



Full Governing Body Meeting

Thursday 28th September 2023 at 4:30 pm

Venue: Foxhills Junior School

Governors Present:	Ann Arscott, LA Governor, Chair of Governors (AA) Lucy Howe, Headteacher Anne Marie Datlen, Co-opted Governor (AMD) Donna Neill, Co-opted Governor, (DN) Glenda Thornley, Co-opted Governor (GT) Caroline Hubbard, Co-opted Governor (CH) Don Monk, Co-opted Governor (DM) Natasha Wooton, Co-opted Governor (NW) Stephanie Toyne, Parent Governor (ST) Helen Robinson, Co-opted Governor (HR) Claire Minnock, Co-opted Governor (CM)
Apologies received:	Sian Winter, LA Governor (SW) Lucy Dixon, Parent Governor (LD) David Gill, Co-opted Governor (DG) Hayley Sired, Staff Governor (HS) Tracy O'Connor, LA Clerk (TOC)
No Apologies sent:	
In Attendance:	Heather James, Associate Member (HJ) Sophie Foster (SF) Assistant Headteacher

1.	<p>Welcome, Introductions and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and accepted from Lucy Dixon, David Gill, Sian Winter, Hayley Sired. Tracy O'Connor (Clerk) was absent due to illness and Donna Neill agreed to take notes in her absence.</p> <p>Stephanie Toyne was welcomed as Parent Governor</p>
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Signed:

Date:

	The board unanimously agreed to co-opt Claire Minnock and Helen Robinson to the Board.							
2.	Declaration of Business and Pecuniary Interests							
	There were no declarations of business and pecuniary interests relevant to the agenda. GT declared her association with the federation as manager of Ashurst Pre-School. Governors with children attending the federation should declare an interest on their Personal Profiles on Governorhub.							
3.	Election of Chair and Vice-chair. Lucy Howe took the chair for this item.							
	Chair - Ann Arscott, nominated by Don Monk, seconded by Caroline Hubbard.							
	Vice-Chair – Don Monk, nominated by Anne Marie Datlen, seconded by Glenda Thornley.							
	There were no other nominations, and the above were duly elected.							
4.	Constitution and Instrument of Government - proposal to reduce GB size from 18 to 15. (See rationale distributed with the agenda).							
	Q: Is the proposed membership of fifteen consistent with other schools of similar size?							
	Yes. The majority of schools/federations of around 500 pupils have up to 15 governors. Many function below the number of governors defined in their constitutions, there is a 20% governor vacancy rate across the county. We can increase membership if we feel the need.							
	All agreed to reducing membership to 15.							
	AP1: TOC to amend the Instrument of Government accordingly.							
5.	Minutes of Last FGB Meeting – 13 July 2023							
	5.1 To agree and sign minutes of previous meeting.							
	The minutes of the FGB on 13 July 2023 were an accurate record of the meeting and were agreed and approved by the FGB.							
	AP2: Chair to sign Approved minutes 13 July 2023 on GovernorHub.							
	5.2 Matters arising and action points.							
	<table border="1"> <tr> <td></td> <td>Action Points – FGB – 13 July 2023</td> <td></td> </tr> <tr> <td>1.</td> <td>Chair to sign Approved minutes 13 July 2023 on GovernorHub. Completed</td> <td>Chair</td> </tr> </table>			Action Points – FGB – 13 July 2023		1.	Chair to sign Approved minutes 13 July 2023 on GovernorHub. Completed	Chair
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	2.	Home – School agreement revised and uploaded to Governorhub today – for discussion at CLA on 31/10	
	6.	HT to issue reoccurring meeting link for virtual meetings to Clerk to upload to GovernorHub. (postponed until 28/09/23)	HT
	7.	Chair to revise draft virtual governance policy to reflect discussion. Completed	Chair
	9.	Allegations policy – HT to review. Completed	HT
	10.	AMD to contact GS to book the WGBT. AMD to confirm dates with LH/AA. Completed	AMD
6.	<p>6.1. To adopt the Terms of Reference for the Board of Governors The Board must adopt the Terms of Reference annually. The ToRs provide the legal framework under which the Board must operate. They are based on the Standard ToRs and there are not any changes since 2022/23.</p> <p>The Board unanimously approved the ToRs.</p> <p>6.2. Appointment of committees. LH summarised the roles and responsibilities of the various committees, and governors were appointed as follows.</p> <p>Curriculum, Learning and Attainment (CLA) Donna Neill, Stephanie Toyne, Helen Robinson, Claire Minnock, Anne Marie Datlen/Hayley Sired, Lucy Dixon, Caroline Hubbard, Glenda Thornley, Ann Arscott as available. Clerk: Tracy O'Connor</p> <p>Finance and Resources (F and R) Natasha Wootton, Don Monk, Sian Winter, Dave Gill, Ann Arscott. Clerk: Tracy O'Connor</p> <p>Safeguarding Glenda Thornley, Ann Arscott, Claire Minnock. Clerk: Tracy O'Connor</p> <p>Pay Committee Ann Arscott, Glenda Thornley, Natasha Wootton</p> <p>Headteacher Performance Management Don Monk, Donna Neill, Sian Winter</p> <p>AP3: Chair to contact SW to check if she is available</p> <p>Other roles: SEND governors: Caroline Hubbard and Steph Toyne. NB Caroline Hubbard is the main contact.</p>		

