Haselworth Primary School

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

Full Governing Body meeting
Monday 23 May 2022 at 5pm

MINUTES

Present:	Judith Turnbull	Co-opted Governor
	Julie Millard	Co-opted Governor
	Christopher Roast	Co-opted Governor (Chair)
	Sian Hosmer	Staff Governor
	Alison Allsopp	Co-opted Governor
	Llyn Codling	Co-opted Governor
	Natasha Jones	Headteacher (left at 5.25pm)
	Greg Whates	Parent Governor (vice chair)
In Attendance:	Mary Leask	School Business Manager (left at 5.45pm)
	Louisa Trafford	LA Clerk
Apologies:	David Williams	Co-opted Governor
	Philip Bleckly	LA Governor
	Babs Taylor	Co-opted Governor
Quorate:	Yes 8/11 (7/11 after HT left)	

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 5.10pm and welcomed attendees. Apologies were received and accepted from PB, BT and DW. There were no pecuniary interests in addition to those already on the register. Governors agreed to bring item 5 forward, this was to allow HT to leave early due to illness.	
5	**Staffing Matters:** - **DHT appointment ratification** HT advised that two applications were received for the post, these were reviewed with Julia Roberts (LLP), HT and Chair of Governors, these were shortlisted to one for interview which took place today. The day included tasks, some with the children and staff and was followed by a presentation and interview. The interview panel consisted of six including the LLP. Chair advised the process was rigorous with appropriate tasks and the panel fully discussed the interview afterwards. The panel would like to offer the position to the candidate (Kerry Howard), she has experience in inclusion and SEN and has potential for leadership that the school will have the capacity to support. One reference has been received and one awaiting. The starting salary will be set at a level between L3 & L5 on the leadership scale.	

Q: Was the decision of the panel unanimous?
A: Yes, and it was thoroughly deliberated.

Q: Has she been a SENCo previously?
A: Yes, she has inclusion and SENCo experience.

Q: Will there be external support, particularly around the DHT part of the role?
A: Yes, we will have support from HIAS. There will also be a thorough handover. This person is very experienced in the SEN role, there will be support needed in the DHT aspect of the role but the school have the capacity to provide this. The candidate had a good rapport with the children and HT felt they would be an asset to the leadership team. The LA was fully supportive of this decision.

The interview panel recommended the approval to appoint Kerry Howard to the position of DHT. Governors were in unanimous agreement.

HT left the meeting to telephone the candidate at 5.20pm.

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

- **Approval of Minutes FGB 28 March 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	Acton	Person
5	Clerk to send Chair updated interests for website. ***Completed, chair has uploaded to the website.***	Clerk

3 **Agree any urgent business under item 10**
None to discuss.

4 **Finance Matters:**

- **Approve budget, three year plan and capital spend as recommended by Finance and Resources Committee**

Presented at Resources and Premises Committee and robustly discussed, minutes uploaded to the Governor Zone.

HT returned to advise that the candidate had accepted the role. HT left the meeting at 5.25pm.

ML highlighted the following noteworthy points:

- The budget share, pupil premium budget and notional budget were all circulated prior to the meeting along with the devolved budget and three year plan.
- Staffing remains broadly the same, may be a slight change due to the DHT appointment. The Administration Assistant has resigned and HT has considered some teaching changes which are not in the budget. There are a number of LSAs and MDS those contracts have been extended to the end of financial year.
- Non pay expenditure: gas and electricity has obviously increased significantly.

Q: Will there be any funds to support utility increases?
A: Yes, there will be a supplementary grant to support some of this increase.

Q: What about when rates increase again in October?

A: This is not yet known.

ML continued:

- There will be a carry forward in sports funding but this will be spent this summer.
- There is an increase in education supplies for resources in the classroom.
- The school received a £2,000 donation, £1,000 will be spent on developing Robin's classroom including indoors and outdoors. The school are currently looking at things for the other £1,000, maybe playtime equipment to encourage and support good behaviour. There might be some funds from the sports premium to go towards this also, they are consulting with the lunch time supervisors and will get the pupil voice.
- SLAs remain the same, the contract with Agile will increase to offer further supports to the schools IT systems and from June, Arbor will be used instead of SIMS for the school's management information system.
- Income; EHCP top up funding has been received along with sports funding, Pupil Premium funding and catch up grants. The Covid support grant for food vouchers are not being given and people must now go direct to the food bank.
- Other income; it is hoped that there will be some funds generated from the Barbeque and the Christmas Fayre.
- The school have also passed on the increase in utilities to the out of school hours care provider.

ML advised that the three year plan will include a deficit in year but there was a carry forward from the previous year.

YR intake for September is currently 15, PAN is 20. There are no children on the waiting list but there is always some turbulence, the school are hopeful that they will be able to fill some of these spaces before the October census.

