



Haselworth 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 23 SEPTEMBER 2019

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

Governors questions highlighted in red.

1.	Welcome, introductions and Apologies for absence The chair opened the meeting at 5pm and welcomed attendees. Apologies were received and accepted from PB due to illness and SW for personal reasons. Although standard practice at this time of year, governors agreed not to specifically re-elect the chair and vice-chair as this had taken place in February. These positions will be elected again in September 2020.	
2.	Declaration of Pecuniary Interests including updating the register Clerk confirmed that she had now received all declarations of pecuniary interests and would advise the school office staff accordingly allowing them to update the school website.	
3.	Agree any Urgent Business under item 14 There was no agreed urgent business to discuss.	
4.	Minutes of the last full governing body meeting: Minutes of the previous meeting held on 22 July 2019 were agreed as a true and accurate record and signed by the chair. Actions: - Governors advised that they would like to come into school to view how Paths is being used, SH will send an email to all governors to organise this. - Chair advised that, due to various deadlines for safeguarding and financial matters, the committee meeting dates needed to be worked around the FGB differently for the autumn term and governors should ensure they have	

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	recorded the correct dates. He also advised that the May FGB meeting may be subject to change but this had not yet been confirmed. Any other actions were agreed as complete.	
5.	Headteacher Verbal Report HT advised that the NOR (number on role) are currently 139 with only one space available in Y5. There have been three new starters since September and are approximately ten children on the waiting list across all year groups. One request in Y6 is going to appeal as this would take the school over PAN (pupil admission number). There have been no exclusions to date with the exception of one internal exclusion due to a pupil being aggressive towards staff. This particular child was unsettled due to losing their one to one Teaching Assistant but the correct provision is now in place, the pupil has settled and they are enjoying time in school. SH gave the governors an update on attendance. This is reported fully at CSA Committee and details are viewable on the Governors Zone. The whole school attendance is currently just under 96% which is broadly in line with national. However, the school are addressing ways to improve this. It has been identified that rewarding children for 100% attendance has not made a difference to attendance data and new incentive ideas are being trialled. The school are offering all parents whose child has 97% attendance or higher the chance to be entered into a raffle for a £50 Asda voucher. HPS will ensure school is a fun, safe and engaging environment for children and this is an incentive for parents to make sure their get their children to school. Mrs Rix (Administration Officer) is working with SH to record accurate attendance data with daily/weekly/monthly results including class attendance and reasons for absence. There are already patterns forming particularly with PA's (persistent absentees). Q: Are you saying you feel you now have a better system of tracking and monitoring of attendance? A: Yes, and we are addressing how to action using an attendance action plan. This shows what is being monitored for example; any child with 95% or below attendance is tracked, if they drop below 92% the school move on to the next steps and parents are invited in to school for a meeting. It is important for the school to know the children and when there may be a safeguarding issue. The office provides the attendance daily for this reason. Q: Are you already finding that this rigorous monitoring is effective? A: Yes, and we will have more evidence at the next governors meeting. We want to increase attendance to over 96% and specifically address PA's, not only does poor attendance have a big impact on the individual but the whole school data is brought down. Governors gave thanks to SH for monitoring and look forward to feedback at next the meeting. <u>Looked After Children</u> HT advised that the school currently have two LAC, one is post LAC. PEPs are now up to date and actioned. There is currently no EHCP funding being received but the school are awaiting three to be returned and have four in draft. HPS are currently supporting a child fully and this is therefore taking a lot of the school budget. There 27 SEND children and the mental health and well-being programme will be starting this week.	

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Staffing

The school received a resignation with immediate effect from a teacher last week. They are working with EPS to ensure protocol is followed and have a long-term supply teacher in the class who they hope will continue as long as is necessary. This is not the best time of year to recruit and HT is reviewing the best way forward in terms of the school budget whilst ensuring what is best for the children. Once she has made a decision, she will inform the parents.

Another teacher has decided not to return to HPS after maternity leave and will be progressing her career at a different level of education for which HPS wish her well. Provision is already in place for this and the children will not be affected.

Two LSAs are on sick leave with one role being covered by agency staff. HT has decided not to appoint any new LSAs at this current time as the recent recruitment drive did not yield strong enough applicants. The school will continue to manage the situation with the child's best interests in mind.

Q: When will the LSAs be back?

A: One is signed off for a further two weeks but she will need to have a managed return to work as the role can be physical. The other LSA is currently off for another two weeks.

Q: Is this having an impact on the budget?

A: Yes, we are paying for supply of highly trained support staff as this is what is required along with continuing to pay the staff members who are on sick leave. Further funding will be received when the EHCP when it is awarded. This child previously took up a lot of SLT time so having the supply LSA has actually made a saving in that respect.

Inset day

The school improvement priorities were discussed at the September inset day. This year the school will be very focussed on driving standards and the staff and governors will work closely to ensure this.

The data that was provided in July is on the Governor Zone for information as is the SDP (school development plan), the Early Years plan is included with this.

HPS will be looking at training and CPD in school. There will be an inset day to focus on English and effective planning on 21 November. On 4 December the HIAS adviser will be working with the teachers to improve the planning and teaching of English. On 6 November the Maths advisor will work with the maths sub link to address a plan to move the school forward.

