



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 Monday 3 February 2020 at 5pm at the School

Present:	Alison Allsopp Nicola Cameron Natasha Jones Julie Millard Christopher Roast David Williams Kate Powell Philip Bleckly Sarah Woods	Co-opted Governor Co-opted Governor (arrived 5.15pm) Headteacher Co-opted Governor (left at 6pm) Co-opted Governor (Chair) Co-opted Governor Parent governor LA Governor Parent Governor (left at 6.35pm)
In Attendance:	Mary Leask Louisa Trafford	School Business Manager (left at 6.30pm) LA Clerk
Apologies:	Sian Hosmer	Staff 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 5.10pm and welcomed attendees. Apologies were received and accepted from SH due to illness. NC had advised she would be arriving late due to childcare issues. JM advised she would be leaving early to attend the South East Governors Forum on behalf of the school. SW would also need to leave early due to training that evening. There were no declarations of pecuniary interests in addition to those already on the register.													
2.	Agree any Urgent Business under item 10 None to discuss.													
3.	Minutes of the last full governing body meeting: Approval of Minutes FGB 25 November 2019 The minutes of the previous meeting were agreed as a true and accurate record and signed by the chair. Matters Arising and Actions: <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Person</th></tr> </thead> <tbody> <tr> <td>5</td><td>Place the maintenance plan on GZ. <i>Discussed at Resources Committee, the plan is currently in draft.</i></td><td>Chair</td></tr> <tr> <td>6</td><td>Pay committee members to set a date for pay committee audit. 9 March 2020. ACTION: Chair to advise pay committee members of the date of the meeting – 9 March 2020. KP and SW will both sit on this committee.</td><td>Pay Com members</td></tr> <tr> <td>10</td><td>Discuss Model 2 to Model 1 options with office staff.</td><td>HT</td></tr> </tbody> </table>		Item	Action	Person	5	Place the maintenance plan on GZ. <i>Discussed at Resources Committee, the plan is currently in draft.</i>	Chair	6	Pay committee members to set a date for pay committee audit. 9 March 2020. ACTION: Chair to advise pay committee members of the date of the meeting – 9 March 2020. KP and SW will both sit on this committee.	Pay Com members	10	Discuss Model 2 to Model 1 options with office staff.	HT
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		HPS use model 1, the system works well.		
4.	Headteacher Verbal Report Number of Role Y1 – 18 pupils with two spaces, one of which will potentially be filled shortly. Y2, Y3, Y4 and Y5 are full with 20 pupils in each year group. Y6 is over PAN with 21 pupils. YR is full with 20 pupils. This is a total of 139 children, which is one away from maximum capacity. The school has a waiting list of 15 children across all year groups. Q: Where are these children being educated if they are not in our school? A: They will be in another school or could be home schooled, there is a variety of reasons that a child may be on the waiting list. <i>NC arrived at 5.15pm.</i> Q: Is there a waiting list as there has been an increase in interest in this school? A: We can't know for sure; popularity of the school has increased and we do have children from out of catchment, but we also experience some turbulence. Visitors looking around are giving positive feedback. Q: If a family appeal for a place and the child has an EHCP, does this mean they automatically get a place? A: If we are the named school. Q: What are the grounds for winning an appeal? A: There could be multiple reason; child protection issues, service family move, what's best for the child, the panel will take everything into consideration to make an informed choice. HT advised that there have been three leavers this academic year due to family relocations but 11 new starters. Q: How many have gone into Y6? A: One pupil on appeal. Governors agreed that having children from out of the catchment area shows the school is a popular choice. There have been no exclusions to date, one situation is being carefully managed to ensure the school are putting the right provision in place. Attendance Attendance is currently 96.7% since 1 September 2019. There has been a high volume of sickness this term and staff are reiterating to parents that they must keep their child home for 48 hours after sickness. The school are carrying out a deep clean including the toilet area. This illness is has effected much of the local area also. Staff are suffering too and are educating the children about cleanliness. Governors agreed the school have put provision in place. HT advised that although there has been some unauthorised absence the trend is improving. Attendance for pupil premium children is at 96% therefore the gap is small. HPS are working very hard on lateness, they are sending letters home and targeting specific families, this includes inviting families in to meet HT to discuss how the school can support with bringing children to school on time. In Autumn one there were 17 persistent absentees. In Autumn two this was reduced to 14 pupils. Again, the school are working hard to address. The HT will be seeking support and discussing methods to improve this situation with County on 6 February. Pupil Premium update Unfortunately, SH was due to present this item. Governors agreed that she can report at Resources Committee.			

