Haselworth Primary School

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

Full Governing Body meeting
Monday 27 September 2021 at 5pm

MINUTES

Present:	Natasha Jones	Headteacher
	Julie Millard	Co-opted Governor (joined at 6.15pm)
	Christopher Roast	Co-opted Governor (Chair)
	Philip Bleckly	LA Governor
	Sian Hosmer	Staff Governor
	Catherine House (Jay)	Parent Governor
	Greg Whates	Parent Governor (vice chair)
	Judith Turnbull	Co-opted Governor (joined at 5.10pm)
	Alison Allsopp	Co-opted Governor
	David Williams	Co-opted Governor
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	Babs Taylor	Co-opted Governor
Quorate:	Yes	

1.	**Welcome, apologies for absence and declarations of pecuniary interests in addition to those on the register** The clerk opened the meeting at 5.05pm and welcomed attendees. Governors were advised that JM would be arriving late to the meeting. Apologies were received and accepted from BT. There were no declarations of pecuniary interests in addition to those on the register, clerk reminded governors to update their profile on Governor Hub regarding interests as this is an annual requirement.	
2.	**Elect Chair and Vice Chair** Clerk advised that she had received expressions of interest for the position of chair from CR only. *CR left the room.* Governors unanimously agreed to appoint CR to the position of chair of governors. *CR returned to the room.* Clerk advised that she had received expressions of interest for the position of vice chair from GW only. *GW left the room.* Governors unanimously agreed to appoint GW to the position of vice chair. *GW returned to the room.*	

<table>
<tr><td></td><td>CR welcomed all governors and continued to chair the meeting.</td><td></td></tr>
<tr><td>3.</td><td>Approve New Governor Membership
Chair advised that the governors would be asked to approve Judith Turnbull – Co-opted. The approval of Lyn Codling, Co-opted, would be put on hold for personal reasons.

Chair advised that JT is a local resident and has governor experience. She currently is a community member of the secondary phase committee Bay House Secondary School.
Chair and HT recommended the application. Governors agreed the application for co-opted governor.

ACTION: Clerk to process paperwork for JT

JT joined the meeting at 5.10pm.</td><td>Clerk</td></tr>
<tr><td>4.</td><td>Minutes of the last full governing body meeting:
• Approval of Minutes FGB 20 July 2021
The minutes of the last meeting on 20 July 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>Nov 20
Feb 21

Mar 21
May 21
July 21
Sept 21</td><td>• Arrange a meeting to discuss the vision
• Due to pandemic related issues taking priority, this item will be deferred to next term.
• Would like this to be a face-to-face meeting so will defer to summer two.
• Carry forward.
Chair and HT met to discuss, agreed to carry this forward to autumn two/November.</td><td>Chair</td></tr>
<tr><td>9</td><td>Working party to be formed to discuss the subject policies and take to CSA to ratify.
Governors would still like to address this, subject leaders will also be invited, it was suggested that this should take place after half term also.</td><td>ALL</td></tr>
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<tr><td>5.</td><td>Agree any urgent business under item 12
None to discuss.</td><td></td></tr>
<tr><td>6.</td><td>Headteacher verbal report
HT advised governors that the current NOR 133 which has unfortunately decreased since the start of term when it was 137. This was due to four children moving out of county, there are also three further children who will be leaving shortly but hopefully they will still be on roll during the October census. These are due to family moves and not reflective of the school.
The school are considering how best to advertise moving forward.

Q: Is it possible to promote the school more than we do?
A: Yes, this is an excellent school with a great staff and governing body. Suzanne Rix (Admin Officer) is currently undertaking training which includes marketing, and has some ideas about how we might proceed</td><td></td></tr>
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Currently NOR:

Year Group	Number of Pupils
YR	20
Y1	20
Y2	18
Y3	16
Y4	20
Y5	19
Y6	20

The PAN is 20 per year group, the school cannot go over PAN in any one year group as this can cause difficulties when they move into ~~a~~ mixed year groups.
133 is one more than the school had on roll for the October census last year.

Q: How do you currently promote HPS?
A: Having the nurseries as feeder schools has proved affective. The Y3 cohort has always been really small and it can be difficult to fill places in the later year groups. Feedback from parents has been good, they are very complimentary of the school and their children's experience.

Exclusions
There have been two fixed term exclusions for two afternoons, this has been for violent behaviour towards staff, HT reminded governors that the school always use exclusion as a last option.

Q: What is fixed term?
A: This means not a permanent exclusion but a fixed period of time, eg half a day.

Q: Are the staff concerned ok?
A: The HT and the teaching staff members were both punched quite hard, this is always upsetting for staff.

