Haselworth Primary School

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

Full Governing Body meeting
Monday 22 November 2021 at 5pm

MINUTES

Present:	Natasha Jones	Headteacher
	Julie Millard	Co-opted Governor
	Christopher Roast	Co-opted Governor (Chair)
	Philip Bleckly	LA Governor
	Sian Hosmer	Staff Governor
	Greg Whates	Parent Governor (vice chair)
	Alison Allsopp	Co-opted Governor
	Babs Taylor	Co-opted Governor (joined 5.10pm)
	Llyn Codling	Co-opted Governor (joined at 5.15pm)
In Attendance:	Mary Leask	School Business Manager (left at 5.45pm)
	Louisa Trafford	LA Clerk
Apologies:	Catherine House	Parent Governor
	David Williams	Co-opted Governor
	Judith Turnbull	Co-opted Governor
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 5.05pm and welcomed attendees. Apologies were received and accepted from JT, CH and DW. BT was expected shortly. There were no declarations of pecuniary interests in addition to those already on the register.	
2	**Approve New Governor Membership:** • **Llyn Codling – Co-opted** HT and chair have met with LC and given her a tour of the school. She lives locally and has education experience including leadership and being an Ofsted Inspector. She is currently retired, teaches yoga and would like to make use of her experience for the good of the local community. Chair and HT fully support the application and feel she would make a valuable contribution to the GB. *BT arrived at 5.10pm.* Governors were in agreement that her professional experience would be beneficial, especially the knowledge of what Ofsted may be looking for. Chair proposed tailoring the WGB training towards being Ofsted ready and LC would be a support towards this.	

<table>
<tr><td></td><td>Governors unanimously agreed to approve the application.

LC joined the meeting at 5.15pm.

ACTION: Clerk to process paperwork for new governor LC.</td><td>Clerk</td></tr>
<tr><td>3</td><td>Minutes of the last full governing body meeting:
• Approval of Minutes FGB 27 September 2021
The minutes of the previous meeting held on 27 September 2021 were agreed as a true and accurate record and signed by the chair.

• Matters Arising and Actions:
<table>
<tr><th>Item</th><th>Action</th><th>Person</th></tr>
<tr><td>3</td><td>Clerk to process paperwork for JT
Completed.</td><td>Clerk</td></tr>
<tr><td>7</td><td>Review governor link roles in line with the SDP.
Outstanding, the GB are currently reviewing the approach to link roles.</td><td>Chair</td></tr>
<tr><td>11</td><td>All governors to complete safeguarding training and advise chair along with confirming they have read KCSIE via Governor Hub.
Some outstanding, governors were asked to address this action if they haven't. Staff had safeguarding training in school recently focusing on sexual violence and abuse.</td><td>All</td></tr>
<tr><td></td><td></td><td></td></tr>
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<tr><td>4</td><td>Agree any urgent business under item 11
School meals; information from HGS was proposed and agreed.</td><td></td></tr>
<tr><td>5</td><td>Budget revision
- Approve budget revision as discussed and recommended by the Resources Committee
The budget documentation was circulated prior to the meeting.
ML highlighted the following noteworthy points.

There have been some changes in the staffing costs;
- One teacher is undertaking additional duties and has, therefore, had their contract increased.
- One teacher has met sufficient targets and there has been an increase to the upper pay scale.
- A member of the office team recently left, their role has been replaced with a role of less hours (20) and an administrator on a lower grade. Some work has been delegated to the other office staff.
- The caretaker has been on long term sick leave since September, the previous caretaker is covering the role.
- There has been an increase in LSA support for one pupil.
- Breakfast club is being held in individual classrooms; therefore, more staff are needed to cover this.
- Supply costs have increased due to C19 and other sick leave, HPS have made claims on the insurance where possible.

Non pay expenditure:
- Gas and electricity are now being paid under one cost code.
- FSM have increased, some of this will be offset with the holiday vouchers.</td><td></td></tr>
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Income:

- Additional sports funding has been confirmed for this year of £10,000.

