was held on 17 January 2023 to discuss the Infant School budget. The FGB agreed and approved the minutes were a true record of the meeting.</p>																									
<p>5.</p>	<p>Minutes of EGM 27 February 2023</p> <p>An EGM was held on 27 February 2023 to discuss and appoint Caroline Hubbard as a Co-opted Governor. The FGB agreed and approved the minutes were a true record of the meeting.</p>																									
<p>6.</p>	<p>Headteachers Written Report</p> <p>The Governors received the written report in advance of the meeting and were asked to send any questions in advance. The HT thanked the Governors for their comments and advised she would go through the comments/questions received.</p>																									

Thank you for your very informative report! It's very helpful to governors to have this overview of the federation.

Like the new logo!

We are excited for values day! It is an opportunity to really unpick what our values mean and how the logo represents us. The Middle Leadership Team have thought about what the day will look like from Reception to year 6. This has been shared with the staff. Each value will be unpicked and worked through. It is important that Parents understand why we need a new logo and the opportunity for a new uniform and the meaning behind the federation.

When the schools federated some parents were concerned that the schools would lose their identity and their unique character. To fulfill the brief of creating two cohesive schools where staff are working in the same way and aligning the curriculum it is important that the school is seen as one. The children do pass comments about the uniform. It is an opportunity for the children to see the school as one, which has been a focus.

The uniform is ready and options were shared with the Governors. All the uniform can be purchased from George at Asda and other supermarkets so the cost is reasonable. The uniform will be launched in assembly when the new logo is launched.

The Headteacher will write to parents to explain the launch and to show them the samples. Parents will be advised that they have the option to purchase it ready for September.

Q: Is the uniform optional? Can there be a gradual transition? When Governors spoke at the transition and reviewed the consultation documents it was said that the uniform would remain the same.

The aim would be for year R and year 3 to wear the new uniform because parents have got to purchase a uniform. Parents may be signposted to organisations where they could obtain support.

Q: Do you see any worries from parents as the cost of living at the moment is very difficult for families. Some families purchase second hand as they cannot afford new. Do you foresee any problems?

Potentially there could be problems.

Q: Year R and year 3 is an obvious starting point. Flexibility may be needed. It could be a concern for year 5 and year 6 where some of the children are wearing the new and some the old uniform?

The Junior staff advised that they have rolled out uniform changes before. The transition was gradual. Families were allowed to invest in it over a phased time.

Q: Would there be any Pupil Premium budget available to provide support?

They will look at paying in schemes where parents could make a weekly contribution.

Governors did appreciate that there would never be a good time to introduce a new uniform. Over time the new uniform will be phased in. The new uniform is optional initially. The children do not have to purchase the new uniform.

Q: When will parents be told about the new uniform as on 17 April 2023 parents find out if they have been successful with their placement? Maybe explore options to get a discount from Skoolkit?

The Headteacher will explore if Skoolkit could offer a discount or offer a paying option. Parents will be advised before the school closes for Easter.

Q: Is there something that could be done with the old uniform?

Usually excess uniform is sent to charities but not if it has a logo on it.

The Governors agreed that the new uniform and logo looked very smart.

Q: This has probably been explained but the OFSTED ratings are self-evaluated? What evidence do you use for this please?

Schools are expected to undertake self-evaluation against the four key areas (and early years for the infants). They have to grade themselves against each strand of the grade descriptors. They use the same evidence Ofsted would use to make these judgements: observations of teaching and learning, book scrutiny, conferencing of children, progress over time, IDSR (inspection data summary report) and internal data. The annual LLPR visit has identified that both schools are good which demonstrates leaders have a good understanding of the schools' strengths and areas for development, as well as how these will be achieved. They attend cluster and LA moderation to enable the teachers to compare pupil's progress with pupils from other schools. Leaders are trained and maintain an evaluative view of the schools' work: they evaluate the effectiveness constantly and the information is shared with the governing body to demonstrate due diligence.

Q: Leadership and management – is there a reason why there is no reference to the SENCo role? It was mentioned in the LLP report about the Federation SENCo position.