The staff need to look at how children learn and how teachers present this. The advisors will be meeting with HT and working with SH to develop leadership and how SH can support teaching staff and learn coaching methods.

The Y5 teacher is now the English subject lead as well as a middle leader. She will receive lots of support from HIAS, HT and SH, she is very excited to be taking on the role and will be coaching staff across all phases.

HT is currently revising the curriculum to ensure it is fit for purpose making sure the SDP priorities are addressed.

The SENCo is addressing the mental health and wellbeing program and working on the policy for staff and pupils.

Commented [I1]: The INSET was on 4th September. The English advisor will be working with staff on 21st November and the 4th December. The Maths advisor will be supporting on 6th November.

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YR have settled really well and are enjoying the refurbished outdoor area. Gosport Men's shed built a new mud kitchen, re-painted and repaired the area over the summer holidays. They will be coming in for a thank you assembly to which governors are also invited.

Grounds

The adventure playground has been transformed and will now allow more activities such as gardening in the area. Caroline Dineage has agreed to officially open at 9.15am on 15 November.

School Development Plan

HT advised governors of the priorities:

1. Increase the impact that all leaders have on improving the quality of teaching, learning and assessment, enhancing their capacity to lead the school.
2. Raise EYFS, KS1 and KS2 pupils' attainment and progress, closing the gap between disadvantaged and non-disadvantaged, so that it at least in line with National and a greater % meet EXS or GDS at KS1/2 or a GLD in EYFS.
3. Close the gap by targeting specific children who did not meet the requirements to achieve GLD and those pupils who did not meet ARE (not SEN).
4. Ensure the curriculum is cohesive and progressive in order to build upon the children's knowledge and skills to meet the end of year expectations from their initial starting points.

She advised that the work on these priorities has already began, this will be heavily monitored by the LA due to the very low results in KS2 last term, it is really important to improve the standards in data. The staffing team will work very closely and everyone needs to play their part in moving the school forward.

Q: Do you know why there were data issues with last year's Y5?

A: No, we think there were some discrepancies in data entry but are still not fully aware of the issues and the teacher has now left. A lot of work is going into Y6 currently. It is important that staff understand where their children have come from and where they are going, they need to maintain the trajectory or improve upon it.

Targets have been set for staff and SLT will address PM (performance management), they will question what is planned, how this is implemented and the impact on outcomes for children.

Q: Will governor monitoring be important in this area?

A: Yes, we want you to work with the subject leaders and allow them to articulate their plans and implement processes etc in readiness for questions from external agencies.

Q: Will there be a data drop this term?

A: There will be a data drop in November. We need to ensure that data is being recorded correctly and used in the most efficient way. The new LLP, Matthew Rickson, is very experienced in data and he will be key in training staff.

The annual LA inspection will take place on 9 October and the inspector will meet with the chair in the afternoon. This will highlight what support the LA are willing to give and the report will be circulated to governors as appropriate. HT expects to go to high priority due to data issues.

Q: Will the governors see the steps in progress through the data?

A: Yes, the data drops are in November, February and May, we don't have more as this would increase the teacher's workload. HT can update governors if necessary and

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	subject leaders should know their own data and what needs to be done to address any issues. Governors agreed it was important to know what questions they should be asking leaders. HT and SH agreed to provide a range of questions for governors to use as key questions after the WGB training. Some questions will be general and some will be subject specific. HT requested that governors do not meet with subject leaders in the autumn term so they have time to feel comfortable with their subject and understand what progress is required. Q: Is there a summarised version of the school development plan? A: Yes, there is a simplified version and breakdown of the actions. Q: Will you be reporting monitoring at FGB? A: Yes, and HT will evaluate the progress. HT wants the school and governors to be consistent in moving forward and for governors to be aware of the challenge and support they can offer. Many teachers have just taken on new subjects and would not be ready to discuss them with governors yet and HT wants to protect them and allow them time. Governors can meet and discuss the action plan and staff could talk them through this but staff need time to feel confident in their subject. There was a suggestion of having an informal 'meet the governor' session to allow staff to understand the role. HT invited governors to the inset day on Monday 4 November to come in and talk about their role. Governors also need the time to prepare and have the right training. A lot of information can also be gleaned from the subject reports. Governors were supportive and agreed that they need to all be saying the same thing and conducting the same professional dialogue. HT suggested inviting the staff to the WGB training, this would not be an expectation but would allow them to have a better understanding of where the governors are coming from, governors were in agreement to this. It was agreed that, post training, governors could prepare guidance on what to expect from the subject link meetings.	
6.	School Improvement Plan Discussed above.	
7.	Agree Safeguarding Audit (by 30 September) Previously circulated. HCC require an annual online audit; this document is an audit of the school that then informs the online submission. There are several actions at the end of the document. HT and chair completed jointly. Q: What are you actually asking governors to approve? A: Governors need to confirm they have seen the document and that they are happy for HT to submit to HCC. Chair explained how the evidence is recorded. Governors were advised that they are approving the information that is included in the document. Governors were in unanimous agreement to approve the document to be submitted. Governors acknowledged the work that had gone into completing the document. Chair advised that in his role of safeguarding governor he will be revisiting the actions to ensure they are addressed.	

