Haselworth Primary School

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

Full Governing Body meeting
Monday 18 July 2022 at 5pm

Held via MS Teams

MINUTES

Present:	Judith Turnbull	Co-opted Governor
	Julie Millard	Co-opted Governor (left at 6.15pm)
	Christopher Roast	Co-opted Governor (Chair)
	Sian Hosmer	Staff Governor
	Alison Allsopp	Co-opted Governor
	Llyn Codling	Co-opted Governor
	Natasha Jones	Headteacher
	Greg Whates	Parent Governor (vice chair)
	David Williams	Co-opted Governor (left at 6.30pm)
	Philip Bleckly	LA Governor
	Babs Taylor	Co-opted Governor (arrived at 5.15pm)
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	None	
Quorate:	Yes	

Governor questions in red

1 Welcome, apologies for absence and declarations of pecuniary interests in addition to those on the register

The chair opened the meeting at 5pm. There were no apologies, BT was expected shortly.

There were no declarations of pecuniary interests in addition to those already on the register.

2 Minutes of the last full governing body meeting:

- **Approval of Minutes FGB 23 May 2022**

The minutes of the previous meeting were agreed as a true and accurate record, clerk will arrange for a signed copy to be filed in school.

- **Matters Arising and Actions:**

Item	Action	Person
7	'Governor Reporting and Subject Monitoring Working Party'. ***Discussed in CSA Committee.***	SH, LC, AA
9	Chair to discuss the progress of the V&V with HT. ***To be reviewed in September, HT wants to include the views of staff and parents, to link in with the Working Party.***	Chair
11	Chair and LC to discuss governor response to SEND green paper consultation with HT. ***Outstanding.***	Chair, LC
12	Chair to draft and send list of governor roles to all governors prior to next meeting for consideration.	Chair

	Completed and uploaded to GZ.	

3	**Agree any urgent business under item 9** None to discuss.	
4	**HT written report** Circulated prior to the meeting. HT highlighted: Numbers on Roll and Pupil Information - NOR is 135. - There have been 14 fixed term, these are relating to five specific children, who are receiving outside agency support which is working well, the right provision is in place. CR is currently monitoring the exclusion register from a governors' point of view on a termly basis. - Attendance is slightly below aspiration at 95.6%, the school strive for 97%. However, this is closely tracked by the admin and leadership team from a safeguarding point of view. There is no change in the number of persistent absentees, this is still 18 children across 17 families but it is being tracked. - There are two LAC on role, one is an adopted child and the other is on a special guardianship. There are also two fostered children. - HT met with safeguarding link governor (CR) this week and conducted a monitoring visit including what happens when the school has safeguarding concerns, HT showed CR anonymised examples of the process. - The school have three CIN, no child protection plans and all relevant meetings have been attended by DSL. Staffing - One teacher has resigned after long term sickness. - Member of the office team resigned at Easter and the school have chosen not to reappoint at this stage. - DHT appointed and recruitment checks completed, the handover is in process. - English lead appointed from current staff (Mrs Pomper) following robust interview process. - HT advised governors of which teachers will be teaching which classes in September. A new teacher has not been reappointed to replace the teacher who resigned, instead the teaching staff have been redeployed, one teacher has increased their hours and the DHT will teach one day. HT is confident that this is a stable model for the new term. - HPS are waiting to recruit an LSA, probably via an agency, this means they will be able to release the staff in Robins to carry out some intervention. *BT arrived at 5.15pm.* Governors wished to pass their congratulations to Mrs Pomper for securing the English Lead post. Testing - HT included the results of all statutory testing in her report. She met with the LLP, Julia Roberts, to analyse the data. - YR – EYFS good level of development. This is only completed at the end of R. Under the new framework school must not compare with previous years or use this data for target setting. - Y1 phonics, (and Y2 this year due to pandemic in autumn term). There was a low pass rate at nine pupils with 11 not passing. This cohort missed a term of	

Reception and the teachers have predicted a further six children will pass in Y2, any who do not pass will be targeted for intervention. Mrs Millard has been working very hard with them.

- Y2 data is harder to look at as it is not presented in the same way, cumulative figure pass rate is 74% which is in line with national but below County. This was also lower that the autumn term result of 77% but this is due to mobility.

Q: Are these results benchmarked to similar schools or all schools?
A: The comparative data is compared to all national schools; however, we can benchmark against similar school as part of benchmarking exercises ourselves.

Q: Do you agree though that, although we are in line with national, due to the pandemic the national average has dropped so therefore our results have decreased also?
A: Another point to be mindful of is the size of the cohort each, as we are a small school, each child equates to 5%.

Q: Are there are groups of concern?
A: Yes, and we are targeting this, leadership has attended training to address this recently. The staffing last autumn was greatly reduced due to the pandemic, we will be stronger going forward next year. Be mindful also that the government choose not to change the standard of the tests, they wanted to see the measure of how schools were affected by the pandemic.

