

Haselworth Primary School



Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657 Head Teacher: Mrs Emma Steele

Minutes of the meeting of the Full Governing Body ("FGB") held on Wednesday 6th February 2019 at 17:00 hours at the School

Present:

Christopher Roast	Co-opted Governor (“Temporary Chair ”)	Melvin Piper	Co-opted Governor
Philip Bleckly	Local Authority Governor	David Williams	Co-opted Governor
Emma Steele	Headteacher	Kate Powell	Parent Governor
	Co-opted Governor	Victoria Wright	Co-opted Governor
Sian Hosmer	Staff Governor	Nicola Cameron	Co-opted Governor
Sarah Woods	Co-opted Governor	Alison Allsopp	Co-opted Governor

In Attendance:

Natasha Clerk to
Kafoor Governors

Blue indicates Governor Questions

Quorum – 6 – Half of the constitution (rounded up)

Agenda Number	
1.	<u>Welcome, introductions and Apologies for absence:</u> The clerk opened the meeting at 17.03. There were no apologies for absence. NK confirmed the meeting was quorate with all 11 governors being present.
2.	<u>Confirm Co-opted Governor Role and term of Office:</u> The Clerk confirmed that the term of Office for CR had run out on 24/1/19. As such the governing body would need to confirm CR’s Co-opted position in the governing body. <i>CR left the room at 17.04.</i> The governing body unanimously confirmed that they wished to co-opt CR for a further four-year term. <i>CR returns at 17.05</i>
3.	<u>Agree Any Urgent Business for Agenda Item 18:</u> PB advised that he wished to discuss his attendance at the recent local governor forum.
4.	<u>Election of Chair and Vice Chair and agree term of office:</u> NK informed the governing body that she had received nominations for CR and NC to be considered for the roles of Chair and Vice Chair.



	CR and NC leave the room at 17.05 As there were no further nominations for the roles of Chair or Vice Chair, the Governors unanimously agree that CR and NC take on the role of as Chair and Vice Chair of the governing body. CR and NC return to the room at 17.06 CR and NC thanked the governing body, and it was agreed the roles would be reviewed again in September, at the first meeting of the academic year.
5.	<u>Budget Update 2018/19:</u> CR explained to the governing body that the item was discussed at the R&P Committee. Governors acknowledged that the minutes had been read and had the following questions: GQ: Where does the school budget stand this year? A: The 3-year plan has already been approved. The figures from the October census, forms the data used to plan the budget. ES confirmed that similar figures will be assumed for 19/20 for student numbers and staff, and there is always a slight variation on the allocation. New Governors were directed to previous documents on governor zone for further information and documents relating to the budget approval from November 18. - GDPR Update ES confirmed that there had been a data breach, where some sensitive data regarding children at the school was sent to the main printer in the office, which could have led to a pupil data being unwittingly shared, this led to ML contacting the ICO (information commission office). ES reminded the GB that this is the procedure, if a breach occurs. The governing body were advised that the breach was deemed low risk and no further action was required. GQ: Can anyone print anywhere? A: No, this person had unrestricted settings, this was immediately rectified. GQ: What is the next step after a breach? A: ML as DPO investigates and follows the procedure. ML called ICO, who offered appropriate advice, in this instance it was NFA.
6.	<u>Pay Committee Summative Report:</u> This item was recorded as a confidential item.
7.	<u>HT Performance Management Review and Pay Progression:</u> This item was recorded as a confidential item.
8.	<u>Agree Clerking contract:</u> NK left the room at 17.21, returned 17.25 A discussion took place regarding the current Clerking Contact. The governing body unanimously agreed to remain with the HCC Clerking Contract SLA, and agreed to renew the contract, at a total cost of £1560.



