Haselworth Primary School

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

M I N U T E S

Full Governing Body meeting
Monday 26 September 2022 at 5pm

Present:	Julie Millard	Co-opted Governor (left at 6.15pm)
	Christopher Roast	Co-opted Governor (Chair)
	Alison Allsopp	Co-opted Governor (vice chair)
	Llyn Codling	Co-opted Governor (left at 6pm)
	Natasha Jones	Headteacher
	Greg Whates	Parent Governor
	Babs Taylor	Co-opted Governor (arrived at 5.20pm)
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	Judith Turnbull	Co-opted Governor
	David Williams	Co-opted Governor
	Philip Bleckly	LA Governor
Quorate:	Yes - 7/10	

Governor questions in red

1 **Welcome, apologies for absence and declarations of pecuniary interests in addition to those on the register – ensure register has been updated**

The clerk opened the meeting at 5.07pm.
Apologies were received and accepted from JT, DW and PB.
There were no declaration so of pecuniary interests in addition to those already on the register.
Clerk reminded governors to update their interests for the year via Governor Hub.

2 **Elect Chair and Vice Chair**

Expressions of interest received from CR only.
CR left the room.
Governors unanimously agreed to appoint CR to the position of chair for another year.
CR returned to the room.

AA and GW both expressed an interest in the position of vice chair. Due to low numbers of governors at that moment, it was agreed to defer appointing a vice chair until BT had arrived.

3 **Minutes of the last full governing body meeting:**

- Approval of Minutes FGB 18 July 2022

The minutes of the previous meeting were agreed as a true and accurate record and signed by the chair.

- Matters Arising and Actions:

Item	Action	Person
6	Chair to circulate document from NGA 'how to be strategic'. ***Completed.***	Chair
7	Chair and PB to form Policy Working Party. ***Policy management is proving difficult due to the number of policies, chair continues to look for an affective system.***	Chair and PB

4	**Agree any urgent business under item 9** None to discuss.	
5	**Summary of School Development Plan and HT Verbal Update** SDP circulated prior to the meeting. Data in the document has been updated. This year the three key priorities are: 1. Quality of education, to ensure all children make significant progress and retain the learning. (*To enhance the school's quality of education where all children make significant progress from their starting point and are able to demonstrate that they are able to know more and retain this knowledge over time)* 2. Develop leadership including subject/middle leaders*. (To develop leadership across the school, with a particular emphasis on the impact of subject leaders whilst have due regard for the mental health and wellbeing of staff)* 3. Behaviour and attitudes, maintain high standards. *(To maintain high expectations and standards of behaviour including strengthening the teaching of British Values, including the celebration of faith & diversity, across the school)* HT advised that there are target setting opportunities after performance management is complete and this will be added to the plan for the next meeting. Questions were invited. **Q: What is the rationale for including 'knowledge' in key priority 1, I expected to see 'skills' and 'understanding' also? A knowledge based understanding is different from a skill based understanding the children need to be prepared to be able to demonstrate both.** A: This is a choice of wording and grouping the three words (knowledge, skills and understanding) together, it is not an indication that we will only be focussing on 'knowledge', this can be amended to make it clearer. *BT arrived at 5.20pm.* **Q: The aspirations seem high; do you think this is realistic in one year?** A: The impact and success criteria are the important part that will be reported back, this is also a working document and is reviewed regularly with SLT. The most important area for governors to monitor is not necessarily the implementation but the impact. We really need our results to be close to national and/or exceeding national. KS2 has historical legacy for not meeting the national averages, we understand this is a high level of challenge for the school. We made progress through the pandemic but this was a high level of challenge for staff and children, we hope the plan is workable, we want to maintain high aspirations. **Q: Is the Y2 data accurate now?** A: This year's data is a true reflection of where the school is. **Q: What about Y3?** A: It is accurate for what we were able to assess at the time during the pandemic. HT advised that the goal is to ensure that the children are next stage ready. The LA moderated KS2 for writing data and gave good feedback. This school has moved on during this time, leadership and staff have changed. **Q: I thought P4C underpinned everything, why is there a specific section?** A: We want to make it explicit; we want the curriculum leader to be focused on what this looks like across the board and drive the curriculum. **Q: Will this be part of leaders' targets?** A: Yes	