In the HT report it talks about all leaders. Although the SENCo is a leader there are strategic leaders and senior leaders. The leaders would not necessarily be named individually. Ofsted will also refer to Governors as well as they are seen as leadership. The term leaders is very generic.

The HT referred to the Infant School SEF evaluation. Leaders aim to ensure that all pupils successfully complete their programme of study, they provide the support to staff to make this possible, they create an inclusive culture and do not allow gaming or off rolling.

Leaders are ambitious for pupils with SEND. Provision is driven by “keep up, not catch up”. The needs of the lowest 20% of pupils underpin the rationale for the school's curriculum. Knowledge is given to children in accessible ways (ensures equity) first-hand, real-life experiences opportunities to apply knowledge in accessible ways.

The HT advised that everything is in place. Currently at the Infant school the provision for SEND is HJ, HT, Lyndsey and Sophie.

Q: Learning walls are mentioned quite a lot- how do you make sure these are effective? How often are they changed?

The Governors were shown an example of a learning wall. It was very pictorial and highlighted step by step. The learning walls are also good for support staff who may need to revisit.

Learning walls are the 'third teacher'. In all areas of the curriculum, learning walls display each step of the journey with an example of a 'WAGOLL (what a good one looks like) for each step. Each WAGOLL clearly demonstrates the knowledge and process children need to be successful. Children can refer to each step/flip chart, whenever needed and, so, the walls serve as a third teacher.

The walls demystify the learning process. Children know exactly what is needed to be successful and how to achieve each step. Each step is carefully planned to enable knowledge to build and for schemas to strengthen.

Walls reflect journeys, every time a new journey is planned, the walls change- this is approximately every half term, although flip charts are kept for revisiting and overlearning.

At the Infants there are physical resources stuck on the wall to help the children's point of reference. The children use them in the same way.

Q: Overall you appear to have quite a hands on approach. How does the level of your workload compare to what you anticipated? Are there any aspects you are hoping to delegate?

The HT advised that she was hands on and intends to be for a while yet because her behaviour influences culture and enables her to showcase the vision, the thinking behind the vision and expectations.

Q: When will the MUGA repairs be completed?

The repairs have been completed! Children will be using it from today.

A neighbour's tree fell into the MUGA area which broke the fence. The delay was due to the neighbour taking a long time to obtain quotes and proceed. They needed to find a contractor with the correct Public Liability Insurance, risk assessment and method statement.

Works were initially scheduled for late February but were postponed due to the field being impassable as a result of flooding. Concerns were then raised over the weight of the lorry to be used (28 tonnes, would have damaged the junior playground) so this needed re-negotiating.

Q: Attendance - The schools' efforts to address the poor attendance of a very few children are commendable, and the appointment of Susie Blake as attendance officer is a very positive move. We know Ofsted will look closely at attendance.

I'm aware that the Susie does have some difficult conversations with a minority of parents - is there a support process available to her if such conversations are particularly stressful? Susie does a brilliant job!

The HT works closely with Susie and supports her with every decision/action that is taken (it is agreed between us). The majority of parents are responsive and attendance improves.

There have been a couple of occasions where parents have been aggressive, at which point the HT has taken over immediately. Susie knows she can talk with the HT at any time, and she does.

Q: Attendance – will the procedures put in place for attendance address the need that the LLP had identified regarding persistent absences? Is there something additional that needs to be done? Is 14% about normal?

14% is the National average. Weekly tracking is now in place which is colour coded. It can be seen and demonstrated where the school have intervened and attendance gets better. The HT gave the Governors an example where a pupil's attendance had been 40%. A referral was made to the Attendance Legal Panel and attendance has now improved to 75%.

Q: When the HT calls the parents back are they genuinely rude to you as well?

Some can be very defensive but it is important that the school question the authenticity. If necessary a referral is made to the Attendance Legal Panel. The Panel would undertake safeguarding checks.

Q: Alternative provision. Please could you explain a bit more about this? Where does it take place? To what extent is the Federation responsible for what occurs in this provision? (It is noted that Safeguarding requirements are met)

Off - site alternative providers are educational placements for children who cannot attend school full time. They are intended for short term interventions to secure the successful re-engagement into education.

