Haselworth Primary School

Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657 Head Teacher: Mrs Natasha Jones

MINUTES

Full Governing Body meeting
Monday 28 November 2022 at 5pm

PRESENT:

A Allsopp	Co-opted Governor (vice chair)
C Roast	Co-opted Governor (Chair)
K Howard	Staff Governor
J Millard	Co-opted Governor - left at 6.30pm
G Whates	Parent Governor
D Williams	Co-opted Governor
J Turnbull	Co-opted Governor
P Bleckly	LA Governor

APOLOGIES:

B Taylor	Co-opted Governor
L Codling	Co-opted Governor
N Jones	Headteacher

IN ATTENDANCE:

M Leask	School Business Manager – left at 5.45pm
L Trafford	LA Clerk
A Williams	Administration

Quorum: Yes 8/11

	Item	Action
1	**Procedural/accountability**	
1.1	**Welcome, apologies** The chair opened the meeting at 5pm. Special welcome was given to new staff governor KH. Apologies were received and accepted from NJ, LC and BT. **ACTION: Update Hub with KH membership.** Chair advised governors that the structure of the meeting would be slightly different due to the agreement of moving to flat governance. This agenda layout rests upon the core function of the meeting and the focus will change as necessary. Today's focus will be finance. As the finance committee is no longer meeting, it is important to ask robust but strategic questions relating to the budget at the FGB meeting.	Clerk

	Chair reminded governors that governor meetings should remain strategic and operational matters should be discussed outside of the meeting.	
1.2	**Minutes last meeting & actions** Actions were either completed or on the agenda for discussion at this meeting. AA gave governors a brief overview of the new layout of Governor Hub and how to find documents. The minutes of the previous meetings on 26 September 2022 and 7 November 2022 were agreed as a true and accurate record and signed by the chair.	
1.3	**Governor Management;** Clerk advised that: DW's term of office ends on 4 December 2022. DW advised that he did not wish to continue on the Board. AA's term of office ends on 4 December 2022, AA advised that she would like to continue. AA left the meeting. Governors unanimously agreed to reappoint AA to the role of co-opted governor. AA returned to the meeting. CR's term of office ends on 27 January 2023, CR advised he would like to continue. CR left the meeting. Governors unanimously agreed to reappoint CH to the role of co-opted governor. CR returned to the room.	
1.4	**Any urgent business** Collaboration agreement.	
2	**Financial oversight**	
2.1	**Budget revision** ML advised of the following changes to the budget since May: - NOR 23/24 based on October census is 133 children. - Teachers revised pay scales have increased 5%, this is included in the budgeting tool. Support staff have also received an increase from 1 April 2022, this will be backdated in December. Future increases have been built in going forward but school are receiving no additional funding for this. - National insurance has been adjusted. - In the 3 year plan, supply costs have increased significantly, due to a member of staff significant absence crossing over	

two financial years. The SLA only covered a small amount and does not include the holidays.

Q: Regarding the changes in salary that were not expected, what is the implication? Where will the money come from?
A: The school just have to find it somewhere.

Q: Regarding the high supply costs, how can you decide the projection to spend less? What is that based on?
A: This is based on a trend analyst report, the supply recently was due to an unexpected occurrence.

Q: What are our staff costs?
A: 76%. Anything over 80% is of concern. The staffing scenario is reviewed thoroughly and there is no further option to develop this.

Q: Were different staffing structures considered?
A: Yes, but this is what we need to move the school forward for the sake of the children.

The figures don't show the school are running a nurture unit, this is a special school provision for three children and will continue until a permanent provision can be sought, this will include securing EHCPs and finding a school.

Q: How much of staff time is this taking up?
A: Mostly three members of staff but there are three other children who should be accessing the provision. The needs of the children currently are so great that they need one to one provision and therefore three staff are needed plus additional staff for the children who cant access it.

Q: Is the provision worth doing?
A: For the children and families it is worth it, they cannot cope in the usual setting. We need to get the evidence to secure a special school place. By having them out of class is also impactive on the children in class.
The figures don't show that we have a greater need for supply staff because of this.

Q: Were other staffing structures rejected to support this structure with the nurture unit?
A: Yes, and governors have always supported that, County don't give extra funding to the school for this provision.

Governors are still in support of the provision.