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8.	Agree SEN information report The report highlights how the school provide for SEN children. It is statutory document that needs to be updated every year. Governors were in unanimous agreement to approve the document.	
9.	Finance & Premises update Resources and Premises Committee meeting minutes are on the Governor Zone to view. The budget is currently five/six months old but there will be a major review in November. Staffing changes will be reflected next time. Fairshare used to provide food for the breakfast club but this is no longer cost effective. There will need to be a provision for this food going forward which will impact the budget. The club is extremely important for a variety of reasons as well as a major service to our community. Some funds from the devolved capital budget was spent on the adventure playground, children have taken ownership of this by assisting with the development. Q: Do you predict that the deficit budget of approximately £30,000 will be the same at the end of the year? A: It is too early to comment, we will have a better idea in November. There is some money left over in devolved capital spend. HPS had a fund-raising box in Asda earlier in the year. The funds were awarded but the school did not receive them. Asda have offered to put another box out on behalf of HPS to ensure funds are received, probably in early 2020.	
10.	Update from Committees Minutes from the Curriculum, Standards and Assessment Committee meeting are viewable on the Governors Zone.	
11.	Policies/Procedures for Approval: HCC Governors Good Practice Guide This is also available on the Governor Zone. Governors agreed to adopt. HCC Manual of Personnel Practice and the HCC Manual of Financial Practice Governors agreed to adopt both including any in year changes or updates. ACTION: Clerk to locate a link to the MOFP and forward to governors. Child Protection policy 2019 Safeguarding policy 2019 Both amended versions of the model policy. Child Protection - annex 13 will show where the changes are. Safeguarding - annex 1 will show where the changes are. It is important governors understand what the changes are. Governors agreed to ratify both policies. Freedom of information policy There is an area that is 'crossed out' but this is correct Governors agreed to ratify. SEND policy	Clerk

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	Only changes are updates to names. Governors agreed to ratify. Staff code of conduct HCC model policy that has been localised. Governors agreed to ratify. Governor code of conduct Governors have signed and agreed to ratify. ICT Policy Governors agreed to ratify.	
12.	Governing Body Matters: a) Governor development plan update and Newsletter Chair liaised with Mrs Rix regarding the presentation of the governor newsletter, once complete this will be circulated to parents. There followed some discussion regarding how governors could make themselves known to stakeholders, such as at a meet and greet or at the Christmas fair. HT advised that she is happy to have a governor presence on site at any time but events such as parents' evenings or end of term galleries may be better than more social events. Governors agreed that it is also important that the children understand who the governors are and get them to engage with governors such as on school trips. There was also the suggestion of carrying out surveys amongst the stakeholders but governors agreed that the timing of this would need to be considered and decided that sending the newsletter would be a beneficial first step. b) Governor Vacancies, 1 x co-opted There may be a potential new governor that AA is aware of, she agreed to approach and set up an information discussion. ACTION: AA to approach potential new governor and Clerk to forward governor application to AA to use if necessary. Chair reminded governors of a previous discussion that had taken place regarding having individual or group conversations in reference to the progress of the GB and reviewing the impact they are having on the school. Governors agreed that a collaborative meeting would be more useful and would tie in with the leadership and management within the SDP. Governors agreed that an evening meeting would be more convenient in an informal situation. Chair agreed to consider the options and advise governors. ACTION: Chair to arrange a governor reflection of impact meeting. c) Governor Training NC reminded governors of the upcoming WGB training on 26 October. A skills audit is also due, NC will be sending out the audit for completion and make recommendations for training once she has collated the responses. The training package has not been fully utilised since April and governors were reminded to book training as necessary via the Governor Hub. E-learning/online training is also available. Governors were reminded to log in to the Governor Hub. Clerk advised that some schools are finding it a very useful tool but some remain comfortable with their previous methods for circulating documents etc.	AA Clerk Chair

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	d) Governor Visits Discussed.	
13.	Any agreed urgent business None to discuss.	
14.	Correspondence: Chair advised governors of the school's communication regarding the consultation on school admission arrangements, HCC are bringing forward some changes. There was also a communication regarding the Teaching Assistant Level Three Apprenticeship. Children Services Health and Safety Team have produced a newsletter, chair has uploaded onto the Governor Zone. There are briefings that HT will attend.	
15.	Items for the agenda of next meeting: - Budget approval.	
16.	Date of next meeting and close: Monday 25 November 2019 at 5pm. Future dates: Monday 3 February 2019 Monday 23 March 2019 (to agree SFVS by 31 Mar) Monday 11/18 May 2019 (to agree budget by 22 May) to be confirmed Monday 20 July 2019 There being no further business to discuss, the chair closed the meeting at 6.40pm.	

Summary of actions:

Item	Action	Responsible person
11	Locate a link to the MOFP and forward to governors.	Clerk
12	AA to approach potential new governor and Clerk to forward governor application to AA to use if necessary.	AA, Clerk
12	Arrange a governor reflection of impact meeting.	Chair

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