



# 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, 6th February 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         | Deborah Stevenson | Parent Governor   |
| Sian Hosmer    | Staff Governor              |                   |                   |

### In Attendance:

|                 |                         |
|-----------------|-------------------------|
| Victoria Wright | New Co -Opted Governor  |
| Mary Leask      | School Business Manager |
| Natasha Kafoor  | Clerk to Governors      |

### Apologies:

*Blue indicates Governor Questions*

### Quorum -

| Agenda Number |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 1.            | <p><b><u>Welcome, introductions and Apologies for absence:</u></b></p> <p>The Chair opened the meeting at 17.05. There were no apologies for absence. The Chair introduced and welcomed Victoria Wright (VW) the English SLT was introduced to members as potential new Co-opted governor.</p>                                                                                                                                                   |
| 2.            | <p><b><u>Appointment of new Co-Opted Governor:</u></b></p> <p>At 17.06 VW was asked to leave the room whilst the governing body discussed the merit of the appointment.</p> <p>The governing body were informed that VW has previous governing body experience and is member of the SLT. A brief discussion was had amongst the governors on the nomination.</p> <p>Governors unanimously approved the appointment and VW returned at 17.07.</p> |
| 3.            | <p><b><u>Agree any urgent business under item 19:</u></b></p> <p>No further business was declared.</p>                                                                                                                                                                                                                                                                                                                                           |
| 4.            | <p><b><u>Declaration of Pecuniary Interest:</u></b></p> <p>There were no additional declarations of Pecuniary Interest</p>                                                                                                                                                                                                                                                                                                                       |
| 5.            | <p><b><u>Finance &amp; Premises:</u></b></p> <ul style="list-style-type: none"> <li><b>Budget 2017-2018</b></li> </ul>                                                                                                                                                                                                                                                                                                                           |

ML Business Manager circulated the budget. The governors read through the document and ML advised she would not be going through the document step by step. The following areas were highlighted:

**2390** – Supply – Increased cost to supply staff. This is offset by a small contingency in code **2640**

It was confirmed that the figures at the end of January sit at **£92,078.00 (NinetyTwo**

Governors were further advised that some expenditure is still expected to be paid out and that some SL Agreements have been paid. There is the possibility of a saving of £4,000-£4,500 due to catering costs. Code **6726**.

Under Income it was noted that the nursery had been paid in full. In addition, the payment for ES dual role as Executive Headteacher from The Haven School is still due. ML advised the governing body that if there were any other income streams at this time they will be minor adjustments.

Governors were further advised of a potential carry forward of **£50,000-£60,000**.

ES confirmed that this was a similar carry forward as last year and is in line with the proposed budget. ES further complemented the governing body on their role as effective governors, for ensuring the budget is adequately managed.

ES further advised the governing body that there is a priority to spend on iPads. The current ones need updating and the school plan is to purchase ten iPads, and a charger case. There is also the need to update the school laptops, using the devolved budget. VW is researching the cost and will report to the governing body. ML confirmed that out of the £5,000 allocated budget only £800 has been spent so far and the remaining money is ringfenced.

Q: Can consider purchasing a keyboard for iPad rather than laptops?

A: Yes, can look at this option and report to SPEC

Q: Can approach Apple directly?

A: Yes. Can try!

**ACTION – VW report to SPEC regarding iPad purchase**

ML also confirmed there has been no change to the devolved budget of £5.5k. There is however a deficit of £1200 related to the After-School Club. Governors were advised that the school were supporting this in it is initial period. ES reminded governors that this doesn't include adhoc users, and the fact that parents have been prompt at paying bills.

The Chair had the following question for ML:

Q – Nursery – Remedial works and penalty clauses. Please explain this item further...

A – ES explained that this is discussed further in Item 6. There is an ongoing dispute regarding the quality of the premises. HCC are the landlords and must take responsibility. It is an ongoing significant cost to the school.

The chair confirmed that the school has it in writing that they will not pay any costs. Will have a full update for the next FGB.

**ACTION - ES/AW update at next FGB regarding the nursery cost**

There being no further questions, the governing body thanked ML for her time and she left the room at 17.18.