	<p>Health and Safety: Glenda Thornley Development and Training: Anne Marie Datlen Governor Forum: Anne Marie Datlen, Don Monk. Webinars are open to any governor. Pupil Voice: Claire Kealey runs this group which considers topical matters e.g., democracy, school meals, library, spending money raised by FoF. Claire Minnock will liaise with the group. PSHE: Sophie Foster/Katie Moules run this group looking at education for life, friendship, social responsibility. Steph Toyne will liaise with them.</p>
7.	<p>Headteacher’s report – circulated in advance of the meeting.</p> <p>Lucy’s report concentrated on the progress the federation has made over the last year in addressing the schools’ CLEAR values and principles. She emphasised that the year had started in a calm environment, with calm staff, and that she would continue to embrace an open leadership style with staff, governors and parents. She elaborated on the following:</p> <p>CLEAR values apply to staff as well as pupils.</p> <p>CARE</p> <ul style="list-style-type: none"> • There is a culture of supporting staff mental health. Staff development needs are supported through the performance management process, which is aligned to the S.I.P. Training needs are identified. • Staff preferences for working in a particular year group are considered and any support needed is addressed through mentoring by SLT • HT has an ‘open door’ policy, can be easily contacted, and staff check on/support each other. • Staff will be given more than the standard compassionate leave if circumstances warrant it. <p>LEARN</p> <ul style="list-style-type: none"> • All staff are encouraged to be the ‘best they can be.’ INSET is focussed and attended by all. • Support staff have weekly meetings led by a member of the SLT • Teaching staff from both schools meet every Wednesday <p>ENJOY</p> <ul style="list-style-type: none"> • Staff have input into decision making facilitating ownership • Communication has improved • Key milestones in the academic year are defined to enable expectations and planning to be developed in a timely manner • Staff are very hardworking, need to feel valued and involved in all aspects of the school community. <p>ACHIEVE</p> <ul style="list-style-type: none"> • ‘What makes a difference’ – focus expectations on areas aligned to the SIP. • We have high expectations, and give support and time to achieve them • Focus is always what’s best for children • Vision is clear and known to all staff who are committed to the SIP <p>REFLECT</p> <ul style="list-style-type: none"> • Staff carry personal responsibility for their own career development