Q: Why is there no increase based on inflation?
A: Inflation is built into the budgeting tool; this could mean the deficit is higher. There is a 2% for inflation in expenditure, and 1% inflation for income.

Q: What is 'hire of accommodation and facilities'?
A: Swimming.

The governors agreed the budget as follows.

Total Income	965,252	Nine hundred and sixty-five thousand, two hundred and fifty-two pounds

In Year Surplus/(Deficit)	(22,458)	(Twenty-two thousand, four hundred and fifty-eight pounds)
Surplus/(Deficit) Brought Forward	79,056	Seventy-nine thousand and fifty-six pounds
Cumulative Surplus/(Deficit) C/Fwd.	56,598	Fifty-six thousand, five hundred and ninety-eight pounds

The governors agreed the three-year plan, and this was signed by the Chair.

ML advised that the capital spend had been used to build the canopy in the playground. Governors were in agreement with this.

ML left the meeting at 5.45pm.

6	**Headteacher verbal report to include** - attendance data - racist incident data HT will circulate this as a written report to governors.	
7	**Update from Committees** (minutes previously shared on GZ) There were two committees last week. Resources and Premises Committee focused on the budget and there was a report from Aimee Williams as the Health and Safety Co-ordinator. Curriculum, Standards and Attainment reviewed better ways of reporting through those meetings and the focus. There was a discussion on the reports from subject leaders to be more consistent including the format in which they are produced and the content, including what governors could expect to see in lessons. Governors spent some time discussing how they would like subject leaders to report to the committee without having a repetition of information. It is important that governors are clear about what information they want the teachers to produce. There was suggestion that governors could receive the subject leaders action plan with a written report if conducting a deep dive. Alternatively, governors could view the action plan prior to monitoring visits, they can then ask for evidence of the actions within the visit, this format is similar to Ofsted and would therefore allow teachers to practice this type of presentation. There was discussion regarding governors without an education background knowing what lines of enquiry to follow. The Intent, implementation and impact theory is useful to follow. There is a need for a flow chart that enables visits to feed into reports and minutes. Governors agreed to form a working party to address this in more depth. **ACTION: Form 'Governor Reporting and Subject Monitoring Working Party**. SH, AA and LC volunteered to look into best practice. It is also important to celebrate successes including identifying why things have gone well and how they can be applied in other areas. Evidencing is really essential. The goal of the working party will be shared at a staff meeting and transferred to all committees.	SH, LC, AA
8	**Policies/Procedures for Approval:** None to discuss. Health and Safety will be available shortly.	
9	**Governing Body Matters:** **a) Safeguarding** Hants SG partnership released brochure, provides free training. Chair will circulate. **Q: Should governors have an update on safeguarding incidents?** A: Yes, this is included in HT report. **b) Vision & Values date** The governors meet previously in the term, and reviewed the V&V, this is currently being considered by staff. **ACTION: Chair to discuss the progress of the V&V with HT.** **c) Training and development**	**Chair**

	HGS training update is circulated regularly, governors are encouraged to attend any training of interest to them or appropriate to their role. **d) Governor monitoring** LC will become EYFS link governor, there is an Ofsted focus on EY and LC's experience in this would prove valuable. Maths governor monitoring visit took place last week with DW. English governor monitoring visit is scheduled in June, this will include discussion regarding moderation on writing in Y6. On 14 June AA will take part in a learning walk with SH.	
10	**Any agreed urgent business** Governors were invited to the Queens Jubilee Celebration on Thursday this week, parents have also been invited, flag waving optional.	
11	**Correspondence** PE training courses are now available and can be booked via the learning zone. **Q: Would the school like the governors to draft a response to the SEND green paper consultation?** A: That would be helpful. **ACTION: Chair and LC to discuss governor response to SEND green paper consultation with HT.**	**Chair, LC**
12	**Items for the agenda of next meeting:** - Governor roles and responsibilities for next academic year, chair to send a list of the role to governors. **ACTION: Chair to draft and send list of governor roles to all governors prior to next meeting for consideration.**	**Chair**
	Impact of Governors Governors agreed that they have had an impact on the school by discussing monitoring progress and subject reporting as this will help the staff be clear on what they are required to report. They have also ratified the appointment of a new DHT.	
13	**Date of next meeting and close** Monday 18 July 2022 at 5pm. Governors requested a conversation regarding meeting timings in future. There being no further business to discuss, the chair closed the meeting at 6.20pm.	

ACTION SUMMARY

Item	Action	Person
7	Form 'Governor Reporting and Subject Monitoring Working Party.	SH, LC, AA
9	Chair to discuss the progress of the V&V with HT.	Chair
11	Chair and LC to discuss governor response to SEND green paper consultation with HT.	Chair, LC
12	Chair to draft and send list of governor roles to all governors prior to next meeting for consideration.	Chair