



Halesworth Primary School

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

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON MONDAY 25 NOVEMBER 2019

Present:	Alison Allsopp Nicola Cameron Sian Hosmer Natasha Jones Julie Millard Melvin Piper Christopher Roast David Williams Kate Powell Philip Bleckly Sarah Woods	Co-opted Governor Co-opted Governor Staff Governor Headteacher Co-opted Governor Co-opted Governor Co-opted Governor (Chair) Co-opted Governor Parent governor LA Governor Parent Governor
In Attendance:	Mary Leask Louisa Trafford	School Business Manager 9left 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 5pm and welcomed attendees. There were no apologies. There were no declarations of pecuniary interests in addition to those already on the register.													
2.	Agree any Urgent Business under item 9 None to discuss.													
3.	Minutes of the last full governing body meeting: - Approval of Minutes FGB 23 September The minutes of the meeting on 23 September 2019 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>Resp. pers.</th></tr> </thead> <tbody> <tr> <td>11</td><td>Locate a link to the MOFP and forward to governors. <i>The MOFP is no longer available, information and guidance can be sought directly from the EFS web page or by contacting them via telephone.</i></td><td>Clerk</td></tr> <tr> <td>12</td><td>AA to approach potential new governor and Clerk to forward governor application to AA to use if necessary. <i>Completed and chased. Governors reminded to consider anyone they know who may be interested.</i></td><td>AA, Clerk</td></tr> <tr> <td>12</td><td>Arrange a governor reflection of impact meeting. <i>Agreed that this could be scheduled after Christmas, chair to draft dates.</i></td><td>Chair</td></tr> </tbody> </table>		Item	Action	Resp. pers.	11	Locate a link to the MOFP and forward to governors. <i>The MOFP is no longer available, information and guidance can be sought directly from the EFS web page or by contacting them via telephone.</i>	Clerk	12	AA to approach potential new governor and Clerk to forward governor application to AA to use if necessary. <i>Completed and chased. Governors reminded to consider anyone they know who may be interested.</i>	AA, Clerk	12	Arrange a governor reflection of impact meeting. <i>Agreed that this could be scheduled after Christmas, chair to draft dates.</i>	Chair
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		<i>HT advised that the school will be closed to pupils on 12 December for polling day, staff and governors are invited to a buffet lunch.</i>		
4.	Finance: Present current budget for approval ML referred to the circulated budget and Resources Committee minutes. She advised as follows. Staffing: • Teaching costs have changed due to a teacher resignation, this has meant a saving. • One LSA resigned and there has been some temporarily cover. • There is an increase in agency supply, covering the teacher who resigned which balances out the saving made. • Training has increased. • A lunchtime supervisor is on sick leave. • Two lunchtime supervisors are on temporarily contracts. • There has been a reduction in casual staff costs due to the Play Therapist now being under a different code. Non pay expenditure: • School trips have increased, there will be two residentials this year and the school are supporting pupil premium children with a discount, next year's deposit has been paid. • There has been an increase in management and consultant fees, this includes the Play Therapist, Child Counsellor and Health and Safety Consultant. Q: Is this increase due to an increase in costs or an increase in the use of the service? A: The Play Therapist has been moved from a different code. The Child Counsellor and H&S Consultant were funded, the funding has now stopped but the school wish to continue with the service. Q: If these children had an EHCP would this service be funded? A: Not specifically, the school would receive funding but we would choose how to spend it. There is some PP funding allocated for play therapy but none of the children having this therapy have an EHCP. Q: Regarding the residentials, are the amounts we subsidise decreasing? A: No, we have received more payments from families. • SLAs are on target, there has been an increase in property services but this will be reviewed by the deadline. Income: • The school are due some payments for the Stubbington Study Centre residential. • Also waiting for Squirrels to pay for utilities. No rent has been included. The school will review Squirrels financial position and request rent when appropriate. They should be audited around August. • Received the teachers' pay and pensions grant. ML advised that: In year deficit of £25,039.00 (twenty-five thousand and thirty-nine pounds) Surplus brought forward of £35,125.00 (thirty-five thousand, one hundred and twenty-five pounds) Cumulative surplus of £10,086 (ten thousand and eighty-six pounds). Hampshire keep asking the government for further funding but there is still a balance in school budgets across the county. The school are monitoring the budget constantly and will provide governors with an update at the next FGB meeting. Resources and Premises Committee agreed the changes, governors agreed to approve the budget presented.			