	<ul style="list-style-type: none"> • Middle leaders conduct weekly meetings to ensure LSAs are ‘in the loop’ • Mentoring for all levels of staff e.g., AMD currently mentoring two HLTAs. • New staff have comprehensive induction by DHTs before starting at FF. • Weekly LWs with instant feedback, support if needed, facility to observe excellent teaching, LH and SLT undertake peer teaching. <p>Q: Yr 3 transition from FIS to FJS worked well, how did this work for other schools? The Yr 3 leader reported that all children integrated well, behaviour and social skills were the same across the year. Yr 3 staff (including the newly appointed Yr 3 teacher) had visited the feeder schools at the end of the Summer Term, children had attended a fun day at FF as well as transition day, which incorporated PSHE activities. Children were kept within peer groups.</p> <p>Q: Do children feel positive about high expectations or pressured? (Note Q for pupil q’aire) Cultural – want to learn. Some children benefit from ‘brain breaks’ and positivity books.</p> <p>Q: Are there specific reasons for low attendance of SEND boys in Yr 1 and 4? It is acknowledged that these statistics may be skewed due to small number data over the first 3 weeks of term. One child has ongoing medical needs and is supported by the Children with Medical Needs policy. Statistics also influenced by one child who was away on an unauthorised term time holiday.</p> <p>Q: Please could you explain cutaway teaching?</p> <ul style="list-style-type: none"> • Used in both schools and based on what does each child know and need now. Thirty children are not at the same level, whole class teaching not suitable. Small group teaching allows individuals to be challenged, some work independently, others in a group, some with a TA – work appropriately pitched. Cutaway should be initiated early in the lesson, prolonged sitting on the carpet is not productive when used to deliver instructions. Teaching opportunities should be maximised, groups are fluid, not fixed. • Assessment for Learning (AfL). Continuous, timely, precise, immediate feedback to pupils, questioning what they know. Teachers to plan worked examples, discuss next step for pupils as a team, share ideas. Different ways of teaching the same concept.
8.	<p>Chair’s report - already circulated. In addition, AA reported that she had provided information to a Test Valley School who were considering Federation, and that she had been asked to sit on a Staff Grievance Panel for a Mid Hants School. Governors had not been able to provide a panel which did not have prior knowledge of the situation.</p>
9.	<p>Staff exit interviews – see report. Six teaching staff and two LSAs were interviewed using the same MOPP proforma. Q: A governor was concerned that 4 staff reported they did not feel adequately supported.</p>

	<p>LH response.</p> <p>Three teachers had borderline capability issues, were not able to meet the requirements of working at FF, despite receiving additional support. A fourth became disillusioned with the profession over the last few years.</p> <p>LH stressed that she freely compliments good work but must also deal with under-performance as necessary.</p> <p>It should be remembered that there are about 80 staff at Foxhills, so the comments from these teachers are not representative.</p>
10.	<p>SEND provision.</p> <p>Sophie Foster is now the SENCO for both schools assisted by Claire Kealey. and Heather James is responsible for PP.</p> <p>Caroline Hubbard is the governor with responsibility for SEND, and has been joined by Stephanie Toyne, who works in SEND provision in Southampton.</p> <p>Sophie Foster's presentation on SEND provision is carried forward to her scheduled meeting with the SEND governors, and the CLA, due to lack of time.</p> <p>AP5: Q to be carried forward to the CLA: Do we need a separate Complaints Policy for SEND?</p> <p>AP6: SEND governors to provide report to CLA on October 31st.</p>
11.	<p>Budget</p> <p>Falling rolls in Yrs 3 and 4 will have a negative impact on the budget, both year groups having 10 – 15 spaces. Year R was oversubscribed, and there are around 12 children on the waiting list, though it is unlikely any will move to FIS even if a space becomes available.</p> <p>F and R committee will monitor the schools' budgets closely.</p>
12.	<p>School Improvement Plan</p> <p>AP7: CLA to undertake detailed consideration of the SIP on 31/10</p> <p>AP8: CLA to schedule Learning Walks/Presentations to monitor the SIP.</p>
13.	<p>Attendance and Behaviour</p> <p>Attendance so far this term has been good, but there is a RTI and sickness bug in circulation.</p>
14.	<p>Safeguarding and Child Protection</p> <p>The HCSB audit was approved and will be submitted by 30/09/23.</p> <p>Reminder to all governors to confirm they have read KCSiE 2023/24 on Governorhub</p> <p>All governors are welcome to attend the INSET Safeguarding Training on Friday 6th October 9.00 – 12.00. AA, CH, CM, confirmed.</p>
15.	<p>Feedback from Committee meetings</p> <p>No committee meetings have taken place since the last FGB on 13/07/23</p>
16.	<p>Governor Training</p> <ul style="list-style-type: none"> • AMD will summarise the Safeguarding INSET for the GB • WGBT will take place on 18/01/24, details on Governorhub. • DN completed training on Exclusions on 27/09/23
17.	<p>Policies and Documents for review and ratification</p> <p>Inclusion Action Plan AP9: to be considered by SEND governors and CLA.</p>