	CR confirmed that NK had advised that she would be leaving the Clerking service as of April 2019.
9.	<u>Agree Hampshire Governor Services Advice, Support & Training Subscription 2019/2020:</u> NC explained to the governing body that HCC have frozen prices for the SLA for the year 2019/20. NC confirmed that she believed that the service the governors use was value for money and advised that the governing body had already used over £2,000 worth of training with a further £600 training booked for 2019. The governing body unanimously agreed to continue with the SLA at a total cost of £1425 per year.
10.	<u>Finance and Premises:</u> To receive comments/questions on the draft minutes of the Resources & Premises Committee (“R&P”) 21.01.2019 <i>There were no questions regarding the minutes.</i> - SFVS (due 31st March 19) A discussion took place among the new members of the governing body regarding the SFVS and what the document was. CR explained that it is an important self-assessment document – schools financial value assessment and it is on the onus of governors to review the document. CR explained that he met with ML Business Manager and SH also joined the exercise. The Governing Body were advised that all documents relating to this are available on governor zone. SH confirmed it was a positive and useful exercise. Governors were further advised that it will need to be ratified by the governing body, and there will be several actions and audits that will come from the body of work. CR confirmed that previously he and the previous chair AW undertook this but requested future assistance from other governors. CR confirmed all documents will be uploaded on to Governor Zone. NK agreed to add to the March agenda for ratification.
11.	<u>Committee Updates:</u> To receive comments/questions on the draft minutes of SPEC 18/2/2018 CR apologised to the governing body for the minutes not being available to share prior to the meeting, it was unanimously agreed to carry over to the next FGB meeting. <i>CR to upload to Governor Zone, Questions to be raised at the next FGB.</i> CSA 14/1/2019 It was noted that the meeting contained a great deal of data, ES confirmed that it has been acknowledged that a vast amount of data is being shared, but with little



	time for analysis of the data, and advised the governing body that plans are now in place to rectify this after half term. ES advised governors, that she understood that committee members wanted to see headline data.
12.	<u>Headteacher Verbal Report:</u> ES Provided the governing body with an in-depth verbal report. Attendance: • Current NOR: 136, with an additional two children potentially starting in late February. • 64 Ever6 children • Current attendance: 95.47%, at the same period last year it was 96%. ES confided to the governing body that due to the attendance being backdated, the figures are looking healthier: • PP 2018-current – 94.54%/Non-PP – 96.06% at the same time last year figures were PP attendance 2017-18 = 95.7% /Non-PP – 96.3%. • Unauthorised absence for PP children has dropped from 1.24% to 0.94%. • Late before dropped – 1.47% to 0.21% • Late after dropped – 0.21% to 0.1% • There have been no exclusions at the school. The Governing Body were pleased that there has been a significant drop in the late PP and late after data. ES confirmed that the strategies in place across the school have been working ES explained to the governing body that a lesson study 'The Haselworth Way' has taken place through the school in pairs. This was so that teachers could look at challenge for specific PP children. Governors were advised that feedback was positive and there is evidence in lessons of greater awareness of the needs of PP children in terms of engagement and scaffolding. Also adding: • The school has now moved this on to learning pairs to look at specifically CPA in maths. • Twitter CPD is used to share best practice. • Challenge in lessons across the school and a better understanding of higher reaching pupil needs due to shared designing of the policy. • The school has purchased new assessment systems, designed to track children by standardised score but also to identify gaps / next steps. Governors were advised that this should be up and running by half term. • The Curriculum model has been developed and shared with county. The governing body were advised that the LLPR report commented on the impact of the curriculum statement, and that: • The school is now looking at how it knows the curriculum is working and what impact it is having. • Value based curriculum language being used by all adults in the school and having the impact of a shared understanding of Haselworth Way. • There have been visits to other settings. SH has visited other primary schools as part of her Making Headway and has brought back ideas from this experience. The Early Years team are going to visit Newtown Primary



YR. R to work with the leading foundation stage practitioner on enabling environments as part of their CPD.

- The school is continuing to share with St Catherine's as part of the Twitter group
- Haselworth have had a learning walk from the Maths Mastery Specialist, who has also come to support the division Professional Development Meeting (PDM).

Governors were advised that comments were noted on the high profile of maths in the school and the progression. Advising that through lesson observations it was identified that division was an area that needed improvement.

ES advised that as a result of this, the school has had a further PDM and the maths leader has created a one-page plan for each year group that gives key vocabulary, big ideas, CPA ideas and other resources.

Next steps include, the ongoing improvements to the school environments and as part of the INSET day on 15th February, ES advised that staff will be looking at working walls for maths and English.

