

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 23rd May 2018 at 17:30 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	Deborah Stevenson	Parent Governor
Sian Hosmer	Staff Governor	Nicola Cameron	Co-opted Governor

In Attendance:

Naomi Carter	School Improvement Manager
Mary Leask	School Business Manager
Natasha Kafoor	Clerk to Governors

Apologies:

Victoria Wright	Co-opted Governor
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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 17.25. There were no apologies for absence. NK confirmed the meeting was quorate with all 11 governors being present. Naomi Carter School Improvement Manager Mary Leask, Business Manager were introduced and warmly welcomed.
2.	<u>Declaration of Pecuniary Interest:</u> ES declared an additional pecuniary interest under agenda item 4 and item 7. ES left the room at 17.28.
3.	<u>Agree any urgent business under item 14:</u> The Chair confirmed there were no further items to be added to the agenda.
4.	<u>Visit from Naomi Carter – Headteacher Recruitment update</u>



NC was introduced by the Chair and warmly welcomed by the governing body, confirming that her position was to support the school through the process of recruiting a new Headteacher.

NC further confirmed that the role of the Local Authority (LA) in the recruitment process was an advisory one. Reminding the governing body that the Headteacher's recruitment panel will be responsible for making the final decision. Advising all present that the governing body will have a duty to ratify the process and it is the duty of the panel to ensure the correct process to recruit has been followed appropriately. NC outlined to the governing body that the recruitment of a Headteacher is often a difficult process, and Gosport as a locality often presents its own challenges. Acknowledging that the school being small, and budgetary constraints could present further challenges.

The governing body were also advised that LA can disagree with a nomination. If this happened, and the governing body persevered and appointed the candidate, and then there were issues, such as grievance or a disciplinary. The costs will then fall on the governing body. However, if the LA agree with the nomination then these costs are shared. NC emphasised the importance of ensuring the process is right.

NC checked if the governing body would be using Education Personnel Services (EPS). The governing body agreed they would. NC confirmed that EPS will produce all reference packs, various letters for candidates and applicants and ensure the job is advertised on the Hampshire Education jobs portal.

AW confirmed that the panel will consist of Aimie Williams, Chris Roast and Nicola Cameron. AW confirms that the panel have produced a timeline and had shared this with NC.

A governor asked about the shortlisting process:
A: NC explained that the advertisement will go out nationally and packs will be collated, panel will then meet to shortlist, and either choose to take candidates to interview or if no suitable candidates begin the process again.

NC confirmed to the governing body that additional time has been given so that the advertisement will be online over the summer holidays. Advising that there is usually a large amount of interest in roles such as this over the summer period. NC explains that if unsuccessful, then the advertisement can be advertised with a second advert and this time be included in the Times Education supplement. NC confirmed to governors that as this route is more expensive and not always successful, it is recommended that it is an additional option. Governors agree with this approach and unanimously approve EPS assistance.

The governing body further discuss the pay range for the position. NC advises those present that there is an opportunity for the school to bring down the pay range with ES leaving. NC further advised that many schools are lowering the pay scale. NC further confirmed that if the first recruitment process is unsuccessful, pay range can also be revisited during the second advertisement. NC reminded the governing body that a strong candidate would contest the pay range if they were interested in the opportunity, and then the panel/ governing body can agree to this if they wish.



AW advises the governing body they will in tandem discuss the Deputy Head recruitment and SH leaves the room, declaring a pecuniary interest.

AW confirmed that the school is group size one. This puts the minimum and maximum salary range for HT at LDR11- LDR35: £44,544-£59,857.

AW confirmed that with the recruitment of the DHT, they allowed 5 points for the starting point of the salary in recognition of some challenges of the role.

ML reminded those present that these figures do not include the ongoing costs. AW confirmed that it is pragmatic to begin at the lower end of the scale. Explaining that there have always been six points between the HT and DHT scales. NC confirmed to the governing body that there are no longer regulations in place that insist on the gap between pay scales.

After a discussion, the governing body agree they wish to ensure there is a gap between pay scales of DHT and HT. Agreeing they will add to the advertisement that the pay scale is negotiable within the scale.