Governors understand how difficult it is for HT to issue an exclusion so appreciate how hard this situation must have been.
HT advised that the exclusion gives the school and staff an opportunity to review the provision and whether HPS can provide continued support.
Governors support the HT's decision, and acknowledge that this has an effect on all staff and the other children.
The parents have been advised that the school will not tolerate this type of behaviour here. If this behaviour continues a managed move may be considered

Q: Can you give an overview of how the school are managing currently?
A: We have a high level of SEND in this school, between 20-25%, benchmarked against other schools, this is high when compared to national at 12%. We also have issues including domestic abuse, neglect and child support issues. There is a nominal amount of money and there are many EHCPs in the school.

HT advised governors that she met with EFS to discuss the funding the school receive for the vulnerable children and whether they could access any more, unfortunately HPS already receive all possible funding for vulnerable children.
They have also found it difficult to benchmark HPS against other schools due to size, demographic and disadvantaged cohort.

	SEMH and C19 have also impacted greatly recently. The children may be struggling even though they don't have funding linked to them. Leadership team have been working directly with some children to attempt to integrate them back into class. There is staff absence due to C19 isolation along with other reasons. HT and DHT are also acting as MDS, the school employ five but currently only have two in. The previous Caretaker has returned to work in order to help out while ST is on sick leave and the commitment of the teaching staff is really strong. Many children have settled back well into school life. **Q: Do you think parents are still nervous about sending children into school with regards to C19?** A: The attendance data since March has been really good, we follow up any absence very quickly and thoroughly. Children have not appeared to be nervous regarding C19. **Q: We understand this is a difficult time, do you need more resources?** A: There are three children who take up a lot of time (one who has 32 hours EHCP) but we have clear plans and a chronology for these children. **Q: Are parents supportive of the exclusions?** A: Yes, they are supportive of school decisions but they are very upset also. **Q: Can you redirect staff resources?** A: No, the MDS are also LSAs. **Q: Can middle leaders support the DHT in her inclusion role?** A: Not really, they are also working at full capacity and are teaching full time. If we employ a further LSA we will need to commit to a deficit budget. We would like someone to run a quiet lunch area but with only two MDS this is not possible at the moment. **Q: When are the MDS coming back?** A: One is coming back on Monday; one is on phased return. We attempted to recruit but were unsuccessful. We were able to recruit someone who worked here previously but that was only because some funds were saved when a member of the office team left. Governors acknowledged how the wellbeing of the teachers needs to be monitored as they have some challenging children in their classes. Governors are supportive of exclusions when necessary and appreciate that this is a last resort. The sanctuary has been launched; it still requires development but is already having an impact. **Q: Can you recruit an experienced person to work in the sanctuary?** A: This would take us into a deficit budget. For the children who experience the sanctuary, it has had shown a marked improvement. There are also some extremes of behaviour where the provision is not right but we will continue to review. School will discuss the three year plan with EFS. The needs of the children and the community are not going to change but HPS is very good at supporting those children alongside getting good academic results. The school is making steps forward, it is just a few children who are proving challenging at the moment.	

	The GB will look at the revised budget at the next FGB meeting. Governors were hopeful that the situation would improve as the issues nationally with the pandemic decrease. Governors are keen to monitor this subject.	
7.	**Receive the new SDP** A simplified version was uploaded to the Governor Zone and governors were advised that there is no target setting until the first performance management round. Page 5 shows the summary of the priorities. HT advised that the school are getting back to basics, although there has been no data for couple of years, the school were on a three year decline prior to the pandemic. HPS will be reviewing the quality of education and attempting to make progress on previous data. **Q: Do you think the GB should have a link governor for Early Years?** A: Yes and this has been the case previously. HT advised that EY is where everything starts and the school acknowledge that it is critical. A lot of what is good practice in EYFS follows through to the other year groups. At inset day the staff discussed good quality teaching in EYFS and how to feed that through the rest of the school. Self-regulation is key at HPS, particularly in how children deal with conflict. This was reviewed at inset day too including the teaching aspect but also the emotional side. Referring to the SDP - raising standards is important for all leaders; SLT, subject and governors. Personal development is also key, the school are focussing on the P4C curriculum and want to ensure that the children are accessing experiences that have been put on hold due to C19. **Q: Should we relaunch the link gov process?** A: Governors will be able to get in school to carry out monitoring that was again put on hold during C19. Governors want to ensure they are looking closely at the right areas of the SDP. Governors agreed that governors linked to the SDP would be more beneficial than subject link governors. Chair agreed that this should be looked at outside of the meeting **ACTION: Review governor link roles in line with the SDP.** HT advised that she has reviewed the SEF during the summer holidays with Julia Roberts (LLP) who was supportive of the process. **Q: If the SDP has changed, should we consider the vision?** A: We could, staff would also need to be part of this. *JM arrived at 6.15pm.* **Q: Should we undertake WGB training on the vision?** A: We have done this before but we have different governors now.	**Chair**

