Haselworth Primary School

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

Full Governing Body meeting
Monday 31 January 2022 at 5pm

MINUTES

Present:	David Williams	Co-opted Governor
	Judith Turnbull	Co-opted Governor
	Julie Millard	Co-opted Governor
	Christopher Roast	Co-opted Governor (Chair)
	Philip Bleckly	LA Governor
	Sian Hosmer	Staff Governor
	Alison Allsopp	Co-opted Governor
	Babs Taylor	Co-opted Governor
	Llyn Codling	Co-opted Governor
In Attendance:	Amanda McGarvey	Asst HT at Leesland Juniors (left at 6.05pm)
	Louisa Trafford	LA Clerk
Apologies:	Natasha Jones	Headteacher
	Greg Whates	Parent Governor (vice chair)
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. Apologies were received and accepted from HT and GW due to illness. Mrs House has resigned from the GB due to work commitments. This means there is one parent governor vacancy, the school are aware and will advertise. There were no declarations of pecuniary interests in addition to those already on the register.	
2	**Welcome Staff Governor** SH has been re-elected by the staffing body and was welcomed.	
3	**Minutes of the last full governing body meeting:** • **Approval of Minutes FGB 22 November 2021** Chair asked if there were any comments on the minutes of the last meeting. **Q: I was not in attendance at the last meeting, will we be reviewing link governor roles?** A: Yes, this will be mentioned this evening. There was a typing error within some figures that was amended by the clerk.	

Q: Again, as I was not in attendance, I am not sure of the reason for the HT's final comment when she wanted to make it clear that the school does not have a behaviour issue, why did she feel the need to say this?
A: HPS doesn't have a problem with behaviour, however, there are a small number of pupils with significant difficulties. Across the school the behaviour is very good and the behaviour issues are not a whole school cultural issue but there are a few children with very serious difficulties.

Governors agreed this was a valid point and advised that CSA committee discussed this at length, they also talked about attendance and persistent absentees but a lot of time was spent discussing some recent issues that involved some members **of** staff being physically hurt by a pupil. One member of staff has also reported the incident to County.
There are pressures on staff in the school for children displaying certain behaviours, the staff believe in inclusion but the wider system is not supporting these staff to support these children.
The leaders find it difficult when staff are upset when they are being hurt and they are frustrated by the limit of the action that they can take.

Similarly, to the budget deficit, governors agreed that they need to acknowledge that there is an issue if staff are being hurt and action is needed.

Q: Is there a need for further staff training?
A: In the nurture room we have two LSAs but ideally a fully trained teacher would be better.

Governors agreed that the school need to have the correctly qualified and trained staff, in the event of an incident, it could put the school in a difficult position if the provision had not been correct.

This is not the first time the GB have discussed this matter, HT is working on a plan with other local schools and County. The budget is not adequate to support this level of need in school, there is a larger than average cohort of children with needs which the school try to accommodate within their inclusive strategy.

Governors discussed the suggestion that a time progressive exclusion period for pupils involved in incidents could highlight the importance and urgency of the situation to LA. Previously the school have avoided exclusions as it is not affective for the child, however it was suggested that this would send a message to the LA and to the staffing body.

Governors queried if the policy should include a 'timeline' for example, if a child is physically violent once, they are excluded for 0.5 day. If they repeat the behaviour, they are excluded for 1 day. It was suggested that this could be included as an addendum or with the child's EIP.

Governors agreed that the behaviour policy could be reviewed to include this. It is important to ensure the safety of the other children in school.

ACTION: Working party to form and review Behaviour Policy to include some form of progressive steps for sanctions regarding violent physical behaviour and discuss further with HT.

AA and JT advised that they would be keen to sit on this working party.

The minutes were agreed as a true and accurate record and signed by the chair.
All actions were completed as follows:

Item	Action	Person
2	Clerk to process paperwork for new governor LC. ***Completed.***	Clerk
10	Clerk to locate the staff election process for HT. ***Completed.***	Clerk

4 **Presentation from Amanda McGarvey, Assistant HT at Leesland Junior School**

AM advised that she is currently studying for a National Qualification for Headteachers. This includes two projects, one in her own school and one in another school, which HPS have been kind enough to facilitate.

AM met with HT and SH in the autumn term to discuss the area of need which is the children with SEND are not getting the desired outcomes due to a small number of pupils with significantly challenging behaviour. These children are usually assigned a one to one LSA. HPS has a higher number of SEND children than the national average (25%) with four or five children displaying violent outbursts.

AM's project (as it is leadership focused) has mainly been focused on the financial aspect of this and asks 'how can school support these children whilst reducing the deficit budget'.

AM has drafted four proposals, she wanted it known that the school does not have to action any of her suggestions, they are simply ideas from an outsider's point of view.