AW confirms to the governing body that the pay scale is lower, but it is felt this is right for Hasleworth.

A governor asked:

GQ: Is there potential that the DHT will step up?

A: This could be a likely development. The Governing body would need to consider development costs involved.

Governors discuss the fact that although the lower range could limit the choice of applicants they agree that the scale can be incremented based on the right candidate.

The governors discussed the challenges to the role of HT and agreed to increase the starting point by 6 points for:

- Number of FSM
- Number of SEND
- Number of children joining in term times - stability
- Having a newer SLT
- Challenge of a small budget and site
- The additional responsibilities – DSL, Fire Safety co-ordinator etc.

Governors unanimously agreed that the salary range for HT will be LDR17- LDR29 £47,967-£55,601

NC confirmed that the panel can always call an EXO if there are further revisions to the pay scale.

A governor asked:

GQ is the process that Hasleworth is following correct in your experience?

A: NC advised that yes. Budget cuts are affecting everyone. Confirming that the Gosport area in particular has been particularly effected and future finances could be difficult.

NC confirmed that it was a legal requirement for governors to have the adequate training. AW confirmed that as the governing body had recently undergone the training, she did not think it was necessary to undergo further training at this time.



	All governing body members were reminded of the confidentiality of the subject. Panel members were advised again that the item was not to be discussed outside of the panel meetings. Finally, NC reminded the governors and panel, that discriminatory questions cannot be asked. Confirming that the school will need to cover the following costs: 3 days of LLP support. Induction Costs. Recruitment of EPS. A governor asked: Q: Will costs be reoccurring? (if unsuccessful first time) A: NC advised, not necessarily. The LA are aware of how difficult funding is at the moment. AW extended sincere thanks to NC and asked the governing body if there were any further questions on the matter. As there were no further questions NC advised the governing body that she is confident the right candidate will be found and leaves the room at 17.54. 17.55 SH and ES return.
5.	<u>Finance & Premises:</u> Budget 2017-2018 ML distributed the budget papers, and governors were directed to the SAP budget report for the school and After school club. ML confirmed that budget setting is an arduous task in the current financial climate. ML confirmed that there had been an increase to staffing costs, including the 2% and non-teaching pay increase. Advising that after the staffing costs and SLA there is little room for adjustment. However, governors were advised that there is further sport funding available for school, so this budget line will increase. ML confirmed that the costs of the new Headteacher and staff training balance have also been incorporated into the three-year plan. The governing Body unanimously accepted the below budget with the caveat that they are aware of the future deficit and will take action to address the deficit. <i>In year deficit: £48,801 (forty-eight thousand, eight hundred and one pounds)</i> <i>Surplus brought forward: £59,256 (fifty-nine thousand, two hundred and fifty-six pounds)</i> <i>Cumulative Surplus carry forward: £10,455 (Ten thousand, four hundred and fifty-five pounds)</i> ML confirmed that HCC had not yet released the devolved budget. ML advised that there will be further information available on this in September, but it is likely to be £7,272.



	A governor asked: GQ: Can governors assist with building structures in the school to reduce costs? A: Yes, in reason. Many staff volunteer time and have assisted. However these are some things need to be bought professionally completed and constructed. The governing body also accepted and reviewed the following: • Budget Share 2018/19 • Revenue Budget setting 2018/19 • Devolved Budget update 2018/19: Carry Forward £1,854 • Ladybird After School Club update: The governing body were pleased that the afterschool club was operating with a small deficit of £900 in its first year of being operational. ML confirmed that the projected income for the afterschool club will be over £2,000 and as such the cost will need to increase due to future staffing and running costs. ML confirmed that it is hoped the venture will soon start paying for itself. Governors were very pleased with the positive budget for the afterschool club and thanked Mary Leask for her hard work. The governors were then directed to the minutes previously available from the Resource and Premises minutes, there being no further questions, the item was closed. • Resource and Premises minutes Wednesday 9th May 2018 There were no further questions on this item.
6.	GDPR Update: The Chair reminded the governing body of the new GDPR law that replaces the existing Data Protection legislation and reminds governors of the previously shared Q&A resource from HCC. ES confirmed that ML will be the school DPO, advising governors that the DPO is not personally responsible for a data breach, and that the overall responsibility lies with the governing body. ES advised that there has been some concern that schools are not yet compliant, but HCC are aware that it is a process and schools must be showing that measures have been taken to ensure GDPR legislation is followed. ES advised that Haselworth has done this by: • Have named a DPO. • Have updated the Data Policy. • Have a management retention schedule for staff, parents, children and volunteers. • Privacy notice for parents and careers. • Privacy notice for staff. • Visitor book has been removed from front of office. • Data mapping. • Ensuring suppliers are compliant. • Updating parental consent forms. • Updating consent forms for photographs. • GDPR subject access request. ES confirmed to the GB that the data mapping is not a statutory requirement but a good process to have followed.



