

Haselworth Primary School

Stone Lane, Gosport, Hampshire, PO12 1SQ Tel 023 92583657

Email: admin@haselworth.hants.sch.uk

Website: www.haselworth.hants.sch.uk

Headteacher: Mrs E. Steele Chair of Governors: Mrs A. Williams School Business Manager: Mrs M. Leask



MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD ON WEDNESDAY, 5 DECEMBER 2018, 5pm AT THE SCHOOL

Present:

Aimie Williams	Chair	Co-opted Governor
Emma Steele		Head Teacher
Nicola Cameron		Co-opted Governor
Sian Hosmer		Staff Governor
Kate Powell		Parent Governor
Chris Roast		Co-opted Governor
Victoria Wright		Co-opted Governor
Sarah Woods		Parent Governor

In Attendance:

Alison Allsopp	Prospective Governor
Melvin Piper	Prospective Governor
David Williams	Prospective Governor
Mary Leask	School Business Manager

Absent:

Philip Bleckly	Local Authority Governor
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Item		Action
1	Welcome Apologies for Absence: Apologies from Natasha Kafoor, Clerk, who is poorly. Philip Bleckly, LA Governor. Accepted by the Governors. AW welcomed new parent governor Sarah Woods to the GB.	
2	Appointment of New Co-opted Governors: The three prospective governors were asked, and gave, a brief resume of their experiences: AA, MP and DW. There are now no vacancies on the Governing Body as there is a full complement of 12 governors. Unanimously agreed to appoint the Co-opted Governors.	
3	Declaration of Pecuniary Interests: SH and NC declared family connection as both have fathers on the FGB. AW declared under item 10 that she is stepping down as a Governor after 10 years and will resign on 6 th January 2018.	
4	Agree Any Urgent Business for Agenda Item 15: Head Teacher Update.	
5	Budget Review Approval 2018/19 – Business Manager. The Resources Committee Minutes are very descriptive relative to the Budget review. Carry forward is £29,000 (twenty-nine thousand pounds). The Terms of Reference delegate approval of the budget to the Resources Committee. Agreed to adopt. 3 abstentions from the new co-opted governors who have not had the opportunity to pre-read any papers.	

Item		Action
5 Ctd	Windows 7 is deemed obsolete by Microsoft in 2020. All machines in school will require updating to Windows 10 or new computers purchased. Recommended the system is upgraded following 3 quotes received and distributed to governors. The Resources Committee have already investigated upgrading as it is too expensive to replace and recommend using large laptops. After seeking and taking advice, children will become keyboard skilled. No VAT to be paid on updating. It was recommended that the carry forward underspend be used, and this is under review. The HSPN Server with HCC is with the core provider and will go ahead. Governors advised: • I pads can only take so many upgrades this is why the programme is being investigated. Apps being considered whereby they can be downloaded at the same time on the I pads. • Capital and devolved budget will cover the cost of the upgrade. • Grants and streams of funding are not available to the school although small donations may be available. • Governors agreed to go ahead with the quote recommended by Mary Leask, Business Manager. Nursery Update Initial meeting held with another planned. Nursery Registered and accepted and should be in situ after Christmas or at the latest April 2019. Flyers are being distributed and assistance with budget and marketing is available to them.	ML
6	GDPR Update HCC conducted an Audit in the school to identify good practice or improvements required. Outcomes: 8 November 2 auditors who reviewed evidence such as DBS, Data Protection, IT Policy and Retention of Documents and School website to ensure privacy notice is on there and it is a secure site. Asked about training for Business Manager and Governors and ICO certificate of membership. GDPR Posters displayed around the school. The Inspectors also asked: How are staff made aware and are copies available in the staff room? Any breaches and action taken, remote working, confidential waste disposal. GDPR register and evidence. Record shows that these have not been assessed. Has anyone asked to look at the evidence? The Data map, and contracts list are two areas to be completed arising from the audit. Thanks recorded and extended to Mary Leash for the work undertaken on the GDPR.	
7	Finance and Premises Minutes on Website. No questions relating to the Minutes.	