ML advised that proposed expenditure is just over one million pounds which, for a school this size, is very high. However, this is only estimated at the moment and has been discussed by leadership in great detail.
This means a deficit of around £77,000 at the end of the year. Due to last year's carry forward this will mean a cumulative balance of approximately £44,000.

If the school review beyond the end of this financial year there are a lot of unknown factors, it is worth noting that the census in October was also higher than was expected.

Governors understood that if the school wish to avoid a deficit next year, this will need to be addressed by finding ways to make savings.

Q: What is the percentage on staffing?
A: It's at least 90% of the budget.
If County were to review the deficit, they would look at SLT costs, office staff, LSAs and how much EHCP funding the school receive in relation to their LSAs.

HPS have 25% SEND pupils and it is important to have the staffing to support these children. There are not places in special schools and, being an inclusive school, HPS must prioritise their needs.

HPS have several children who need EHCPs but do not yet have them. There are also additional needs such as SEMH needs and that of mixed year group classes, having an in class LSA is really important in this environment. HPS want to keep SEND children in the classroom in line with inclusion. Many of these children have not yet had met their basic needs met due to the lockdowns and this needs to be put in place before learning can begin.

Q: How long would the school be in deficit before County says we need a restructure?
A: Probably in another 12 months.

HT reminded governors that she reviewed the structure when she joined but due to natural wastage at the time a restructure was not actually needed. She advised that she is collaborating with other schools to share ideas on how to raise awareness of the SEND needs of schools. This is a county wide issue, if County want HPS to be an inclusive school it is vital that they are given the right kind of support for this.

Q: Do other schools have nurture units?
A: Leesland have one, these can also be an ELSA set up to work with really small groups of pupils.

HT has looked at what is on offer in the area. HPS has received a recommendation to have a nurture unit and this would support children who have missed out on certain aspects at nursery due to C19.

Chair advised that there are four lines of the three year budget that are currently unknown and could significantly change the bottom line of the budget, only the first year is accurate at this stage.

SH is writing the SEND funding applications as quickly as possible but, even so, the EHCPs do not cover the full cost of an LSA salary.

Governors were reminded of being in a similar situation last year and managing to address the issue. EPS are aware of the state of HPS's budget, this was also discussed at length at the R&P committee meeting.

Governors understood that they were being asked to approve the budget, that they have been given all of the information and understand the school's financial situation and that staff are robustly managing the budget to the best of their ability.
The situation could change either way and the governors understand this also.

Q: When do EHCPs show on the budget?
A: It usually takes a couple of weeks.

Governors agreed to approve the budget revision as follows:

Total Expenditure	1,015,446	One million, fifteen thousand, four hundred and forty six pounds
Total Income	937,703	Nine hundred and thirty seven thousand, seven hundred and three pounds
In Year Surplus/(Deficit)	(77,743)	(Seventy seven thousand, seven hundred and forty three pounds)
Surplus/(Deficit) Brought Forward	91,961	Ninety one thousand, nine hundred and sixty one pounds
Cumulative Surplus/(Deficit) C/Fwd	14,218	Fourteen thousand, two hundred and eighteen pounds

The governing body is aware of the future year deficit as shown on this plan and will take action to address it.

Devolved Budget
ML advised that there is approximately a balance of £2,000 in the devolved budget. The school has used this budget to replace some of the fence panels at a cost of £300, this money can only be used for the site/school building or IT only.

ML left the meeting at 5.45pm

6 **Headteacher written report**
Circulated prior to the meeting.

HT highlighted:

- There have been four fixed term exclusions this term for two children. EHCPs for these pupils are in progress and the exclusions relate to physical violence towards staff.
- Safeguarding has decreased; one less pupil on child protection and child in need cases, however, this varies throughout the year.
- SH is now the qualified SENCo, congratulations given to her for all her hard work.
- Recruitment is taking place for a new teacher and the maths subject lead has been passed to an existing staff member after an internal recruitment process.