The Governing body were further advised that:

- VIPERS a guided reading model is in place and guided reading journals are being completed. The new English leader has identified that this now needs to be developed into guided reading that ensures children are reading at instructional level.
- Spelling data has shown that 80% of children have made good progress from their baseline and improved in their spelling skills (applied) To embed this further the School is holding a spelling bee and a spelling shed has been purchased from the PP SEND fund to support this.

GQ: Is Target Tracker no longer being used?

A: NO, ES confirmed that there is new software. Although it is still being used for SEND children, as can track in smaller sub steps.

GQ: Are governors still welcome to attend inset day?

A: Yes, always and potential for a demonstration at a FGB meeting.

ES explained that hand-picked skilled volunteers are assisting with sitting with children and read as VIPERS. Advising further that the impact of this has been a move away from spelling lists and into strategies for children to being able to apply their spelling knowledge. Governors were pleased that this is also being seen in books.

ES advised that Julie Pompa (JP) has been successfully appointed as a Specialist Leader of Education by the Department for Education as a spelling champion. As part of this role she will support and share best practice with other schools who broker her support. This is additional income for the school.

ES confirmed that point in time assessments are being developed for children of SEND. Advising that the tracking system for children of SEND has been reviewed as inadequate and the school is currently in the process of finding a solution to best



track children. ES advised the governing body, that the school is confident that through case studying it can articulate the learning journey of every child. Further confirming that Personal Intervention Plans have not been as effective as hoped, and the school is therefore researching a new model of plan, do, review (as per the SENDCO Code of Practice 2014) that will be launched after February half term.

Confirming that the new SENDCo will update CSA on how this is progressing and what this looks like. In addition:

- 1-page plans have been written for key maths skills and teaching. Next step is to complete these for guided reading, challenge and behaviour.
- The Values based Curriculum has ensured better use of pupil voice. Lead learners have carried out an environment audit and fed back to staff. This was the basis of a PDM and the up and coming inset.
- The lesson study model is now being used for maths mastery. The school are ensuring that this is responsive to its needs, for example, noticing that division is problematic in a few classes and delivering training / coaching to support this.

Governors were advised that follow up visits will take place for impact assessment.

- Maths mastery PDM has been delivered by the maths leader and Jane James from the Solent Maths Hub. This is being followed up by monitoring of SLT and there has been an improvement in the delivery of CPA approach.
- All subject leaders have been or have been booked on to their conference or the network for new leaders. This has had a demonstrable impact in Science and STEM where we now have a progression of skills and planning across the school. The STEM leader has written a position statement, and this has been shared with actions with SLT. Governors were advised that the SLT are monitoring this.

ES further confirmed:

- PDMS this term have included higher reachers, SP&L, teaching for challenge and maths mastery, as well as policy reviews.
- The inset day will be 'SeeSaw intermediate session – focusing on the use of SeeSaw as a tracking tool and high-quality interventions, English planning and working walls and LSAs are completing online training on ASC.
- There is a fire marshal training and policy review, as well as time for class teachers and LSAs to update environments using what has been shared through the PDM and also have used think pieces as part of our PDMs such as podcasts.
- Governors have a coherent approach to training and have accessed Governing training which is reported by the DTG. There is increased opportunity to access training and the impact of this is seen with more robust questioning and understanding at Governor meetings.
- SLT have been monitoring the CPD impact log and looking for trends. This will feed into the CPD planning for the next budget cycle in terms of effectiveness.

ES explained that a hand over for the new Headteacher will take place in March. This will ensure there is a supportive handover and that systems are in place to manage the change in staffing.



GQ: SDP remains in place? When does the cycle end?

A: Depends on the candidate, likely to follow the SDP, although some actions are likely to change. ES confirmed she imagines the key areas will remain but appreciates the new Headteacher may want to make some changes. Further reminding the governing body that both SDP, and SEF is reviewed by the LLP so unlikely that there will be major changes.

- All leaders have MAST time as part of their wellbeing commitment

Governors were pleased that this is protected time.

- ICT renewal programme is in place and being overseen by the SBM. The focus is on compliance for the new Windows 10 as well as equipment for better computing.

Next steps for SDP include:

- One-page plans
- Child versions of policies
- Review impact of environment /visits to other schools
- Review subject leader action plans.