	HT advised that a written report will be produced for every FGB. Governors must read the document prior to the meeting and be ready to ask questions, any questions that may need preparation should be submitted to HT (copying in clerk) prior to the meeting. Election of Vice Chair. AA and GW expressed an interest in the position. *AA and GW left the room.* Governors agreed to appoint AA to the position of Vice Chair. *AA and GW returned to the room.*	
6	**Update from Committees** **Teaching, Learning and Curriculum Committee** The CSA committee has been renamed TLC (Teaching Learning and Curriculum) Committee. There has been a working party to address the focus of this meeting. The strategic priorities of the SDP will feed into these meetings and drive the focus. AA was appointed the Chair, ToRs were reviewed and agreed. The working party discussed a revised format for how subject leaders feed into the committee, this must be strategic and not operational. **Q: Is there a timetable to review the SDP priorities?** A: This will come from the committee who will address the strategic progress of the SDP. The TLC ToR were agreed by the FGB. **Resources and Premises Committee** The recent meeting looked at Health and Safety, Fire Safety and asbestos. All governors require H&S training as it is the responsibility of all governors to be mindful to this issue. The committee also reviewed the budget; - Agency costs have been high this term - Discussed the teachers' pay recommendation. - Utilities are being closely monitored - A donation was received that has been used to purchase items to support the children in the special provision but also to be used by the wider school. - The HGS clerking services contract will be adjusted to reflect clerking of the TLA committee. - GW will chair the R&P committee. **Q: What is the long term decoration plan of the building?** A: There is a plan discussed in the meeting, the carpets are a problem because of the presence of asbestos, which would mean specialist handling to remove and dispose of them. **Q: Are there available funds for decoration?** A: No, this all comes from the devolved budget. **Q: What is the long term plan for the school, is this a budget issue? We cannot allow the school deteriorate.** A: We only have a small devolved budget as we are a small school and we can only address section by section, other areas take priority. **Q: Is there any responsibility from County?** A: Hampshire are responsible for outside areas of the building, they have painted outside recently, the internal decoration is up to the school. We are also limited by what we can ask our caretaker to do, we only have one person, not a site team. The GB agreed that, as governors they can raise concerns at a strategic level, but also to entrust the school to prioritise the internal decoration appropriately. **Q: Why is there a percentage of budget already used for agency staff?** A: A member of staff was on long term sick leave.	

	Q: What is the implication of this? A: We need to monitor the budget carefully to ensure we do not over spend and go into deficit. **Q: Is there flexibility in the budget?** A: It is reviewed in November; we can move funds if appropriate. *LC left at 6pm, meeting still quorate.*	
7	**Policies/Procedures for Approval:** - **Agree FGB and Committee Terms of Reference/scheme of delegation** Agreed. - **Agree Governors Code of Conduct** Circulated and signed, approved. - **Agree to adopt HCC Good Practice Guide** Adopted. - **Agree to adopt the MOPP** Agreed to adopt including in year changes. - **Child Protection and Safeguarding Policy** County model with some changes this year. Approved. - **Behaviour Policy** **Q: What is the difference between suspension and exclusion?** A: Suspension is a fixed term exclusion; exclusion is permanent but I will check the guidance. HT read out the guidance for exclusions and suspensions from County model. Governors agreed to approved pending some formatting issues. - **Anti-Bullying Policy** Agreed. - **SEND Policy and Information Report.** Feedback given from SEND link governor. Agreed. - **Whistleblowing** Agreed.	
8	**Governing Body Matters:** **a) Safeguarding including audit, to be submitted by 30 September** Completed by HT and DHT with SEND link governor, HPS identifies potential issues with staff reporting safeguarding concerns, actions include addressing safeguarding at staff meetings and via the Safeguarding Committee. GB agreed to submission. **b) Vision & Values date** Date to be agreed – 17 October, 1pm. **c) Training and development** Governors asked to keep training log up to date on Governor Hub and to revise Prevent training. *JM left at 6.15pm, meeting still quorate.* Governors were reminded to confirm they have read KCSiE via Governor Hub. **d) Governor monitoring**	

	Discussion deferred. **e) Agreed governor roles** Due to the lack of governors at the meeting at this point, it was agreed to defer this item. Chair and AA will meet to discuss how to manage this and circulate the list to volunteers. **ACTION: Governors to be assigned link roles for monitoring purposes.** WGB training has taken place and feedback was very positive. The GB will implement the training going forward included ensuring they encourage courageous conversations and have focus at committees. There was a discussion regarding the ToRs ensuring the subject leaders are linking into the SDP and this being really clear, this should be included under (c) duties.	**Chair**
9	**Any agreed urgent business** None to discuss.	
10	**Correspondence** Chair highlighted the school communications regarding: - Availability of exclusion statistics. - Free membership to SEND group of charities. - The HCC Benchmarking tool is now available. - Free substance misuse training - Updates on Child Protection.	
	Impact Governors agreed that attendance at meetings is important to ensuring business can be carried out affectively. The impact of today's meeting was approval of numerous statutory policies and identifying the need for clarity on the SDP, ensuring the plan matches the practice. There has also been challenge and improving systems of practice, this has been a meeting where there has been good governor contribution. There was a short discussion regarding the use of Governor Hub, clerk reminded the GB of its user-friendly format. **ACTION: Chair to review Governor Hub and review how it can be used affectively for this GB.**	
11	**Items for the agenda of next meeting:** Clerk to refer to HGS suggested items list.	
12	**Date of next meeting and close** Monday 28 November 2022 at 5pm There being no further business to discuss, the chair closed the meeting at 6.55pm.	

Action Summary

Item	Action	Person
8	Governors to be assigned link roles for monitoring purposes.	Chair
10	Chair to review Governor Hub and review how it can be used affectively for this GB.	Chair