



Haselworth Primary School

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

Minutes of the Full Governing Body meeting held on Wednesday 20 May 2020 at 5pm via video link

Present:	Alison Allsopp Nicola Cameron Natasha Jones Julie Millard Christopher Roast David Williams Kate Powell Philip Bleckly Sarah Woods Sian Hosmer	Co-opted Governor Co-opted Governor Headteacher Co-opted Governor Co-opted Governor (Chair) Co-opted Governor Parent governor LA Governor Parent Governor Staff Governor
In Attendance:	Mary Leask Louisa Trafford	School Business Manager (left at 5.40pm) 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 chair opened the meeting at 5.05pm and welcomed attendees. There were no apologies. There were no declarations of pecuniary interests in addition to those already on the register.	Action									
2.	Agree any Urgent Business under item 10 No urgent business to discuss in addition to the agenda.										
3.	Minutes of the last full governing body meeting: - Approval of Minutes FGB 3 February 2020 The minutes of the previous meeting held on 3 February 2020 were agreed as a true and accurate record, including confidential section. Clerk to arrange for chair to sign when governors meet again in school. - Matters Arising and Actions: <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Person</th></tr> </thead> <tbody> <tr> <td>3</td><td>Advise pay committee members of the date of the PM audit meeting – 9 March 2020. Completed but the audit was cancelled due to the health crisis.</td><td>Chair</td></tr> <tr> <td>9</td><td>Advise all governors via email of new FGB date in May. Completed.</td><td>Chair</td></tr> </tbody> </table>	Item	Action	Person	3	Advise pay committee members of the date of the PM audit meeting – 9 March 2020. Completed but the audit was cancelled due to the health crisis.	Chair	9	Advise all governors via email of new FGB date in May. Completed.	Chair	
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4.	Finance Matters (documents on GZ): Budget share 2020/21										

- Notional SEN Budget 2020/21
- Pupil Premium funding 2020/21
- Draft Revenue Budget setting for 2020/21 in a spread sheet with comments along the side. There is an additional tab with a list of subscriptions.
- Five Year Plan
- Ladybird After School Club (Y Budget) five year plan
- Devolved end of year 2019/20 and possible expenditure for 2020.21

ML was invited to give governors a summary of the schools financial position including the above listed points.

ML advised:

- The end of year carry forward was almost £10,000 more than estimated in October, this is due the HT and ML spending time reviewing the budget on a weekly basis and ensuring savings where possible including deferring a payment of £6,000 to the next financial year.

Q: The school still need to pay this amount though, why defer it?

A: We did not want to carry a deficit forward this year, deferring this payment gave us a 'buffer' to ensure this did not happen and we will be able to cover the cost in this financial year.

ML advised that the budget share this year is similar to last year, if governors want a breakdown in full, please ask ML.

Q: The 20/21 Budget Share includes £97,000 minimum funding guarantee, please remind me how this is calculated?

A: The minimum funding guarantee is a 'safety net' figure and provides school with a figure to work with and protects us if pupil numbers drop unexpectedly.

ML explained that budget setting was carried out prior to the health crisis and does not include costs that the school may incur due to Covid-19 so there are some unknown elements that may need to be considered in the future.

Staffing is based on the present provision with the addition of a one to one LSA appointed after June and two teachers whose contracts end in the summer to be replaced with one teacher in September, one cleaner has also resigned due to health issues.

Q: Has the new teacher's pay been reflected in budget?

A: No, this has not yet been worked into the budget.

ML continued and advised that regarding non-pay expenditure there have been no significant changes to last year, there is the standard 2% increase.

HPS did not allocate funds for IT software last year but have included £20,000 this year for a rolling program of replacing the IT equipment, Hampshire IT have also withdrawn some of their services so the school need to review the provision.

Q: Will the school continue to use Agile?

A: We would like to form a working party to look at what other companies have to offer and compare to Agile to ensure we get the best service. The school had started this but needed to put on hold due to school closure, we have also requested quotations for the WIFI but have not yet received.

