



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, 27th September 2017 at 17:00 hours at the School

Present:

Aimie Williams	Co-opted Governor ("Chair")	Christopher Roast	Co-opted Governor
Kate Ashman	Staff Governor	Deborah Stevenson	Parent Governor
Philip Bleckly	Local Authority Governor	Nigel Williams	Co-opted Governor

In Attendance:

Natasha Kafoor	Clerk to Governors
Kate Powell	New Parent Governor
Katy McFaul	New Co-Opted Governor

Apologies:

Emma Steele	Headteacher
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Blue indicates Governor Questions

Agenda Number	
1.	<u>Welcome, introductions and Apologies for absence:</u> The clerk opened the meeting at 17.03 and welcomed everyone. A quorum was declared. The chair confirmed that apologies had been received and accepted from Headteacher Emma Steele. As two new governors were present, introductions were made. A sign in sheet was signed by all governors.
2.	<u>Appoint Chair and Vice Chair of Governors. Agree Terms:</u> The clerk confirmed that she had received nominations from ES and CR for AW to remain in the position of Chair, as well as self-nomination from AW. Nominations were also received from AW and ES for CR to be considered as Vice Chair. No further nominations were received. 17.05. The clerk asked the Chair AW and nomination for Vice Chair CR to leave the room. A brief discussion was had amongst the remaining governing body, with the governors unanimously approving AW as Chair and CR as Vice chair. 17.07 The chair and vice chair returned to the room the clerk passed the meeting to the chair. Aimie Williams – Chair Christ Roast – Vice Chair Both on a one-year term ending 30th September 2018 was agreed to allow time for the September FGB and election process.

3.	<u>Appointment of new Co-Opted Governor:</u> AW explained that there were two new governors in attendance that would need to be formally voted into the governing body. 17.09 KMc and KP leave the room. Katy McFaul, applied via a nomination to the School Governors ONE Stop Shop. Has an interest in the role, a young family and a career in banking. Katie Powell, is a YR. R Parent. Volunteers in the school, and previously attended the school. A brief discussion was had amongst the remaining governors on the merits of the nominations. The governors unanimously approved. 17.11 The chair welcomed the new governors into the governing body. Katy McFaul – Co Opted Governor on a four-year term Katie Powell – Parent Governor on a four-year term
4.	<u>Agree any Urgent Business for agenda item 19:</u> A confidential matter was declared and will form part of the confidential minutes.
AW5.	<u>Declare and Sign Governor Member Annual Declarations of Pecuniary Interests:</u> The clerk tabled annual declaration forms and these were signed by all governors present. The clerk confirmed that the information will be posted to the school web site. No declarations were made for this meeting.
6.	<u>Adopt and Sign Annual Governor Code of Conduct</u> Previously circulated. The governors unanimously adopted the Code of Conduct and the clerk tabled one sign in sheet which was signed by all present.
7.	<u>Finance and Premises:</u> <i>Governors were invited to submit questions relating to the draft minutes dated 13th September 2017....</i> CR confirmed that the committee approved the budget with no revisions. Summary is in the minutes (provided) As there were new governors present CR advised he was happy to take questions today. AW confirmed that generally the finances are good this year. Next year however will not be the same. NW confirmed that all Gosport schools are in the same situation. With a substantial deficit to the budget of £170K to £110K, Governors were reminded of the devastating effect this will have on a school the size of Haselworth School. GQ: What is £110k for? A: It's a minimum lump sum. Intention is to use on the children. Currently 90% of expenditure at school are staff salaries and costs. More money is needed to spend on the children. Any loss in funding will be significant. In addition, the chair confirmed that the governors have agreed to approve powers of delegation to HT for funding up to £5k. Anything over this amount will come to the FGB for approval. Overall governors were reminded that the budget is managed very well. But that there are potentially difficult times ahead.