Q: Why don't County recognise this and give us extra funding?
A: This is a county wide issue, particularly in this area where there is a high need. We might get funding if we advised we were a special

provision but then we could be expected to take children outside of HPS.

Non pay expenditure:

- Utilities are on target.
- Sports premium is yet to be confirmed so is not yet included in the budget.
- Grant aid donations include a one off donation and there will be nothing more going forward.
- There was a deficit due to afterschool club last year but again this was a one off adjustment.

Q: Have we increased the budget enough for utilities?
A: It is £35,000 for gas and electricity, it is on track to be about that cost.

Q: Have you considered LED lights and bulbs?
A: You would need to ask the caretaker.

Income:

- SLA for teachers and support staff absences need to agreed
- There is now a charge for breakfast club except for FSM, the school have also decreased from three staff to two. HPS costs are comparable to other schools.

Q: Are the NOR down again?
A: It was 133 at school census which was a drop from 136 but this has been accounted for in the budget.

Q: Have you included the predicted budget share?
A: This is built into the budget tool and percentage increases are included.

- In year deficit of £47,000 but there is a surplus carry forward from last year of £79,000 so will be a carry forward again this year. The prediction for 23/24 is an in year deficit of £87,000, there may be difficult setting a surplus in the new financial year. Schools can set a deficit budget but need to have a robust plan in place.

Q: Do you think this could be the case?
A: It's quite likely, it will be very challenging to balance the budget and the school will need to closely look at what can be changed. Steps taken so far include:

- Decreasing to two members of staff at breakfast club.
- Y6 residential; reviewing less expensive options.
- Looking at staff absence policy and procedure including dependence leave.
- Potentially changes staff contracts.

Q: Can we make savings without damaging the school?
A: There is a three year window to attempt to address this.

Q: What if we don't do it?
A: County can come in and could take control.

Q: Could they say we are not economically sustainable and close the school?
A: It is unlikely, they would need to find places in other schools for the pupils.

Governors thanked ML for managing the budget as best as possible, they understand that the school is in a manageable place at the moment and the children are not affected.

ML advised that EFS are not concerned about this school.

It is difficult to compare HPS to other schools due to the size and demographic. The school are addressing all areas of the budget and doing as much as possible to make savings.

Governors agreed to approve the budget as follows:

Total Expenditure	One million, forty thousand, six hundred and forty two	1,040,642
Total Income	Nine hundred and ninety three thousand, two hundred and forty eight	993,248

In Year Surplus/(Deficit)	(forty seven thousand, three hundred and ninety four)	(47,394)
Surplus/(Deficit) Brought Forward	Seventy nine thousand and fifty six	79,056
Cumulative Surplus/(Deficit) C/Fwd	Thirty one thousand, six hundred and sixty two	31,662

ML proposed finance training for governors supplied by EFS. Governors agreed to this proposal.

ML advised that the balance in the capital/devolved budget is £500. Monies have been spent on the new screen in the hall, canopy and fencing and new telephones installed.

If governors require more detailed budget notes from ML, AA has uploaded these to the Hub.

ML left t 5.45pm.

2.2 **Pay committee report**
Staff members left the meeting (still quorate).
Report circulated prior to the meeting.

HT proposed recommendations to the committee and these were agreed.
The Pay Policy 22/23 was adopted.

HTPM panel met as per the usual process; this including reviewing the objectives set last year and the mitigating circumstances. The Pay Committee agreed the panel's recommendation.

The salary statements have been agreed.

Staff members returned to the meeting.

Health and Safety

AW joined the meeting and advised:

- School fire safety procedures have been reviewed, this included looking at the sweep search sectors for fire marshals and readjusting.

Q: Have we had a breakfast club fire drill?
A: Not for a long time, we need to consider different times a day to hold fire drills.

- The school have revised the fire risk assessment procedure and AW has carried out Toolbox Talks; one on Fire Safety, one on Asbestos and one on Slip & Trips.

Q: Are near misses recorded?
A: No, we need to implement a system for this, the current method of reporting from County is online and it is quite time consuming and increase workload for staff.
AW raised this during the training and County are now updating the system. She advised that she will put some books in the classroom for staff to record near misses and therefore allow some trend analysis.

