



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, 24th May at 17:00 hours at the School

Present:

Aimie Williams	Co-opted Governor ("Chair")	Cheryl Collins	Co-opted Governor
Emma Steele	Head Teacher ("HT")	Christopher Roast	Co-opted Governor ("CR")
Kate Ashman	Staff Governor (arrived at 17:30 hours)	Deborah Stevenson	Parent Governor
Philip Bleckly	Local Authority Governor	Nigel Williams	Co-opted Governor (arrived at 17:19 hours)

In Attendance

Mary Leask	School Business Manager ("SBM") (left at 17:40 hours)	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/tailed at the meeting.

Item No	Action
1.	Welcome, Introductions & Apologies for Absence <u>Start time: 17:00 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 Chair reported that Nigel Williams and Kate Ashman had both sent their apologies as they would be arriving late. Governors accepted the apologies. The Clerk noted on the signing in sheet that a quorum was present. The meeting was declared open.
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 Chair noted that there was no urgent business to be discussed.
4.	Finance and Premises
4.1	To approve the budget outturn for year 2016/17 The SBM tabled to the meeting a draft Budget Outturn spreadsheet for 2016/17 (document H) which members of the Resources & Premises Committee ("RPC") had already reviewed at their previous committee meeting held on 12 th May. The SBM reported that the outturn for 2016/17 was £68,806 and that this figure would be carried forward for 2017/18. The SBM invited questions and <i>a Governor queried whether the figure was now final</i> . The SBM confirmed that it is.
4.2	To approve the budget plan for 2017/18

.....(CHAIR)

19/07/2017

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The SBM referred to the draft Budget Plan 2017/18 (document C) (the “**Budget Plan**”) with proposed income and expenditure which had previously been circulated to Governors. The SBM drew the Governors attention to the following key points:

- Proposed staffing expenditure is £658,924;
- Proposed non-staff expenditure is £206,557;
- Non-staffing expenditure has been reduced greatly to reflect what the school will need and not what the school thinks it is going to need;
- All areas of expenditure will be monitored closely throughout the year and the SBM will continue to provide Governors with regular updates.

A Governor had submitted the following written questions in advance:

Q: Reference the Budget Plan: in the School Development Plan (the “SDP”) it states that ‘Leaders and Governors have a deep, accurate understanding of the school’s effectiveness informed by the views of pupils, parents and staff. They use this to keep the school improving by focusing on the impact of their actions in key areas’. How are we informed and how often do we gather this information? How is it being used?

A: Parents receive an overview in an easy to read format. We use less structured events now to get parental feedback due to the low number of responses received in the past. An electronic questionnaire is due to be circulated 2 weeks after the May half term break to coincide with parent evenings. At the recent strategic away day, we discussed the SDP and we intend to review it again at the first inset day in September 2017. We will assess what is good about the SDP and what needs to be improved. This will enable us to update the budget.

Q: Reference the Budget Plan, Monthly Income & Expenditure, CFR Ref 108/GL code 7203: What is the breakdown/make-up of ‘Other Misc Income’?

A: This comprises items such as the BBQ, Easter Events, Fair Share. The SBM agreed to produce a break down. The HT requested that this be added as an agenda item for the next meeting of the RPC.

CR/SBM

Following a query from a Governor at the RPC meeting, SBM checked the amount and pointed out one change to GL code 5399 which refers to ‘HCC SVS - Other Local Authority Top Up Service Level Agreement’. Using the Service Level Agreement calculator, the SBM calculates that this should be £250 rather than £1,000. The SBM presented Governors with two options: (i) change the amount now before the SBM downloads the budget setting for 2017/18 and amend the three year plan; or (ii) wait and make the change at budget revision in October 2017. *Governors carefully considered both options, noting that quite often the costs associated with the Property Service Level Agreement are greater than expected.* Governors unanimously agreed to leave the GL code 5399 figure as £1,000 and amend it in the Autumn if necessary.

The SBM referred Governors to the Budget Plan and noted that the proposed income for 2017/18 is £802,942 which includes income for rent and services from Alverbridge Nursery School up to and including September 2017. Governors asked the following questions:

Q: Does the proposed income figure include payments for the number of pupils?

A: No. The figure only includes income the school thinks it will receive. There may be more income as time goes by.

Q: Will the school receive extra pupil premium money?

A: Not to our knowledge.

