

Haselworth Primary School

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



CONFIDENTIAL Minutes of the meeting of the Full Governing Body ("FGB") held on Wednesday, 28th March 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
Victoria Wright	Co-Opted Governor		

In Attendance:

Mary Leask	School Business Manager
Natasha Kafoor	Clerk to Governors
Kim Foster	Inclusion Lead

Apologies:

Blue indicates Governor Questions

Quorum -

Agenda Number	
1.	<u>Welcome, introductions and Apologies for absence:</u> The Chair opened the meeting at 17.30. There were no apologies for absence. Therefore, the meeting was quorate. Kim Foster, Inclusions Lead and Mary Leask, Business Manager were introduced.
2.	<u>Declaration of Pecuniary Interest:</u> SH and VW declared an interest under item 14.
3.	<u>Agree any urgent business under item 14:</u> The Chair confirmed there was a confidential matter regarding the recruitment of a deputy headteacher to discuss under item 14.
4.	<u>Annual Inclusions Leader report on SEND and LAC:</u> Kim Foster Inclusion Lead attended the meeting and answered governor's questions on the previously read Annual report of LAC, LAC action plan and SEND action plan. Governors thanked KF for her reports and confirmed that they had read them. Governors had the following questions: In relation to the SENCO report: 1. Apart from being timelier, how else could PiPs be improved?



KF explained that this is being addressed with Smart targets and further training. A staff meeting is planned for after half term to address further.

ES explained that tracking progress is something that Ofsted are known to query, and that the school can show how it does this.

2. **With the expected increase in EHCPs, how much more dedicated LSA time will be required for these children?**

KF advised that there were 23 SEND children within the school, and acknowledged it is difficult to be specific on time, as needs are different. So far, an additional two more ECHPs have been accepted and possible that this could rise to applications for a further 3 or 4 more over time. Majority will be funded and then staffing will be considered. Currently there is an advertisement for one additional 1:1 LSA to assist with varied needs in the school. *Governors are concerned that there are large amount of ECHPs being applied for at the school.*

3. **The attendance of SEND pupils is better across the board than for non-SEND. Is there anything we can identify to transfer to improve the attendance of non-SEND children?**

KF advised that the question is open ended, and KF has given it some consideration, many children are LAC, so this may distort the data. Some SEN families work very well, with staff. Advising that the attendance issue is as much a parent problem as it is the children. The school have taken many steps in building the relationship with children and parents and highlighting the importance of routine and structure.

4. **How can we improve communication with the school nursing team?**

KF explained to governors that although there have been some changes, the communication is not an issue. The team will run a clinic after half term. KF acknowledged that the parent's perception may be different, and the team are building on this relationship.

5. **Priorities for improvement of the schools SEN provision for the next 12 months – how will we regularly keep track of these objective's during the year?**

KF reports on SEND half-termly to the CSA committee. DS as SEND link governor meets termly with KF and completes visit report forms as part of this monitoring. *Governors noted that objectives were clear.*

6. **Why are we behind in Reading, Writing and SPAG?**

KF advised the governors that this was due to many factors. Reminding the governing body that YR 6 SEN needs were complex. Currently 2 children with ECHP, applying for additional time, maths tuition and other 1:1 support in place. ES reminded governors that **progress** scores are above national. There is a high adult ratio, with some points of the week ensuring the class has two teaching staff, and ensuring that the work is focused. However, governors were also advised that in the past two terms there have been three children who have joined the class with specific needs.

GQ: Does this make a difference to results? A: Yes. Significant number of children moved with extreme behaviour issues. Whilst a lot of work has been carried out to assist with personal skills. These children will leave the school with many life skills preparing them for YR7.

KF advised that she is proud the part of a school that believes in educating the whole child and have evidence that proves this approach works. ES confirmed to governors that the school will not seek disapplication this year and all children have level playing field. (those with additional needs still have additional assistance) *Governors happy with response.*

7. **The table showing KS1 data is incorrect for Reading. Should it be 76? What is this table telling us?**

KF advised that progress is working well. Everyone is working hard to get results that matter.



8. In relation to an LSA being on long-term sick, why have the most vulnerable children been left without support to their detriment for such a long period of time? What measures have been put in place to ensure that something like this will not happen again?

