



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, 19th July 2017 at 17:00 hours at the School

Present:

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

In Attendance

Clare O'Meara	Clerk to Governors
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Colour Key

Red = ensuring clarity of vision and strategic direction

Blue = robust accountability/challenge/support

Purple = financial probity

Additional Documents: Please refer to the Appendix for a list of additional documents circulated prior to/tabled at the meeting.

Item No	Action
1.	Welcome, Introductions & Apologies for Absence <u>Start time: 16:58 hours</u> The Chair welcomed Governors to the meeting. It was noted that proper notice of the meeting had been given to the Governors. The Clerk noted on the signing in sheet that a quorum was present. The meeting was declared open. The Chair informed Governors that this would be the last meeting that Clare O'Meara would clerk for Haselworth Primary School ("HPS") as she is leaving to start another job in September. Governor Services are working hard to find a replacement and the Clerk reassured Governors that she would use reasonable endeavours to make herself available for a handover as and when a replacement is found.
2.	Declaration of pecuniary interests and/or conflict of interests Governors were given the opportunity to declare any interests (pecuniary or otherwise) in the agenda items to be discussed. No declarations were made.
3.	Agree any urgent business for agenda item 11 The HT gave notice of 1 update she needed to share with Governors and it was agreed this would be considered at item 11.
4.	Finance and Premises
4.1	To confirm submission of Budget (Action 16, Agenda item 4.4) Christopher Roast confirmed that the School Business Manager ("SBM") had submitted the Budget for 2017/18 to Hampshire County Council before the deadline. <i>Governors thanked SBM for doing this.</i>
4.2	To receive Finance and Budget update

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Christopher Roast confirmed that at its last meeting the Resources & Premises Committee (“RPC”) had carefully considered the financial updates prepared by the SBM and after a rigorous analysis, RPC members were satisfied with the accounts provided. Christopher Roast reminded Governors that they had been invited to submit questions to SBM in advance of the meeting as it had been agreed that it was not necessary for the SBM to attend the meeting. The Clerk confirmed that no questions had been received. Christopher Roast again invited Governors to raise questions but there were none. Governors commented that the work of the RPC had been thorough.

The Chair notified Governors that HPS had been contacted at random by Hampshire County Council (“HCC”) to audit their Schools Financial Value Standard (“SFVS”). HCC had requested that HPS provide evidence to support its answer to question 1 of the SFVS, namely ‘In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? The Chair confirmed that she has put together a statement and supporting documentation comprising minutes of meetings, the Governor Skills Matrix, training record with finance courses and those courses which develop challenge and support highlighted. HCC have acknowledged receipt of the response. *Governors thanked the Chair for her prompt response and commented that it was comforting to know that all the work which goes into the SFVS submission is read/scrutinised.*

The HT reported that HPS is waiting to see how much is left in the devolved budget once existing commitments have been paid. The HT will then ask the new computing leader to recommend suitable upgrades to the school’s ICT equipment in September.

A Governor asked:

Q: ‘Can we use Pupil Premium money to fund ICT improvements?’

A: In theory, Pupil Premium funding could be used to purchase an element of the ICT equipment provided it was going to have a positive impact on pupil premium children (“PPC”). However, it could not be used generally across the board.

4.3 To receive comments/questions on the draft minutes of the RPC dated 3rd July 2017.

A copy of the draft minutes of the RPC meeting held on 3rd July 2017 had been circulated previously. There were no questions arising.

5 Performance, Learning and Safeguarding

5.1 To receive HT’s written report

A copy of the HT’s written report had previously been circulated. All Governors confirmed they had read the report. The HT gave a verbal update to Governors explaining that she had received notice yesterday that HPS’ final Pupil Premium submission had been reduced by £5,000 to £78,000 and so the HT would need to review the pupil premium statement and look to make savings of £5,000. *Governors were concerned to hear about the cut to funding and asked how the reduced amount had been calculated.* The HT was not sure. *Governors asked the HT to investigate this further.*

HT

Governors had submitted the following written questions:

Q: Why is attendance % the worst for PPC?

A: The HT referred Governors to her Head Teacher’s written report which gave a full explanation but basically the persistent absentees at HPS are 100% PPC.