Item		Action
7 Ctd	Confirm adoption of the Teacher Pay Award: FGB delegated to the Strategic, Planning and Evaluation Committee who agreed to adopt the Hampshire Pay Policy and the Teachers Pay Award.	
8	Committee Updates To receive comments/questions on the draft minutes of SPEC 16.10.2018 – Strategic, Planning and Evaluation Committee. CSA 5.11.2018 – Curriculum, Standards and Achievement. <i>Attachments are on the Governor Zone.</i> The Chair explained that the Committees can investigate areas in depth as described above.	
9	Headteacher's Written Report ES updated governors that there are now 137 on roll. a Attendance: 95% attendance but this was written before the chickenpox outbreak. Average is 95% (in answer to a governor) and trying to achieve over 96%. Advised that 95% is acceptable. Issue is that a small core of children are not attending school regularly although there are children with 100% attendance. If one child is absent in a class, this will affect the percentage of attendance. Data will be amended when a child starts at another school. b Public Health notified as just under a quarter of the pupils have chickenpox. A deep clean was to cost £3,000 but willing staff spent a whole weekend cleaning all the items including pencils and Lego. Recorded thanks to volunteers who gave up time for the deep clean. Non-teaching staff paid for the time and teachers given time off in lieu and governors asked HT to ensure they take this. c LAC audit took place and feedback was very positive. d Pupil Premium review has been undertaken and actions required from the audit. Separating the Year 1 Class has been consistent and raised standards on their curriculum and education. The teacher explained that having Year 1 children in their own classroom was good for the pupils and having the same teacher for the whole day has proved effective. The learning behaviour of the children in the Infants has improved and is more beneficial. Year 6 are also being taught as a total class as they need the consistency. e Achievement and Standards: Data attached and is a growing document during the year. What stood out was the low levels of achievement. Every child is challenged, and a consultation has taken place resulting in Haselworth Higher Reacher's. A policy has been formulated that will come to the next meeting of the FGB for approval. f Snapshot Gap Data: Discussion with LLP about the small cohort and gaps at this school may involve one child. Agreed that if there is a gap and the child is not reaching ARE this is discussed at Teacher Progress Meetings. Current attainment data is good and evidence is there. Gaps biggest where pupils have more than one vulnerability.	

Item		Action
9g Ctd h i j k l	Gaps are different in Year 1 and 2: Not overly concerned and agreed it is a big jump. Historically the pupils do have 'dips' and this is being monitored. Q Why are gaps growing? A This is related to transition and sharing of data with governors show that moderation has been undertaken with the children. The HT reported that pupils have been investigated and if satisfied with their progress the evidence will be built up. It was noted that children: • will sit mock SATs to enable focus on examinations taking place in May • will be aware of what they need to learn for the examinations • have a pastoral plan and every support is given to enable reaching the targets and • staff are aware of children needing support The teacher and the LLP reviewed the data in depth and Year 7 data was a surprise and unexpected outcome. Narrative behind the year group, changes and profile and the LLP saw the school data for Year R and Year 1 was stronger than in County. Planning for this year includes moving forward for this group. The ASP is now live and a further analyse will be undertaken before the next FGB. It is planned to concentrate on Disadvantaged pupils, making sure greater depth and better progress is achieved. A governor mentioned Year 6 and is the school confident of where they are? In response the HT is confident these pupils will make good progress, or ARE (Age Related Expectations), that is from their starting point. These children will be analysed to ensure they have the support required. SDP and SEF: One item to update – Year 6 outcomes and this will be added as progress has been good. The children that were moderated did not reach ARE in Reading. Children in this Year group are challenging. CIF SEF – Linked and rightly so. Ofsted will look at both to see that they are the same. More work on the SEF and very collaborative including all staff having input. A Governor mentioned the information that is very helpful for guidance and a steer for the future. AW mentioned this is an impact log as well. A live document that will be updated for governors as there will be changes. LLPR outcome showed the school is a medium priority. However, the LLP was clear that the strengths are the school curriculum, quality of teaching and learning and leadership and management. This backed up our judgment for Outstanding for behaviour and welfare and the only reason is because of the change of structure in the school. Will review in July and see no reason why it cannot be downgraded to a low priority. Will include reasons in report for HCC that it is due to the restructure. KS2 dashboard: Informed to use national and no decline in the Teaching and Learning.	