	ML welcomed governors onto this working party. Governors were informed that the school have allocated £500 per class (5 classes) for the cost of day trips. HT and SH have worked hard on the curriculum and want to ensure it is enhanced appropriately via day trips and learning experiences. The school has always wanted to do trips but there has not been the funding available previously, however due to careful monitoring of the budget they have found the funds to allocate to this important resource. Q: Is this a good use of school funding currently due to the health crisis? How realistic is it that children will be able to go on trips? A: This has been included as an ideal scenario as of September but the money can be rediverted if necessary, to enhance learning within school such as bringing in a visitor or the services from HIAS. The budget is being based on a Covid-19 free state but will be more realistic at budget revision when we understand the impact of the health crisis more fully. ML reminded governors that she had outlined subscriptions in a separate document. SLAs remain broadly the same, property services are an approximate cost at this stage due to Covid-19 and there may be some changes. Income: With regards to fundraising, there will be less received this year due to the not having the BBQ or Easter activities. The rent from Squirrels is not expected but ML is liaising with HCC as their landlords. Q: What is the minimum we could expect to receive from Squirrels? A: It is too difficult to say, it could be 7% of their gross income but it really would not be helpful to guess. Q: Is Squirrels still operating? A: They closed on 20 March as there is no after school care for key worker children, they plan to open on 1 June and have been updating the area in preparation. Governors were in full agreement to approve the budget as outlined: In year deficit: £1,863.00 – One thousand, eight hundred and sixty three pounds. Balance borough forward: £16,011 – Sixteen thousand and eleven pounds. Cumulative surplus: £17,874.00 – Seventeen thousand, eight hundred and seventy four pounds. Three-year plan ML advised: • NOR is steady going forward at 140 pupils. • Number of full-time teachers is slightly reduced due to class structure change. • Income increases by 2% but staffing will increase at a different rate. • The SIP continues to drive the budget. • The budget plan will change at revision and again next year. Q: Why are there such steep increases in staffing costs in the third year? A: That is due to inflation.	
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	Governors were in full agreement to approve the three-year plan. Chair to sign electronically. Devolved capital budget The balance in the capital budget is £6,305 with an additional allocation this year of £6,700. The school have spent some of this on the playground markings at a cost of approximately £5,000 leaving a balance of around £7,000. The school would like to use this to replace some signage around the site and put any remaining in to the IT budget as previously agreed. Q: Is this capital amount for IT in addition to the amount you discussed previously being allocated? A: Yes, it will only be a small amount but it will support IT, alternatively we could use to replace some carpets. HT wanted it noted that the school did not ask governors to agree the playground markings as, before VAT being added, it was within the headteachers authorised spending limits and the chair was advised. Ladybird budget There was a final balance of approximately £800 in this budget however, due to the health crisis this has returned to a deficit. Once normality returns the after-school club will start again and the school will receive some funds from the government for the furloughing of staff. Governors understand this deficit and agree that the school will address this going forward. The financial picture for Ladybirds will be clearer at budget revision. Q: When will children be back at after school club? A: We cannot say yet but it will not viable from 1 June. Governors commented that it is difficult to know if employment for those staff will be there in September if the service is not being used. Governors were in agreement to approve the Ladybird budget. <i>ML left at 5.40pm.</i>	
5.	Headteacher Verbal Report Including: • Current child protection and safeguarding arrangements, safeguarding and provision in school for vulnerable children, children with EHCPs and children of key workers. On closure in March, staff gave safeguarding a lot of consideration as when children are not in school it is obviously much harder to assess. Schools are obliged to send a daily return to DfE during this time and monitor the vulnerable children as requested by the local authority. Part of this is telephone contact and the school also request that they collect their free school meal parcel in person on a Monday. If contact is not made, the school are working closely with social workers. There have also been CIN and CP meetings via video link. Teachers are in daily/weekly communication via seesaw.	

