



Haselworth Primary School

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

Minutes Full Governing Body meeting held on Monday 28 January 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
N		
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	None	
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 clerk opened the meeting at 5pm and welcomed attendees. No apologies were given, all governors were present. There were no declarations of pecuniary interests in addition to those already on the register.	
2.	Elect Chair (expression of interest: CR) and Vice Chair (expression of interest: none received by clerk) The clerk had received expressions of interest for the role of chair from CR. <i>CR left the meeting.</i> Governors approved the appointment of CR to the position of chair for the next academic year. <i>CR returned to the meeting and led the meeting as chair.</i> No expressions of interest for the position of vice chair had been received. Chair proposed that this item is deferred until the next meeting during which time the recruitment of governors will be on going and a vice might be appointed thereafter. Governors were in agreement to this proposal.	
3.	Agree any Urgent Business under item 10 None agreed.	
4.	Minutes of the last full governing body meeting: Approval of Minutes FGB 20 July 2020	

The minutes of the last full governing body held via video on 20 July 2020 were agreed as a true and accurate records, clerk will arrange for a signed copy to be filed in school.

• Matters Arising and Actions:

Item	Action	Person
May 2020	SH to provide an equalities presentation to governors & a chance to see some of the books which will be used To be presented at the meeting SH advised that she felt it would be most appropriate if governors could view the newly purchased books. She has selected a number of books for each year group that focus on different aspects of the equalities act. There were suggestions that the books could be viewed on an appointment basis so the school could quarantine the books between visits. SH advised that the books have suggested lesson plans but the school want to deliver these lessons in their own way. Q: Does this mean the PSHE curriculum has been rewritten for HPS? A: No, these books and the lessons around them will feed into the equalities act and British Values, this is an addition to PSHE. It is not in place of anything that is statutory in PSHE. Q: How are you preparing teachers and parents to address questions from the children that are raised by these lessons? A: There will be a parent consultation before any of these lessons take place, there will also be a staff training session. We want parents to understand that we are trying to raise awareness of 'everyone is welcome in our school' and not a case of 'teaching' children to be anything other than themselves. Governors agreed to view the books when they are in school, SH is happy to talk to governors if they are coming in and they should advise SH via email so books can be quarantined as appropriate. SH advised that this subject is particularly important at HPS as there is not necessarily a range of diversity in school but the children are coming into contact with these issues in the wider world. Currently it is not possible to get parents on site for a consultation, this might mean this area of the curriculum is postponed in the very short term. The school do not want to rush anything but ensure it is delivered correctly.	SH
8	Circulate governor roles list. Completed.	Chair
8	Email clerk with expressions of interest for position of chair or vice chair Completed.	All

5. **Headteacher Verbal Report Including:**
Review of 1st month back & Coved summary
 Supporting documentation was circulated prior to the meeting.
 HT advised that some adjustments have been made to the action plan but otherwise it has been very successful.
 HT has decided not to run any trips this autumn term, it is not logistical in terms of health and safety.
 HT has also decided that visitors on the site will be asked to wear face masks.
 There have been some difficulties in the lower school with the end of day collection process, some parents have not been social distancing. The process has been amended and parents are asked not to cross the orange barrier and children are being called by name. Closing the public car park is not an option and HT has been very clear about this.

