

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 26th September 2018 at 17:00 hours at the School

Present:

Aimie Williams	Co-opted Governor ("Chair")	Christopher Roast	Co-opted Governor
Philip Bleckly	Local Authority Governor	Nigel Williams	Co-opted Governor
Emma Steele	Headteacher	Kate Powell	Parent Governor
Katy McFaul	Co-opted Governor	Victoria Wright	Co-opted Governor
Sian Hosmer	Staff Governor	Nicola Cameron	Co-opted Governor

In Attendance:

Natasha Kafoor Clerk to Governors

Blue indicates Governor Questions

Quorum – 5 – Half of the constitution (rounded up)

Agenda Number	
1.	<u>Welcome, introductions and Apologies for absence:</u> The Chair opened the meeting at 17.00. There were no apologies for absence. NK confirmed the meeting was quorate with all 10 governors being present.
2.	<u>Appoint Chair and Vice Chair and agree term of office:</u> NK informed the governing body that she had received two nominations for AW and CR to remain in their respective roles as Chair and Vice Chair. <i>AW and CR leave the room at 17.05</i> As there were no further nominations for the roles of Chair or Vice Chair, the Governors unanimously agree that AW and CR to remain as Chair and Vice Chair of the governing body. <i>AW and CR return to the room at 17.05</i> AW thanks the governing body and confirms that although happy to remain Chair for 2018-2019, she will not be seeking another year's nomination after this, and the governing body need to succession plan.
3.	<u>Agreed AOB for item 20:</u> <u>The chair asked if the she could update the governing body on the recent Headteacher Recruitment Update:</u> <i>17.08 ES, VW and SH leave the room</i>



	The Chair thanked all governors involved in the recruitment process of recruiting a new Headteacher and advised the governing body that although the process was useful, the governing body did not choose to appoint a candidate to the role of Headteacher. Further advising that the recruitment panel will review the process, and the role will again be advertised. Governors were assured that the timeline is in place, and the advertisement was under discussion with HCC. Confirming that there is a real crisis for recruiting Headteachers across Hampshire Schools. Governors were advised that the pay range has been extended, the maximum pay point being at the top of group one for Headteacher LDR23-LDR35. Although this figure has still been accounted for within the budget. Governors raised the following questions: GQ: How many applicants were interviewed? A: 2 GQ: Why did you not appoint? A: AW explains to the governing body that the recruitment panel followed the process and that the process was a fair one. Advising that the applicants were not suitable currently. Although the same candidates can reapply if they wish. AW reminded the governing body that the recruitment panel is confidential, and they are only able to report the decisions to the Governing Body. The Headteacher Selection team review the skills presented during the interview process. GQ: Will you have a better round of activities in the next round of interviews? A: Yes. The advertisement is being revised to represent the agreed pay scale changes. Governors were advised that the closing date for applications is 19th November 2018. Shortlisting is 22nd November 2018 and interview dates are 11/12th December 2018. It was confirmed that the timeframe is not a problem as realistically we would be recruiting a current Deputy Head, so there would be no problem for the candidate to start in April 2019. Confirming that for continuity the delegated panel would remain the same. ES, VW, and SH return at 17.14 AW extended sincere thanks to staff and children involved in the recruitment process. CR echoed the Chairs thanks and advised that the process highlighted exemplary feedback for the school and staff. There were and no further items to be added to the agenda for item 20.
4.	<u>Declaration of Pecuniary Interest:</u> All governors signed the sign in sheet. No additional declarations were made. NK confirmed she would send the annual declaration form to governors after the meeting and collate the responses for sharing next time ACTION - NK



