



Haselworth Primary School

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

Minutes Full Governing Body meeting held on Monday 20 July 2020 at 5pm By video conference

Present:	Alison Allsopp Natasha Jones Julie Millard Christopher Roast David Williams Philip Bleckly Sarah Woods Sian Hosmer	Co-opted Governor Headteacher Co-opted Governor Co-opted Governor (Chair) Co-opted Governor LA Governor Parent Governor Staff Governor
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	Nicola Cameron	Co-opted Governor
Absent:	Kate Powell	Parent governor
Quorate:	Yes	

Governors questions highlighted 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 5.15pm and welcomed attendees. Apologies were received and accepted from NC. KP was absent. There were no declarations of pecuniary interests in addition to those already on the register.								
2.	Agree any Urgent Business under item 9 There was no urgent business to discuss.								
3.	Minutes of the last full governing body meeting: - Approval of Minutes FGB 20 May 2020 The minutes of the previous meeting were agreed as a true and accurate record, the clerk will arrange for a file copy to be signed. - Matters Arising and Actions: <table><tr><th>Item</th><th>Action</th><th>Person</th></tr><tr><td>8</td><td>SH to provide an equalities presentation to governors via video link. <i>To be carried forward to autumn term</i></td><td>SH</td></tr></table>		Item	Action	Person	8	SH to provide an equalities presentation to governors via video link. <i>To be carried forward to autumn term</i>	SH	
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	Due to technical difficulties it was agreed to that some items on the agenda would be rearranged.								
5.	Inclusion Leader Report Including: - Children in Care - Pupil Premium Funding SH highlighted the points that she had discussed in her report that was circulated prior to the meeting; - Updated governors on the SENCo role over the past term								

	- Updated and reviewed the spending - Discussed that role of the designated teacher for LAC, the number of looked after children will remain the same next year as currently no more are due to join the school and none are due to leave in Y6. - Advised that mental health and emotional wellbeing continues to be a focus at HPS - Updated on attendance - A glossary was included at the end for the acronyms Q: How have you found the SENCo role, are you ready for September? A: SH advised that she is really enjoying the role and looks forward to next year. It has been useful having Tim Lett in the school to refer to and ask questions, this has enabled a long handover period. A positive to come out of the school closure is that it has given SH chance to address the administration side of the role and fully prepare for September. Q: Are you comfortable with the provision mapper? A: Yes, this is software that school pay for so we can record the statutory targets for SEND children, set reviews and it dates and tracks provision. SH has had a training session on the software and feels very comfortable with it. She will be training the staff in autumn one to use the software and is confident she can support the staff going forward. She has sought feedback from staff who say they have found it very useful and are keen to continue using it. Q: What issues to be addressed have arisen from the audit that was carried out for SEND? A: On reviewing SEN data we identified that we need to ensure staff understand the needs for their children and plan the provision accordingly. We have discussed this with the County Maths Advisor and have issued plans for maths and English for SEN children to the teachers. Q: Does this feed into the mapper? A: Yes. Even though SEN children are not at the same level academically as their peers, they should still be making good progress. This means planning for when a child can meet the milestones (even if they are the milestones for a younger aged child), we need to ensure the school has high expectations of the child and the staff are working towards a target, this means being clear on the target and planning how staff can support the child in achieving it. Q: Is it possible to say what the top three most important factors are which impact positively on children's progress and attainment? Evidence from observation showing that teacher CPD is one of them, but smaller class sizes are not? Are KS2 results the only indicator therefore? A: Over the past few year, the school has spent pupil premium funding on reducing the class sizes however the results have not increase as we had hoped and we can no longer justify spending the funds this way when it is not having the desired effect. Research suggests that having smaller classes does not have an impact until there are classes of 20 children or below. Q: So how is that money being reallocated? A: The money is not being reallocated as such, it is not going to be spent in this area. The school is overspending on staffing so this partly rectifies the issue. The staffing budget at HPS has been around 92% of the whole budget this meant there was not enough funds for other areas such as resources and trips. In putting the class sizes back to 30 this brings the staffing budget down to just over 80% which is in line with other schools, HPS was overspending on staff so it is not a case of reallocating the money but a case of correcting the allocation. Q: Furthering to the original question, can you tell us what factors impact positively on children's progress and attainment if we have established that classes sizes is not one of them? A: The quality of the teaching is more important that the class size. We want to train teachers further and invest the money in developing high quality teaching. We want staff to embrace the training and CPD and stay up date, we also need to identify the knowledge and experience of the staff and use this effectively to train newer staff. We provide the CPD for staff but we need	
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	to see how it is put into practice in the classroom and to make people accountable for meeting their targets. High quality teacher training is paramount for teachers and support staff. Q: So, you are reducing the class sizes as fewer numbers were not having the desired effect but what are the factors for better teaching? A: Having larger classes is based on a number of decisions. In September, SH will review the PP statement in a lot more detail, the whole document needs to be review to prepare for the next phase. Q: Will there be an increase in funding for the ELSA role? A: We will continue to utilise the ELSA role, the role itself is not increasing but there will be more hours. This will continue to be funded using pupil premium funds. SH advised that although she has enjoyed her role this year, she is looking forward to sometime in the classroom teaching next year, the plan for this is very manageable.	
6.	Update from Committees • CSA • R&P (to include budget update and H&S report) There was nothing specific to discuss, minutes have been uploaded on to GZ.	
4.	Headteacher Written Report Including: - Review of provision during partial closure - Reopening plans for September The risk assessment for reopening in September was circulated prior to the meeting. HT advised governors that this is a key document for them in their strategic role. The document was formulated firstly by reviewing the essential criteria. HPS are following the guidance from Public Health England. HT advised that points 1 to 9 on the risk assessment are key: 1 – 4: essential criteria 5: to be considered 6: to be considered in certain circumstances 7 – 9: to be considered in the event of an incident Governors need to ensure these are being followed and be confident that the school are operating within the guidance and on the public health advice. Q: Does the school have adequate supplies of PPE? A: We had an issue with the supplier but the LA stepped in and resolved the problem very quickly. Q: Do we need to approve this risk assessment as a GB? A: There is no need to approve but governors do need to understand the document and hold HT to account for carrying out the requirements. School feel confident that if a case occurs at HPS it will not be because the correct procedures have not been in place. HT is confident in the document and all staff have seen it. Q: Will this be on the website or sent out to parents? A: We need to consider what information is relevant to parents, it is a very long document and we need to send a shorter simpler version. The school have sent a four-page letter to families to explain the measures that are being put in place for September. The guidance doesn't say we have to share this with parents, we just have to ensure it is in place, it is also something Ofsted may also ask about. Governors have read the document and understand it's content, it is also available on Governor Zone. If any significant changes occur, governors should be informed and the GB will review at incremental points.	