	A governor asked: GQ: How does the program Seesaw work? This is registered outside of the EU. A: ES confirmed that the program has a certificate compliance. As does Cpoms, Data tracker etc. A governor asked: GQ: Are there H&S implications if there is no sign in book for visitors? A: ES explained that a sign in book is there, it is inside the school, so not available for all to access. Appointment would be made as usual. Visitors are never permitted freely inside school and would still be supervised. ES confirmed to the governing body that it is a lengthy process. The governing body confirm that they wish to ensure GDPR stay as a standing agenda item. Governors were requested to assist by becoming the GDPR governor. KMF and NW offer assistance. It is agreed that both KMF and NW will assist, and both agree to review and report back at next FGB. The Chair reminded the governing body that it is important to understand that breaches are inevitable it is how the school reports and handles the breach. ES reminds all governors that it is even considered a breach to copy another individual into emails without express permission. Reminding governors that everyone needs to be aware of data. A governor asked GQ: What about Governors details? A: AW confirmed to the governing body that when signing the application form to be governor it is acknowledged that some data such as your name will be in the public domain. Everything else, as before remains confidential. Governors further discuss the need for a confidential contact list with relevant names and contact details to be stored on Governor zone. ACTION – AW to send contact list ACTION – NK to add GDPR to agenda as standing item. AW on behalf of the governing body thanked ML for her time and she left the room at 18.20.
7.	Minutes of the Previous FGB Meeting 26th March 2018: The governing body discussed the previously circulated minutes for approval. It was noted that there was an error on the draft circulated, the amended copy is on Governor Zone and as there were no further comments and the minutes were unanimously approved as a true record and signed by the chair. • Matters Arising – all actions agreed as completed. CONFIDENTIAL Minutes 26th March 2018 The minutes were distributed to all present. There was a further matter arising. This is recorded separately. The minutes were then signed as true record by the Chair.



8.	Headteacher Verbal Report and School development plan: ES confirmed that the current number on roll is 133 (130 March 18). This consists of 8 joiners and 4 leavers who moved out of the area. Attendance from September 2017 is currently 95.85 % ES acknowledged this is slightly up on 94.45% from the same time last year. The school is still working towards the 97% target rate. ES confirmed that there has been a rise in unauthorised absences, and this is due to the schools more robust system on recording absence after seeking advice from HCC. Further advising the governing body that there have been 4 penalty notices and 3 panel meetings. There are currently 45% Pupil Premium children on role this has declined from 51% from last year. ES confirmed that this included service family Pupil Premium children. There are currently 30% children that are FSM and there are 7 LAC on role. Staffing ES confirmed to the governing body that a caretaker has resigned from the school, as such the school has employed a temporary cleaner to provisionally cover cleaning duties. ES confirmed this has allowed the school to consider future options for cleaning and caretaking staff at the school and nursery. A governor asked: GQ: If it benefits the school financially could we offer the service to the nursery and charge for it? A: ES confirmed it is something that is currently being considered and perused by ML. A discussion continued between the governing body regarding the moving of classrooms/staff room to accommodate KS1 and the new nurse provision. KA acknowledged that the move would be good for the wellbeing of staff, to have a staff room that offers privacy. Governors were reminded that currently the children can freely access the staff room. A governor asked: GQ: Does the proposed room have a code? Is there a safeguarding concern that parents/visitors can access staff room? A: No, it's a secure room. SH confirmed the current space is large, but not utilised. <u>Update on Deputy Headteacher:</u> SH leaves room at 18.44 declaring a pecuniary interest. ES thanked AW for her assistance in the process and confirmed to governors present that there has been internal interest in the role. The deadline for the application was set for 4th June 2018, ES noted that it was fair to give those staff the time during half term to apply for the role. It was noted that Jane Wilson LLP will be assisting with applications and formal interviews will be held on 19th June. ES also confirmed this is also the reason why
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there has been no decision yet on the staff who will be assigned to Yr. 6 and Yr.1 due to the application process.