5.	<u>Adopt and sign Annual Governor Code of Conduct:</u> Governors unanimously agree to sign the document and adopt the Governor Code of Conduct. AW reminds the governing body that in addition the staff Code of Conduct also applies to governors
6.	<u>Nursery Update:</u> This was recorded separately as a confidential item.
7.	<u>Finance & Premises:</u> - Comments on R&P draft minutes (available governor zone) 17th September 2018 CR confirms that the minutes will be uploaded to Governor Zone, as soon as possible, advising there has been a slight delay due to the Headteacher Recruitment process. Governors understand the delay and advise they will send any questions to CR to be addressed at the next meeting. - Approve delegated powers of HT Governors unanimously approve the delegated spending powers of the Headteacher to the limit of £5,000.
8.	<u>Agree External Advisor for HT performance reviews:</u> Governors discuss the LLP and unanimously agree that Jane Wilson will remain in place to support the Governing Body. AW confirms that she will reconfirm the dates with JW as the current dates clash with potential interview dates for the Headteacher Recruitment Panel.
9.	<u>Discuss and approve Safeguarding Audit:</u> AW confirms that the document was received in time. Governors had the following questions: GQ: Many actions. Were these expected? A: Governors were reminded that as a school, they are very thorough. The audit is for recording purposes, so useful that everything is listed. ES confirmed the KCSiE have meant that many actions were addressed, reminding governors that it is a working document. AW confirms that she would like to arrange for a safeguarding workshop session to highlight the key points in KCSiE. Governors discuss the DBS policy and AW advises the governing body that the policy the school holds on DBS is duplicated in the MOPP. Governors unanimously agree to remove the School DBS Policy, and just refer to the MOPP. Governors also agree to review the DBS for all governors and volunteers every three years. Governors were advised that ML is currently reviewing the DBS of governors and volunteers. ES advised that due to governors being volunteers the check is free. AW had looked into the DBS Update Service, it is free to anyone who needs a DBS check for unpaid work. Governors will just need to register to do so. Action – Governors to register https://www.gov.uk/government/collections/dbs-update-service-promotional-material



	Governors unanimously agree to accept the document, confirming that the process is a secure and good process to have at the school. ES confirms that an action plan will form part of the Headteacher's termly Verbal Report. Governors extend thanks to AW and ES.
10.	<u>Adopt the MOPP and any in year revisions:</u> Governors unanimously agree to accept and adopt the document.
11.	<u>Review procedures and adopt HCC governors good practice guide:</u> Governors unanimously agree to accept and adopt the document.
12.	<u>Adopt Manuel of Financial Practice and Procedure:</u> Governors unanimously agree to accept and adopt the document.
13.	<u>Headteacher Verbal Report:</u> ES confirms that the new term started on a positive note with all children and staff settling in well. DATA ES confirmed that the school is working with a consultant to review data and assist the SLT, helping the SLT to develop the school development planning. SLT training with Year 6 case studies to look at trends, and then review current Year 6, and put a plan in place for all students. ES confirmed this way the SLT will have a good overview of the Year 6 Cohort. AW advised governors that she met with and ES and the consultant and reviewed the data for 2017-2018. <u>YR R</u> ES confirmed that the data suggests that Year R disadvantaged pupils, do well compared to national and Hampshire statistics. Highlighting the importance of Impact PP spend and the small class size. Further adding that there are systems in place for English match and PSLs. <u>GQ: Are there things to improve?</u> <u>A: ES advised that the average point score is lower in expressive arts and design, this has identified that children need more opportunity. Currently focusing on imbedding the opportunity to be more imaginative.</u> <u>Yr1 Phonics</u> Governors were advised that these were similar results to last year. All children including disadvantaged children did well. The cohort are boy heavy. <i>Good progress is made, but not all made progress.</i> This was addressed quickly by changing the splitting of classes. <u>KS1</u>



Above the local average in reading, writing and maths. With a higher combined percentage. Including higher percentage of greater depth in Maths than the average.

ES explained that there was a slight downward trend on data for Maths. Acknowledging that the data had 'spiked' the year before. Now working to bring Maths in line with greater depth results. Governors were advised that disadvantaged children also didn't meet great depth.

KS2 highlights.

- Progress Reading, Writing and Maths is good. SPAG at 67% good attainment

AW confirms this is good progress, and Ofsted can see the gap is closing

- 60% Maths and 88% did attain.

ES confirmed that the low point is 35% combined score. The governors were reminded that the cohort was unique, including a high number of SEN.

ES advised that the following plan is in place to address the results:

- Closer monitoring, including balancing the teacher test and closer tracking.
- 46% Reading – staff meeting to address this and P4C runs alongside
- 38% middle attainers ARE. Now need to address how evidence relates to this, and how to improve guide reading.

GQ: Can I confirm that we were moderated?

A: Yes, so we know teacher's assessment were accurate.

ES confirms that the action plan includes:

- Identifying a vocabulary gap as pupils previously couldn't access. Now looking at P4C and exposure to high quality texts.

ES confirmed the school is part of the national project - Maths Solent Hub School Programme this includes:

- Volunteering as a research school
- Works well with inspire
- Also works with reading and writing
- Julie P? Year 4 and covers Ks1-ks2

SH confirms that this included half termly meetings, and Math mastery course, with a further plan in place to improve.