KF confirmed to governors that no one was left without LSA cover. YR 6 was always covered. SLT increased the time that KF was in class. ES advised that also when employing future LSAs, even on a temporary contract the school will ensure at the formal interview specific parts of jobs will be carried out. In addition, KF advised a plan will be made if needed for everyone to work too.

AW confirmed that they had appointed a temporary LSA for this period, who was able to carry out additional work with the children and they continued to receive the support they needed. The impact from this support was very positive

What do you think has caused a reduction in aggressive/disruptive behaviours and, an upturn in concentration etc? Is it a result of measures taken?

KF believes it is a combination of many factors. General behaviour at the school, the review of the behaviour policy, and the importance of the learning values within the school. *Governors were pleased by this, and regarding positive feedback regarding the children from a recent school trip and sport event.*

9. When will the LSA information be available on Target Tracker? And what is causing the delay?

KF advised that there has been a backlog, and it is hoped it will be rectified after Easter. Governors were made aware that the new LSA's are using the program and all LSA's are working very hard to rectify.

10. Regarding the provision for evacuation, should this be changed to review annually AND whenever there is a new joiner?

KF explained that LSAs all know procedure and acknowledged that this is reviewed every time someone joins.

11. Regarding a question on the suitability of volunteers Reading with YR R and YR1 three times a week. Do volunteers know what to look for in terms of dyslexia and other barriers to learning? Do volunteers feedback in anyway? Is progress measured?

KF explained to governors that the volunteers are ex staff members. A SENCO and former LSA. They can understand when further signposting is needed and to write the comments in the same way as staff. They also will approach staff with any concerns after the sessions.

Governors noted that the attendance was at 92%. ES explained that this is due to snow days, scarlet fever and a case of the DV bug. Attendance was 96% overall for the last term.

GQ: Did all YR 6 children get a school place in desired school?

A: Yes. All did. One is a late application due to being a late joiner.

AW extends thanks to KF on behalf of the governing body and leaves at 18.02.

- SPEC Mins

1. The Chair tables confidential minutes resulting in an EXO from the last committee meeting. AW explains to the governing body that there had been the need for a serious discussion as to if the school would go to one form entry. The governing body were advised that HCC, would support the decision but it would be a governor and school led process. ES confirmed to governors that the school did not feel supported and advised that HCC do not feel there is the increase in need locally to warrant the change.