	The children have settled back in really well, they understand the systems and the team have adapted and responded well. HT is very grateful to the staffing team for making the return to school such a success. There have been some behaviour issues in the upper school for a limited number of children and the school are seeking multi agency support as necessary. HPS update their guidance in line with government recommendations. Q: What sort of behaviour issues have you been experiencing? A: This is mostly relating to issues occurring during lockdown, there was some anti-social behaviour. HT has contacted the Community Support Officer for Bay House who has offered support, they are patrolling local play areas. There are also some safeguarding issues that are being addressed. Safeguarding summary The annual audit is now complete. There is a new column to highlight 'impact', this is a way to collate the evidence throughout the year. All safeguarding policies are up to date. The school have one family on a Section 17, one CIN pupil, one on a Child Protection plan and one LAC pupil. There has been an increase in the numbers of Early Help Hub referrals, the school are supporting four families with a further two in the early stages. During summer the school was attending CIN meeting and child protections meetings. There are several outside agencies supporting HPS families. SH has booked training for DSL refresher. There will also be another member of staff taking the DSL training (office staff member). The safeguarding boards are up to date around the school. The staff quiz on Wednesday will be focussed on county lines and prevent for which all e-learning has been completed. Chair was invited to facilitate the next staff safeguarding quiz as the safeguarding link governor. Attendance HT advised that the first week back to school the attendance figures were: Total: 97.9% Pupil Premium: 96.5% Non-Pupil Premium: 97.6% In week two: Total: 91% Pupil Premium: 86.5% Non-Pupil Premium: 95.1% She felt that parents were being cautious around coughs and colds and there has been some lack of clarity whether people should send their children to school. HPS have issued some guidance to parents, this is on the Covid Hub webpage on the school website. In week three: Total: 98.1% Pupil Premium: 97.7% Non-Pupil Premium: 98%	
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The availability of tests has proven very difficult for families and staff. HT attended a webinar on testing and the school can only issue a test to the children if they are on site and are not able to get to a testing centre.

HPS are monitoring attendance and it is currently mostly due to Covid-19 reasons and other illnesses.

HT gave the governors a summary of figures of absence over the first three weeks of term:

32 pupils have self-isolated at some point

13 pupils have been tested and 13 have received a negative result

13 have other household members isolating

6 are following government guidance to self-isolate.

No staff have needed to isolate.

One member of staff went home as their child had symptoms but received a negative test.

HPS has done everything possible to be Covid-19 secure.

Q: What happens if a child goes into isolation?

A: We are sending work home for those in isolation but not children who are off school for other illnesses. The school sent home a letter and flow chart for parents mapping out the remote learning situation.

Governors were shown the Covid Hub information on the school website where there is also a guide to how parents can support their children at home.

The flow chart shows what will happen to a pupil if they need to self-isolate including how the teacher will keep in touch.

Q: Are you able to apply for extra tests? What if staff need to get tested?

A; We have issued staff with tests because the school need them on site. GP testing can be expensive, teachers are a priority group after health care providers. We have to follow the same NHS testing route as anyone else.

Tests should only be given out in extreme situations, HT decided that testing two staff members was an extreme situation as they were needed in school.

Breakfast Club and Ladybirds

The Breakfast Club have an average of 26 pupils per day in the first week, this has increased to an average of 34 per day. This is an important resource as it gets the children to school on time and ready to learn.

Ladybirds is averaging 5 pupils per day.

Recovery curriculum

This is now finalised and the LA has given good feedback. It is displayed on the school website. Leaders are monitoring to ensure it is being delivered consistently in the class room.

There will be a more detailed discussion regarding this at the curriculum committee.

HT will be working on what the catch-up premium will be spent on next, focussing on early reading skills. This has been discussed with Sue Thackery (School Improvement Manager). HT plans to release SH from her teaching commitment to address this, she has a good knowledge of the children at HPS and it is important to have consistency across the pupil body. This will involve planning a schedule of work for certain children. HPS are currently in an assessment week conducting; baseline phonic screening and book looks with pupil progress meetings in October. Schools only have until May to close the gaps for Y2 and Y6 in terms of testing.

	Q: Is using SH for this focussed teaching and learning cost effective compared to the national teaching programme? A: We can use the funding to secure supply to cover SH's teaching commitment. We know SH is capable of this role, she knows the children and she is in school all of the time. This will begin after October half term. The funding will not last past this academic year, schools are receiving one lump sum now and one in the summer term, approximately £80 per pupil. Q: How can parents of the children who will receive extra help via the catch-up funding support their child at home? A: It is important for parents to know if their child is being targeted and we will discuss this via parents evening. We will advise them of what provision is but not necessarily information regarding the funding. SH will work with some children on a one to one basis and some in small groups. YR won't receive this support, it will be for higher year groups that missed school due to closure and not necessarily those with an EHCP as they already receive additional support via funding. Health and Safety The reports were discussed in detail at the committee meeting. Governors are very impressed with the level of detail in the health & safety and safeguarding reports. They are confident and secure in the level of detail that the school is addressing, this thoroughness has led to actions being identified. A Health and Safety Working Party may be required soon. ACTION: Governors to form a health and safety working party. The fire risk assessment document highlights that there is some clutter in the Ladybirds room, this has been addressed now and this room is not in use. The exit route for Squirrels has new doors with locks and the staff have keys as appropriate.	ALL
6.	Update from Committees (minutes previously shared on GZ) Recorded separately due to confidential nature. Some backdated rent has been received from the nursery, this will go back into staffing and supporting teaching and learning.	
7.	Policies/Procedures for Approval: The following policies were circulated prior to the meeting: - Marking and Feedback - Anti-bullying - Behaviour - Child Protection and Safeguarding - Peep or Peer Abuse - Allegations against adults procedure - Procedure for protected disclosures - Staff code of conduct - Supporting pupils with medical conditions - Health and Safety - Emergency Response Plan - Health and Safety – Covid-19 - Acceptable use of ICT staff	