Q: *Why are there so few children working at above expectation in maths in years 3, 4 & 5?*

A: The Senior Leadership Team ("SLT") has recognised that working at greater depth in Maths is an issue for the school as a whole. This has been identified as a school priority and the Continuing Professional Development ("CPD") for 2017/18 will focus on helping teachers to help children reach greater depth.

The response prompted a verbal question:

Q: *Is this a change from previous years? Does it have anything to do with Inspire?*

A: It is not linked to Inspire. HPS has not achieved this in previous years. Inspire is embedded but teachers need further training to prepare carefully the task design and to have the confidence to move pupils on.

Governors were pleased to hear that encouraging children to work with greater independence was a priority.

Written question: *What benefits will there be for the school from your HT mentoring role?*

A: The HT outlined the following key benefits for HPS:

- HT has been able to develop her coaching skills further. These skills have been put to use at HPS;
- It is useful to go on learning walks at other schools to see how other schools do things. Gaining another perspective can help with self-evaluation. For example, the HT's mentee heads a Church of England school and was asked to do an assembly at HPS on 'forgiveness'. It was interesting to see the different approach;
- The relationship between the other school and HPS has strengthened. There is good collaboration. For example, they have an early years provision which they have agreed HPS can access free of charge. Both schools are sharing best practice. It is good to share best practice with a school outside HPS' cluster as it inspires other ways of working.

Governors congratulated the HT on being asked to act as mentor. A Governor thanked the HT for the quality and analysis of the data contained in her written report.

A Governor stated they had had difficulty opening the links to the risk assessments. The HT reported that the risk assessments are being updated in accordance with the recommended timeframe. There are fewer of them now which makes the task more manageable. The Governor was invited to review these at their next visit.

Governors praised the Year 6 team for the excellent results but agreed with the HT's analysis that going forward PPC who have no Special Educational Needs ("SEN") should as a matter of course achieve age related expectations. This is a non-negotiable priority which HPS will use targeted interventions to achieve.

The HT referred Governors to the Pupil Premium Strategy Statement (Document 2M) which had been previously circulated. Governors noted the new format. Governors had submitted the following written questions:

Q: *What is the significance of the lower maths progress score in the summary table?*

A: This is historical data now. Progress in maths wasn't as good as in other areas however it was still above the national average. We identified pupil premium girls as having made less progress and this year provided intervention. We anticipate that 85% of them will now be working at age related expectation. Once we receive the new version of RAISE online, we will know what our next target is.

Q: How will you manage small class sizes across the school?
The Governor clarified the question *referring to the statement which shows that small class sizes are effective but expensive.*

A: This is correct. However, we believe small class sizes are having a positive impact on teaching and learning for all pupils. It is easier to spot pupils who might be struggling. Children receive more individual feedback. In year R for example, phonics is taught in groups of 5. The data shows a good impact.

The response prompted a verbal question:

Q: Will next year be the first year where all year groups have small class sizes?

A: Yes, next year will be the first time that all year groups will have been taught purely with their own cohort in the morning. As part of the transition, we are trialling the new system at the moment to see if there are any gaps in the provision. We are very pleased to be in a position to do this.

Written question: *How will you report the implementation of the actions for planned expenditure?*

The Governor clarified the question. *How will we know it has happened?*

A: Feedback will be given to the RPC and via the Head Teacher's written report.

The HT will use colour coding to help Governors identify the implementation.

It was noted that the HT would have to resubmit the statement given the funding cuts to Pupil Premium. HT

The HT referred to Document 2K (Sports Funding) and reported that J Millard will continue to lead PE. HPS will continue to pay for swimming. *Governors noted that the cost of the minibuses had almost doubled but agreed this was a necessary expenditure.*

The HT referred to Document 2J, Report on Progress against school's development plan. *Governors found the working towards, secure and exceeded format helpful.*

A Governor referred to item 1.1 of the report where HPS is working towards having a minimum of 80% of all pupils working at or above age related expectations per cohort and noted that greater depth is still low across the school. A Governor asked, *"Are plans in place?"* The HT confirmed that CPD has been arranged to tackle this.

The Chair invited other questions. There were none.

The Chair asked the Clerk to carry forward the review of staff absence levels to the next agenda. Clerk

The HT referred Governors to the professional closure days listed in her written report and Governors unanimously approved the dates. The HT highlighted that on the 4th September the training would focus on Safeguarding and Child Protection. Governors were invited to attend. The HT reported that all people who volunteer at the school would also be attending. Governors noted that Safeguarding guidance is due to be updated in August and so it may be necessary to ratify certain changes to the policies to be considered at item 9.