	GQ: Did not take into consideration on going Gosport building development (particularly ASDA)? A: No. other schools in area are under PAN. AW confirmed the decision was made to instead focus on a nursery provision, and ensure the school is financially stable.
5.	<u>Finance & Premises:</u> - Budget 2017-2018 ML passed around budget papers, and governors were directed to the SAP budget report for the school and After school club <u>School budget.</u> Governors were advised that there is a slight underspend on what was out, with a carry forward of £57,900. (Fifty seven thousand, nine hundred pounds) ES confirmed that this was originally set at approximately £70,000 (Seventy Thousand pounds) and that this underspend is down to planning a well-balanced and well spent budget. GQ: EFS will want to know how we can spend this excess? A: Yes, can be utilised quickly. Should be spent on the children here now. Governors were reminded to be aware of the top up payment the school received this year and that there are two pay rises to consider for the year ahead: - Support staff pay rise of between 2-9.4% - September 2018 will see pay rise for ALL teaching staff. The governing body discussed the budget in depth and confirmed that it is clear without the carry forward the school would be in a different position and could face possible restructure. <u>After School Club</u> Governors were reminded that the club had only been running since September 2017, and there is currently a small deficit of £384 (three hundred and eighty four pounds) Governors were advised that the deficit is due to the running cost of staff, and that the venture will begin to pay for itself when 8 plus children are regularly using. Governors were pleased with the budget and that the club is growing and is successful. ML confirmed that there is potential to increase the charge of the hourly rate in line with support staff pay increase. The governors were then directed to the minutes previously available from the Resource and Premises minutes, there being no further questions, the governing body thanked ML for her time and she left the room at 18.20. SFVS Governors were directed to the previously seen SFVS document and deadline set by HCC. Governors were asked for any questions or comments. A minor adjustment was requested in wording. Governors unanimously approved the SFVS. AW confirmed this will be returned to HCC the following day by email. Resource and Premises minutes 19th March 2018 The governing body had no further questions regarding these minutes.
6.	<u>Minutes of Previous FGB Meeting 6th February 2018:</u> The minutes were previously circulated 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. 5 ACTION COMPLETE VW report to SPEC regarding iPad purchase 5 ACTIONS COMPLETE - ES/AW update at next FGB regarding the nursery cost 8 ACTIONS COMPLETE – ES to audit and bring to May FGB (ES) 10 ACTIONS COMPLETE - NK to update CWA. 15 Matters arising Dec ALL ACTIONS COMPLETE 5. Original Figures from planned balance 6. Attendance policy review - Few legality's 6. Check ASP data - still wrong and under dispute
7.	Headteacher Written Report: ES directed the governing body to the previously circulated Written report, thanking governors for the questions that were sent through. Number on roll is currently 130. This is an additional three children from the last FGB. A further four children are planned to join the school after Easter. Governors were advised that although all YR R places are yet to be filled, ES is confident that as with previous years, she is confident that YR 1 places will be filled. The governing body was further advised that the school is now over PAN in YR 5, and the gap in YR3 is filling. <i>Governors were very pleased by the positive picture of the school, especially that there were more children joining the school than leaving, and those that have left moved away from the area.</i> • School Development Plan: Governors were pleased with the style and clarity of the SDP and thanked the HT for the document. ES advised that she has updated the data sheet that sits with the plan. Governors had no further questions on the document at this time. AW and ES reminded governors that personal action plans should not look dissimilar the SDP. • Nursery update ES provided governors with a further update regarding the nursery. This was discussed further as a confidential item. Questions arising from HT report: 1. Why wasn't the moderation feedback from Gosport Cluster entirely positive? A: ES explained that it wasn't the whole cluster, but that the organisation of the event was poor. SH and VW advised that there were many things happening at the venue which combined led to a poor experience – problems parking, busy venue, late starting and then the feedback received wasn't constructive. ES confirmed that overall it felt a poor use of time. But have since met again as cluster heads and hoping to change the model. SLT have agreed will look at another local agreement with the moderation of another school. SH and VW agreed that the experience left them demoralised. 2. How are leaders working with teachers to improve the quality of assessment for key groups? A: By using target tracker for wider understanding. Working to identify the gaps in data and working at what progress looks like. 3. In relation Leadership & Management is the HT able to give examples of where feedback was given?



	A: By using the plan, can review process. Governors were reminded this worked very well with spelling and guided reading in the past. ES further advised that sometimes data just doesn't look right, and there is a common model for review across the school 4. <i>In relation to Quality of Teaching, can the HT explain what Hot and cold tasks are?</i> A: When starting a new area of learning, the focus is on the whole process. Can clearly see progress made when reviewing scrutiny of cold task. This also fits in with the Marking Policy and Assessment Policy. 5. <i>Pupil Progress Meeting DATA Capture – YR 2 PP gaps look wide. Can you explain?</i> A: ES explained that she has previously addressed this. Small number of PP children, also SEN. ES assured the governing body that it is not a concern. AW explained further that there is an inset day that will explore this item further. Governors thanked ES for the attachments. The chair and VC extended thanks for the useful attachments and context they gave the report.
.	Approve Fire Management Plan: Governors requested that this item be carried over to the next FGB to be held on Wednesday 23rd May 2018.
9.	Committee Minutes and Reports: a) <i>Governors gave comments/questions on the SPEC minutes held on 26th February 2018</i> No questions were put forward by the governing body regarding the committee report b) <i>Governors gave comments/questions on the CSA minutes held on 12th March 2018</i> - KMF advised that she had some concerns regarding quizzes she assisted with, reports were handed to DHT for review - KMF advised that her position was with the Lloyds Banking Group. AW confirmed she would change any documentation to correspond.
10.	Governing Body matters: - Skills audits The Chair thanked those governors who had taken time in completing the forms and reminded those who had yet to complete to please do so, confirming that the audits feed directly into the SEF/SIP. - Governor Training SH and VW attended the Induction for New Governor training. Confirming that it was positive experience, and that the governing body are working in the desired way. AW confirmed she also attended the SEN information training. Raising the point that this should be a live document and again the school are following guidance. The chair confirmed the new HCC training programme is now available and urged governors to continue accessing the eLearning, requesting that any certificates be sent to her. - Governors Away day ES confirmed that The Haven Centre can be used and the date Friday 27th April at 9.30-2.30pm was confirmed. ES reminded the governors that they would need to visit the Centre before and undertake a tour. Governors were reminded to bring a packed lunch. - Governor Vacancy