	Three-year plan The school are continuing with current staffing levels. Q: Why is the teachers' pay and pensions contributions not certain? A: We need to include this caveat as it is possible it might change depending on the allocation from the government. There is an ongoing consultation. ML advised that the school will carry approximately £10,000 forward but after that the budget shows a growing deficit. Q: What is the response to that from the LA? A: ML and HT are meeting with LA to discuss that this week. Staff members left the room. Recorded separately. Staff governors returned to the meeting. Governors agreed the three-year plan. Capital Spend: ML advised that there have been no changes, the balance is £6,400. Some of this may be used to replace ceiling tiles in YR, clean and replace guttering and work on the entrance door which Property Services will address. Q: Do we know yet what the impact on the budget will be for the prioritised repairs to the building? A: We have been trying to find out how much the remedial work will cost. They will not give a quote. However, we chased Property Services for further information and clarity over who is responsible and they are all chargeable under the SLA. Ladybird Club; ML advise there are no changes. Income going forward is based on 44 pupils, in year surplus of £715, with a carry forward deficit of £1,640 making a total deficit of £927. This is half of what it was last year. Governors approved the devolved budget and the Ladybird Club budget. <i>ML left at 5.40pm.</i>	
5.	Headteacher Written Report Circulated prior to the meeting, governors were invited to ask questions. Q: 80% of the teaching observed was judged as being at least 'good' how many teachers does the remaining 20% represent and how will this be actioned going forward? A: The teachers are being developed through coaching with HIAS and the DHT. Through lesson observations, team teaching and coaching targets are set, actioned and reviewed. The program of coaching will continue after Christmas. Subject leaders will also be working alongside the staff to develop practice. Staff meetings and twilight sessions with HIAS/Subject Leaders to support this. Governors were invited to look at the CPD spreadsheet to view the training and support that is being put into place. Q: After evaluating the effectiveness of Target Tracker the school has decided to move away from this system before the end of the financial year. The new system, called Insight, allows the school to customize the system according to the curriculum and data analysis needs. Are there any financial penalties in doing this? A: There will be an additional cost allocated to subscriptions. The total amount in addition will be £560 as the cost for Target Tracker has already been included in the budget. This is a much more user-friendly system. Q: Is TT not available from a certain date?	