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The HT also invited Governors to attend the inset day on 5th September when the priorities for 2017/18 would be considered. For those Governors who cannot attend the HT will report back.

Governors thanked the HT for being mindful of parental feedback concerning the cost of holidays when fixing inset days. Governors noted that having two consecutive inset days at the end of the Summer holidays would mean that families would be able to take advantage of cheaper holiday prices. Governors remarked on the importance of good attendance and thanked the HT for balancing this with parental concerns of the cost of family holidays. Governors felt a good balance had been reached.

The HT reported that having carefully reviewed HPS' bullying logs, there were no records of persistent bullying. HPS always investigates accusations of bullying. Children are clear about what amounts to bullying. In September, a child friendly version of the bullying guidance will be issued. *A Governor remarked that having small class sizes means that bullying doesn't go unnoticed.*

The HT reported that there have been no incidents of racism amongst children. One incident involving a parent had been reported. The HT had dealt with this incident and there had been no repercussion.

5.2 **To review child protection arrangements and safeguarding audit due 30th September 2007**

The Chair reported that she and the HT would be sitting down to complete the audit. If any subsequent changes are required to policies issued in the safeguarding packs, updates will be notified by a one page summary to avoid having to print multi copies of this lengthy document. Any subsequent changes to policies will be summarised and added to the packs. If significant changes are required, the full policy will be reissued.

A Governor commented there is good discussion amongst children on the various ways of keeping safe in this day and age. The 'Run, Hide, Tell' campaign is common knowledge amongst children. The HT confirmed that there has been a shift amongst staff too. Whereas previously staff have relied upon group leaders to know the critical incident plan procedures, now all staff are actively encouraged to be aware.

Q: What is in the safeguarding pack which is given to everyone?

A: Everyone receives a code of conduct, full and summary versions of the Child Protection Policy, the Whistleblowing Policy, the Allegations of abuse against pupils policy and the Keeping Children Safe in Education (Part One) policy.

The HT reported that all visitors now receive a safeguarding leaflet when they enter the school. In September, all staff and governors will sign to acknowledge receipt of the new safeguarding guidance and even volunteers at the school will get a pack. Recipients are given a couple of weeks to read the pack and then must sign to confirm they have read it.

5.3 **To review monitoring visit feedback forms**

The Chair thanked Governors for completing feedback forms after their visits and confirmed that the Strategic Planning & Evaluation Committee ("**SPEC**") will oversee the follow-up actions to ensure they are completed.

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The Chair referred to Document E, the SEN Link Governor monitoring feedback form. Governors confirmed they had all read the form. There were no questions arising.

The Chair referred to Document F, the English Link Governor monitoring feedback form. Governors confirmed they had all read the form. There were no questions arising. The English Link Governor confirmed that she intends to meet with the new English Leader in September.

The Chair referred to Document 2B, the Maths Link Governor monitoring feedback form which had previously been circulated. All Governors confirmed they had read the form. A Governor asked the following question of the Maths Link Governor:

Q: How do you view assessment in Maths? Is it successful?

A: The original action plan was not satisfactory and the answers given to questions were vague. The replacement plan is much better. There is no shortage of data but it lacks SMART goals (i.e., goals which are specific, measurable, achievable, realistic and time based). Some of the information received was contradictory. For example, the Governor was told that Target Tracker needs to be modified to see maths data and yet Governors have received this information previously. A feeling was expressed that SLT has not put enough into maths and yet neither the data nor the School Development Plan support this view. Also, the Governor was told that it is not clear what 'good' looks like which the Governor found strange given that Inspire is embedded and Target Tracker is very clear as to what good looks like.

The HT agreed that what constitutes 'Good' should be apparent but acknowledged that there is not enough understanding as to what 'Greater Depth' looks like. *Governors were pleased to learn that as of September there would be more Maths mentoring opportunities for staff.* Also, 2 members of staff have now completed the Inspire training and will share this knowledge with others by delivering in-house training. *Governors agreed with this approach given how expensive it is for staff to attend the provider's training course in London.* HPS will also share good practice with other local users/experts.