There is a child who is accessing play therapy which is delivered by a trained therapist at CAMHS. Prior to the session starting, it was necessary to undertake a full Risk Assessment:

How the work supports the curriculum at FF

How we involve parents and carers

Our ambitions for the child

How the child is being included in school life whilst absence

The progress the child is making

Q: How is the absence reflected in the attendance figures?

As the child is attending alternative provision it is a different coding within the attendance figures.

Q: How does the HT work with the middle leaders if they are working closer with the staff? Is there training that they could do together?

The middle leaders are remarkable. They are all very capable and work closely with the HT. The middle leaders are confident and happy to drive the vision. It is important to give the middle leaders confidence to support them with their colleagues.

Governors acknowledged that morale may be a little low at the moment but steps are in place to address it and move forward. It is still early days. Change can be very difficult for some people. The HT has got a clear vision and the staff and Governing Board supports that vision.

It is important that if a staff member makes the decision to leave it is essential that the Governors undertake exit interviews to be able to ask staff questions and have the opportunity to discuss leadership and management.

There are currently two resignations. Exit interviews have already been scheduled.

Q: Modeshift -Congratulations were given to the Infant School in obtaining their platinum award. Is there an equivalent scheme that the Junior School can do?

A similar scheme is being explored for the Juniors.

Q: Data – It is known that the CLA Committee look at the data more thoroughly however data was available for SEND greater depth for the Infant School but there was no data for the Junior School. As the Governors are looking across the Federation for SEND the information would have been useful?

The documentation was sent by the HT and will be reviewed in detail at the CLA meeting on Thursday 30 March 2023 at 2:30 pm. New data will be available for the CLA to discuss.

Q: The numbers of children receiving ELSA well-being support are high. Is that a fair judgement?

There are different tiers and levels of ELSA support. Some children may be check-in every week, every day. Their background and context are known.

There are more specialised programmes which are generally 6 weeks. A particular identified area will be worked on with a child. The programme is then reviewed. A break is then given to see if they can implement the skills that they have learnt. If they still need further support a different programme is put in place.

There is another layer which is more specialised support - child protection, Looked after Children. That support is driven by the needs of the children and can take any form in any given week. Provisions are driven by what the children need. There is also a layer of support in the classroom which may be bubble time or checks in.

Even if a child does not have a specific need they are given the opportunity to talk about anything emotional. The number of children receiving ELSA well-being support can vary significantly.

Q: The children who attend the bubble room are those children included in the figures?

	No they are not included. The bubble room is very well embedded and was discussed openly by the children during their Governor safeguarding visits.	
7.	<p>Chair's Report</p> <p>All Governors had received the Chair's Report.</p> <p>A pupil and parent survey needs to be completed. The Governors confirmed their agreement to the ParentView format. Responses would be requested for after Easter. AP3: HT to ask the office to issue the parent survey on ParentView.</p> <p>AP4: Staff questionnaire – Governors to review questions on GovernorHub and send any additional questions to HT.</p> <p>Governors were encouraged to visit the school and undertake learning walks associated with their monitoring. As advised in the HT report there will be a values day which Governors are invited to attend on Thursday 23 March 2023.</p>	<p>HT</p> <p>HT</p>
8.	<p>SENCO Provision</p> <p>An advert has been placed for a SENCo/Assistant Head.. Governors are aware of the rationale. Claire is undertaking the role of SENCo at the Juniors. Heather, Sophie and Lyndsey are undertaking the role at the Infants. Caroline Hubbard, SEND Governor, will be visiting the schools to look at the provision. Caroline will provide an update at the CLA meeting.</p> <p><i>Q: As Sophie and Lyndsey are undertaking the SENCo role at the Infants is that having an adverse effect on anything else they are responsible for or is it what they would normally cover in that middle leader role? Is it having an impact on the children?</i></p> <p>Sophie and Lyndsey have been given additional time. They are meeting each week. It has been mapped out week by week and termly what is required. It has been very productive. The role is not taking them away from their management time. The provision in the classroom is fine although it has had an impact on the Teaching Assistants.</p>	
9.	<p>School Improvement Plan</p> <p>9.1 Infant School 9.2 Junior School</p> <p>The School Improvement Plan is available on GovernorHub. The termly update will be discussed at the CLA committee meeting. The termly update is mainly curriculum based.</p>	
10.	Finance	