8.	<u>Agree External advisor for Performance reviews</u> The chair explained that the Chair and VC will lead on this along with the LLP from HCC Jane Wilson the aim is to set targets and then the HT will discuss further with LLP. Governors were advised that core objectives are: • The links to other local schools • sharing of good practice • lesson observation • quality of teaching and learning • Ofsted check Governors were further advised that the Headteacher will lead performance reviews with teaching staff and the Deputy Head will lead the reviews with Learning Support staff. The governors unanimously approved Jane Wilson to carry out External advisor role.
9.	<u>Discuss and approve Safeguarding Audit: (attachment C- previously presented and tabled at meeting)</u> A discussion took place amongst the governing body regarding the audit. The chair advised that although the recommended yearly check is carried out. The school checked more often and had a robust safeguarding policy with 3 designated safeguarding leads: • Emma Steele – Headteacher • Kate Ashman – Deputy Headteacher • Kim Foster – Inclusion leader Governors were informed that a strong practice is in place and safeguarding training is the responsibly of all adults in the school. Training is carried out at the beginning of the academic year. Staff are aware of the procedure for safeguarding and know how to report any concerns. However, there are further concerns that must be also taken into consideration Including • Peer on peer abuse • Radicalisation • FGM (female genital mutilation) These have been adopted as action points, and will be spot checked by the governing body. Governors were advised that there must be an instantaneous reaction to safeguarding. It was further noted that there are many Child Protection (CP) needs and referrals in the school. The chair confirmed that there is a termly report on CP and up to 8/126 children deemed as Looked after Children (LAC). The chair advised she would report back findings from the audit to the next FGB The Chair then led the governing body through the Hampshire Action plan and questions were open to the governing body. Governors were pleased with the document and agreed whole heartily the importance of such a document in school. Governors unanimously approved the Safeguarding Audit. *FGB training 11th October 5-7pm Protecting Children* GQ: Will there be a summary of training required to be an effective governor? A: Several training options. E learning and HCC led training. AW happy to suggest recommended route to ensure no items are missed.

	ACTION: AW to confirm date and time for training and provide new governors with access
10.	<u>Adopt the Manual of Personnel Practice (MOPP) and any in year revisions:</u> The Governing Body confirmed adoption of the Manual of Personnel Practice for 2017-2018 including any subsequent in year amendments, having reviewed all the policies contained within the Manual and having previously localised policies where required. ACTION: AW to add on to Governor Zone
11.	<u>Review procedures and Adopt HCC Governors Good Practice Guide:</u> Governors unanimously approved the Governors Good Practice guide. The chair confirmed that the governing body will further link to the GPG when reviewing GB practice and carrying out self-evaluation.
12.	<u>Adopt Manual of Financial Practice and Procedure:</u> The procedures were unanimously adopted. The chair confirmed that the school subscribes to and highlighted the usefulness of the money matters magazine for the new governors.
13.	<u>Headteacher Verbal Report:</u> <u>Number on roll:</u> Kate Ashman, Deputy Headteacher provided governors with a verbal update in the absence of Emma Steele. Currently 126 children on roll, with a waiting list, which is the same year on year. There is the desire to increase the number of children on the roll, but this will need to be agreed at HCC level. <u>Attendance:</u> Is a problem with the same group of families persistently offending. It is tracked weekly and daily. Absence is largely for unauthorised family holiday absence. Aim is for 96% attendance and currently At 95.07%, compared to 96.51% last year. 5 penalty notices have been given since May. ACTION: To report back how many penalties have been paid <u>Pupil Premium:</u> The school is accountable for how this additional funding is spent, and there is the need to show the impact of the spend Governors are responsible for challenging the Pupil premium spend. The school believes it is important to strike a balance between academic pursuits and those that offer life skills and experiences. 41% (52 children) are Pupil Premium 25% (32 children) are universal free school meals. P4C (philosophy for children) underpins the vision of the Haselworth way. Providing links across the whole community, and giving an insight across the whole curriculum. <u>Staff changes:</u> A positive start to term. 3 new teachers joined the school. Before the end of the summer term, there had been some feedback regarding marking and the considerable time it takes teachers. Best practice has been reviewed and following some suggestions from outstanding schools Haselworth School are now trialling a new arrangement, with the hope that the positive impact and approach will

continue. Governors were advised that the trial needs to be purposeful and strike balance for children, teachers and parents.

GQ: Can parents see feedback? more importantly understand it?

A: Yes. Many opportunities: homework book, open school – parent's welcome/parents can ask to see work at any time and of course parents evening.

The Deputy Head further advised the governing body of a new app that the school will be using called Seesaw. Like Tapestry that many parents are familiar with for preschool/nursery. It will allow parents to view work in a secure online area.

Governors were very positive of these new changes and the benefits they would bring the children and school. They are aware that the work life balance and working smartly to provide an interactive safe and secure.

Also, being considered for trial is SUMDOG, initially rolled out to LAC children.

Performance Management and Development:

The Deputy Head advised that all dates are booked for a meeting with ES Headteacher. Perspective Lite online has been used for assisting with completing their performance management evaluation.

(Governors were also reminded of attachment n CPD plan)

All teachers have set personal achievement targets by October 31st, 2017 and this links to the school development plan. In house training is generally the way forward as it offers value for money. If an external training course is deemed necessary then the attendee would need to provide feedback and run workshops on their return to ensure the school gain value for money. In addition, governors were advised of the following updates:

- There is a school twitter account, and this is being used as an effective way to support, highlight training and challenge staff. Staff have been encouraged to create their own twitter account and follow up to 5 experts in education where they can follow updates in education and best practice.
- MYST training – a virtual learning platform looks at improving writing outcomes in school.
- INSPIRE (Maths) – currently some gaps as teaching staff with this specialist knowledge left. Some gaps will need to be filled so that the children are getting the most of this product.
- EYFS target tracker is taking place. Been a huge success elsewhere and used by schools to access webinars.
- Inset days - Health and Safety and Safeguarding training. All up to date.