	<p>Home School Agreement AP10: uploaded to Ghub 28/09, CLA to consider.</p> <p>Allegations Policy Amended for clarification. Reflects KCSiE and will be shared with staff 29/09/23 Approved.</p> <p>Collaborative Agreement 2023/24 Approved. AP8: AA to advise Abbotswood.</p> <p>Confirm adoption of policies and procedures within the Manual of Personnel Practice (MOPP). Approved.</p> <p>Confirm adoption HCC Governors Good Practice Guide Approved</p> <p>Child Protection Policy (HCC Model Policy) – Approved</p> <p>Safeguarding Policy (HCC Model Policy) – Approved</p> <p>Pay policy (HCC Model Policy) – Approved</p> <p>Virtual Governance Policy - Approved</p> <p>Looked After Children Policy AP9: to be considered by CLA.</p>
<p>18.</p>	<p>Dates and items for future meetings</p> <p>Pay Committee – Tuesday 10 October 2023 – 8:30 am</p> <p>CLA Tuesday 31 October 2023 – 2:30 pm</p> <p>Resources Thursday 16 November – 8:30 am</p> <p>FGB Monday 27 November 4.30 pm</p>
<p>19.</p>	<p>Any Other Business</p> <p>Mrs Datlen reported that she and Mrs Arscott had attended the Parish Fete. It was hot!!! They met with parents and children past and present, and Mrs Normington organised the school choir in singing, which was well received.</p>
<p>20.</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?

	<ul style="list-style-type: none"> • How have the Governors supported and challenged the senior staff strategically during the meeting?
	The Chair thanked everyone for attending and for their valued contribution.
	<p>Meeting Dates</p> <p>Safeguarding Tuesday 26 September 2023 - 9 am</p> <p>FGB Thursday 28 September 2023 – 4:30 pm</p> <p>Pay Committee – Tuesday 10 October 2023 – 8:30 am</p> <p>CLA Tuesday 31 October 2023 – 2:30 pm</p> <p>Resources Thursday 16 November – 8:30 am</p>
	The meeting closed at 6:20 pm.

Action Points – FGB – 28 September 2023		
1.	Clerk to notify Governor Services of change to IoG	Clerk
2.	Chair to sign Approved minutes 13 July 2023 on GovernorHub. Completed	Chair
3	Chair to contact SW to check if she is available for the HT PM committee	Chair
4	Chair and headteacher to liaise in writing to SEND Services re concerns over their response to an urgent situation	HT/CoG
5.	Question to be carried forward to the CLA: Do we need a separate Complaints Policy for SEND?	Clerk/DN
6.	SEND governors to provide report to CLA on October 31 st .	CB/ST
7.	CLA to undertake detailed consideration of the SIP on 31/10	Clerk/DN
8	CLA to schedule Learning Walks/Presentations to monitor the SIP.	Clerk/DN
9	Inclusion Action Plan to be considered by CLA on 31/10	Clerk/DN/SEND governors
10.	Home-School agreement to be reviewed by CLA	Clerk/DN
11.	HT to issue reoccurring meeting link for virtual meetings to Clerk to upload to GovernorHub. (September 2023)	HT

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