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|    | <ul style="list-style-type: none"> <li>• <b>Resource and Premises minutes 22<sup>nd</sup> January 2018</b></li> </ul> <p>The governing body had no further questions regarding these minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6. | <p><b>Headteacher Verbal Report</b></p> <p><b>Number on roll</b> is?</p> <p>Governors were informed there had been some movement this term with seven new joiners, and two children leaving.</p> <p>Q: Is this due to new families in area?<br/>A: Many reasons. One family is new. Remaining having moved from other local schools.</p> <p>Governors were further advised that school applications for September have been well received. So far there have been 32 applications, for 20 spaces. 22 are first choice.<br/><i>This was well received by the governing body.</i></p> <p><b>Attendance:</b><br/>Currently sitting at 96%. Governors were informed that there are processes in place to address attendance, including fines, parent meetings, newsletters and EHH referrals. In addition to using CPOMS - an online recording reporting system program is working well at tracking attendance as well as child protection concerns.</p> <p>Q: Is this program useful?<br/>A: ES shared a graph with the governing body to highlight the work CPOM is assisting with. Governors were advised that fines have been issued, with some success. Results regarding attendance are improving.</p> <p>The HT further explained the caveat with CPOMS is that it allows the staff to record all issues, even interaction with parents, therefore some of the figures aren't a true reflection of events happening at the school.</p> <p>Q: Can it be accessed at after school club?<br/>A: Yes, covers the whole school. All DSL can access to report but not read. It is a safe and secure reporting system. Also, staff members can be tagged in reports to highlight events.</p> <p>Q: How does this work with supply staff?<br/>A: Use a paper copy. Can only work with School secure email.</p> <p>ES confirmed to the governing body that she believed the system was working very well and was a positive and effective tool.</p> <p>Q: Will there be any issues regarding GDPR?<br/>A: It is GDPR compliant. Information sharing is only with the DSL. Although held in a cloud, it is secure.</p> <p>A further discussion took place regarding the incidents being monitored. Governors were advised that there have been 43 instances of contact with an external agency since October half term.</p> <p>Q: Clearly shows school involvement an awareness. Able to support parents with this tool?<br/>A: Yes. It is very effective tool for recording dialogue with parents. Assist's with monitoring and its transparent.</p> <p><b>Teaching &amp; Learning:</b></p> |