1. To continue the inclusive practice at the school which is really important, ensuring those SEND children are getting the best provision possible from the introduction of the Sanctuary (bespoke provision; as this is an academic as well as emotional resource).

This space is about building self-esteem and confidence whilst also addressing their education with reading and phonics games.

The children in this group need to have a clear routine. Originally they would take their work to the room whilst engaging in the social and emotional provision. This has changed over time to be more focused on the social side.

PBS advised that the room was needed to ensure these children could begin to learn this includes a very small learning task with the focus of the day being about feeling safe, loved and secure. The intention is to build up the academic expectation and enable the children to return to class with their peers. For some this is already happening with PE and music lessons for example. AM commented that a restructure of LSAs is effective, there is a high level of one to ones working with children. The ideal solution would be to have a full time teacher in the room, SH already spends about half the week in the room.

2. Make use of the apprenticeship levy to upskill some LSAs with a SEND qualification. The school would need to give the LSA 20% time per week to address their training needs.

Q: Who conducts the training?

A: The trainers will come into school or conduct virtual sessions. The benefit is that the LSAs feel valued as they are invested in, they receive training and the children will benefit from their new skills.

Q: If they were upskilled, would they be able to take a small group of children?

A: Yes.

SH advised that the school will be looking into this.

	Q: How long does the training take? A: About 18 months but it depends on the individual person. **Q: How is this funded?** A: Schools pay into the scheme automatically, they then may their staff member including 20% of time that is spent training and not working but this would be an investment. 3. To reduce the cost of the teaching staff. When benchmarked against other schools, HPS does have a costly staff as many teachers are on the upper pay scale. The school have recently employed an ECT but there is a need for experienced teachers due to mixed year groups and the level of SEND. Staffing is the highest expense in all schools. 4. To host teaching students. This provides another adult in the classroom and the universities pay schools to provide a place to a student. HPS have had students in the past but, due to data results in previous years, HT decided not to take any more for the time being. This was to enable experienced teachers to address the data issues. The school hasn't always had a good experience with their placements and an inadequate student can really affect the outcomes for the children. It was suggested the HPS could ask for a third or fourth year student who has already had good experiences, they could also be placed with an experienced teacher. This may enable the teachers to work directly with the SEND children. The risk is ~~that this is~~ that this is an additional workload for the teacher. AM has discussed these ideas with HT and is keen to work with HPS moving forward. Governors agreed that sharing best practice is a great idea. **Q: Have you used any of these ideas at Leesland?** A: Yes, we have used the apprenticeship levy with our LSAs. HPS has a small staff which means it can be difficult to as there are not enough staff to draw on. However, the leadership team has been built up over the last couple of years. **Q: If the two staff member from the Sanctuary are not in, who was in there today?** A: Two LSAs from another class, staffing is very difficult due to C19 illnesses causing shortages. *AM left at 6.05pm.* Governors agreed that AM's input was very useful. **Agree any urgent business under item 10** None to discuss.	
5	**Headteacher verbal report** Deferred due to HT absence.	
6	**HGS Suggested items** - **Agree decision regarding LA clerking services and contracted hours**	

	Clerk left the room. Governors agreed to continue with the clerking provision; 6 x FGB plus 6 admin hours. *Clerk returned to the room.* - **Agree decision regarding subscription to HGS training and support** Chair advised governors that the fee for training courses begin at around £80. The annual subscription for HPS is £1,505, a slight increase on the previous year. If the GB didn't subscribe the amount of the individual charges would amount to a much high sum, the subscription also includes one WGB training session. Governors agreed that they would like to continue with the service but would like the DTG to track the costs going forward to ensure this is cost affective. Chair advised that he is also gathering information from the skills audit to note where the gaps in training occur. - **SFVS Progress** In progress, to be agreed at the next meeting.	
7	**Update from Committees** (minutes previously shared on GZ) **CSA** Minutes due to be circulated, currently in the process of proof reading. The committee discussed attendance, the Sanctuary and the P4C curriculum. They also received reports from the SEND link governor and science link governor. The previous minutes were agreed and approved. **Resources and Premises** The minutes are not yet available. The committee received a report from the Health and Safety Co-ordinator which was comprehensive and included a meeting with County. There was a budget review including staffing, Mrs Leask advised that the school would be in line with predictions for staffing costs by the end of the year with no additional pay expenditure, meaning a carry forward of approximately £35,000 to £40,000 carry forward. However, this will be needed in the longer term. Governors understand the projected deficit going forward and will take action to address. They also discussed the SFVS which is the annual GB financial audit and includes conversations with HT and the school Business Manager. Chair is currently addressing the document, most questions are the same as last year, and the deadline is the end of March so this will be agreed at the next FGB meeting. The committee reviewed the DfE benchmarking site and noted that the accuracy of the data is reliant on what criteria is chosen, there will be a working party to review this in more detail. The staffing update informed governors that Z Flannagan has left and S Russell has taken this class. The R&P committee governors will conduct the internal audits this term, which had been put on hold due to governors being unable to visit school. The school received an anonymous donation from a friend of a staff member for £2,000 with the condition that it was spent on something that directly benefits the children, this will be invested in developing the outside area. A letter or thanks will be written. There was another donation from the WI who gave £200 to pay for a sensory tent and colour changing lights to help the children with sensory needs in the bespoke provision.	