	HT will be planning the recovery curriculum over the summer break and there will also be a plan in place if another lockdown occurs either nationally or locally. Q: Will this risk assessment be in place from September onwards? Is there a current risk assessment still in place? A: Yes, the current one will cease and this document will replace it, the school will be closed over the summer. Q: What happens if parents don't send their parents back in September and is there a clear procedure if the R rate goes up again? A: HPS are aware there will be anxious families in September and we will do everything possible to reassure parents that the school is a safe environment to return to. The government are advising that attendance is compulsory but it is within the HT's discretion as to how she deals with non-attendees. If the R rate increase, we will expect the government to release more guidance. Q: It seems a difficult decision for a HT to take regarding those families who do not send children back, will there be LA support? A: When Leicester went into local lockdown individual guidance was given, we would expect the same from HCC. Q: How should the governors monitor the curriculum next term? A: Hopefully we will have a plan up and running prior to autumn half term, currently governors will not be able to enter classrooms. When staff meet with governors, governors need to ensure they understand the plans and intent of their link subject, they should ask about implementation and how staff have arrived at their decisions.	
7.	Policies/Procedures for Approval: - Child Protection policy addendum - Debt Recovery Policy ratification - Emergency Response Procedure - H&S Policy Regarding Child Protection Policy addendum; this reflects the period of closure and will be updated from September. There will be a model policy next term. Governors agreed to ratify the Child Protection policy addendum and the Debt Recovery Policy. Emergency Response Procedure and H&S Policy are outstanding, due to staff workload in the current situation, these will be carried over to September. Chair advised that there are some relevant health and safety reports on GZ, governors are required to read and understand.	
8.	Governing Body Matters: a) Training update (NC) b) Agree meeting & INSET dates for next academic year c) Governor role delegation for next academic year Governors agreed the meeting dates and INSET days, chair will reissue for confirmation. Chair advised that the safeguarding audit must be approved at the September meeting. Chair advised that he will issue the current list of governor roles, he requested governors review and decide if they would like to continue in these roles next year.	

	ACTION: Chair to circulate governor roles list. Clerk reminded governors of the usual procedure for electing a chair and vice chair, please advise the clerk via email if you are interested in either role before the end of the summer holidays. ACTION: Email clerk with expressions of interest for position of chair or vice chair	Chair All
9.	Any agreed urgent business None to discuss.	
10.	Correspondence None to discuss.	
11.	Items for the agenda of next meeting Clerk to refer to HGS suggested items.	
14.	Date of next meeting and close The next meeting will be Monday 28 September 2020 at 5pm. Chair thanked governors for their involvement this year. Governors offered thanks to staffing body, chair will send staff a note on behalf of the GB. HT thanked governors for supporting her in her first full year of headship. There being no further business to discuss, the chair closed the meeting at 6.25pm.	

Item	Action	Person
May 2020	SH to provide an equalities presentation to governors via video link. To be carried forward to autumn term	SH
8	Circulate governor roles list.	Chair
8	Email clerk with expressions of interest for position of chair or vice chair	All

Additional governor question outside of the meeting relating to paperwork circulated with the agenda, answer from the School Business Manager

Q: Regarding the debt recovery document, page 3 mentions pursuing a debt for school trips. I understood that all contributions are in fact voluntary? Maybe this is only day trips, though, and doesn't apply to residential? If that is the case still worth changing wording to 'residential trips'?

A: The debt recovery plan is not just for trips; it is also for any lettings that the school may have and also for dinner money collections.
I understand your point about being specific, however the debt recovery plan does cover those other areas of income.