- KS1 data; this was not moderated but the teachers had a clear understanding of what the standards are. HPS are pleaded that the results are in line with national and the team worked hard to sustain this.
- KS2 data; one set of results was missing, this was a wide spread problem, but the data has now come through. It is worth noting that 30% of the children are SEN in this cohort, there are 20 in the cohort. The results are higher than 2018 and 2019 but lower than national and County. The scaled score in reading really improved, which was pleasing as a lot of work went into this this year. HPS have applied for one more mark for one child, which could take the results up to 70%.
  Writing was the hardest to teach during the pandemic, the transcriptional skills and SPAG required more work. This was moderated by LA and the team knew the expected standards.
  Maths data was higher than 2019 with one pupil on GD.
  Combined results have improved on 2018/2019, 2018 was 33%, 2019 was 25% and this year was 35%. HPS are below national and County but they are proud of this score and the team worked very hard.

Q: So in summary are you pleased with the results?
A: Yes, I am. The staff worked very hard to fill gaps with catch up curriculum, interventions, planning for mixed aged classes, and the mental health and wellbeing of the children, the staff have looked after them well and continued to teach a wide and varied curriculum.

Q: Can you explain reading for higher attainers data?
A: We only had two children who attained GD. We know what we need to work on with the next cohort. We have a boy heavy cohort so need to look at the choice of texts to stimulate the interest

Q: Is the current Y6 gender balanced?
A: 11 out of 20 were boys, but across the school it is boy heavy.

	Q: Are you already addressing this with the offered reading material? A: JM has spent a lot of time this year making sure progressive texts were being used. HT advised that the 'no outsiders' text will be used differently via P4C. Governors thanked the staff and pupils for their hard work over the year.	
5	**HGS Suggested Items** - **Report from designated teacher for Children in Care** SH advised that she is the designed teacher for LAC pupils and highlighted: - One post LAC on a special guardianship order was on roll in September. Another joined the school who has been adopted. Since February there have been two further LAC, one current pupil and another who joined the school. - The impact on the school is that LAC generally have additional issues particularly around social and emotional difficulties. HPS receive additional funding to support them, this is known as pupil premium plus funding. LAC in care will receive less as they have a virtual school for additional support. - LAC have a number of meetings throughout the year to discuss educational plans once a term for professionals. Targets are reviewed along with areas of need and success. - There is a CLA meeting twice a year, this is more about their placement and care. - These children really deserve to have this focus and HPS want to support them as much as possible. Funding is used to pay for clubs to support their education and wellbeing, play therapy, ELSA support and school trips. This spending is tracked in school. - One child was looking to move to a school closer to home but the LA were keen for her to stay as HPS as the school had put a good level of support in place, HPS consider this a compliment. Likewise, the virtual school have asked HPS to take additional pupils as they know they provide good support. - Two of these children are on the SEN register and one will be applying for EHCP. **Q: Does the PP+ money fund all needs, or do the school need to contribute from the budget, therefore causing a deficit?** A: It funds everything we have needed at this point, all therapy, resources, breakfast clubs, clubs etc, there has been no cost to the school. - The designated teacher receives training and support from the LA. - The new DHT will take this role on and is trained and experienced. **Q: Do these children come from within the area?** A: It is a case-by-case basis, they might be kept in the area if extended family lives there unless there is a safeguarding issue. Lots of these children still have contact with birth parents. Sometimes children commute from further but the LA will provide funding or transport. We are working with significant mental health difficulties sometimes but we work closely with the carers and other professionals. - **Consider PP premium funding impact** SH advised that the strategy will be updated and uploaded to the website. 38% of children in receipt of PP has gone up to 40%. This can fluctuate but is around £72,000. This is higher than national. Schools are encouraged to spend on specific areas. 1. Teaching, CPD, recruitment and retention.	