Behaviour, Welfare and Safety:

ES explained to the governing body that the behaviour policy has been updated after consultation with all staff and children, and pivotal training resources have supported this, further adding:

- Young governors have been involved in our monitoring and feedback to classes outcomes such as 5 adults' hands and environment checklists.
- SLT continue to monitor attendance and persistent absentees.
- have involved parents in the wider curriculum including healthy talk and walks, Haselworth 100, changing paired reading after responding to feedback, and a SENDCo coffee morning planned.

Governors were pleased to note the positive feedback regarding student governors and were pleased that the role is being taken seriously. ES confirmed that this was then fed back to staff at staff meetings and adults mirrored the checklist and it was a good exercise.

ES confirmed that on the 14/02/19, the school will be launching a parental engagement initiative Haselworth 100 Bucket list.

GQ: Can governors attend this event?

A: Yes. Always welcome assistance at events, and details will be on the school newsletter.

Trips and visits this term have included:

- Visit to local bridge
- Visit to the local park
- Spikeball festival
- Visit to Stokes Bay
- Visit to Oarsome Chance
- Visit to Porchester Castle
- Exhibition in Fareham



- Activity day in Stubbington.

ES confirmed that Yr. R really enjoy and benefit from the outside visits, explaining that the school were lucky enough to have a visit from Zoo Lab. KP attended and advised the governing body that the visit was an exciting and informative experience. ES advised that all trips and visits are logged on Evolve, the HCC software for planning trip safely. Further adding:

- The DSLs meet half termly to discuss vulnerable children and monitor CPOMS for trends.
- E-Safety – adult leaflet for apps, providing a better understanding of what they might hear.
- E-Safety in class as part of everything the school does.
- Safer internet day.
- Sport Premium – The school has booked swimming for every Junior Year group as part of the SP spend, this is due to the school noticing in the audit that children had little opportunity to embed taught swimming skills at outside of school lessons. In addition, have also booked 3 water confidence sessions for children in year 3 who may need additional support in getting into the water. Governors were advised that this equates to a significant amount of the sport premium spend.

The governing body were pleased that Children have accessed sport festivals as above and that the school are engaging parents (as per the plan) by holding healthy walk and talk activities, running club supporters, football supporters and a healthy living theme day. ES advised that parents have also attended Yoga sessions with their child.

Governors were further pleased to hear that the school is also higher in the football league than it has ever been.

GQ: Where is football played? The school doesn't have the grounds...

A: ES explained that the school doesn't have home matches, and the other schools are good at accommodating this arrangement.

ES confirmed the next steps included:

- Child version of behaviour policy
- Audit effectiveness of behaviour policy with children – is restorative practice being used?
- Report number of children who have learnt to swim and impact of water confidence lessons
- Governor to meet with Sport Leader to discuss impact and SEF

Outcomes for Children:

Governors were pleased to note that there had been a big improvement in the spelling progress from the new spelling tests implemented by JP. These are dictation and embed the skills of spelling in context and strategies to spell.

- Teachers prepared their own data for their Pupil Progress Meeting and came prepared with evidence of outlying children and interventions in place.
- Pupil Progress Meetings were used to set targets for children and discuss strategies for improving outcomes.
- SLT off site day has been used to shape and prioritise the SDP and SEF.



- IPPs for support staff have been completed and pay awards agreed.
- ES confirmed that everybody received their incremental award with nobody on support planning or exceeding, ES confirmed that she moderated and that this was a robust process.
- Provision Mapping and assessment collection for children of SEND is being updated after half term.

Next Steps include:

- Create a 'one stop shop' for SEND data, information and mapping
- Case study spelling children
- Moderation timetable to be updated.

Early Years Foundation Stage

ES explained that the Early Years SEF has been updated to include themes and environments. Governors were advised that the EYS teachers and LSA's are scheduled to visit Newtown to support with planning. ES further advised:

- This has been developed further after a visit from the PP governor and English leader alongside ES. It was identified that support was still needed with developing themes across the setting to encourage collaboration.
- EYS has since had feedback and support with planning, as well as regular monitoring.
- EY staff are booked for updated Tapestry Training. This will be led by CC and MH.

Overall effectiveness:

- The school currently has an ITT student from Winchester University. This provides the school with additional income.
- The school also supports one volunteer with their NVQ LSA qualification.