8	**Policies/Procedures for Approval** Policy review was delegated to various governors due to the number of policies this term. **Performance Management and Capability Policy** **Q: Given the close relationship between chair and HT should chair be part of the HTPM panel, the policy recommends that they should not?** A: Advice given by the NGA is that the chair is best placed to by on the panel due to their close working relationship. There followed a brief discussion whether the Chair of governors sitting on the HTPM was good practice. Governors want to ensure that the chair is able to still ask challenging questions. The LLP is there to support the HTPM panel and the objectives are set by the panel in discussion with the HT with the advice of the LLP. Governors agreed to review the situation, another person could carry out this task in the future if they attend the training. For now, this statement shall be removed from the policy. Governors agreed to ratify **Physical intervention Policy** The policy grid needs updating. Governors agreed that they need a working party to ensure a robust system is being followed. Governors agreed to ratify. **Medically Identified Special Diet Policy** **Q: How can we be sure that HC3S are ensuring there is no cross contamination?** A: They follow guidance and SH can confirm this when unofficially spot checked. Governors agreed to ratify **Intimate Care and Toileting Policy** Governors agreed to ratify **Recruitment Policy** Needs refer amendments to localise. Deferred. **Written statement of behaviour principles** Further amendments required, deferred. **Acceptable Use of ICT for staff** There was a brief discussion regarding whether parents are contacting teachers after school hours. It is up to the individual staff member to ensure they don't reply to communication directly, only via SeeSaw. A cut off time of 6pm has previously been agreed but this may not be adhered to or convenient for some staff. This is an operational matter. Governors agreed to ratify **Acceptable Use of ICT for pupils** JM advised that the content of the policy is communicated via the safety lessons. Governors agreed to ratify. **Attendance Policy**	

	Deferred, there is a need to include a section regarding absences becoming a safeguarding issue. **Social Media Policy** Governors agreed that the historical use of social media should be treated in line with the current policy and appropriate action taken. Governors agreed to ratify pending amendments. **Supporting Children with Medical Conditions** Deferred. **Behaviour** Deferred. **Freedom of Information** Governors agreed to ratify pending correction of dates. **Parent code of conduct** Governors agreed to ratify. **Weapons Policy** Governors agreed to ratify. **Anti-bullying Policy** Governors agreed to ratify. **First Aid Policy** Governors confirmed that refresher training was regular. Governors agreed to ratify. **ECT Policy** The school have one ECT (two-year program, mentor is SH) Governors agreed to ratify.	
9	**Governing Body Matters:** **a) Safeguarding** SH asked for reflections regarding the case of Arthur Labinjo-Hughes, recently circulated as a "Safeguarding Snapshot", could governors please share and feedback. **b) Vision & Values date (EFGB)** As previously discussed, the link governor roles need to be reviewed in line with the vision and values. Chair proposed a workshop to discuss the vision as this has worked well previously. **Q: Will you be asking parents and children for their input?** A: Not at this stage but we will, we will also ask young governors. Governors agreed Monday 28 February at 5pm to meet and discuss the vision. In the meantime, governors were asked not to arrange link governor monitoring visits. **c) Training and development** Governors completed the Ofsted WGB training and were reminded to view the action plan. Chair will send 'next steps' to all governors. **d) Governor monitoring**	

	None to discuss.	
10	**Any agreed urgent business** None to discuss.	
11	**Correspondence** Chair invited governors to read the schools communications in regards to; - Children's Mental Health Awareness Week - The webinar regarding parent conflict - Model Suspension and exclusion letter - Ofsted spring and summer term briefings - C19 testing for school and colleges - Pension re-enrolment	
12	**Items for the agenda of next meeting:** • Approve SFVS. • Clerk to refer to the HGS suggested items.	
13	**Date of next meeting and close** Monday 28 March 2022 at 5pm Chair asked governors to consider an impact statement of this meeting: Governors agreed that considering the proposals from AM would have an impact on SEND children and the budget deficit. Along with generally raising the profile of the impact a small group of children and agreeing to take action. Forming a relationship with AM ensures the sharing of best practice across both schools. There being no further business to discuss, the chair closed the meeting at 7.05pm	

Action Summary

Item	Action	Who
3	Working party to form and review Behaviour Policy to include some form of progressive steps for sanctions regarding violent physical behaviour and discuss further with HT.	ALL