	<p>10.1 Approve Schools Financial Value Statement (SFVS) return by 31 March</p> <p>Thanks was given to Sian and Don who completed the SFVS.</p> <p>Governors were asked for any questions/comments. It was felt that the two documents should be more joined up. It was observed that some items were met in part. This applied to the Junior Benchmarking, it was completed but not seen.</p> <p>Q: Is it normal in a Federation where there are 2 schools to have separate SFVS? It is normal because there are 2 separate budgets.</p> <p>Governors confirmed their approval and were happy to submit the SFVS.</p>	
<p>11.</p>	<p>Feedback from Committee meetings</p> <p>F&R – Wednesday 15 March 2023</p> <ul style="list-style-type: none"> • Reviewed and challenged budget • Decision to appoint an Assistant Headteacher SENCO to ensure the school are providing value • Reviewed SFVS • Reviewed staffing structure • Challenged quotes received for carpets • Compare letting rates • Benchmarking <p>Safeguarding – Monday 6 February 2023</p> <p>The Safeguarding Committee is working well. An update has been provided by the Committee Chair which is available on GovernorHub. Pupil Conferencing, staff conferencing, Single Central Register observations have been completed.</p> <p>CLA – Monday 23 January 2023</p> <p>The comprehensive minutes are available on GovernorHub. The Committee received subject updates which are available on GovernorHub. Learning walks had been completed for English, Maths and Early Years.</p> <p>Q: Is there a PE monitoring walk scheduled? This will be discussed at the CLA meeting but it is on the list of walks to be scheduled.</p>	
<p>12.</p>	<p>Governor Visits undertaken</p> <p>12.1 Safeguarding conferencing Covered previously in the minutes</p> <p>12.2 Learning walks in Infant and Junior Schools</p>	

	<p>The learning walks are being written up and will be made available on completion.</p> <p>12.3 Attendance at IS SLT planning day The planning day was very interesting. The staff were looking very forensically what they needed to do and planning from it.</p> <p>12.4 Health and Safety walk report IS The Inspection Checklist was completed and is available on GovernorHub.</p> <p>AP5: KK to arrange with DG the Junior H&S walk after Easter.</p>	KK/DG
13.	<p>https://app.governorhub.com/s/hampshire/training</p> <p>13.1 Training attended AA – Essentials of Chairing, Chairs Leadership Development workshop and Leading effective virtual governance – the training was very interesting.</p> <p>AMD – Pupil wellbeing in primary schools</p> <p>AMD – Local Governor Forum – the minutes are available on the Governor Services website</p> <p>DM – Understanding Finance</p> <p>AI – Safeguarding introduction</p> <p>CH – SEND Conference – It was a very good Conference. The speakers were very good.</p> <ul style="list-style-type: none"> • Jane Howarth, County Education Manager for Inclusion presented the SEND update and the green paper which has a lot of implications for 2025. • Session - Lee Selby, Senior HMI presenting about Ofsted and SEND. • Session - Stuart Myers, Against all Odds who was a very inspirational speaker. • DfE will deliver a standard EHCP template with supporting processes and guidance by 2025. • There will be the introduction of a new leadership level SENCo National Professional Qualification. • Desire for a greater emphasis from Hampshire placed on the importance of mainstream settings rather than Special School settings. • Statistics given of the percentage of school population in Hampshire with EHCP – above the National average 4.5% as opposed to 4%. • Concerns in the gap in learning. • Quality first learning – keep up not catch up. <p>There are some gaps in Governor’s training records. It is important to attend training regularly. Training does have an impact.</p> <p>AP6: AMD to issue training records to Governors.</p>	AMD