The governors were advised that one LSA is currently on long term sick and pleased to note that the school is working with EPS to support the process as per the Sickness and Absence Policy.

Pupil Premium Update:

- Current PP amount: £74,750 this includes LAC and DSG.
- The PP review was completed in November with Starfish Time Consultants and ES reminded the governing body that this report was shared with governors at the last FGB.

It was acknowledged that smaller class sizes has had the impact of more targeted and reflexive teaching being observed in classes.

- Keep Up catch up is effectively managed by staff in class and allows for verbal feedback at the point of delivery by teachers.
- Pupil Conferencing has shown that children are able to talk about the support they get in class and how they know they are doing well. They can articulate their learning and the ways in which adults give them feedback.
- The lesson study cycle has focused on pupil premium children and strategies for teachers to best support Pupil Premium Children. The school has also had a think piece PDM that used disadvantaged – mind the gap as a pod cast and a discussion of key themes. These were collated as strategies for supporting our PP children and the school has been looking for these as part of our monitoring.



- Third space data has been difficult to access, however, in class monitoring has shown good progress in key fluency skills for pupil premium children who are using third space. Feedback from children is very positive, and the class teacher and maths leader continue to track the impact of this.
- Spelling shed is very popular for children and has been used to relaunch the spelling bee. PP spelling data has shown improvement in the dictation test, and there is evidence of applied spellings in writing / cross curricular work. The Spelling Bee takes place next week.

Breakfast club impact:

ES reminded the governing body that service is ran for free for and that PP funds pay for 50% of the service.

- Attendance at school for PP children who go to breakfast club is an average of 95.6%
- 50% of the children who attend breakfast club are PP.
- 62% of our pupil premium children attend breakfast club for at least one session a week.
- Feedback from children is positive for breakfast club.

Governors are pleased that the impact is vast and positive with 50% of the Pupil Premium children who attend breakfast club have attendance of 98% or better, and that this is an improvement on 3% from last year.

Nursery Update

ES advised that Nursery - Squirrels will finally open on 25/2 and advised that the whole school community is keen for a successful opening day, advising that ES has offered as much assistance as is feasibly possible to ensure a smooth transition, advising that the working relationship is good. With 10 children currently on the list.

However, governors were advised that:

HCC have finally acknowledged that state of disrepair that the nursery was left in.

The memorandum of understanding document is due to be approved on 8/2/19.

However, HCC have advised that the lease could take up to three years for the lease to be signed, and with this in mind have extended the lease to ten years. The expense for this has been added to the school, for the school to claim back through the Nursery provider.

GQ: What about the security? Is this a risk to the school budget?

A: No, it will be charged back.

GQ: Do you know how many children have siblings at the school.

A: No.

CR extended sincere thanks to ES for such a vast and thorough Headteacher update. The following questions were asked:

GQ: There are a number of actions on the LLPR report how will these be managed and reported especially those for the Headteacher, with a timescale of July this year?



	A: ES explained in SDP, some re-succession planning, and will be reviewed again in April. ES confirmed she would check the dates and advised that the July date referred to the SAT period. GQ: Can you comment on the significance of this statement: “The quality of last year’s data and ongoing staff turbulence are a risk to maintaining the schools current Ofsted grade” A: ES confirmed to the governing body that she agreed that the statement is significant, there are too many unknowns, and even small changes can affect Ofsted. ES confirmed that Jane Wilson, LLP is advising and managing the situation well. Reminding the governing body that the Yr. 6 data 2017-18, was a one off. SH explained that as aDHT she agrees the matter should be highlighted but is happy that the risk is well managed. GQ: There is some movement in subject leadership, are you still confident in the delivery? A: ES explained that Maths and English leads have held the position before. SENDCO will finish the accreditation in 2019, and SH is assisting with inclusions, and will manage the SENDCO and support. SH confirmed that as the roles of Inclusion and SENDCO will overlap and SH can offer support and challenge. SH further advised that there has been a reshuffle and she has passed on the Maths lead role to Zoe Flanagan. In addition, the governing body were advised that an external SENDCO at another school has offered assistance in a mentoring role. Es confirmed the roles will be reviewed further by Rebecca Jakes, maths and English consultant who will also be attending the school to support the changes. Again, the governing body thanked ES, and had no further questions. The governing body did wish to declare sincere thanks to KF, for all over hard work as SENDCO at the school for the past 14 years.
13.	<u>Health and Safety working party Update:</u> The governing body were given a brief update from ES, who advised that the H&S working party met and reviewed the First Aid Policy, as well as on site traffic and on-site security. This also led to a Lockdown scenario being orchestrated at the school. The Governing Body were advised that this mock procedure worked very well as an exercise. Governors discussed the scenario, and ES advised that although an unpleasant circumstance, it is deemed a necessary precaution in an ever-changing world. Governors were advised that different key stages were tasked with the appropriate background information, and the task was performed in the same way as a fire drill, and children responded in the same way. Governors were advised by the parent governors that feedback from children and parents had been positive. ES confirmed that there are many variables that need considering and that there were learning points from the exercise.