The Chair referred to Document 2C, the Looked After Children ("LAC") Link Governor monitoring feedback form which had previously been circulated. All Governors confirmed they had read the form. The LAC Link Governor summarised the difficulties encountered trying to access guidance and information on the HCC virtual school website which it transpires is very out of date. The LAC Link Governor referred to 2 accreditation programmes which are on offer: (i) AcSEED which promotes a whole school approach to mental health; and (ii) Attachment and Trauma Aware School. *Governors discussed both options and considered that AcSEED would be a better fit for HPS as the whole school could contribute towards gaining accreditation, in a similar way to the P4C program.* *A Governor recommended a booklet published by Braveheart Education.* The LAC Self Evaluation Form ("SEF") will be completed towards the end of September.

6 Governing Body Organisation

6.1 To receive update on governor vacancies and recruitment drive mail drop (Action 23, Agenda item 6.1)

The Chair reported that the governing body has 1 parent governor and 4 co-opted governor vacancies. Governors expressed concern at the number of vacancies and the difficulties this poses should it be necessary to form an Appeals panels etc. The following efforts have been made to fill vacancies:

Item No	Action
- School Governor One Stop Shop have emailed to confirm they are still actively looking for governors on behalf of HPS; - The Chair will refresh the advert placed on Hampshire Education jobs website; - HPS is still using Inspiring Governance to try to recruit; - A former Learning Support Assistant at HPS has expressed an initial interest. Christopher Roast will follow-up again; - Debbie Stevenson has delivered mail drops along Stoke Road but there has been no response; - The HT has been in contact with a former tutor at the school inviting them on a tour of the school. The HT will follow up again. - A Governor had been approached by a parent interested in the role. The parent has not applied as they are unsure whether they would be able to cope with the amount of papers to be read for each meeting. Governors acknowledged this was a valid concern and understood the parent's reluctance to apply.	Christopher Roast HT
The Chair emphasised the importance of all Governors trying to recruit new governors. Year R parents will be targeted in September.	
6.2 To review progress against Governing Body development plan. The Chair referred to Document 2A, Report on Progress against Governing Body Development Plan which had previously been circulated. All Governors had read the report. There were no questions arising. The governing body will review its SEF in late Autumn and develop a new plan based on the SEF.	
6.3 To agree Governor training and development plan for 2017/18 and confirm arrangements for whole governor training (Action 24, Agenda item 6.2) The Chair explained it was not appropriate to produce a training and development plan now. Governors have a list of recommended course available locally and this will be updated in due course.	
The Chair asked that Governors complete a feedback form following attendance on a course.	
The Chair recommended the Ofsted course to Governors and reminded all that as from February 2018 HPS should expect a visit from Ofsted imminently. Next term, the Chair will arrange Governing Body strategic sessions so that Governors can prepare and feel confident.	
The Chair notified Governors of a Consultation which is currently taking place. Ofsted are seeking views on proposals for changes to the short inspection approach for good maintained school from October 2017. The proposal is that the window for conversation of a short inspection to a section 5 inspection, should extend from 48 hours to 15 working days. The Chair asked Governors to give their views online.	
The Chair confirmed that 'Protecting Children' training has been booked as the whole governor training to take place on Wednesday, 11th October 2017 at 17:00 hours. It will be delivered by Barbara Piddlington.	
6.4 To agree Governing Body meeting dates for 2017/18 All Governors had reviewed the proposed meeting dates for 2017/18 and unanimously agreed the dates. The Chair reported that the Clerk had advised the governing body	All

of the legal requirement to serve the agenda and documents 7 clear days before a meeting. Governors noted the advice.

6.5 To discuss officers for 2017/18 and agree election arrangements/deadline for nominations

Governors agreed that the deadlines for nominations for the roles of Chair and Vice-Chair should be received by no later than Monday, 18th September 2018 at 17:00 hours.

6.6 To agree committee membership.

Governors discussed and agreed the following membership of the following committees:

RPC	Curriculum, Standards and Achievements Committee ("CSAC")
Phillip Bleckly	Kate Ashman
Emma Steele	Aimie Williams
Aimie Williams	Emma Steele
Chris Roast	Debbie Stevenson
Nigel Williams	Chris Roast

SPEC
Philip Bleckly
Kate Ashman
Emma Steele
Chris Roast
Aimie Williams

It was noted that the membership of SPEC would be confirmed in September once the Chair of the governing body has been elected for 2017/18.