There were no further questions. The predicted 2017/18 budget was confirmed as:

	Value (£s)
Income	802,942 Eight hundred and two thousand nine hundred and forty-two
Expenditure	865,481 Eight hundred and sixty-five thousand four hundred and eighty-one
In Year (Deficit)	(62,539) (Sixty-two thousand five hundred and thirty-nine)
Surplus Brought Forward	68,806 Sixty-eight thousand eight hundred and six
Cumulative Surplus carried forward	6,267 Six thousand two hundred and sixty-seven

4.3 To approve the 3 year Financial Strategic Plan

The SBM referred Governors to the Draft 3 year Plan dated 11th May 2017 (document D) and to the Budget Dashboard (document E) both of which had previously been circulated. *Governors acknowledged that the Deficit brought forward might increase depending on the what impact the new National Funding Formula has on the school budget. Governors were pleased to note the financial benefits of increasing the school's permitted admissions number from 16 to 20.* Governors approved the 3 year Financial Strategic Plan. *A Governor praised the Budget Dashboard and commented that it was a useful visual overview.*

4.4 To plan and approve the Capital Budget

The SBM explained that the devolved budget information is not yet available on the system but that she had completed an estimate on the funding formula and the balance going forward. This document was tabled at the meeting (document H). Governors noted that the estimated balance for 2017/18 is £17,547.14. The HT reminded Governors that the work to convert the storeroom into a teaching room was still to be paid (£3,669) and that the planned spend on Key Stage 1 area (£6,000) was also due to come out of the devolved budget.

A Governor praised the way in which data was presented in the Budget Dashboard (document E).

There were no further questions arising. Governors approved the Budget. **[Post-meeting note:** At the end of the meeting, the Chair and the HT signed and dated the Budget. The Chair confirmed she would give it to SBM for submission to Hampshire County Council before 31st May 2017.]

SBM

4.5 To receive comments/questions on the draft minutes of the RPC dated 12th May 2017.

A copy of the draft minutes of the RPC meeting held on 12th May 2017 had been circulated previously. A Governor asked:

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Q: Is there any news yet on the Tesco token scheme?

A: The school found out today that it has been awarded £2,000. *Governors were delighted with this result.*

The HT reported that the works to the Outdoor area had gone over budget by £800 but Hampshire County Council had agreed to cover the cost. *Governors were pleased to hear this.*

5 Performance, Learning and Safeguarding

5.1 SDP progress focusing on pupil progress

The HT reported that she had recently trialled using Perspective Lite for book scrutiny and staff were pleased with the results. Benefits include the ability to:

- gain a better sense of perspective on progress;
- attach evidence of good learning;
- improve the performance management of teaching staff;
- demonstrate concrete evidence of improving trends across the school.

Governors praised this initiative.

17:19 hours – Nigel Williams joined the meeting.

The HT confirmed that Kate Ashman had now completed her moderation training and that year 2 were due to be moderated for Maths and English. Current predictions are that 80% of pupils will achieve age related expectations in Maths and that 75% of pupils will for Reading and Writing. *A Governor queried whether these predictions are sound.* The HT believes the predictions are robust as the work has already been through an internal and an external moderation with two other Gosport schools.

The HT reported that the school intends to change the format of targets to provide a clearer learning journey for pupils. This follows on from a recent self-evaluation process where staff looked at whether the school is supporting its pupils, in particular, those children with Special Education Needs and those eligible for Pupil Premium. A new format has been developed and will be rolled out to teachers. The new target format provides for clear evidence of small targets to be recorded. Such progress would not be apparent from the regular progress tracker. *Governors welcomed this change and agreed it can be disheartening for children to be constantly told they are not meeting age related expectations. It is important to recognise whatever progress they do make.*

The HT explained that Quality First Teaching continues to be a priority. Lots of work has been done on marking and feedback and *Governors were pleased to hear about the positive impact which split maths lessons is having on pupils' progress.* The HT advised Governors that according to the data, in Year 4, the gender gap between boys and girls for Reading and Writing was not closing and that a number of girls were not working at age related expectations. To address this, a 6 week structured programme has been put in place to focus on writing and already the school is seeing the positive impact this is having on pupils.

The HT advised Governors that the school was still subsidising the After School club ("ASC") run by Alverstoke Community After School Club ("ACASC") on the school site to cover empty spaces. The HT asked Governors to consider whether it was financially prudent and sustainable for the school to continue to use an outside provider.

Q: A Governor asked how much do the individual carers get paid?

A: £7.56 per hour with no entitlement to sick pay or holiday pay.

SBM presented the following proposal to the Governors:

- ASC staff would have to be paid £8.40 an hour which is in line with the Breakfast club staff. They would also be entitled to holiday pay. Currently, they work 13.7 hours a week.
- 1 member of staff would cost £6,042 for 2017/18.

SBM tabled a spreadsheet to the meeting showing how many children would be needed to make the club sustainable (document Y). At least 7 pupils per day are required, averaged out over the course of a week. By 26th May 2017, the school will have an indication of how many year R pupils are likely to require a place.

17:19 hours – Kate Ashman joined the meeting.

The SBM explained that the costings in the spreadsheet are based on a year's salary. There are other flexible working options available, for example the school could pay employ staff on a term time only contract or half termly.

Q: If the staff were employed on a flexible contract, wouldn't that place the school in a vulnerable position? An employee could give 2 weeks' notice and then the school would be left to find a replacement in a short space of time.