	AT the end of each week school have to submit a vulnerable child report to the LA and LLP. HPS has also created an amendment the Child Protection Policy, this has been sent to staff and updated on the webpage. The procedures remain the same and HT or DHT are always onsite. Current numbers: 2 Children in Need 2 Looked After children 3 Early help hub referrals 2 EHCP (no extra provision required, one full time in school and the other at home) 5 cases have been closed There has been a reduction in interagency referrals but an increase in referrals from the outside, these have all been closed. School have sent advice to all parents regarding what to do if they are concerned about a child. Q: What were the five cases that have been closed? A: Various, they could have been a referral that managers decided did not need to go any further, one was scaled down to a CIN. HT advised that the number of key worker children has increased over the lockdown period, originally school had five children in the first week (including vulnerable children), this has increase to 14 children now. SH is in contact weekly with Primary Behaviour Support. HPS has been open every day during lockdown including bank holidays and will continue to be next week. It is a priority to the school that children remain safe. Chair advised that in his role of safeguarding governor, he is in close contact with HT on a regular basis. HT informed governors that the families have really appreciated the telephone conversations and been pleased to talk to teachers, teachers are also talking with the children. The staff are in one day a week on a rota system and follow a timetable. HT is very proud of the staffing team; the school is responding to ever changing government guidance. The administration team is also on a rota and, although guidance advised it was not necessary during the pandemic, school have paediatric first aid on site. GB thanked HT and team for their hard work. Q: Regarding the LSAs who have been in, are they being paid extra for holiday and bank holidays? A: Yes, either monetary or as TOIL. It is important to recognise the extra work put in. Health and safety HT wanted to streamline the fire evacuation and has produced a simplified document. She rewrote the quick guide for emergency procedures and this has been circulated	
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	to all staff. After 1 June the school will undertake a fire evacuation drill, the plan is evolving constantly in response to government guidance. Home learning The expectation is that teachers provide two pieces of English, two pieces of maths, a topic based task and PE development task weekly. How much of this that is done is dependent on the family set up, school have stressed that the child's health and wellbeing is most important. Not a lot of children have engaged with the home learning, but also some are but not recording it or sending in to school. Many of these families are dealing with a mix of age ranges at home. School acknowledge that they will need a plan to bring the children's learning back on track when school returns. Some families are engaging in things such as cooking and gardening. The home learning provided a resource for parents rather than enforced learning. Draft plan for reopening Q: If it is impossible to maintain social distancing at school, if a child were to pick up the virus and take it home to the family, might that family question the school's arrangements? Could the school and governors be liable for not following government guidelines? A: The guidance document acknowledges that social distancing cannot be enforced. HT can only deal with the practicalities of opening the school, it is complex and mistakes will be made as it is not possible to know the issues until the plan is put in place. The discussion tool provided from the LA was very useful to consider practicalities. HPS also need to support of the parents, letters to parents have been sent out advising them that it will not be school as they know it. Q: Do you plan to telephone the parents of vulnerable families to explain the letter? It is important to ensure parents understand. A: HT and SH will be considering this as part of the action plan and will support parents who may have difficulty understanding this. Q: Regarding the quality of what children will have in school, are they better in school or better at home? Do schools have to open? A: They have to open if the five key factors are met as outlined by the government. Q: But are these children really better in school or at home? Particularly the vulnerable children. A: If something happens to a child when they are not in school but could be, the school could be liable. Some Counties and headteachers have made the decision not open but HT can only uphold what is advised. We want parents to understand the stark reality. SH advised that some children will be better off at home if they live in supportive families where they are engaging in activities, have outside space and siblings to play with. However, there are a number of children where lockdown has not been a positive experience and it is important that these children get back into school. It would have been preferable if schools could have decided which children come back.	