Item		Action
11 Ctd	development groups; mentors to support new governors and will be reviewed. Monitor chart for Autumn 1 and Autumn 2 that will be brought to SPEC and will show how robust Governors are at monitoring and activities that take place. The Key for School Governors: A decision has to be taken on renewal for another year. Discussion ensued on the value of membership and it was agreed it is useful at a cost of £450 for the year. Recommended that the Governing Body continue with membership.	CoG
12	Minutes of Previous FGB Meeting held on 27th September 2018: - Approval: Previously distributed. Any questions: None. approved with 3 abstentions. - Matters Arising (see <i>appendix</i>) Action Log discussed. Confidential Minutes: distributed to governors to read before returning to the Chair. Approved with 3 abstentions.	
13	Policies/Procedures for Approval: (attached) - Behaviour policy and written statement of behaviour principles - First aid policy and supporting pupils with medication – next FGB - Pay Policy (ratification) Agreed at the SPEC Committee. All Policies above agreed with 3 abstentions Governor induction policy and procedures 2018/2021 – approved with 3 abstentions - Safeguarding Policy (KCSiE update) - approved with 3 abstentions -	
14	Correspondence: Holiday dates for 2020. School Communications ask for discussion with FGB and send comments by Friday 25 January. Agreed SPEC Committee to review and respond. 3 abstentions	
15.	Any Other Agreed Urgent Business Shortlisting undertaken for HT and Interviews to take place on 11 December and 12 December. Panel delegated to recommend successful candidate and governors have a Extraordinary FGB Meeting to ratify the proposal for appointment. Panel AW, CR and NC with the LA Advisor, LLP and second day Jane Wilson who will assist Interviewing as well as the SIM, Naomi Carter. Governors decision but LA may object if they consider candidate unsuitable. Governors asked to send apologies for the ratification of the Head teacher appointment to the Clerk.	
16.	Items for Next meeting February 6th February 2019 at 5pm: Election of Chair and Vice-Chair Send nominations or volunteering to NK one week before the FGB Meeting. Chair: AW has approached CR Vice-Chair; NC also approached. Governors make decisions on above appointments.	Govs

17	Thanks to Aimie Williams from the FGB and the School for the time and contributions to the role as a Governor and Chair. AW thanked Governors. 9am Assembly on Thursday, 20 December, Christmas Dinner day and Governors invited to both. This concluded the business of the Meeting that closed at 6:50pm.	
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Georgina Shipman, LA Casual Clerk

APPENDIX: PREVIOUS ACTIONS AGREED

Sept	Item 4	NK to collate and share PEC Interest of Gobs with school. Chase governors including new ones and Aimie will send form.	ASAP	NK
Sept	Item 9	All governors to register DBS Reminded all governors, and new ones to contact Mary Leask for assistance.	ASAP	ALL
Sept;	Item 16	- Send e learning certificates to NC ongoing and reminder. - Review GDP @SPEC reviewed - Review Governor Link roles there will be vacancies with resignation by AW. English, Safeguarding, LAC, SEND, LAC, GDPR No pressure to take on a role. Need Governors allocated to Committees and MP and DW agreed to become members of the Resources Committee. AA agreed to join CSA. SW would like to consider further. Skills audit will identify governors for Committees.	As and when SPEC Nov NOV FGB	ALL