- AW advised that staff need health and safety training. Governors could also benefit from training including their responsibilities as leaders.

ACTION: Governor Health and Safety training to be reviewed.

- AW has carried out a detailed manual handling risk assessment for a member of staff.

Q: Is there a procedure in place now for this person?
A: No, there was a review of the generic assessment but we can now include the more detailed assessment into this and update the generic assessment.

	- Risk assessment for disco completed was completed. **Q: Will there be a Christmas fayre risk assessment?** A: Yes, I will be addressing this this week - Termly walkaround, the main concern is the carpets. **Q: Do the carpets have asbestos beneath them?** A: The carpets were laid in 2008, the fitters used a product on the floor that does not contain asbestos but under that layer it is not known. Governors highlighted the need of replacing the carpets, however there are not the funds for this currently in the budget. - The wooden play equipment is a health and safety risk with broken parts and fungus growing. - The artificial grass is particularly slippery, running on it is a health and safety risk. **Q: In your professional opinion, what would you prioritise?** A: The outdoor area, which is currently closed off. However, it is difficult to stop some children accessing it. **Q: What is written in the maintenance and development plan?** A: Its mainly carpets on there but it needs to be updated. **Q: Did you have to take the soil taken away from an area of school?** A: Yes, the planters outside the staffroom were taken away. AA will send AW the standardised format for all reports going forward. - Office storage; could be utilising spaces around the school. Small issues can be addressed immediately if using correct manual handling procedures. - DSE risk assessments have been sent to staff, this needs to be completed annually. - Monitoring checks continue, PB will conduct a visit next term. *AW left the meeting.*	
2.3	**Pupil Premium strategy statement** Currently being address. AA volunteered to assist to ensure it is published by the end of December.	
3	**Holding HT/SLT to account**	
3.1	**HT report, including safeguarding**	

	There was no HT report due to absence. KH advised that whilst HT has been absent, there have been some difficulties in school but generally the school has been running smoothly which is a testament to the staffing body. The GB asked KH if the school needs extra support in the absence of the HT which has now been three weeks, were there any significant areas lacking. KH advised that due to the nature of the work it is often only a member of the SLT could address these things. The governors are aware of the difficulties and will support as necessary. Governors also thanked KH and the staff for the additional work. It is anticipated that HT will return soon. KH advised most things are still going ahead on a day to day basis.	
3.2	**Verbal SEND overview** KH advised that the original SEND figures in the mid 20% have been underestimated. There are 31% known SEND in school but that doesn't include some children being monitored and it could be as much as 50%. **Q: What is the profile of those children?** A: There is an increase in SEMH, the rising trend is increasing including cognitional needs. We have a cohort of children who for many reasons including C19 are having difficulty with speech & language, social skills and the ability to emotionally regulate. Due to the strains of the pandemic, some needs may not have been recognised earlier. **Q: Were these issues recorded on CPOMS?** A: Yes, lots were, our YR cohort is good example and there are potentially at 50% SEND within that group. It helps to start building a picture of what the needs are eg, a parental concern etc. **Q: If this is in relation to C19 and missed education, is there a danger of this moving through the system with this cohort and in a few years the SEND numbers will decrease again?** A: Possibly, the needs of these children are potentially not going to change, but there are also trends in parenting styles that have an effect. **Q: Is there something we can do informally to address these issues before they become formal needs?** A: Yes, and that's what our YR team are currently doing, but they also bound by government guidance *JW left at 6.30pm – still quorate*.	

	Governors agreed that addressing these areas within the curriculum will assist in the long term, including working with the parents. **Q: What does the increase in numbers mean? What will be the impact?** A: There will be an impact on the teachers, they are already teaching mixed aged classes and additional needs mean that they need to subdivide their class further. KH is considering how she can further support the staff. The Educational Psychologist currently offering workshops which have been well received. PBS are also supporting the school. The difficulty is that the increase of SEND does not bring any more funding. However, the school are considering different ways to look at this, there are some EHCPs in progress. Governors advised that the Board can only support the school strategically and use the existing funds to do this. Governors want to ensure that this is a standing item on the agenda to ensure the Board is keep up to date. KH advised that working with the Inclusion Team, there has been a review of reduced time tables and these children take work home. **Q: Do the parents have the same strategies to support at home?** A: Yes, we have full discussions with the parents at handover and review what has worked well and any obstacles. **Q: How long is it taking for EHCPs to be returned now?** A: Depends, can take over a year, County do not always meet the deadline. KH advised that the PP numbers are also very high and the school are mindful of this. **Q: Within PP, what is the breakdown?** A: The largest group is FSM, there are very few service children or Ever 6.	
3.3	**H&S report** As discussed.	
4	**Strategic direction**	
4.1	**Subject leader's reports** Uploaded to the Hub before the meeting, they were for English and Maths. Maths – **Q: Are there coverage issues and limited adult support?**	