Pay Committee	Head Teacher's Performance Management Committee
Debbie Stevenson	Chris Roast
Phillip Bleckly	Aimie Williams
Nigel Williams	
In attendance will be Aimie Williams and Emma Steele.	

The other committees/panels are convened on an ad hoc basis.

6.7 To review and agree terms of reference for the Governing Body committees and the Programme of Works

The Chair referred to each of the documents listed in column 1 below in turn. Column 2 of the table below shows what questions/comments the Governors raised in respect

of the relevant document and the answers which were given. In column 4 of the table below, 'UA' means unanimously approved by the Governors on a show of hands.

(1) Doc ref	(2) Name of document	(3) Governor queries/comments	(4) Approval
G	Complaints panel terms of reference ("TOR")	Q: Who clerks these meetings? A: A Local Authority professional clerk	UA
H	CSAC Programme of Works and TOR	None	UA
I	Discipline and dismissal committee TOR	None	UA
J	Governor Appeals Committee TOR	None	UA
K	Head Teacher's Committee TOR	None	UA
L	Head Teacher's Performance Management Committee TOR	None	UA
M	Pay Committee TOR	None	UA
N	Pupil Discipline Committee TOR	None	UA
O	RPC TOR and programme of works	None	UA
P	SPEC TOR and programme of works	Programme of works may need to be amended following completion of school development plan.	UA

7 Minutes of the previous FGB meeting

7.1 To agree the minutes of the previous FGB meeting dated 24th May 2017 and sign once agreed

All Governors present agreed that the minutes of the previous meeting held on 24th May 2017, were a true and accurate record and were approved. The Chair then signed the previous minutes.

7.2 To receive an update on the following matters arising/follow up actions (not discussed elsewhere)

Action number	Agenda item	Update
12	6	The Chair confirmed that this action was complete.
13	9	The Chair confirmed that this action was complete and that SPEC would review the plan termly.
14	4.2	Christopher Roast confirmed that this action was complete.
15	4.2	Christopher Roast confirmed that this action was complete.

Item No	Action	
17	5.1	The HT confirmed that this action was complete. An amicable agreement has been reached with Alverstoke Community After School Club (“ACASC”). As of next term ACASC will cease to provide an after school club for HPS. The two keyworkers will provide the care on a term trial basis. The TUCASI module has been bought to process the payments. The HT expressed concern at the small number of families who have signed up and will be encouraging parents to submit forms. Governors noted that this would be reviewed at the Autumn full governing body meeting.
18	5.1	The Clerk confirmed she has added this to the draft agenda.
19	5.2	The HT confirmed that this action was complete.
20	5.3	The Chair referred to Document 2L, the Home School Agreement which had previously been circulated. Governors unanimously approved the Home School Agreement which can now be distributed to all pupils.
22	5.5	The HT reported this as a work in progress and should be carried forward.

8 Committee Minutes/Reports

8.1 To receive comments/questions on the Strategic Planning & Evaluation Committee (“SPEC”) draft minutes dated 5th June 2017

All Governors had read the draft minutes. There were no questions arising.

8.2 To receive comments/questions on the Curriculum, Standards & Achievements Committee (“CSAC”) draft minutes dated 26th June 2017

All Governors had read the draft minutes. There were no questions arising.

9 Policies and Procedures for review

9.1 To approve the Acceptable use of ICT policies for staff

All Governors had read through the policy which had been circulated previously. A Governor stated that there was a typographical error. The Chair asked for all typographical errors to be flagged by email. The Governor will email the Chair. Subject to the typographical error being corrected, the policy was unanimously approved.

9.2 To approve the Acceptable use of ICT policies for children

All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.

9.3 To approve the Allegations of abuse against pupils Policy

All Governors had read through the policy which had been circulated previously. A Governor had submitted the following written question in advance of the meeting:

Q: I am uncomfortable with the wording of the first bullet point in the 'Procedure' on page 4 where it states that: "When an allegation is made by a pupil against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (“DSL”) should be informed." Whilst I acknowledge that not all allegations may warrant the involvement of the DSL, I am worried that this could lead a less experienced member of staff to perhaps not take something further?