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|  | <p>CDP Plan has led to a Show off and Shout week. The HT noted this was highly effective. It was noted that there is more week needed on challenge of young children, and this will be focus after half term.</p> <p>Teachers and LA invited to SLT which opens a positive professional dialogue<br/> SH confirmed she has taken part and its successful showing how training can work<br/> SH further advised that she has been awarded level three stage for P4C training and currently looking to apply for next stage. SH regularly attends P4C network meetings sharing good practice.<br/> ES advised that P4C across the whole curriculum is the aim for the school.</p> <p>There are currently two EHCP and a further 3 have been accepted but not finalised.<br/> SEND is currently at 23%<br/> There are currently 8 LAC<br/> All Peps are up to date.</p> <p>Furthermore, ES advised that 100% of pupil Premium children made at least one year's progress in three months. Children will be continually monitored to ensure progress can be tracked.<br/> The chair sought confirmation that those children making higher than expected progress (high attainers) are being adequality monitored too.<br/> ES confirmed that yes all are PP targeted and ensuring that all children are monitored.</p> <p><b>Q: Further 2 on EHPC? What is the turnaround time now?</b><br/> <b>A Yes. 20 weeks start to finish, long process and no always successful.</b></p> <p><b>Staffing</b><br/> Governors were advised that Natalie Turner has settled into Yr 1and 2. Continuing to work with Year 2 teachers at other settings to improve and expand on the skills and curriculum. The cleaner Shona has left. This role has not yet been replaced. Awaiting the outcome of the nursery tender.</p> <p><b>Data</b><br/> Progress – how to look at it<br/> ARE (age related expectations)<br/> Identifying best way to communicate and engage with children<br/> PP No SEN – there are 4 across whole school. Working at ARE under an SLT action plan.<br/> There has been a change to PP progress meetings. Previously the HT, Inclusions Leader and DHT. Now its Miss Wright, Mrs Foster and Mrs Hosmer. Teachers move around the room, results will then be collated by SLT and see if this way is as it's hoped is more effective.</p> <p><b>Q: Is this more focused?</b><br/> <b>A: Yes, Direct and transparent.</b></p> <p><b>Chair – Focus is on English, Maths, SEN and Early Years</b><br/> <b>A : Yes, that's correct with Year 6 separate.</b></p> <p><b>EYS PP</b><br/> Governors were minded that there was a large gap last year and the school are now working hard to close this.<br/> 14% PSED and PDL<br/> 28% C&amp;L (working below)</p> <p>NON-PP<br/> 23% C&amp;L</p> |
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|    | <p>7 % PSED &amp; PDL</p> <p>Governors were advised this is the same number of children and the approach is targeted. That the school is actively improving the needs and matching the children.</p> <p>Behaviour Safety welfare<br/>Governors were advised that the SMSC audit had been under taken and new action points finalised. The school is looking to update the values across the school to help children have a better awareness of what the values look like.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7. | <p><b>School Development Plan</b></p> <p>The SDP was reviewed and approved by the governing body. The new format was noted and complimented.</p> <p>The governing body were reminded that the document is a working document and as such will always be changing.</p> <p>The following questions were asked:<br/> Q: How quickly are coasting children noticed?<br/> A: Quite quickly. Just because they aren't discussed they're there, investigated and everyone is aware. All children are monitored in the same way. Smaller classes mean we have good insight into this.</p> <p>Q: SATS- how are they looking?<br/> A: It's difficult to say. With the movement of children there is a possibility that results will be lower than wish.</p> <p>A further discussion took place regarding the school currently undertaking mock SATS. There was some concern regarding emotional wellbeing and how that is being overseen.</p> <p>ES advised that there are many practices in place to ensure wellbeing including; PE, Trips, treats and downtime.<br/> VW explained to the governing body that it is important to ensure the children have stamina to get through these assessment periods as it is a very tiring process. Ensuring the children have calm classes and limiting external stress where they can.</p> <p>ES advised that Year 6 recently took time to give personal feedback, which has worked very well. This helps increase the self-confidence of the children, at an often-trying time. <i>AW advised the governing body that she heard this take place and it was a very positive experience.</i></p> <p>ES further advised the governing body that the school has been contacted by DfES and will take part in NFER (National Foundation for Educational Research) This is a further SATS type test to trial the new SATS test. It is being rolled out by the government. Unfortunately, this means the class in question will have to go through the process twice. There was some concern amongst governors regarding this process. ES explained that it was not something that she felt she could refuse, confirming it will be just as before but with an independent invigilator leading.<br/> <i>Governors all expressed that they believed in the children of Halesworth.</i></p> |
| 8. | <p><b>General Data Protection Regulations (GDPR)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|            | <p>A general discussion took place regarding the new data protection regulations that come into force from May 2018.</p> <p>ES advised that along with ML she had recently attended training, there is an action plan in place and ML is the designated officer.</p> <p>HCC have advised to keep an open audit and ES advised she will present this at the next FGB in May - <b>ACTION – Bring to May FGB (ES)</b></p> <p>Governors had the following questions:<br/> <b>Q: Does this apply to historical data?</b><br/> <b>A: Yes and applies to sharing data too.</b></p> <p><b>Q: Will this info be on school website?</b><br/> <b>A: Yes, school are following HCC lead with a prepared statement.</b></p> <p>The chair assured the governing body that Hasleworth are compliant and further advised that as a governing body they are working towards being paperless. Files will be held on online and encrypted memory sticks will be in place.</p>                                                                                                  |
| <b>9.</b>  | <p><b>Approve revised staffing structure 2017-2018</b></p> <p>The document was tabled but did not need to be approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>10.</b> | <p><b>Governing Body matters</b></p> <ul style="list-style-type: none"> <li>• Skills audits</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>• Committee membership</li> </ul> <p>The following was confirmed –<br/> KP joined SPEC<br/> VW joined CSA<br/> Governor Training<br/> KP and KMcf attended the Induction for New Governor training. Confirming that it was positive experience.</p> <p>Further WGB training will be based on the School Finance model that is bespoke to the school.</p> <p><b>Q: Will there be any training for Ofsted?</b><br/> <b>A: Priority now is for finance.</b></p> <p>The chair confirmed that there is a new HCC training programme due out soon and urged governors to continue accessing the eLearning, requesting that any certificates be sent to her.</p> <p><b>ACTION - NK to update CWA.</b></p> |