Q: Have the staffing arrangements at lunchtime improved?
A: Yes, we have recruited a new MDS.

Q: Are you recruiting for a teacher on a permanent contract?
A: For the right person, we want applications to be of a high standard.

Q: Will this post begin in January?
A: Yes but if we cannot find the right person we will advertise again. We do not have the resources to support another ECT at the moment as we already have one on staff.

Q: Why are there no targets on some of the tables?
A: There is not enough reliable data for some year groups, this is partly due to two years of the C19 pandemic but also because the previous data wasn't externally moderated.

HT has been looking at the PM process to ensure data is gathered accurately, it is important that the school are realistic about the targets at the moment.

Q: How realistic are the targets you have set for 21/22?
A: HT has discussed every single child, reviewed their books and the data from the year before. C19 is still in school and children are still isolating, the governments idea of remote learning is not always realistic. There is still disruption to the children's education. There have also been class teachers off with supply stepping in which is also disruptive and inconsistent for the children.

The next data drop is at the end of November.

Q: Will the writing attainment be moderated?
A: Yes, it is clear from past data when data isn't moderated. We also need to consider pupil mobility. We know we need to do better for the end of key stages for reading, writing and maths and the Y2 and Y6 teachers have been to training to understand what the end of their key stage should look like. Some children have also found it difficult to settle back into school life.

Q: Do you have any Y6 children that might not be able to sit SATs?
A: Yes, probably two or three, which equates to 15% of children.

Q: Due to the pandemic, have the expectation of the SATs been adjusted?
A: They have not yet been produced but we do not expect them to be different, the government want us to make sure these children catch up.
The school are focussing on Y6 to make them secondary school ready.

Q: When HT joined, did you moderate the KS2 data?
A: No as I joined in April, we discussed this with the County Maths and English advisors.

Q: Do you have evidence for this for Ofsted?
A: Yes.
HT advised governors of the current Y5 data at the end of KS2, it is very high.

School Development Plan
HT has been experimenting with the SDP format over the last couple of years.
On the plan the first page shows the overview of the objectives, the success criteria have been RAG rated and can be dropped into the HT report for governors to few.
This format is more workable and will be used to the end of the year.

HT and DHT met with AA last week and worked on development for P4C.

	Chair advised the governors that they need to be aware of the leadership and management section and need to agree how to oversee the curriculum management. HT advised that, on reviewing the subject leadership, the school want to develop two curriculum committees but decided that, being a small school, it is important that everyone has a clear understanding of the curriculum. The committees will be: - Understanding the World (includes Science, Geography, History etc) - Expressive Arts and Design (Art, DT, Music, PE and PSHE) Staff meetings will take place and include strategic time to manage and understand these departments. This takes the onus off one person to manage a whole subject, HPS want this to be a team approach. Staff need further discussion on how to approach this in January and arrange the logistics. Governors can discuss how to monitor this in January once staff have decided how it will work. English and Maths will remain separate subjects. Governors briefly discussed how they may approach this, including a suggested team approach over individual link governors. HT advised that the school will use P4C to explore and underpin the HPS values. Governors will have a workshop session in mid/late January. SH (she is a qualified registered trainer in this area) will run a training course for P4C for staff, a governor could attend the training (two days training), level one P4C training. The more governors who have a deeper understanding of the this the better for the whole school. If governors are interested in attending, they were asked to make it known to SH. Staff not involved in the training on 4 and 5 January will be heavily involved in the curriculum development, governors were also invited to this.	
7	**HGS Suggested items** - **Discuss PAN arrangements** No changes. - **Receive and approve plan for off-site visits** No changes. - **Ensure PP strategy is published** Currently in progress, the deadline is 31 December 2021. All schools must now use a standard format as advised by the government. There have been some changes in HPS priorities. This will be brought to the next FGB via a monitoring meeting. This will link into how the school will use the PP funding.	
8	**Update from Committees** (minutes previously shared on GZ) The minutes were uploaded to GZ. Governors reminded to read and bring questions to this meeting. **Q: Regarding the maths lead report, this was a little confusing to governors due to professional jargon, the English lead report was clearer?**	

