



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 22 JULY 2019

Present:	Alison Allsopp	Co-opted Governor (left at 7.02pm)
	Nicola Cameron	Co-opted Governor
	Sian Hosmer	Staff Governor
	Natasha Jones	Headteacher
	Julie Millard	Co-opted Governor
	Melvin Piper	Co-opted Governor
	Christopher Roast	Co-opted Governor (Chair)
	Sarah Woods	Parent Governor
	Philip Bleckly	LA Governor
	David Williams	Co-opted Governor
In Attendance:	Louisa Trafford	LA Clerk
Apologies:	Kate Powell	Parent governor
Quorate:	Yes	

Governors questions highlighted in red.

1.	Welcome, introductions and Apologies for absence The chair opened the meeting at 5.05pm and welcomed attendees. Apologies were received and accepted from KP.													
2.	Declaration of Pecuniary Interests SH, DW and JM declared an interest regarding an item forwarded by the pay committee.													
3.	Agree any Urgent Business None to discuss.													
4.	Minutes of the last full governing body meeting: - Approval of Minutes FGB 22 May 2019 The minutes were agreed as a true and accurate record. - Matters Arising and Actions: <table border="1"> <thead> <tr> <th>Item</th><th>Action</th><th>Resp</th></tr> </thead> <tbody> <tr> <td>5.3</td><td>Demonstration of PATH - SH will invite governors to attend a session where they can observe PATH.</td><td>SH</td></tr> <tr> <td>9.3</td><td>Link Governor role – Attendance and Safeguarding Curriculum link governor - To be discussed under item 9.</td><td>CR AA</td></tr> <tr> <td>9.5</td><td>Re-schedule FGB and committee meeting days and times - Completed. The first FGB is on 23 September in time to approve the SG audit, committee meetings will need to be arranged as appropriate around this date.</td><td>CR</td></tr> </tbody> </table>	Item	Action	Resp	5.3	Demonstration of PATH - SH will invite governors to attend a session where they can observe PATH.	SH	9.3	Link Governor role – Attendance and Safeguarding Curriculum link governor - To be discussed under item 9.	CR AA	9.5	Re-schedule FGB and committee meeting days and times - Completed. The first FGB is on 23 September in time to approve the SG audit, committee meetings will need to be arranged as appropriate around this date.	CR	
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5.	Headteacher Written Report: HT gave thanks to governors for recognising the work that has taken place this term. She had received various questions prior to the meeting regarding her report which she answered within the discussion. Attendance													

Signed.....Date.....

Q: There appears to be a discrepancy between the number of persistent absentees stated on your report (11) and the CSA minutes (6). Which figure is correct? If the pupil number is 11, this has risen since last term, I believe from 9, what strategies are being adopted to work with the families of persistent absentees? What do you believe are the reasons for the increase?

A: The number of PAs is calculated on a term to term basis and is cumulative. At the point of the CSA meeting the total was six but by the time the report was written the cumulative figure was 11. There is no particular reason for an increase except that due to the time of year there has been an increase in unauthorised holidays.

Q: What is the threshold for a PA?

A: Pupils who have dropped below 90% within the academic year.

Q: How will the ASDA voucher incentive be publicised to parents? The newsletter alone may not reach all parents.

A: We will publicise in other places too; this is an idea to try to raise awareness of the importance of making sure children are in school. We reward the children for their attendance but at this age it is not always the child's fault if they are not in school, we are trying to target the PAs and encourage parents to bring their children in.

Q: Is it correct that there have been two authorised holidays over the year?

A: Yes, authorising holidays is at the discretion of the HT and these were authorised due to exceptional circumstances. We do not authorise holidays for financial reasons.

EYFS

Q: Assuming part of the £1500 allocated to EYFS and Y1 will go towards the indoor environment, will this work also take place in the summer holiday ready for next terms intake?

A: Both the indoor and outdoor environment will be improved. The work is going on during the summer break. The school are applying for some funding from the Gosport Men's Shed with the school only paying for materials. The indoor improvements will have an impact on the children's fine motor skills and the outdoor areas will encourage gross motor skills.

