

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 11th July 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	Nicola Cameron	Co-opted Governor
Sian Hosmer	Staff Governor		
Victoria Wright	Co-opted Governor		

In Attendance:

Natasha Kafoor	Clerk to Governors
Julie Millard	Sports Leader (left 17.19)

Apologies:

Katy McFaul	Co-opted Governor
Kate Powell	Parent Governor

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 prompt. Apologies were received from Katy McFaul and Kate Powell. AW confirmed that Deborah Stevenson had resigned from being a governor. AW explained that NK would be arriving at 17.30, and AW would take the minutes until then.
2.	<u>Declaration of Pecuniary Interest:</u> There were no declarations of pecuniary interest.
3.	<u>Agree any urgent business under item 16:</u> The Chair confirmed there was an update on the nursery to be added to the agenda. This was discussed as a confidential item.
4.	<u>Minutes of the last full governing body meeting held on 23/5/2018:</u> Previously circulated. No questions were put forward. Actions arising were all covered in the agenda for this meeting.



	Governors unanimously approve the minutes, and are signed by the Chair.
5.	<u>Presentation on PE from Julie Millard</u> JM presented Governors with a tracking PE development wheel from Energise Me. Evidence can be uploaded and used as a comprehensive assessment tool for PE. The development plan has been focused on engagement in pupils, parental engagement, enrichment opportunities, health and wellbeing and improving swimming ability. Clubs provided have included handball, bowling and orienteering, cricket, and athletics giving children the opportunity to participate in different sports activities. GQ: What are you expecting from parental engagement? A: That parents come in and join in. For example a tennis session for children and their adults. A local bowls club runs free 2 hourly sessions on a Saturday, JM is encouraging children and their adults to go along. However, we are not aiming for parents to always be there, but to be enthusiastic and encouraging to the children. 70% of children have participated in PE clubs, JM would like it be higher, but with alternative clubs being run at the same time, children have to choose. 50% children attends clubs outside of school. There is lots to achieve in the healthy lifestyle element. However, this will improve as other areas continue to develop. There is a focus on swimming. The government state that by the end of year 6, children should be able to swim up to 25 metres. We are extending swimming lessons to be for a whole term as no year has done a full term. Given how close we live to the sea, all children should be able to swim and have confidence in the water. In autumn, year 4 and year 6 will have a week of back to back swimming. Year 3 and 5 will be building water confidence. For example there is a child who had never been in a pool, was afraid, they are now able to take their feet of the ground. Governors felt this was a valid point that confidence is built. GQ: What has the extra sports funding been spent on? A: All KS2 teachers have been trained in teaching swimming. We hire Leesland School's pool and were paying for a swim teacher as well. GQ: Are the free swimming vouchers still available for children with 100% attendance? A: We had stopped issuing them, as it was expensive for the family who the voucher was issued to. However, this could be a good way to raise the profile of swimming. JM would consider hiring a minibus to take adults with children. GQ: Do we pay for the Energise Me assessment tool? A: We pay a nominal fee. It is good value for money as PE can be hard to track. JM offered to show governors more of the tool and other features in the autumn term.



	Governors thanked JM for her dedication and obvious enthusiasm. JM left the meeting at 17.19.
6.	<u>Headteacher Written Report:</u> Governors were referred to the previously distributed headteacher report. (attached at the end of minutes). Governors confirmed they had read the report and ES was thanked for her in depth end of year report. The following questions were raised by governors: <u>Context</u> The number of children that have joined in the last term have been very high. This has posed some challenges as this has included a child with complex needs not met by their previous school, and home educated. The SEN team has been recommending our school. This proves problematic with having to put in place what they need, without having funding. From a data point of view, we are a small school and each child represents approx. 8%. Year 6 had 56% SEND. We are aspirational in progress, but there are some children that will not get ARE. We need a 2 year plan for new children to undo what they may have learnt that does not work and for them to progress, this has not been possible for some children, who have been with us such a short time. This is important for understanding how this impacts our data. GQ: How quickly can we access funding? A: Using SENSA top up funding, but as usual, there is a waiting period. <u>Section 2-EYFS analysis</u> GQ: Moderation was positive, but can you comment on these results, especially the 75% GLD for girls? A: ES explains that the moderation data was unusual data. As there is 15 girls V 4 boys. GQ: How significant is the 66% for boys phonic screening considering their low number? A: ES explains that some boys made progress, reminding governors of the special cohort. <u>KS1</u> GQ: Can you expand on the GDS percentages? PP children look good, except for writing. Are you happy compared to non-PP? A: Yes. The barrier is language acquisition and having the broad vocabulary. ES confirmed that writing development and fluency is the focus for next year. <u>KS2</u> GQ: Exactly what impact has been seen with the implementation of an action plan for spelling and maths for Y5 PP children?