Governors are pleased

ES further confirms that staff meetings are effective targets, highlighting speech and language and how to model. Reading to greater depth – week beginning 8/10/2018.

There has been audit on the Pupil Premium to look at evidence of PP spend across the school. Advised audit identified that the PP is being spent on the right things.

Governors are pleased

Attendance: 95.16% for 2018, compared to 95%.36 in 2017. ES confirmed that the following contributed towards this:

- Small number of children have distorted the results due to a bout of a sickness bug.
- Families are on parenting contracts to help with attendance.
- 1.28% unauthorised holidays. Parents are still being fined.



- There is a child who has left the school but is still showing on the school roll. Governors were assured this will be adjusted when the child starts at another school.

AW raised concern that the 96% attendance is an indicator to Ofsted. ES confirmed that attendance consistently 95% is when Ofsted become concerned. Governors discuss and acknowledge the size of the school, and how the governing body actively monitor and discuss attendance and record attendance.

GQ: less persistence absence?

A: No data at present. ES confirmed that can review data at the CSA committee. Governors agree.

GQ: Has attendance improved across the classes?

A: Yes. Significantly.

Governors were advised that currently there are 136 numbers on roll, which is highest in the schools' history.

Since January 2018 there have been 6 children leave the school and 12 joiners.

Year R – 17 with 1 joining

Year 1 – 19 (1 under PAN)

Year 2 - 20

Year 3 – 21 (1 over PAN)

Year 4 – 18

Year 5 – 19

Year 6 – 22.

ES confirmed that here have been no exclusions.

GQ: Why is there one pupil over PAN in year 3?

A: There is a child who was due to move, ES acknowledged that this stretched the cohort slightly, but is a temporary issue.

GQ: Can you identify the reason for children Coming from similar schools?

A: A variety of reasons: new to the catchment area and reputation of the school. Children are migrating from similar schools.

Governors further discuss the small class sizes at the school, and the benefits for the children that come with this. The chair acknowledges the challenge the school faces compared to other schools and the advantage that attending a small school offers the children, and families.

GQ: Are Year R settling in well?

A: ES confirmed it was a slow and steady start and the pupil are learning the Haselworth Way. There is some support in place for particular behaviour, which may need to management of a long-term approach. But for now looking at the baseline and tracking the children this way.

Governors are pleased that this important area has been identified and is being monitored.

SH added that there are currently several children at the school who speak little to no English. Support is being accessed for the children, and parents, staff and children are embracing and celebrating the cultural diversity. SH confirmed there is a robust plan in place, including engaging the children with other children



	throughout the school who speak the language. This peer on peer support has been a great basis of provision. ES confirmed that the challenge is to engage the parents. A governor suggested the google translate sources. ES confirmed the school were addressing long term support options, as google translate was not always reliable. <u>STAFF</u> ES confirmed that a new staff member Hannah Greene – LSA for Year R, working 4 days a week/1-day release has joined the school. It was noted that the HT recruitment process has been ongoing, and staff were again thanked for their assistance. ES advised that Governors can access the CPD impact statement. 29/10/2018 – Planned staff first aid training 15/2/2108 – School taking part in the Gosport and Fareham planned common closure day and will be hosting P4C and Fire Warden Training. ES made governors aware that the school currently does not have the required number of staff members for fire warden training due to a number of previously skilled staff leaving. Governors unanimously approved the Pupil Premium spend. Governors unanimously agreed to discuss and approve Sport Pupil Premium at SPEC on 16th October.
14.	<u>Health & Safety Working Party</u> ES confirmed that ES, VW, CR, PB and AW were due to attend the Strategic Health & Safety training. The 3 hours non-governor service training from a qualified H&S Professional. The aim of the training is to: • School Governor H&S responsibilities • H&S legislation affecting governors • HSE guidance and requirements • Review of typical failures and litigation • Risk assessments and risk managements for governors • Hazard identification and risk assessment group exercise • Governor strategic considerations and assistance • Documentation to assist governors in their strategic overview Review tools to assist governors in strategic overview Current performance area Governors also discussed and agreed to set date via email to review: - H&S Policy - School Traffic Policy - School Security Policy.
15.	<u>Approve terms of Reference (TOR) and Committees</u> The governing body unanimously agree to sign the following documents: • Pay Committee TOR • SPEC TOR • Appeals TOR