Q: Is the gender breakdown in EYFS incorrect?

A: Yes, this was a transcription error that has now been corrected.

Q: In relation to the YR induction stay and plays, they were brilliant and attendance was good however I wonder if the dates had been provided earlier if we could have increased numbers? The dates were received in the post one week before the first date which may not be enough time for working parents to book leave.

A: 18 parents out of 20 attended, this is the best attendance in we have had in five years. Out of the two parents who didn't attend, one already has a child in the school and the other is possibly going to another school. Parents were also informed in May. School keeps a log of events and contacts parents who don't attend to ensure they receive the relevant information.

Q: Have the 14 missing iPads been accounted for? If not, will there be an internal investigation into the losses? Can they be replaced?

A: We have found three but still have 11 missing. We have tightened procedures and the children are no longer allowed to go in the staff room to get the iPads and they must be collected by adults. We think we need to have a sign in and out sheet for them. There will be an audit conducted in the autumn term (chair of governors and MP).

Q: Can we ask Apple to turn them off?

A: Not really as we don't know where they have gone, there is an app we could use to log them but it is very expensive.

Q: Can they be replaced?

A: No, there is no funding for that.

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Progress and Attainment

Q: I have some difficulty reading this report because of the proliferation of acronyms. It would help if there were an acronym translation guide available.

A: Clerk circulated a glossary provided by HGS but there is also an HPS glossary also that HT will circulate and add to as appropriate.

Q: What is Summer 1 and Summer 2?

A: Summer 1 is the first part of the term prior to half term, summer 2 is the second part of the term after half term.

Q: Seven children are awaiting CAMHS appointments and the appointment of a Mental Health Lead, are we seeing an increase in a requirement for mental health referrals?

A: Yes, there is an increase but that is national situation. HPS have joined a local project in Fareham and Gosport to address the mental health issue, this will include training and workshops for parents. We have several members of staff who are involved with this project and have offered space in the school should it be required. It is important to address the issues not just at HPS but also the wider community.

Q: Are we not able to offer the workshops to more of our parents?

A: The workshops are small; we would like to offer to our own parents but also need to support the wider community.

Q: If it works well can we run another 10-week programme?

A: It depends how many schools want to use the programme.

Q: Does this have links to supporting attendance in school and community links, is it important to address the whole Gosport disadvantaged issue?

A: Yes, it is also important to develop the whole child and teach them to self-regulate their own emotions. If we can promote children's happiness they will progress further in attainment. We are drafting this in to the teaching and learning policy.

Q: Is this a new scheme?

A: Yes, it is offered by the LA and schools had to apply. Children's mental health is currently very high profile in the news. Academic achievement can be improved by good mental health and it is important for school to have a positive attitude with families. HPS want to engage with families more and secure a good and positive relationship where they know they can trust the school.

Q: Are these sessions during the day?

A: Yes, during the school day for two hours in the afternoon. We want school to be able to support these children and act quickly when issues arrive.

HT advised that increasing aspirations amongst the children will be part of the SIP.

Data - KS2

HT advised that there is a lot of work to do to make improvements for next year and this has already begun to happen. HT has met with the SLT regarding the SATs for writing. HIAS has visited school and worked with the SLT and teachers to advise on the standards expected and put a very quick programme into place. The LA English Advisor has worked with the teachers and the school have ensured that there is sufficient evidence for moderation if that should happen.

Q: How did the predictions reflect the results?

A: HT found it difficult to comment as the predictions are not in any one specific place and as a new leader coming in, she had trouble tracking them. The SIP has target setting and tracking and she has looked at the gaps and where they finished in KS1, the school want to use data effectively to manage ongoing improvement.

HT advised that she had found a prediction for the current Y6 at the end of KS1 of 80% but other documentation showed a different figure. Previous action plans stated raising progress but with no specific target. Some staff members know the targets but the

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school need to have a clearer system. HT has addressed this on Target Tracker and the information must be shared with all teachers who are accountable, data should be a working document.