	- Acceptable use of ICT pupils - First Aid - Pay policy (March) Q: Has the correct title been used in the peer on peer abuse policy? A: This is the term used in KCSIE. Q: Should there be a mention in the anti-bullying policy of mental abuse? A: This is referred to in the child protection policy. Q: Do the yellow highlighted areas need to be changed? A: Yes, and they have been changed now. Q: Is the marking and feedback policy on a two-year cycle? A: This is a one-year cycle as practices change. Q: Is the date on the behaviour policy correct, did we not review last year? A: No, we had to make further changes based on Covid-19 issues. Governors agreed to ratify all of the above policies.	
8.	Agree safeguarding audit This audit informs a document that is submitted to County. Q: Should we identify who did the audit? A: Yes, it was HT, DHT and SG governor. Q: Was the chair of governors being involved in the recruitment process of HT a conflict of interest? A: No as the chair was not chair at the time of recruitment. This audit relates to the previous academic year, 2019-2020. The governors agreed to approve the safeguarding audit for submission.	
9.	Governing Body Matters: Agree committee structure, membership and terms of reference Governor role delegation for next academic year Chair circulated the proposed structure prior to the meeting. SW volunteered to take on the DTG role. JM volunteered to be the link governor for attendance. PB will continue with the role of Forum Rep. CSA Committee: SH, AA, JM, CR Resources Committee: CR, PB, SH, CR, DW SPEC Committee: SW, PB, SH, CR, SW Pay Committee: PB, CR, SW All other governor link roles will remain the same a last year. Agree GB code of conduct Governors agreed to approve. Approve Instrument of government (2xpar, 1xLA, 1xHT, 1xstaff, 7xco-op)	

	Governors agreed to approve. Adopt HCC Governor Good Practice Guide Governors agreed to adopt. Vacancies and recruitment: 3 x co-opted, 1 x parent Chair has drafted an advertisement to display on the website, along with a Facebook post to circulate, governors will be shown this before it goes live. Governors invited to offer suggestions for recruitment. Governors thought that advertising to grandparents would also be a good idea and highlighting that the training is free of charge. Clerk advised that when advertising for the parent governors, also advertise for grandparents to fill a co-opted vacancy. Governors felt that applicants might want to know a bit more information about the school and it would be a good idea to mention the name of the school. There were concerns about mentioning the school name might invite comments that are not relevant to the topic. The GB could also advertise in the local press/publications. Existing governors could write a piece saying how rewarding the role is. The GB could target large companies in Gosport and/or secondary schools in Gosport, such as Naval establishments/bases. Having a governor from the secondary school could assist in embedding strong relationships.	
10.	Any agreed urgent business: MOPP: Governors agreed to adopt the manual of personnel practice and any in year changes.	
11.	Correspondence Chair advised of the School Comms on Governor Hub, Headline Magazine, Online safety support and guidance.	
12.	Items for the agenda of next meeting: - Appoint a vice chair - Budget revision	
13.	Date of next meeting and close The original date of 16 November is no longer practical, clerk cannot attend on 23 November. Chair will advise of the new date as soon as possible along with whether it will be via video link or in school. ACTION: Chair to advise governors of date of next meeting. There being no further business to discuss, the chair closed the meeting at 6.55pm.	

Action Summary:

Item	Action	Person
5	Governors to form a health and safety working party.	All
13	Chair to advise governors of date of next meeting.	Chair