A governor asked:

GQ: Is it possible some staff may leave if an internal applicant is employed?

A: Possible may lead to further resignations. It is a process that must be followed.

AW reminded the governing body that the DHT position is a temporary solution.

When a Headteacher is recruited then things may change again.

18.50 SH returns to room.

ES also confirmed that 1 LSA has resigned but returned to the school as a volunteer and the school is gaining a 1:1 LSA.

A Governor asked:

GQ: Will there be a gap?

A: No. this works better for the school in budgetary terms as no cost. ES confirmed that class based LSA's have been shared across year groups.

ES advised the governing body that following a preliminary review of the new YR. R intake there appears to be a higher level of need than previous cohorts and will require more 1:1 time to cater for complex needs.

A governor asked:

GQ: Will this delay the ECHP funding?

A: Some new entrants have them in place, many will need them. HCC have been advised.

ES confirmed that she would update the governing body as this progressed.

ES further advised that there have been further challenges with YR1 being kept separate all day. ES confirmed that this year group is now well known, and non-teaching Inclusions lead and PPA Cover will continue, as so far, it's been working well.

Year R, 1 and 2 are currently separate. Governors have been advised that is working for the morning, but not in the afternoon. It was noted that this is partly due to the curriculum.

Teaching & Learning Update:

ES confirmed that the SLT continue to do weekly teaching and learning walks, and scrutiny. SEND progress has been reviewed, and it is felt it would be more effective to show progress in terms of standardised scoring. ES confirmed that the assessment policy would be updated to reflect this and would be presented to governors for the September FGB. Further advising that each child from September will be standardised scored for reading, maths and use diagnostic spelling. The data will then be reviewed by the inclusions leader, English and maths leaders and the headteacher.

Governors were further advised that this will then be reported to the CSA.

KA and SH confirmed to the governing body that this is not a test in the traditional format, and that the children engage and enjoy the process.

ES further advised that it also is looking at the first page, last page and hot and cold learning techniques. Reminding the governing body that this is the type of



scrutiny they need to be aware of. SH confirmed to the governing body that as its imbedded into curriculum, the results improve year over year and this has been evident with Maths.
Governors are pleased by this.

School Development Plan:

CPD

ES advised those present that two new members of the SLT have started National Professional Qualification for Senior Leadership, the projects fit in with the current school development plan. ES further advised that two additional staff members have completed Ofsted Feel the fear training.

SH advised the governors that the course was constructive, and all feedback has been positive but a scary experience, giving focus. ES confirms that as well as herself KA, SH and VW have attended the course.

ES further advised the governing body that there has been a professional development meeting on editing and redrafting as well as success in planning hot and cold tasks. This is being imbedded across the school and evident in books. ES also advised governors that teachers have attended conferences for their lead subjects and music as had a specialist advisor audit. An action plan has been set as a result of this to ensure music is imbedded further in the curriculum.

Sports Premium:

ES advised the governing body that the impact of the schools PE spend this year has been excellent and is increasing the children's confidence with new skills. Outlining that the school's success at these events demonstrates improved ability. ES advised that the consistent positive feedback from coaches regarding the children attitudes and actions when taking part in these events.

Governors are pleased by the positive feedback from papers and coaches regarding the children of Hasleworth school

ES further outlined that with the additional PE premium it is hoped that the school would employ the specialist PE teacher to further embed PE skills among the children. It is hoped that the focus will be on water confidence.