	There is still a vacancy for 1 co-opted governor. AW confirmed she has again registered the school's details with Hampshire Governors Recruitment website inspiring governance. ES reminded AW of the YR R information pack. • Governor Attendance for publishing on website NK advised she maintains a spreadsheet, that is updated after each meeting. NK to send AW spreadsheet. ACTION
11.	Policies/Procedures for Approval: • Approve revised SEND information Report • Approve Revised SEND Policy • Approve revised LAC Policy • Approve revised Single Equality Statement (SES) Policy • Approve Twitter Policy A discussion took place regarding the policies, the following questions were noted by governors regarding the SES Policy: GQ: Can you comment on the KS1 & KS2 attainment data? For KS1 there is no attainment? Is data taken from ASP? A: SEN support. Number of children are ARE. CR who posed original question advised he would refer to data again. GQ: KS2 attainment by pupil group – boys seem significantly behind the girls. Is this because many are disadvantaged or SEN? A: Governors reminded that KS2 is a boy heavy cohort. 15 boys/5 girls. ES reminds governors that can't compare boys to girls. Must be compare to boy/girl data nationally. GQ: Progress and Achievements objectives 2012-2016, needs updating especially some gender actions and initiatives... A: AW advises that it is a working on development over a four-year period. It is annually updated and linked to the school development plan. This is then scrutinised at SPEC. AW informed the governors that The Key has a very good template that will look at using next time. AW confirmed that policies were also added to compliance tracker, this tool picks up dates and advises when out of date. ES highlighted to the governors that the twitter policy includes important safeguarding factors such as ensuring tweets aren't sent revealing location if out on school trips and answering tweets at reasonable times. <i>All policies were reviewed and unanimously approved by governors.</i>
12.	Any Urgent Business: ES advised the governing body that she was leaving the school. It is her intention to finish at the school at Easter 2019. ES advised the governing body that due to the potential for the recruitment process to take a long time she felt it prudent to advise the governing body now. AW thanked ES for the notice period. AW advised the governors she would be speaking with Naomi Carter and would update the governing body after this.



	19.27 – VW and SH leave the room. Declaring a Pecuniary Interest in the role of DHT. Governors were again reminded that KA will officially leave the school in July and that the governing body will need to look at what is best for the long-term future of the school. GQ: In your professional opinion is there anyone already employed at the school who could take over as DHT? A: Yes. Several suitable candidate's. ES suggested to the governing body that it would be a good idea to recruit DHT temporarily internally. This would likely yield a better field of HT candidates, especially if there is the option to then appoint own DHT. Governors were again reminded of the potential need to restructure the school in the future. GQ: Is there potential for an internal DHT to shadow? A: Always. Will be a smooth handover, although this is subject to the recruitment process. ES reminded the governors of the confidential and sensitive nature of the subject and reminded that this information had not yet been disclosed to all staff, who would be told when school returns from the Easter break on 16th April 2018. Parents will then be advised by the end of the month. Governors discussed the need for a DHT that was class room based and the development of good leaders, promoting from within. Governors then voted and unanimously agreed that the process of recruiting a DHT will be discussed and agreed through SPEC and FGB for the role of Headteacher. AW confirmed that she would like to lead the recruitment process and reminded all governors that they were all welcome to attend SPEC. GQ: Can look at Executive Headteacher post? A: AW advised that the school need to be federated for this to happen. Which could be an option going forward. All options will be considered. AW confirmed to the governing body that the pay ranges are likely to be reduced and the governing body felt that the process will be good. Agreeing that Hasleworth is a good school with good prospects. AW confirmed she would update on the matter again at the next FGB. 19.38 KMF leaves the room. The chair thanked everyone for their attendance and input to the discussion of the demanding meeting and closed the meeting at 19.40.
	<u>Agree date of next meeting: Wednesday 23rd May 2018 at 5.30pm</u>
	<u>Items for the next meeting:</u> • <u>Update on Nursery</u> • <u>Recruitment Update</u> • <u>Approve Fire Management plan</u>