Q: Does this apply to the current Y5?

A: Yes, at end of KS1 they were meeting the standard at 90% with 45% at GD in reading. Writing was 90% ARE and 20% GD. Maths was 85% ARE and 25% GD. Combined was 85% ARE. Pupils seem to be achieving strong KS1 results but this is not reflected at the end of Y6. It is important to know the children and where the gaps are, plans can then be put in place to strategically target and monitor. Progress will be tracked from YR going forward.

Q: Y5 have three years of catching up to do, is that possible?

A: Yes, we have put together a team within school to address this as much as possible.

Q: Is that a realistic target though?

A: We have to try, a lot of work has already begun, maths planning has been changed and links in with the assessment. At the staff meeting it was clear that there was not a good awareness of data with gaps in teachers' knowledge of how data can be used. 25% of school are SEN and we have a large number of pupil premium children but the expectations must be set the same.

Governors want to acknowledge that this is a lot of work for the staffing body.

HT advised that it may not be possible to fully meet this target but they will learn from the process as to what works and this can be passed on year on year. However, she is confident that a good result can be reached if the school focusses on a whole team effort, even if the gap isn't closed entirely, the school can make a difference.

HT also wanted it know that she will not compromise on the wider curriculum. They want to merge English and maths within the wider curriculum lessons and build resilience in the children also and keep staff morale high.

Teaching, Learning and Assessment

Q: With regards to interim meetings not taking place before your headship began, should they have done? And 30% lesson observations were not good, this is disappointing, across how many lessons?

A: HT has carried out lesson observations with SH and the LA. 70% were good or better, two required improvement and one was inadequate which was addressed immediately and has now improved. The other two had some missed opportunities for learning and moving the children forward. The school need to develop a positive book culture. We are developing a coaching program internally to share expertise and practice, there are no issues that cannot be solved and we have the expertise in-house.

Q: Is White Rose Planning a free maths resource?

A: Yes, it is free. The maths leader is using this resource but also other resources and reviewing how we can use these appropriately to complement each other. In terms of maths, we have adjusted our needs. We are also using Maths Meetings, where children are drip fed throughout the year. Inspire will still be used as a support tool and we have a long term and medium plan for maths.

This is also the same with English, we want to look at really inspiring texts, teaching the correct skills at the correct time.

Q: How are you progressing with the SIP?

A: HT had reviewed the data and set the three priorities; she needs to break down the plan into focused tasks over the school holidays. The plan is currently in process.

Health and Safety Audit

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	HT advised that lots of work has gone into Health & Safety this term. The H&S Inspector visited school and reviewed policies and looked at evidence. He scored the school at 80% compliancy which was pleasing. There are some areas to work on that the HT is actioning. Sport Premium Report The report was circulated at the meeting, governors commented that a lot of progress had been made. Governors were informed that generally the children have good skills and are fitter. The investment in swimming has been impactive. Last year 46% of pupil achieved the expectation but this year it was 80%. The four children who didn't reach the expectation have improved in their water confidence. Although the school want to promote extra curriculum activities, some families do not want to engage. Pupil Premium SH has reviewed the PP statement which was circulated at the meeting. From April onwards SH has put a lot of work in to collate the evidence and track the monetary spend. The school received approximately £84,000 of PP funding this year and have 44.5% of children who are eligible. SH is still finalising parts of the document and will upload on the website when complete. She advised governors that she has highlighted the barriers to learning and then discussed what the school intend to do to address those, measure them and where the money gets spent. The biggest cost recently is reducing the classes to 20 pupils either all week or part of the week. This is a big outlay for staffing cost and the school must ensure really high-quality teaching with focussed coaching to make this successful. HPS wants to continue with P4C to encourage the children in a lot of areas, training for teachers has had money allocated for this. Other costs include Inclusion Leader time, Breakfast club (free to all children), ELSA, Play Therapist, Child Councillor and trips and visits. SH has also reviewed the actions from last year and 'ragged' them. P4C is amber as there are still staff that need to be trained but work so far has been effective. Maths intervention is red as it was not impactive enough. Third space was not progressing the children as was thought and they were not always applying what they had learnt. Q: With regards to the data in the front page, reading is a major focus in KS2, what specifically are you doing to progress this? A: We are putting the PP funds in to teaching, we want to make the teaching as high quality as possible and ensure children are taught well. We will be working with high quality texts, giving children the opportunity to ask the right questions. Q: Do we need to focus on this with the parents too? To ensure they are encouraging reading at home? A: Yes, but we really need to tackle it within the school as a priority, we need some more explicit teaching, we will also introduce reading journals in September. SH advised that the Breakfast Club will continue next year as will the Play Therapist who is very important to children who have experienced difficulties in their home life. Pupil Premium was overspent, the school have not yet fully analysed the overspend but think it could be partly due to LSA pay increases and staffing costs. HPS want to gather more evidence to track the impact of spending, for example on the Breakfast club. The administration team are helping us with recording this.	
6.	Finance & Premises:	