ES and KA update the governing body on the Oarsome Chance project the school is involved with. KA advised that sadly the school failed to get an additional £10,000 funding to continue with this project. KA advised she is still working on additional funding streams.

A governor asked:

GQ How many other schools have been involved with this project?

A: Open to all local schools, but Hasleworth were the only school to take up offer.

Governors were pleased that the school took part in this

A discussion continued on how the children have been engaging with the project, and how to ensure this can continue. Governors discuss potential funding from Gosport Lions and The Gosport Shed project at St Vincent's. ES confirmed that it is hoped with the increase in sports funding for 2018/2019 the budget would be used to ensure all children are able to swim. Governors all agree that swimming is important life skill, especially in the locality of the school.



	<u>SATS:</u> ES confirmed to the governing body that KS1 SATS have been successful and very low key, children are likely unaware that they were being tested. In KS2, governors were advised that the paper was in line with national curriculum. *Governors were pleased* Governors were advised that the writing will be moderated on 14th June and governors will be updated at the next FGB. ES further advised that EYS had been moderated. The results were very positive, and children were moved up. *Governors were pleased that this fitted in with the SDP, acknowledging the focus. ES further advised predictions: 84% GLD 80% PP 86% Non-PP GLD 100% Boys 73% Girls. Governors noted that this year had a small boy cohort. <u>School Visits:</u> • ES confirmed that the recent school trip to London was a huge success. • YR. 6 will visit the Isle of Wight on 20th June. Will visit the link school Barton School, and take part in a beach day and BBQ. Governors were reminded that this was a follow up from their visit earlier in the year. • YR.3 have a camp night, which includes cooking over an open fire and camping in the hall. • Infants will have a trip to GAFIRS and will include lifeboat, beach and safety at the beach. <u>Safeguarding:</u> ES confirmed to the governing body that keeping Children safe in Education (KCSIE) has been updated. Governors were advised to read the update. The governing body will review this at FGB when the guidance is received from HCC. ES reminded governors that they are always welcome at school events and to access school diary and newsletter for future events. Governors were pleased with the style and clarity of the report and update to the SDP and thanked the headteacher for the in-depth report.
9.	Approve Fire Management Plan: ES explained that this something the Site Manager would assist with. Governors agreed for this item to be reviewed at the next FGB. ACTION – To review July FGB.
10.	Committee Minutes and Reports: a) <i>Review SPEC minutes held on 30th April 2018</i>



	b) Review the CSA minutes held on 8th May 2018 No questions were put forward by the governing body regarding the committee reports.
11.	Policies/Procedures for Approval: • Approve Governor Allowance Policy The policy was reviewed and unanimously approved by all governors.
12.	Governing Body Matters: • Governor Vacancies - Governors were advised that there is still one vacancy at the school. AW is still actively pursuing suitable candidates. • Governor attendance for website – AW advised that the website has been updated with NK data as per last FGB action. • Governor training –Governors were advised that SLA for training accounts for £1,275 of the budget. The current spending on training is totalled at £2,740,00. Governors unanimously agree that the SLA offers excellent value for money and are pleased by the saving. The Chair confirmed that the data will be added to Governor Zone. The governing body further discussed future whole governing body training. AW advised she would send out further dates. **POST MEETING NOTE – WGB training on Finance to take place Wednesday 19th September 2018** AW also requested that governors consider taking over the role of DTG. Governors were further advised that the slides from the away day were now available on Governor Zone. ACTION – to send certificates of eLearning to AW.
13.	Correspondence: KCSIE - Keeping children safe in education Safeguarding audit
14.	<u>Agree date of next meeting: Wednesday 11th July 2018 at 5.30pm</u> Items for the next meeting: • Update on Nursery • Recruitment Update • Invite PE Lead • SATS results • Written Headteacher report sent in advance. Assessment Policy – September FGB.
15.	Any Urgent Business: The Chair confirmed that the governing body have been invited to take part in a governor's network hub. Governors confirm that they are interested in being



	involved in sharing best practise with other governing bodies. AW was nominated to be the point of contact.
	As there were no further items or questions the chair thanks the governors for their time and input and closes the meeting at 19.28.