A: ES confirmed that currently early stage. Gaps have closed YR 5 spelling but acknowledged not enough. There is a 2-year plan. Staff will also plan spelling lessons.

Personal development, behaviour & welfare

GQ: "Where P4C is most embedded and there has been less turbulence, strategies for dealing with conflict and disagreement are better" - has there also been an impact from the teaching of PATHS here?

A: ES & KA agree, and success is evident. SH advises a focus group has been set which is working well. Able to recognise and able to use de-escalation skills.

A governor asked:

GQ: Is there a child missing in education? Is this child safe?!

ES: Yes, ES confirmed she is dealing with the education inclusion team. They are aware and assisting. The child is not in danger.

ES advised that the gap has closed significantly from last year.

KS2

ES confirmed she is happy to calculate figures and share with governors. Currently these will go to SPEC. AW reiterated to the governing body that the ARE does not reflect the hard work of the staff, reminding the governors that the cohort is unique. The chair further extended her thanks to all staff involved, noting that she was proud of all students.

ES confirmed that the 60% of the pupils reached ARE targets for April.

Recognising that on the days of the SATS there were concerns amongst some pupils' ES confirmed to governors that it is her belief that there is evidence that children are working at ARE. Governors audibly agree. Confirming aware of chart complex social and emotional needs. Governors further confirmed that 1 cohort is not representative for teaching and learning across the school.

ES confirmed that future action is to focus on Reading and VW will lead on this.

ES confirmed she is happy to present a case study of anonymous data relating to the cohort to governors. Confirming that GD reading is a positive area of development.

Staffing:

ES extends warm thanks to KA for her time at the school and confirms that SH will take over as acting deputy head as of September. Governors extend thanks to KA.

ES also requested from the governing body the agreement to make a temporary staff member permanent. ES explained that the staff member has been at the school in a temporary position for two years and therefore entitled to redundancy and benefits in kind. Confirming that the staff member in question has been assisting with a maths program.

A Governor Asked:

Q: Will the staff member continue with Spelling?

A: Yes, will continue to be a PP Spelling champ and join the Maths hub



	Q: Will there be a change to rate of pay? A: No just a new contract. Governors unanimously approve the change to the staffing. AW confirms that the school is also looking at appointing an EYS LSA, confirming that there is funding available for this post due to the need in Year R. <u>SDP Plan:</u> Governors were advised that this is currently being revised and will be available in Early September for the SLT to review. <u>Pupil Premium Statement:</u> AW acknowledged that the statement only arrived earlier in the day and expressed sincere apologies in sharing the document so late. ES confirmed that it is important to review with ASP data in order to understand the data in depth. Recognising that attendance will be the biggest weakness. A governor asked: Q: Will attendance improve with the Year 6 class leaving? A: Yes Q: When will you find out the amount of Year R pupils that are PP? A: ES explained that know now, but funding will arrive April. Q: Will there be a big discrepancy? A: ES confirmed that the school will work it out, and its usually above national. ES confirmed that there is a pack in the office, consisting of uniform, and book bag to encourage parents to register for FSM and PP. ES explained that she has begun to map out PP spend and will finalise for sharing at Septembers FGB. One of the things being considered is buying in CPD via lesson study.
7.	<u>School Development Plan:</u> As previously stated, the SDP is being revised for SLT to review.
8.	<u>Approve Fire Management Plan:</u> AW confirmed the plan to governors. ES explained that it has been recommended that the school carries out a three-year fire audit. ES confirms that although expensive it is something that can be considered in the budget. Governors agree that it is a good use of funding. A governor asked: GQ: Who is the Fire Safety Co-ordinator (FSC)? A: ES confirmed as HT she is the FSC.