| <b>11.</b> | <p><b>Agree Local Authority Clerking Contract 2018/19</b></p> <p>A discussion took place regarding the current Clerking Contract AW confirmed that there is still no permanent clerk and a refund is being sought from HCC for the services for 2017/2018. Governors further discussed the clerking vacancy and the possibility of employing a clerk directly. After some discussion governors felt that it was prudent to continue with the SLA and the governors unanimously agreed to renew the contract, at a total cost of £1560.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|     | NK advised that she can assist for the remaining school year and hopes that this will be on a permanent basis from September 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 12. | <p><b>Agree Subscription to Governor Services (advice support and training) 2018/19</b></p> <p>Governors deliberated the use of the training accessed so far and agreed that the subscription is value for money for the school Governors unanimously agree to continue with the Subscription to Governor Services at a total cost of £1450.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13. | <p><b>HT report on Support Staff Performance Management &amp; Pay progression</b></p> <p>A report was tabled for governors to review. Governors were advised that the IPP was clear and concise, and that everyone, who was eligible moved up an incremental point. Governors were further advised that no one was held back a point, and two staff were moved up a role profile.</p> <p>GQ: Do we have the budget available for this?<br/> A: Yes, it has been accounted for. ES reminded governors that we are unable to hold back a pay increase due to the budget. There will be a small increment in the budget to cover increases to the 2% pay rise across the teaching staff also. This will have an additional impact.</p> <p>AW confirmed that there is also potentially a further 2% that will need to be considered in the budget for the following year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14. | <p><b><u>Committee Minutes and Reports:</u></b></p> <p><b>a) <i>Governors gave comments/questions on the SPEC drafted 22<sup>nd</sup> January 2018</i></b></p> <p>No questions were put forward by the governing body regarding the committee report</p> <p><b>b) <i>Governors gave comments/questions on the CSA drafted 15<sup>th</sup> January 2018</i></b></p> <ul style="list-style-type: none"> <li>Governors raised the issue of a £50 cap on school dinners.</li> </ul> <p>Q: Can it not be £0?<br/> A: No, it's been set at £50 to ensure is fair. Currently £900 debt outstanding, and to reduce to £0 would penalise those parents who do pay in full each month.</p> <p>Governors were further advised that the £900 debt mostly relates to one family.<br/> Q: Can we reclaim money back?<br/> A: No. HCC legal team are involved and disputing on school's behalf.</p> <p>Governors were concerned that children are being penalised. ES assured the governing body that the children are receiving a tasty, healthy and balanced packed lunch. It is hoped that pupil power will put an end to future debts.</p> <ul style="list-style-type: none"> <li>Ransom ware – Governors were advised that School COMM's advised that this was a virus and not a data breach. It was dealt with by ICO. If it happens again, will need to pass on to ICO.</li> </ul> |
| 15. | <p><b><u>Minutes of Previous FGB Meeting 6<sup>th</sup> December 2017:</u></b></p> <p>The minutes were previously circulated for approval. There were no further comments and the minutes were unanimously approved as a true record and signed by the chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|     | <ul style="list-style-type: none"> <li>• Matters Arising</li> </ul> <p>5. Original Figures from planned balance - <b>Action Ongoing - Take to resources</b></p> <p>6. Attendance policy review - Few legality's - <b>Action Ongoing.</b></p> <p>6. Check ASP data - still wrong and under dispute <b>Action Ongoing.</b></p> <p>9. Arrange governor away day - Potential for using a room at The Haven School for away day.</p> <p>All other items were signed off as completed actions by the governing body.</p> <ul style="list-style-type: none"> <li>• Confidential minutes:<br/>The minutes were tabled, approved and signed by the chair. Minutes were then collected to be destroyed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 16. | <p><b><u>Policies/Procedures for Approval:</u></b></p> <ul style="list-style-type: none"> <li>○ Assessment</li> <li>○ Reading</li> <li>○ Behaviour</li> <li>○ Homework</li> <li>○ Marking &amp; Feedback</li> <li>○ Spelling</li> </ul> <p>A discussion took place regarding the policies, it was noted by governors that the revising of policies to reflect The Hasleworth Way and to make the documents more accessible.</p> <p><b>Q: Is this approved by Ofsted?</b><br/> <b>A: It's more appropriate and ES confirmed she didn't believe Ofsted are concerned at the format. Mandatory policies such as MOPP will be formal adopted policies.</b></p> <p>AW confirmed that policies were also added to compliance tracker, this tool picks up dates and advises when out of date.</p> <p>CR noted there were some large changes in the Assessment and Marking Policies. ES advised that it was felt that the current policy didn't fit with the school and the policies have been adapted to fit 'The Hasleworth Way'. Many old policies are no longer fit for purpose.</p> <p><b>Q: Is the Spelling Policy in line with the Marking &amp; Feedback?</b><br/> <b>A: Yes, trying to move away from the strict colours. IE Red ink was too specific.</b></p> <p>All policies were reviewed and unanimously approved by governors.</p> |
| 17. | <p><b><u>Correspondence:</u></b></p> <p>The chair confirmed she has sent email links to all governors due to the lack of permanent clerk. CR was thanked for sending additional documents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 18. | <p><b><u>Agree date of next meeting: Wednesday 28<sup>th</sup> March 2018 @5.30pm</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|     | NK advised that can assist with clerking but requested the meeting start at 5.30.<br>The governing body agreed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19. | <p><b><u>Any Other Agreed Business:</u></b></p> <p>SFVS - Woking party will bring to the next FGB<br/>Governors Forum – PB advised that he attended along with CR</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 20. | <p><b><u>Items for the next meeting:</u></b></p> <ul style="list-style-type: none"> <li>• HT Written Report</li> <li>• Annual Inclusions Leader report on SEND and LAC</li> <li>• Approve SFVS</li> <li>• Approve Fire Management Plan</li> <li>• Approve revised SEND information Report</li> <li>• Approve Revised SEND Policy</li> <li>• Approve revised LAC Policy</li> <li>• Approve revised Single Equality Statement (SES) Policy</li> <li>•</li> </ul> <p>The chair thanked everyone for their attendance and input, extending extra thanks to the new governors and closed the meeting at 19.20.</p> |
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