	CR explained to the governing body that the next task for the committee and school is to carry out a practise bomb threat. The governing body were pleased that the school were being proactive and had no further questions on the matter.
14.	<u>Governing Body Matters:</u> - Attendance - NK confirmed that the website is updated with attendance from governor meetings, based on the pecuniary interest sign in sheet. CR confirmed he will be updating the website based on the spreadsheet NK uses. - Governor Training - NC was pleased to note that all new governors had signed and attended the governor introduction training, and further training. Further advising that she had recently attended the Data in Primary School training and found it useful. - Governor Body Development Plan – NC confirmed that she is in the process of running a skills audit and will identify gaps in training and then speak to individual governors regarding any possible training. - Pecuniary interest forms – NK confirmed that all governors have now signed an updated pecuniary interest form, and these are filed in the school office, and NK holds electronic copies. - Governor Roles - NK confirmed that as an action from last time, several roles were left vacant. CR explained to governors that after AW departure as Chair, some roles needed filling urgently. As the governing body is near full complement of governors then it would be useful to have balance of roles across the GB. After some discussion, the following was agreed: AA – English and LAC PB – GDPR, H&S, and Forum Rep NC – DTG and EYS KP – shadow SEND CR – Maths, Safeguarding VW – SEND, Attendance and Inclusion. ES thanked SH and AA for assisting with the LAC governor role and agreed to forward a proforma template report. CR confirmed that Governor Zone would be updated with the link governor responsibilities. NK reminded the Governing Body that there is one co-opted vacancy on the governing body.
15.	<u>Minutes of Previous FGB Meeting held on 5th December 2018:</u> Approval The minutes were reviewed, and the governing body unanimously agreed the minutes were a true reflection of the meeting.



	NK confirmed that as she did not minute the meeting, the minutes were therefore not finished in the uniform way. NK agreed to amend the format and include a signature space on each page. NK to amend and send to CR for signing, and filing. Matters Arising It was agreed that all matters have been addressed in the body of the minutes.
16.	<u>Policies/Procedures for Approval:</u> The governing body discussed the below policies, and unanimously agreed to ratify each one. - Written statement of behaviour principles - Marking & Feedback Policy - Policy for Higher Reacher's - Behaviour Policy - Assessment Policy - Learning leadership Policy - SEND Information report. It was noted that – PB had a question regarding the Pupil Premium Impact Statement 2018/19. GQ: Did the annual review occur in November 2018? A: Yes, it was completed by Joy Squibb, the external auditor and reviewed together. The quality of the Policy for Higher Learning document was noted by a governor. ES thanked the governing body, confirming that it is always a team effort.
17.	<u>Correspondence:</u> NK agreed to send out School Communications on staff absence and recording.
18.	<u>Any Other Agreed Urgent Business:</u> PB advised the FGB that he once again attended the local forum and found the experience an informative event. He advised that 17 representatives from schools attended across Hampshire, to share good practice. PB confirmed that the presentation at this forum was on Fraud and reminded the governing body to be mindful of incidents and address them directly. A discussion followed and ES confirmed that only ML has access to the procurement card and it is monitored very well. PB also advised that HCC will be unveiling a new website – Governor Hub this is due Easter, and further details will be sent to Clerks in due course.
19.	Items for Next meeting 27th March 2019 at 5pm: - Budget - SFVS - Safeguarding Policy (name change of SENDCO)



	As there were no further items or questions the chair thanks the governors for their time and input and closed the meeting at 19.00.