	A: This was going to be a verbal update but due to unforeseen circumstances the leads couldn't attend and they had to email their updates. Governors asked if there could be a format that governors understand and is easy to complete for the subject leads. There is a format for Maths and English, it just didn't quite align correctly on this occasion. Governors listened to the report at the committee and were satisfied with the outcomes. There were no questions on the inclusion report which was also covered in HT report. There were no further question on the R&P minutes. H&S working party meeting and H&S report were circulated via GZ, it is important that all governors read these reports. There were no questions. Chair advised that the Pay Committee took place and a summary report was circulated but the minutes remain confidential. Recommendations were approved. PB is the SE Forum Representative and attended the recent meeting. HGS advised that a number of governors have not been attending online training and were asked to either attend or cancel training as appropriate otherwise this is a waste of resources.	
9	**Policies/Procedures for Approval:** Uploaded to Governor Hub, the folder shows when the policies are due for review. There is also a folder containing policies for ratification, these folders will increase as more policies are uploaded. - **Localised pay policy 2021 – 2022** There were many changes this time, highlighted in yellow. This has been localised. The yellow highlighted areas will be removed once agreed. Governors agreed to ratify. - **Low level concerns policy** This is a new policy model policy and applies to school staff identifying safeguarding concerns in their infancy. **Q: Is the reporting policy in here?** A: Yes, the reporting process is outlined in the policy. HT clarified what a low level concern might be, the procedure for reporting them, recording them and dealing with them. Governors agreed to ratify. - **Staff Code of Conduct** This also applies to governors despite them having their own code of conduct policy. This is a model policy. Governors agreed to ratify. - **Fire management policy** HT remains the responsible manager although another staff member is managing the day to day running of this. She is now working on the H&S policy.	

	Governors agreed to ratify. - **Fire evacuation policy** Governors agreed to ratify.	
10	**Governing Body Matters:** **a) 1 x staff Governor as of December** This post needs to be advertised to the staffing body. SH is encouraged to reapply. **ACTION: Clerk to locate the staff election process for HT.** **b) Governor Membership** SH staff membership ends in December. **c) Training and development, skills matrix** This will be sent out shortly for completion. **d) Governor monitoring** Chair would like to reinstate one to one governor meetings with the chair, this is a valuable feedback opportunity.	**Clerk**
11	**Any agreed urgent business** PB advised that in the recent HGS publication regarding school lunches, there is a governor guide published by HC3S. These are questions that governors should be asking the school regarding school food including the catering for school dinners and packed lunch guidance. There are certain guidelines for parents to follow at HPS and these are published in the school newsletter. There was a healthy food day in the past and food trials from HC3C that could be held again.	
12	**Correspondence** Chair advised governors of the school communications: - Individual planning for support staff by 31 January. SH confirmed that this is now all in hand, all support staff have targets. - Contain outbreak management fund – HT assured this is being managed. - Free virtual trauma informed practice training. - School attendance for children known to social care - HPS advise the social worker as soon as there is any for non-attendance for these children. - Local government pay awards – HT is aware of this. - Junior road safety officer training – HPS did this last year, there are more dates available. - Education staff wellbeing charter – there is free training, information handed to HT. Governors wanted to ensure that the HT's wellbeing is being managed. HT feels very supported by the chair of governors and the deputy headteacher. On discussion with other headteachers, HT advised that was agreed that C19 has made leaders feel isolated, it was been nice to be able to restart the cluster meetings and reintroduce the support networks.	
13	**Items for the agenda of next meeting** Clerk to refer to HGS suggested items.	
14	**Date of next meeting and close** Monday 31 January 2021 at 5pm	

	Chair summarised that governors understand how the school is moving forwards and HT wanted to be clear that the school does not have a behaviour issue, challenging children are being thoroughly supported and the belong in the school community. There being no further business to discuss, the chair closed the meeting at 7pm.	

Action Summary

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