	Sports Premium update JM circulated the report and gave a verbal update to governors. She demonstrated the register showing which children have attended which clubs. This shows where the gaps are meaning that JM can invite specific children for those who need the intervention. These clubs are dependent on having staff members to provide their time. The tennis club has not been as popular as previously. The new tennis coach is very good but numbers have dropped, the school are going to revise how they ask for payment. Q: Is it due to the time of year? A: Tennis was around Christmas which is not a good time to ask for fees. JM demonstrated how she assess PE, displaying her chart that shows the skill level achieved amongst the children. This is in a trial phase using Hockey as an example, she will roll out across other units if effective. Q: How is the sports premium being used; in tennis for example? A: Sports premium pays for a staff member to increase the impact of the PE timetable, children are required to have two hours a week physical activity, this could be in lesson, break time or clubs. The premium is used to increase activity outside of regular lessons but it should be spent on sustainable options, for example, it can be used to buy equipment that would not normally be affordable. HPS also use the funds to enable children to take part in sporting opportunities outside of school, this may include hiring mini buses to take them to an event. HT advised that JM puts a lot of effort in getting the children out of the school to take the opportunity to develop their skills, some of this premium pays for this extra staffing time. The attitude of the staff has been extremely supportive and they are willing to stay after hours when necessary. Q: How much is the sports premium? A: Just over £17,000. Governors commented that they felt that JM is undertaking a very large task and would like to have a fuller understanding. The school must track at the end of the year how the money is spent. Governors felt the local community could offer further support; JM welcomes any ideas of community links that governors can offer. The school sometimes subsidises the costs but this needs to be monitored and reviewed closely. JM monitors the external providers also to ensure a high quality of provision, she also monitors how the subject is taught in school and intervenes if necessary. Governors agreed that there has been an increase in the confidence of teachers when teaching PE compared to previous years. HT feels that the sporting opportunities that the children are exposed to at HPS is something to be proud of. There needs to be an impact statement at the end of the year which is published on the website, the school need to be prepared for Ofsted to inspect this area. Governors want to be clear on the impact of the sports premium. Buildings and grounds The school gates are now locked between 7.45am and 9.15am to stop the flow of traffic to ensure safety. The scaffolding in playground is to enable roof tile repairs, due to the weather there has been wind damage to the roof. The nursery cannot use the outside area due to lose tiles; this has been reported to County. The gas pipe has now been repaired. There is a hole in the wall by the boys' toilet which has been reported to County. HT advised that the school need to invest in ICT. There have been three surveys on the wireless connectivity in school with quotes between £2,500 and £6,000 to update the internet connections. Q: How does that fit in to expenditure?	
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	A: It will need to come from the devolved budget but this means the school will not be able to replace the carpets or update the signage around the entrances as planned. The nursery will receive an inspection to ensure the settling is safe including checking the fire doors. The new Caretaker started in January and has settled in very well, he is very enthusiastic with health and safety being his current priority. The parking situation is being monitored and the yellow lines have been repainted. <i>JM left at 6pm.</i> Staffing: recorded separately due to confidential nature.	
5.	Pupil Premium & Sports Premium Discussed in previous item.	
6.	Agree decision regarding subscription to HGS NC advised that the training the GB have attended has proven good value for money. Governors agreed to continue with the HGS support package. <i>ML left at 6.30pm.</i> Agree decision regarding LA clerking service and contracted hours Clerk left the room briefly while governors discussed the clerking service package. Clerk returned to the room and was informed the governors had agreed to continue using the service with the basic package of six FGB meetings per year and the administrative costs. <i>SW left at 6.35pm.</i>	
7.	Update from Committees (minutes previously shared) • CSA • R&P • SPEC Minutes on the Governors Zone. Some question on the Resources Committee were deferred until the governor asking the questions was present. The Curriculum minutes contained a lot of data, this type of information can be used when subject link governors meet with their subject lead.	
8.	Policies/Procedures for Approval: The school have a lot of policies and they need to decide if some of them are still necessary. HT is therefore currently focusing on the statutory policies that governors need to approved. Moving forward clerk will monitor the schedule via compliance tracker and update after each meeting when a policy has been ratified. • Supporting pupils with medical conditions Policy • First Aid Policy (some names in the First Aid policy have been updated) Governors agreed to ratify both of the above policies.	
9.	Governing Body Matters: Safeguarding report There is a need for governors to produce an annual report, this has been placed on GZ. This covers the audit presented to County in September as well as the safeguarding training. There were several actions that came out of the safeguarding audit (approximately ten), with the exception of one these they have been addressed. Chair feels confident that safeguarding from a governance perspective is up to date.	

	The school is losing one DSL but training for two more is booked. Governor action plan The plan is largely 'green' therefore completed for the first two terms. Chair invited governor feedback, he would also like to review the plan and highlight outstanding areas or areas that need more in depth work as a group at a separate meeting. Governor Vacancies, 2 x co-opted Mr Piper has resigned. The chair has registered the school with Governors for Schools and Inspiring Governance. Governor Training NC is in the process of collating the skills audit information. Booking for the new financial year is now available. Agree date of May meeting Clerk not available for Monday 18 May, meeting moved to Wednesday 20 May. ACTION: Chair to advise all governors via email of new FGB date in May.	
10.	Any agreed urgent business: HT advised that the school are increasing engagement with parents by offering 'stay and learn' sessions and assemblies which are proving popular. HT is going to advise governors of dates should they wish to attend. Key dates were circulated in September and governors are always welcome at events. The next inset day is 14 February which is a common closure day and staff are going offsite for training. The inset day on 20 April will be for Prevent training in the afternoon and the morning session will cover understanding the early years curriculum.	
11.	Correspondence: Chair advised of the following schools comms (viewable online) • Revised primary IDSR data summary is available, the format is slightly different. • Information regarding the Coronavirus. • Document regarding reducing management hierarchy in Primary Behaviour Service • Teaching PE in schools a reminder to school to ensure external coaches are qualified. Governors can check this via the single central register.	
12.	Items for the agenda of next meeting: - Agree SFVS	
13.	Date of next meeting and close: Monday 23 March 2019 Future dates: Wednesday 20 May 2020 Monday 20 July 2019 There being no further business to discuss, the chair closed the meeting at 6.55pm.	

Action Summary

Item	Action	Person
3	Advise pay committee members of the date of the meeting – 9 March 2020.	Chair
9	Advise all governors via email of new FGB date in May.	Chair