	Governors agreed that November would be a suitable time to review the vision, this will give staff time to settle fully into the year. Ofsted will look at the vision and the GB must have a clear understanding of it. School is keen to have a full year of data to work with as the last set was 2018-2019. **Q: How is the school actioning the last Ofsted report?** A: Handwriting was picked up which we have addressed, the wider curriculum was mentioned and we have written this into the three year plan. The children now have books that travel with them through the school from YR to Y6 which clearly shows the progress made in any subject. The SDP is building on the steps that were taken after the last Ofsted inspection.	
8.	**Approve Safeguarding Audit (completed by 30 September)** This was uploaded to Governor Zone; it is a document that enables the school to make a submission to County. **Q: Can you tell us about the Young Governors?** A: They were previously called School Council but we decided to rename as the areas they were looking at were very similar. They have been announced today, they have student lanyards, they were voted in by their class mates. The response was very keen and they will be given the power to make decisions. They have just chosen the playground markings and a healthy tuck shop. This is a huge part of pupil choice. Governors discussed the name of Young Governors and whether it was appropriate. It is important that the pupils understand the purpose of the role. **Q: What is 'No Outsiders'?** A: We are going to introduce this into the curriculum, it is linked with inclusion and uses a series of books based around the Equality Act; addressing religion, gender, age, ethnicity, disability etc. This ensures all elements of the equality act are taught, with the parental knowledge but consent is not required. Some governors have already seen the books, JM suggested that governors could come along to the parent presentations. These books link in well with the current P4C curriculum and teaching methodology already and they encourage conversation. HPS are teaching the children about the diversity of society and not teaching how to be a certain way, this reinforces the ideology that everyone is welcomed in this school. Governors agreed that inclusivity should also be part of the vision. SH advised that she was still willing to present to governors regarding the school's provision for equality. If governors would like further reading, they could Google 'No Outsiders' by Andrew Moffat. The governors agreed to approve the safeguarding audit and agreed to its submission.	
9.	**Update from Committees** (minutes previously shared on GZ) - CSA - Resources Governors were informed that the CSA committee discussed attendance and persistence absentees.	

	There is a Health and Safety Working Party meeting this week.	
10.	**Policies/Procedures for Approval:** - **FGB Terms of Reference and delegated powers** Governors agreed to ratify. - **GB Code of Conduct** Governors agreed to ratify. - **HGS Good Practice Guide** Governors agreed to ratify. - **Adopt Manual of Personal Practice** Governors agreed to adopt the MOPP and any in year changes. - **Child Protection & Safeguarding policies** The Key creates a comprehensive policy that HT cross references with the County model. There have been changes to the peer on peer abuse sections. HPS will be having some further staff training on this. Governors agreed to ratify. - **Single Equality Statement** This year the documents includes HPS objectives. Governors agreed to ratify. The link to Governor Hub for the policies is now on the Governor Zone.	
11.	**Governing Body Matters:** a) **Vacancies** One co-opted but hope to appoint. b) **Governor Membership** SH staff membership ends in December, school need to readvertise amongst staff, SH advise she is keen to stand again. **c) Training and development, skills matrix** Skills matrix will be sent out after half term. Safeguarding training must be completed, if governors were not able to attend the inset day they must complete the e-learning **ACTION: All governors to complete safeguarding training and advise chair along with confirming they have read KCSIE via Governor Hub.**	**All**
12.	**Any agreed urgent business** None to discuss.	
13.	**Correspondence** Safeguarding and Low Level Concerns, discussed whether the school will need a separate Low Level Concerns Policy. Hampshire have issued the Teachers' Pay Policy which will be localised.	
14.		

	Items for the agenda of next meeting: - Budget revision	
15.	**Date of next meeting and close** Monday 22 November 2021 at 5pm, this will also be an inset day, there will be safeguarding training in the morning followed by yoga, governors are welcome to join. There being no further business to discuss, the chair thanked all for attending and closed the meeting at 6.55pm.	

Action Summary

Item	**Action**	**Person**
3	Clerk to process paperwork for JT	Clerk
7	Review governor link roles in line with the SDP.	Chair
11	All governors to complete safeguarding training and advise chair along with confirming they have read KCSIE via Governor Hub.	All