	A: Staff need support, due to the nature of the needs in the room they need to split teach but to do this affectively has not been possible due to staff absence. In Y5 and Y6 there is a strong member of the support team but this person is also very good with the SEHM children and she has been asked to cover. Y6 need to be successful in making progress and therefore the support staff time needs to be protected. **Q: Is this because of the level of SEND?** A: Yes, this is what it is fundamentally all about. Within every class there are pupils with needs such as difficulty getting started successfully or progressing their own work. It is not in the normal remit of teaching a mixed ability group, it is due to the level of needs. **Q: What support is going to be put in place going forward?** A: We have looked at the staff structure for support and who can be moved around, we have made a few key changes, assuming we have a full number of staff it works well, but it breaks down when staff are off. Governors will monitor the situation going forward and review during monitoring visits. English - There is not a lot of monitoring yet but this will be picked up in January. KH has discussed this with the English Lead, some of the monitoring has not happened when it was planned, therefore the school are behind on the schedule but the lead is currently catching up. **Q: With regards to the group of students who don't have the skills to move on, does this link back to YR? Do key skills need addressing across the school, for example independent learning?** A: We have looked at giving children a set of skills for independent learning, but we probably need to revisit this.	
4.2	**Governor monitoring overview** Governors have discussed in the past having a standard format of monitoring report. AA is going to oversee this. The first phase of governor monitoring needs to happen before the next FGB in January. There is a folder on the Hub for each subject, there is also a template for the report and a report will be submitted prior to going to the governor meeting. Governors can liaise with each other and discuss how to conduct a monitoring visit peer to peer.	

	AA advised that there are model questions on the Hub. Chair reminded/advised governors of the link roles as follows: English – JT P4C – AA Maths – GW Science – AA interim H&S – PB Forum Rep – PB Inclusion and SEN – JM Early Years – LC, AA and CR interim **ACTION: GDPR report to be requested for the next meeting.** The first round of visits before January meeting. In summer one there will be a second visit.	
4.3	**Policies** **Pay Policy** Model, needs to be localised (CR) and adopted by the committee. Governors agreed to ratify. **Breakfast Club Policy** Governors agreed to ratify. **Charges and Remissions Policy** Governors agreed to ratify. **Staff Sickness and Absence** There were many changes on this policy, governors agreed that they would like more time to review. Chair, HT and others invited to review more fully. Consider how changes to the policy may affect staff contracts. Deferred to the next meeting.	
4.4	**Training & development** Governors reminded to book training as appropriate. KH will attend new governor training. ACTION: Chair to oversee KH induction.	
5	**Any urgent business** Chair advised governors of the potential need for a collaborative agreement with another school to share governors on panels etc. There are proposals from Leesland and Brockhurst. **ACTION: Chair to circulate collaborative agreement. Clerk to put chair and BPS chair in contact.**	Chair Clerk
6	**Correspondence**	

	Updated prevent guidance Free online attendance webinars Local safeguarding panel is hosting a Domestic Abuse Seminar.	
7	**Next meeting** Monday 30 January 2023 at 5pm	
8	**Meeting impact and close** Governors felt the new format of the meeting was good and enabled good strategic discussion. Everyone felt fully informed regarding the budget and SEND. There being no further business to discuss, the chair closed the meeting 7.10pm.	

Action Summary

1.1	Update Hub with KH membership.	Clerk
2.2	Governor Health and Safety training to be reviewed.	DTG
4.2	GDPR report to be requested for the next meeting	Chair
4.4	Chair to oversee new governor induction for KH	Chair
5	Chair to circulate collaborative agreement. Clerk to put chair and BPS chair in contact.	Chair/ Clerk