	A: TT is still based on the old levels, it is not very precise, the objectives don't necessarily match. The new system is much clearer. Data from TT has already been uploaded to the new system which will also be able to track the foundation subjects and EYFS. With regards to the replacing of the ceiling tiles, HT has requested the work is carried out on 12 December when the school is closed to pupils. Q: With regards to persistent absentees, I notice that the number of families has decreased from 16 to 14, is this due to school intervention? A: These are mostly the same families; a couple of families may have left the school in Y6. Autumn can show more PAs due to the data being calculated on a percentage so a short absence could show a larger percentage. Seven sessions are considered a PA at this time of year, this could be an illness, unauthorised holiday, family emergency or a few who have frequent days off. Attendance was discussed at CSA committee and overall there has been an improvement due to strategies put in place, the attendance action plan has been uploaded on to Governors Zone. Letters have been sent to families of PAs inviting them to meet with SH to discuss how the school can offer support. Q: Has the ASDA voucher prize worked? A: It did yield the highest attendance data for years; it is running again this term. It was nearly 98% attendance on some weeks. Q: With regards to buildings maintenance and development plans, do we have a long-term plan for maintenance? A: There is a maintenance plan but it can be difficult to pre-empt things, this plan has been reviewed in the Resources and Premises Committee. The H&S consultant reviews with caretaker to review what might be needed. The R&P committee will review and push forward the plan. Some carpets need replacing but the school is not in a position to address this yet. ACTION: Chair to place the maintenance plan on GZ. WGB: HT reminded governors that as a result of the recent training, leadership would be a good area to focus on. The action points of the training are on GZ along with chairs notes. It was agreed that the GB need to review governor priorities in line with the SDP and should have a monitoring plan that links tasks to a governor. HT advised that a lot of work is going into developing leadership at the moment and this would be a good area for governors to monitor. Referring to the SDP, page 11, this outlines the school's plan for leadership and is broken down in to the strategies. Leadership encompasses all levels including middle and subject leaders. Governors agreed that they would like to start this monitoring in January 2020 but that it would be helpful to liaise and discuss together so everything is moving forward in the same way. A set of standard questions was suggested. Governors agreed to discuss at the governor evaluation meeting. Governors agreed that they need to remain strategic in reviewing the monitoring and the questions should be shared with the staff member prior to the meeting so they can prepare the answers. A Halesworth Governors Monitoring process needs to be agreed. In the long term it may also be useful to moderate each other to ensure all governors are doing the same thing in a meeting with leaders. Governors agreed to commit to draft this in the early part of January as part of the reflection meeting. Governor agreed to hold a Governors' Reflection and Monitoring Action Plan meeting on Monday 13 January 2020 at 5.30pm.	Chair
6.	Update from Committees (minutes previously shared)	

	• CSA Minutes on GZ, no questions. • R&P Minutes on GZ, no questions. • SPEC Minutes on GZ, no questions. • Pay The model Pay Policy is on GZ and was approved. It needs to be localised. Staff left at 6.20pm. Recorded separately. Staff returned to the meeting. At 6.35pm.	
7.	Policies/Procedures for Approval: Circulated prior to the meeting; • Looked After Children (LAC) policy This is a model policy from County, SH reviewed and updated with appropriate names etc. It is still a very relevant policy. Date on the front needs changing. Governors agreed to ratify. • Anti-Bullying Policy Governors agreed to ratify. • Confidentiality Policy Not yet complete. • Monitoring, Evaluation and Review policy This policy has been condensed and there is a diagram on page 4 which shows the implementation of monitoring and the expectations. Governors agreed to ratify. • Performance Management Policy This is a model policy. Governors agreed to ratify. • Subject Leadership Policy Agreed to approve at SPEC. • Governor Allowances Policy Agreed to approve at SPEC.	
8.	Governing Body Matters: a) Governor development plan update Chair has updated the plan; the red areas include reviewing stakeholder surveys. Parent surveys will be left until after Christmas but this will be considered. Governors also need to reflect on GB effectiveness which will happen at the January meeting. b) Governor Vacancies, 1 x co-opted Discussed. c) Governor Training NC sent out a skills audit, governors asked to return to NC if they haven't yet done so.	
9.	Any agreed urgent business	

	None to discuss.	
10.	Correspondence Chair advised the following from School Comms: 1. Term time/academic year consultation, chair handed the communication to HT to review. 2. Ofsted Inspection Framework Roadshows, NC to circulate information to those interested. 3. Model 2 to a Model 1 option to change, HT to discuss with office staff. ACTION: HT to discuss Model 2 to Model 1 options with office staff. 4. Health and Wellbeing survey, HPS has already been registered.	
11.	Items for the agenda of next meeting: Clerk to review HGS suggestions.	
12.	Date of next meeting and close: Monday 3 February 2019 There being no further business to discuss, the chair closed the meeting at 6.50pm.	

Action Summary:

Item	Action	Person
5	Place the maintenance plan on GZ.	Chair
6	Pay committee members to set a date for pay committee audit.	Pay Com members
10	Discuss Model 2 to Model 1 options with office staff.	HT