	• HT Performance Management TOR • Discipline and Dismissal TOR • Pay Committee TOR. In addition, it is agreed that PB, KM and KP will form the panel. • HT Performance Management TOR. In addition, it is agreed that AW and CR will form the panel.
16	<u>Governing Body Matters:</u> • Governor Vacancies NW advised the governing body that he would be resigning as a co-opted governor, due to undertaking a new job. AW reminds governors that now have two Co-opted vacancies and to assist where possible with potential governor referrals. It was further noted that there is one parent vacancy that is due to be advertised the week commencing 1st October 2018. ES expressed sincere thanks to NW for the extensive support and challenge he has provided as governor to the school. The Chair confirmed that the School Business manager Mary Leask also passed on her thanks for NW assistance with GDPR. • Governor training – it was noted that the training took place on 19th September 2018. NC – DTG advised that she would be looking through the SEF and will highlight any gaps in training. ACTION – to send certificates of eLearning to NC • Governor attendance: ES and AW thanked the governing body for the exemplary attendance record at the school. • Review Governor Development Plan AW thanked all governors for returning the SEF and advised she would email all governors with the collated results. AW advised that the SEF was on the whole a positive task but raised concern that some governors felt the governing body scored requires Improvement for a few areas. AW noted that as chair this was disappointing. AW acknowledged that there is always room, but personally the governing body is performing at a good standard not a requires improvement one. A governor noted that the reason for the low scores is that the document was difficult to access and understand, and policies were difficult to locate. ES confirmed that the Governor Zone has access to all policies. The governors can review at SPEC. AW suggested that in future the task could be undertaken as a group, so the process is better understood, governors agree, and are happy with this suggestion. Governors discuss the open and transparent conversation behind the SEF, acknowledging the challenge of the governing body. AW confirms that as the SEF forms an action plan for the governing body so the areas of requires improvement need to be addressed. It was therefore suggested that training for SEF evaluation and a buddy system of governors be established. SH and CR offered assistance to governors needing



	additional support. The DTG advised she can work in partnership with the training plan to ensure an even distribution of skills. Governors discuss different models of governance, AW reminds the governing body that all governors have a voice. NK advised that the governing body had a very robust system of challenge and NK often referred other schools she clerks for to look to it for good practice. ACTION – Take to SPEC. • Governor Roles A governor queried the link governor roles now that NW had resigned. It was acknowledged that KM would take on the role of GDPR governor. NC confirmed she would take on the EYF link governor. ACTION – link for an English Lead governor, and Inclusion Governor.
17.	<u>Minutes of the FGB Meeting Minutes 11th July 2018:</u> The minutes were unanimously agreed by the governing body and signed by the Chair as a true record. Including Confidential Minutes. The Chair handed out confidential minutes. The minutes were unanimously agreed by the governing body and signed by the Chair as a true record. Copies were then collected back to be destroyed.
18.	<u>Policies and Procedures for approval:</u> AW asks the governing body if there are any questions relating to the policies: ES confirmed that there may be the need to refer to HCC for guidance to the Pay Policy. GQ: Do pay bands reflect pay rise? A: ES explained that it doesn't affect teachers pay. The budget has been set to allow for 2% pay rise. But doesn't allow for additional increases to M1, M11, and UPR. ES further added that there is a national march in London that Headteachers across Gosport and Fareham are supporting regarding the funding to schools. • Governor Visit Policy • Offsite activities and educational visits policy • Performance management and Capability policy • Procedure for protected disclosures • Recruitment policy • Restrictive Physical intervention policy • Safe school environment policy • Social media policy • Staff code of conduct • Weapons policy •
19.	<u>Correspondence:</u> NK agreed to send out School Communications.
20.	<u>Any other agreed business:</u> PB updated the governing body with an update from the local forum.



	• 20 school governors attend from area • Introduced the new chair network for the area • Hampshire deficit budget is circa £8,000,000. • 32 schools currently involved, but the number is increasing • Topic was on parent engagement. AW and ES expressed sincere thanks to PB for attending the meeting and providing an update.
21.	<u>Items for the next meeting – Wednesday 28th November 2018 @5pm</u> • Revised budget 2018-2019 (approved by the R&P committee) • Receive HT written report • Behaviour Policy and Written statement of behaviour principles • First aid policy • Supporting pupils with medical conditions • Safeguarding policy (KCSiE update)
	As there were no further items or questions the chair thanks the governors for their time and input and closes the meeting at 19.05.