	2. Targeted academic support. 3. Wider strategies, eg attendance, behaviour, wellbeing. There is a breakdown of the spending on the report on the website. **Q: What is the impact of this spending?** A: The plan is on the website and GZ. The main area this year has been CPD for teachers, training from HIAS. The impact of this is teachers have increased in confidence, learnt new techniques, implemented new strategies for best practice in teaching and learning. There has also been training for P4C for four members of staff in January. Another area of spend was materials for teaching PATHs (£2,320), each class has their own bank of high-quality resources. **Q: Should we monitor the impact of this spending going forward?** A: This already takes place; CR has reported on this before and will send AA the report (which is also on GZ) SH advised that there are some areas that have not been spent on yet that will need reviewing. CR as PP link governor and SH met a view months ago for a full monitoring visit. Governors discussed if this was an area that should be discussed at committee level, however, it is difficult to assign to a committee as it has financial impact and impact on curriculum. SH advised that the school are reconsidering some of the way the funds are spend for example, funding breakfast club as this used to be mostly PP children but this is no longer the case and this needs to be realigned. PP strategy and sports premium strategy are both on the website. Governors agreed that this needs to be monitored going forward and governors need to ensure they are aware of the spending and the impact. SH and Mrs Leask met regularly to monitor the additional streams of funding.	
6	**Update from Committees** (minutes previously shared on GZ) **Resources and Premises:** Chair advised that staffing was fully discussed including several different scenarios. The immediate staffing changes will mean the school will not go into deficit. HT is confident that this is a stable model for next year. **Curriculum and Standards:** There has been consideration as to how best to effectively manage committees. It has been decided that next year C&S will be renamed TLC (Teaching and Learning Committee) and an additional committee will be formed; Safeguarding Committee. It is important to look at the way things are reported into committees and whether governors are rigorously challenging and monitoring. Governors agreed to use the first 'committee day' on 15 September to decide where best to address different areas. This meeting will take place off site. This will ensure governors are really drilling down on strategic direction and forming a strong monitoring plan for the year. There will also need to be clear terms of reference.	

	This may include revisiting the role as governors and not getting involved in the operational matters of the school. **ACTION: Chair to circulate document from NGA 'how to be strategic'.** Governors agreed that the content of the meeting needs to be very structured, the terms of reference is important. It is also important for this to be captured in the minutes. Clerking: There should be clear direction regarding how the minutes and accompanying documents are produced, governors agreed that they would like to have an appropriate Haselworth Way for this format. The office staff do not currently have the capacity to support these meetings with a clerking service as there are now only two members of staff in the team. Governors discussed extending the HGS clerking service to cover committees. Clerk advised that the standard rate for committee is seven hours of clerking time per committee. **Q: Will you be replacing the admin assistant who left at Easter?** A: We have decided not to replace the admin assistant at the moment and will review in 2023. We ran a recruitment drive but this did not yield the right type of candidate. Even with only two staff in the office we have high costs in this area when compared to other schools during benchmarking. Mrs Leask has also increased to four days again. Governors agreed the clerking costs of 6 x Safeguarding Committees and 6 x Teaching and Learning Committees. Clerk to inform HGS.	
7	**Policies/Procedures for Approval:** - **Health & Safety policy** Reviewed at R&P and adjustments made. Governors agreed to ratify. - **Breakfast club policy** Due to several comments/required adjustments, this needs further work. However, governors agreed to the charges in readiness for September. There was a proposal to have a policy working party to better address the management of policies. This includes managing the dates and ensuring that not all review dates are due at the same time. **ACTION: Chair and PB to form Policy Working Party**.	
8	**Governing Body Matters:** **a) Safeguarding including audit, to be submitted by 30 September** Safeguarding report uploaded to GZ, this included some anonymised case studies particularly around social media platforms. Chair requested feedback from governors regarding the format of the report. Audit to be completed in September and approved at the next meeting. **b) Vision & Values date** Discussed.	

	c) Training and development, received report from DTG regarding value for money on the HGS subscription The subscription is £1,505 for training, Gov Hub, advice, conference etc. As of this month there has been a £1,121 spend on courses taken or booked already this year. Training is important, the package is good value but needs to be used to its full. **d) Governor monitoring** To be discussed on 15 September. **e) Agree process for electing chair and vice chair in September** Clerk advised of the usual process, please email clerk if you are interested in either role before the end of the summer holiday. **f) Agreed governor roles for September** WGB training is 'Roles and Responsibilities for Governors', booked for 12 September. All the roles are on GZ, Chair asked governors to consider what they would like to do going forward, including committee membership. Chair of governors currently undertakes a vast range of responsibilities. **g) Proposed committees revamp** Discussed.	
9	**Any agreed urgent business** None to discuss.	
10	**Correspondence** Chair advised on school communications: - KCSIE, change to safer recruitment, recommendation of online searches, there is currently some research into this and further communication will follow. - The Legal Intervention Team has increased support to target vulnerable children attendance at school.	
11	**Items for the agenda of next meeting** - Agree Safeguarding audit - Elect chair and vice chair	
12	**Date of next meeting and close** Agree meeting dates for 22/23; uploaded to GZ, governors asked to review. Governors thanked SH for her contribution to the board and wished her all the best for her new headship. HT advised SH will be greatly missed, she also thanked governors for their contribution. Governors wished the staff a good summer holiday. There being no further business to discuss, the chair closed the meeting at 6.55pm.	

Action Summary

6	Chair to circulate document from NGA 'how to be strategic'.	Chair
7	Chair and PB to form Policy Working Party.	Chair and PB