Item No	Action
	The Chair thanked the Governor for this question. Governors unanimously agreed that all allegations should be referred to the DSL. The Chair confirmed that this has now been amended. The policy was unanimously approved.
9.4	To approve Child Protection policy All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.
9.5	To approve the Safeguarding policy All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.
9.6	To approve the Anti-bullying policy All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.
9.7	To approve the First Aid Policy All Governors had read through the policy which had been circulated previously. The policy was unanimously approved. A Governor reported that whilst at a First Aid paediatric course this week, the trainer mentioned that as from October, all schools would be able to keep a generic epinephrine autoinjector to administer to pupils. The Chair thanked the Governor for an update. Governors will need HCC to confirm this policy before it is incorporated into the First Aid Policy.
9.8	To approve the Statement for Dealing with allegations against staff All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.
9.9	To approve the Written Statement of behaviours Principles All Governors had read through the policy which had been circulated previously. The policy was unanimously approved.
10	Correspondence Governors confirmed receipt of the regular updates. There were no matters arising. The HT reported the following third party communications to the Governing Body: - Alverbridge Nursery School has given notice to terminate its lease of part of the school premises. It will cease to be in occupation as of 14th January 2018. HCC's Early Years and Pre-School advisor has been in contact. A few interested pre-schools have already approached HPS which is encouraging. The HT has explained to them that the lease must go to tender. HPS has protected itself from any loss of income from the nursery by showing a zero line from 'Nursery'. Any payments HPS does receive will therefore be a bonus. - The HT received a letter last week from HCC specifying that the floor in her office and at the front of the building would not be levelled until 2019. <i>All Governors agreed that given the severity of the slope and the fact that it appeared to the naked eye to be worsening, this was unacceptable. The Chair wrote to HCC on behalf of the HT and other staff to complain about the delay.</i>

Item No	Action
	The Chair pointed out in her letter that many staff members are complaining of neck and shoulder problems and that the governing body owes a duty of care. A representative of HCC had visited the school. HCC have now confirmed that work to level the floor will start as soon as possible. A temporary reception area with secure access will be made in the activity room and HCC will replace the carpets. The HT thanked Governors for their support.
11	Any Agreed Urgent Business
	The HT was pleased to announce the recruitment of a key stage 2 teacher who can start in September. <i>Governors were pleased to hear HPS would be fully staffed.</i>
12	Confidentiality
	There were no confidential matters.
13	Confirmation of next meeting date
	Wednesday, 27 th September 2017 at 17:00 hours.
14	Items for next Agenda
	• Annual Pecuniary interests log (sign and arrange to post to the web site) • Adopt Manual of Financial Practice and statement of financial expectations • Agree External advisor for HT performance reviews • Adopt Manual of Personnel Practice ("MOPP") • Annual adoption of Governor Code of conduct (sign) • Adopt Hampshire County Council Governors good practice guide • Discuss and approve safeguarding audit. • HT verbal report • Receive plan for and approve any offsite visits • Discuss governor attendance 2016/17 (and post to web site) • Governor Recruitment • Approve Critical Incident Policy • Approve privacy notice • Approve Pay Policy 2016/17 • Approve Performance Management and Capability Policy • Approve localised MOPP policies as required • Approve Annual Health & Safety report

The meeting closed at 19:02 hours.

Action Summary

Action Number	Agenda Item	Action Required	Lead	Target date for completion
22	5.5 (FGB of 24.05.17)	Circulate parent friendly version of Pupil Premium grant expenditure document to Governors	HT	18.09.17

25	5.1	Query reduced pupil premium funding amount and resubmit pupil premium statement if necessary	HT	31.07.17
26	5.1	Carry forward to next agenda 'Review staff absence levels'	Clerk	18.09.17
27	6.1	Follow up potential new recruits to governor vacancies	HT & Christopher Roast	Ongoing
28	6.3	Complete online consultation regarding Ofsted's proposal to amend timings for section 5 inspections. Here is a link to the consultation. www.gov.uk/government/consultations/short-inspections-of-good-schools	All	23:30 hours on 18.08.17

Appendix: List of Additional Documents

Item	Document description	Provided by
2J	Progress against goals against goals for the School Development Plan	HT
2K	Sports Funding report 2017/18	HT
2L	Home School Agreement	Chair
2M	Pupil Premium Strategy statement	HT