Governors were asked to approve the following:

- I. **Visit plan for offsite visits.** Governors were reminded that the school ask parents for voluntary contributions, and as yet have not had to cancel a trip, but this may well happen with future budget considerations. Currently use a pie chart for loss and effective ways of reminding late payers/non- payers. Already approach every charity that are aware of regarding donations for school trips. Each year group gets one trip a year. The cost of transport was cited as the most prohibitive factor. Offer parents payment plans and NO children are excluded. *Governors were urged to attend school trips if possible. Great way to see how the school work and offer support.*

	II. <u>Pupil Premium</u> – as above III. <u>Sport premium</u> – Governors were advised that funding for sports premium has recently doubled. Will have the exact figure available in November for the December FGB. Allowed to spend on outdoor play equipment, so as soon as the money is available it will be spent. Aim is also to pay for a specialist PE teacher from this funding. Governors unanimously approved the items and thanked the Deputy Headteacher for the informative report. GQ: 127 on roll in strategy, then 126 on roll. What is correct number? A: Numbers were taken from census. Not from current position. So both documents are correct!
14.	<u>Governing Body Matters:</u> The chair updated the governing body on the current vacancies, and confirmed that there are still three vacant positions. The chair advised that the governing body should be proud of what they have already achieved, and hopeful for a continuing legacy with the new governors that have been recruited. The current recruitment drive will continue with the aim to be at maximum capacity ASAP. In addition, the chair advised the governors that it is a legal requirement to update the school website with the governor's names and attendance at meetings. The chair confirmed again she would recommend an action plan for training for both existing governors and new recruits.
15.	<u>Minutes of Previous FGB Meeting 19th July 2017:</u> Previously circulated. • Approval The minutes were unanimously approved as a true record and signed by the chair. • Matters Arising 25 5.1 Query reduced pupil premium funding amount and resubmit pupil premium statement if necessary – Drop in funding due to more PP children leaving than coming in 26 5.1 Add staff absence to agenda – Mass IT failure. <i>To be added to actions for Dec FGB</i> 28 6.3 Complete online consultation regarding Ofsted. New consultation now on place. Chair urged governors to read and respond. <i>To be added to actions for Dec FGB</i>
16.	<u>Committee Minutes and Reports:</u> a) Governors gave comments/questions on the SPEC drafted 24th July 2017 b) Governors gave comments/questions on the CSA drafted 18th September 2017 No questions were put forward by the governing body regarding the committee reports.

17.	<u>Policies/Procedures for Approval:</u> a) Pay Policy 2017/2018 Still no policy due to the delay with HCC. Pay Committee to approve if necessary b) Performance Management and Capability Policy Slight change to the performance model, as MOPP c) Approve Privacy Notice Links to GDPR 2018. All governors need to be aware of this legislation change. d) Approve Attendance Policy Updated in view of late model from HCC. Highlighted red shows school personalisation. All policies were reviewed and unanimously approved by governors.
18.	<u>Correspondence:</u> The chair confirmed she has sent email links to all governors due to the lack of permanent clerk. Discussed and tabled were: (i) Bi-weekly Governor Services Newsletters; (ii) National Governors Association newsletters; (iii) The Key Newsletters; (iv) Weekly School Communications: • Adrenaline auto-injectors • Outdoor education – changes to HCC guidance • Teachers Pay Award and Pension • Adrenaline auto injectors and offsite trips (as above) • PE & Sport Premium grant • DSL Training • Significant Admissions changes
19.	<u>Any Other Agreed Business:</u> This item forms part of the confidential minutes.
20.	<u>Items for Next Meeting Wednesday 6th December 2017 @ 5pm:</u> • Revised budget 2017/2018 (approved by R&P committee) • Receive HT written report • Approve/review School Development Plan • Skills audits and annual conversations – individual impact • Review staff absence levels - Add staff absence to agenda – as before • Complete online consultation regarding Ofsted's proposal AW to provide new working link to the consultation
	The chair thanked everyone for their attendance and input, extending extra thanks to the new governors and closed the meeting at 19.20.

Actions from FGB 29.11.17

Agenda Item		Responsibility
9	Confirm date and time for training and provide new governors with access	AW
11	Update policy's on to Governor Zone	AW
13	To report back who has paid and who has not paid school fines for attendance	ES
26 5.1	<i>Add staff absence to agenda – Mass IT failure</i>	Clerk
28 6.3	<i>Complete online consultation regarding Ofsted. New consultation now on place. Chair urged governors to read and respond</i>	All