	The Fire Management Plan is unanimously agreed by the governing body.
9.	<u>Update on the Headteacher Recruitment:</u> AW confirms that the advertisement is live. Governor agree that the advert is a positive advert. AW confirms that there has been some interest so far, with a number of visits.
10.	<u>Committee Minutes and Reports:</u> a) Review SPEC minutes held on 11th June 2018. The governing body were advised that there will be a change to the SPEC TOR. AW suggested that if the governing body agreed then power of reviewing policies would sit with SPEC. Governors agreed that all policies will be reviewed by the SPEC committee. Statutory policies will be sent to FGB for approval. b) Review the CSA minutes held on 18th June 2018. No questions were put forward by the governing body regarding the committee reports. The TOR were approved by the FGB. c) Review the R&P minutes held on 25th June 2018. No questions were put forward by the governing body regarding the committee reports. The TOR were approved by the FGB.
11.	<u>Policies/Procedures for Approval:</u> ES confirmed that usually it is practice e to share paper copies of the policies with staff on return to school in September. It will now be shared in an electronic format in the secure staff area. All staff will sign in on first day back. The following polices was reviewed and unanimously approved by all governors. • Acceptable use of ICT for staff • Acceptable use of ICT for pupils - <i>It was noted that this is a child friendly anti bullying policy SH&AW to review.</i> • Anti-bullying policy – <i>It was noted that this is a child friendly anti bullying policy SH&AW to review.</i> • Continuous Professional Development policy • Complaints policy and Procedures – <i>in line with statutory guidelines.</i> • Charging and Remissions policy • Sex and Relationships policy – <i>ES&SH currently reviewing. Policy is still valid. ES reminded governors that this will change with the leadership structure at the school.</i> • Home School Agreement • Child Protection policy • Safeguarding policy • Peer on Peer Abuse policy • Allegations against staff policy



	Governors had the following questions: Continuous Professional Development policy GQ: Is it still acceptable for a governor to make their own training booking? Or does this now need to go through the Clerk and DTG? A: AW confirmed that as long as they have access, training can be booked. But the DTG/clerk must be informed, and all eLearning certificates must be passed on to the DTG when received. Governors were also advised that all documents were also going into the compliance tracker tool. Governors were further advised that KCSiE has changed, it is effective as of September 3rd, 2018. Governors discussed the enhanced DBS and AW confirmed that as Hasleworth already adhere to this, they will continue to do so for three-year period. This will also be applicable to governors and staff members who are away from the school due to long term sickness. ACTION - ES and AW to research the best value for the school. One off check or signing into the updated level of service.
12.	<u>GDPR update:</u> NW provided an update to governors on GDPR. Advising that staff and parents have had information packs regarding the new legislation. NW highlighted how well the office staff have performed. Reminding all present that staff need remember to log off every time they walk away from their screens. AW confirms that this is part of the Acceptable use if IT Policy. ES confirmed that there is a change of culture happening at the school, in line with GDPR legislation, and that the pigeon holes will be removed for the new term. NW confirmed that there has been one breach. This happened in the first 24 hours and was dealt with efficiently by the DPO, ML. AW on behalf of the DPO extended sincere thanks to NW for his assistance in the matter. Governors were provided with a copy of DPO Statement of Intent, GDPR Data Mapping, GDPR Management of Policy and Retention Schedule and Data Protection Policy. The Governors unanimously approved the policies. AW extended thanks to ML for all her work on the GDPR.
13.	<u>Governing Body Matters:</u> • Governor development plan - To be reviewed in September. ACTION September FGB. • Governor Vacancies - Governors were advised that there are currently two vacancies at the school. 1 x parent. 1 x Co-opted. AW is still actively



	pursuing suitable candidates. Governors were advised that two parents have shown interest. • Governor attendance for website – AW advised that the website has been updated with NK data as per last FGB action. • Governor training – WGB training on Finance to take place Wednesday 19th September 2018. • Committee Membership: - NC volunteers to take on the role of DTG. - SEN Governor – AW will take on the role, until someone else can. - NW volunteers to take on EY link Governor role. - KMF to join R&P committee from September. - NC (as DTG) and SH (as DHT) to join SPEC. It was unanimously agreed that the committee for pay and HT Performance will be agreed at September FGB. ACTION – to send certificates of eLearning to AW.
14.	<u>Correspondence:</u> School Communications and updates from the Key are received weekly.
15.	<u>Agree date of next meeting: Wednesday 26th September 2018 at 5.00pm</u> Items for the next meeting: • Update on Nursery • Recruitment Update • Assessment Policy
16.	<u>Any Urgent Business:</u> The Chair confirmed that there was further business to be discussed as a confidential matter.
17.	<u>Close of meeting</u> As there were no further items or questions the chair thanks the governors for their time and input. AW and ES extended sincere thanks to KA for her valued time and assistance in the role as Associate Member and DHT. There being no further business the meeting was closed at 18.55