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	• Budgets Fully reviewed at Premises and Resources Committee, the minutes are on the Governors Zone. • Resources and Premises minutes There were no questions or comment. Governors approved the minutes. • Approve R&P Terms of Reference There was only one change to add a piece regarding H&S. Governors had no comments and agreed to accept. SH, JM and DW left at the meeting at 6.30pm. The next item was recorded separately due to its confidential nature. SH, JM and DW returned to the meeting at 6.35pm.	
7.	Update from Committees I. SPEC Minutes circulated, no comments, agreed. II. CSA Minutes circulated, no comments, agreed. Terms of reference for both committees were approved.	
8.	Policies/Procedures for Approval: Policies were circulated prior to the meeting, HT commented on the following: • Accessibility policy: This involved a school audit which showed some signage needed updating, this is being actioned. • Child Protection Policy: This is the Hants model policy and may need minor amendment in September. • Home school agreement: Updated to include aspirations and expectations, the importance of good attendance and standards of uniform and PE kit. • Homework policy: Updated to reflect what is actually happening in school, it was previously very wordy. In future the school want to encourage parents to have more confidence to support their children. Governors agreed to ratify: • Peer on Peer Abuse Policy • Homework Policy • Home school agreement • Child Protection Policy • Accessibility Policy • Allegations against adult's procedure	
9.	Governing Body Matters: a) Governor development plan update Chair has updated the plan and highlighted what needs focus in September. The newsletter is still coloured 'amber' but it is now finalised and is on the website. It was agreed that it is important to make a start with a clear explanation of what governors do. HT would like to email it to parents or send a hard copy home, advertise on the website,	

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	ACTION: Clerk to provide governor website information to school office. g) Confirm committee membership Confirmed as follows: Curriculum, Standards and Achievement Committee: SH, chair, HT, JM, NC, AA Strategic Planning and Evaluation Committee: HT, chair, PB, SH, NC, KP, SW Resources and Premises Committee: HT, chair, PB, DW, MP, SH Pay Committee: PB, KP, NC Governors advised to step forward if interested. HT Performance Management: Chair Volunteers required. AA expressed an interest. AA left at 7.02pm. h) Newsletter Discussed.	
10.	Any Urgent business: None to discuss.	
11.	Correspondence: Chair referred to the recent communication from County regarding the teachers' pay increase of 2.75%, 2% of which the school pay. There will be a consultation.	
12.	Items for the agenda of next meeting: Clerk to refer to HGS guidance.	
13.	Agree FGB meeting dates for 2019/2020: Monday 23 September 2019 Monday 25 November 2019 (to agree budget revision by 29 Nov) Monday 3 February 2020 Monday 23 March 2020 (to agree SFVS by 31 Mar) Monday 11 May 2020 (to agree budget by 22 May) Monday 13 July 2020 There being no further business to discuss, the chair closed the meeting at 7.05pm.	

Action Summary:

Item	Action	Responsible Person
9	View governor newsletter and forward comments to chair.	All
9	Clerk to provide governor website information to school office.	Clerk

Signed.....Date.....