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	Q: Do you think that KS1 parents know the reality of what school will look like? A: HT plans to produce a social story for parents to see. HPS want the children to come back to support their mental health but school will be so different it could be difficult for them. Every family is going to be different and the benefit to each child will be different. HT needs to fulfil her role to the LA and the school. Q: Can we as a GB decide whether we want to the school to reopen, do we have a legal right to say we want it kept closed? A: Is this an operational decision or strategic? In theory the GB could say they are unhappy from a health and safety point of view and decide to stay closed. Governors agreed that, from a health and safety point of view, they are satisfied the school has put the correct measures in place. They acknowledged that the plan is very complex, mistakes will be made but the school will learn from these mistakes and move forward. The government has asked for schools to re-open, HPS has ensured that the recommendations have been put in place and it is up to families to decide if their child returns. Governors want parents to fully understand that it is not school as they know it. Q: Could we have some clarification around the ‘nests’? A: The children will be in ‘nests’ (or bubbles) in their own year group with key workers children in a separate nest. These children will not mix across nests. Q: Will siblings be kept together? A: The guidance says that the children must be in nests based on their year group. Every nest will have their own toilet and outside area with one member of staff assigned to them, lunch will be eaten in their nest. The school will be issuing photos to parents. Q: If YR and Y1 are spending more time sitting at desks, will they have more playtime? A: YR will be largely playing, they cannot share equipment though and there will be a rota system. The staff at HPS are very creative. Q: In the event of the HT and DHT not being available, is there a third member of the management team? A: No, not at the moment. There are a further two members of SLT, one is on site currently but one is isolating. Start times for reopening have been staggered so the school can assess how the plan is working. Ultimately staff want to do the best for the children. Governors agreed that they have been on the periphery of the process so far and offered support in the form of a reviewing process in a few weeks. HT and Chair are having an almost daily conversation regarding what is going on in school. HT is in agreement to a review date and would welcome feedback on processes. The LA have been very supportive via the LLP. The GB want to support the school and acknowledge the anxieties of the staff.	
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	Governors agreed that they are pleased the plan has been shared, another discussion will be required when the government require schools to open to all year groups. The teaching side of the plan has changed, staff will discuss this at a staff meeting on Friday. If governors have further comments regarding the plan they can be forwarded to HT or chair. The advice at the start of lockdown was that GB's step back and allow HTs to focus on the running of the school. Governors agreed that they like to know what is going on in school and it is important for them to realise that any decisions are group decisions. Governors agreed to the plan to re-open the school and will plan a review.	
7.	Update from Committees • CSA • R&P The minutes of these committees are on the Governor Zone, there were no questions from governors.	
8.	Policies/Procedures for Approval: - SEND Policy - Marking and Feedback Policy - Confidentiality Policy - Pay Policy - Acceptable use of IT for pupil's policy - Agree updated equalities information and progress against equality objectives for publishing With regards to the equality information, the targets cannot be addressed presently due to school closure, this will be deferred alongside SH's presentation (this could be addressed via a virtual meeting). SH needs governor approval on this document to make changes to parts of the curriculum. ACTION: SH to provide an equalities presentation to governors via video link. Chair advised that he has made some small corrections based on comments received. Governors agreed to ratify the above listed policies.	SH
9.	Governing Body Matters: a) Conducting meetings going forward Governors agreed to continue to meet virtually for the duration of the health crisis with a Resources meeting before budget revision. Curriculum committee focus will be on maths, English, health and hygiene and transition for Y6 with some attention on PE and outdoor activity. SH will be reviewing the SEND children this term, there is quite a significant SEND workload this term, this will also need to be discussed at Curriculum Committee. Chair will review the program of work for the coming term and produce a program of work necessary during the pandemic. Governors do not want to make additional work for staff and all reports could be verbal. This committee could look at attendance but need to ensure that whatever data is gathered is valuable and useful.	

	b) Governance issues Chair reminded that GBs have been instructed to step back to allow HTs carry out operational tasks, however now it is important to ensure the school are carrying out the plan to the best of their ability whilst providing appropriate support.	
10.	Any agreed urgent business None to discuss.	
11.	Correspondence: See Resources tab in Governor Hub for updates. Governors no longer have access to the school communications, relevant communications for governors are now published on Governor Hub, recently this has included: - DSL newsletters - Local government pay award (that has been rejected). - Information regarding wellbeing school kit for families.	
12.	Items for the agenda of next meeting: - Dates of 20/21 governor meetings - Agree terms of electing chair, vice chair and other governor roles	
13.	Date of next meeting and close Monday 20 July 2019, 5pm. Thanks was given to HT and SH for the exceptional amount of work carried out over the last few weeks. HT showed the governors the new set up of the classrooms. She advised that all equipment will be cleaned at the end of the day and children will not be able to share any items. School has sufficient supplies of PPE. The critical and vulnerable children that are mixed ages will effectively be provided with childcare as it is not possible to teach the variety of age groups. There being no further business to discuss, the chair closed the meeting at 7.10pm.	

Action Summary

Item	Action	Person
8	SH to provide an equalities presentation to governors via video link.	SH