	<p>13.2 WGBT – Curriculum – Intent, Implementation and Impact in your school – 12 January 2023 at 5:30 pm The Governors agreed the training was very good. The feedback was very positive.</p> <p>Governors need to think about the next Whole Governing Body Training. Disadvantaged pupils are falling nationally in the Region. This is a real focus. AP7: AMD will issue the WGBT subjects. Disadvantaged children were identified as a focus.</p> <p>The DTG referred to the Governor Services Training and Development Plan Overview which is very helpful for Governors. All Governors were encouraged to undertake training. https://app.governorhub.com/document/62b2b8e9e3caccd271f707d3/view</p> <p>Governors were encouraged to complete the training template which raised awareness for all Governors. On completion, please send to AM and copy in AA. https://app.governorhub.com/document/636d71f4987ae0ba976ed41e/view</p>	AMD
14.	<p>Policies and documents for review and ratification</p> <ul style="list-style-type: none"> • Behaviour Policy – reviewed and updated. The Junior School operational guidance is being reviewed in order to align with challenging behaviours - Approved • SEN Information Report – Updated and available on the website. Approved • Best Value Statement – Approved • Pupil Premium Strategy Statement • Suspension and Exclusions Policy - Approved Q: Are there enough Governors who have been trained on exclusions? Governors were encouraged to attend the exclusion training. AP8: AMD to send KK and SW exclusion training details. • Designated Teacher and LAC – Amended and updated. Minor amendments. Approved • Use of Biometric information – Approved 	AMD
16.	<p>Any Other Business</p> <p>The Chair thanked Ann Marie for inviting her to PCSO Richard Williams, visit to the school. Richard has a long association with the schools, is a superb communicator with children, and enthusiastic about promoting the police role to children.</p>	

	<p>Richard will be visiting the school again on 27 March 2023.</p> <p>At the Finance meeting numbers of applications was discussed. The numbers for the Infant School have significantly increased and there are 16 pupils on the waiting list. The school have worked really hard to get the Infant School where it is and the number of applications reflect that. The Governors said it was excellent. Well done!</p> <p>A governor commented that the chair delegating named governors to review policies and documents was very helpful, and lessened the workload for all. This system will continue.</p>	
<p>17.</p>	<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? <p>Governors discussed the learning walks and looked at the flipchart examples in the classrooms. SENCO provision. ELSA tier support. Discussed Values – development of character. Identified if staff feel emotionally secure and safe they do the best for the children.</p> <ul style="list-style-type: none"> • How have the Governors supported and challenged the senior staff strategically during the meeting? <p>Questioned and challenged the HT Report. Considered wellbeing for staff and pupils. Considered and approved the SFVS Discussed the HT workload in terms of sustainability Questioned the impact of changes for staff e.g. curriculum delivery, consequent upon federation SENCO provision across both schools New Uniform –rationale and impact for parents</p>	
	<p>The Chair thanked everyone for attending and for their valued contribution.</p>	
	<p>Meeting Dates</p> <p>F&R Monday 15 May 2023 – 2:30 pm FGB Monday 15 May 2023 – 4:30 pm Safeguarding Tuesday 27 June 2023 – 9 am CLA Wednesday 12 July – 2:30 pm FGB Thursday 13 July 2023 - 4:40 pm</p>	
	<p>The meeting closed at 6:30 pm.</p>	



The Foxhills Federation



Action Points – FGB – 20 March 2023		
1.	Chair to sign Approved minutes 21 November 2022 on GovernorHub.	Chair
2.	School website update - Governors to provide a pen portrait. 20 March 2023 update - DM and CH to provide a pen portrait.	DM/CH
3.	HT to ask the office to issue the parent survey on ParentView.	HT
4.	Staff questionnaire – Governors to review questions on GovernorHub and send any additional questions to HT.	All
5.	KK to arrange with DG the Junior H&S walk after Easter.	KK/DG
6.	AMD to issue training records to Governors.	AMD
7.	AMD will issue the WGBT subjects. Disadvantaged children were identified as a focus.	AMD
8.	AMD to send KK and SW exclusion training details.	AMD