A: That is a risk but the last time this role was advertised, there were lots of applicants so we can be fairly confident that we would be able to recruit a replacement. Also, further income could be generated by offering childcare provision for inset days.

Q: Is 10 the maximum number of children who can attend the ASC?

A: It depends on the age of the children. For example, in year R the ratio of children to staff is 6:1 but this changes as children get older. There is scope to increase the numbers from 10 provided we feel the provision is still safe. Obviously, there does come a critical point where a third member of staff would need to be recruited in order to maintain a safe environment.

The HT noted that it is a requirement now that childcare staff are trained to administer paediatric first aid. The school is arranging for the 2 members of staff to receive this training. In addition, for reception children using ASC, their progress must be captured against the Early Years learning objectives. One ASC member of staff has already volunteered to receive training on Tapestry. *Governors agreed that these examples of the school investing in the staff strengthened the argument to bring the provision in-house.*

The SBM flagged to Governors that there would be a slight cost to the proposal. Whilst parents can pay for ASC fees using ScoPay in order to log the payments, the school would need to purchase an extra module for TUCASI. This would involve a one off payment by the school of £192 followed by an annual subscription of £124 for the module. In addition, there would be the cost of school Administrative staff having to carry out the administration.

The HT advised Governors that ACASC had not pursued outstanding debts recently. There was one case where one family with two children did not pay for 3 weeks.

Governors agreed that if the school was providing the after school care then it would be much better placed to keep bad debts under control.

Q: When do parents pay?

A: Currently, payment is in arrears. If the school takes over the provision, it would look to put in place a new contract with clearer timeframes for payment of invoices. Ultimately, if invoices are not paid, the school would advise parents that children can no longer attend ASC.

Q: Is there an issue with persistent late payers? Would the school consider introducing late payment penalty fines of say £10 to encourage prompt payment? I.e., is it better to have a place filled, even if the family pays late rather than have an empty space?

A: Yes, it's about knowing the parents. The school office staff are much better placed to handle outstanding invoices and ultimately this would free up the time of the ASC staff to care for the children.

Governors unanimously agreed that the HT should speak to ACASC to explain that the school is no longer able to subsidise the club and would be looking to take the ASC provision in-house. The Clerk was asked to add this as an agenda item for the FGB Autumn 2 meeting.

HT

Clerk

The Chair and the Governors thanked the SBM.

17:40 hours – the SBM left the meeting.

5.2 **To receive information on attendance, punctuality and exclusions and to monitor and evaluate behaviour.**

The HT reported that there has been a drop in attendance to 95.3%. *A Governor queried why this was* and the HT explained that in Year R in particular, there had been a lot of sickness and bad viral temperatures in recent weeks.

The HT confirmed there have been no exclusions this year.

A Governor raised a concern that attendance reports which are produced for the committees to review do not include breakdowns for pupil premium children. The HT agreed that this information should be provided and confirmed that in future she would ensure that data is provided in a suitable format. The HT was able to provide the following breakdown for the period since September 2016:

HT

Attendance	
Pupil Premium children	94.3%
Not Pupil Premium children	96.2%
Unauthorised absences	
Pupil Premium children	1.76%
Not Pupil Premium children	0.68%
Late arrival after registration	
Pupil Premium children	0.37%
Not Pupil Premium children	0.09%

Q: Do we know the reasons for absences, late arrivals etc?

A: The school is aware of a number of families currently going through legal panel. The school is due to have meetings on 25th May 2017 to discuss with those families ways in which the school can provide support going forward. Parents have received a written invitation to the meeting and have confirmed they will be attending.

5.3 **Review of Home School agreement**

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	The Chair reported that this has been adapted but not yet finalised. The Clerk agreed to add this as an agenda item for the next FGB meeting. Chair/HT
5.4	Review of transition arrangements The HT confirmed that the first stay and play session for the new year R intake would take place on 26th May 2017, the 'shuffle up' week has been arranged and there will be child led play evenings taking place too. All year groups are taking part in learning to skip sessions and paired reading continues. Kate Ashman confirmed that she has attended Bay House and Brune Park as part of the year 6 transition arrangements and there is a transition concert and Pan Jazz session arranged. Vulnerable children will also be having their extra visit to Bay House. <i>Governors were pleased to learn that all year 6 children now have a secondary school place.</i> There were no questions arising.
5.5	Pupil Premium Evaluation and Impact The HT advised that the results of the SATs test and phonics screening will be available at the next meeting and so Governors will be in a better position to evaluate Pupil Premium progress and impact. The Clerk will carry this forward to the next meeting. Clerk Governors had submitted the following written questions in advance regarding the Pupil Premium grant expenditure: report to parents 2016/17 (document V): <i>Q: "Additional teacher in Infants to support learning" – Would you say that Philosophy for children ("P4C") has been instrumental in increasing pupil confidence? Has any other subject also contributed and can you provide some examples of how this has been achieved?</i> <i>A: The additional teacher supports Maths and English as well as P4C. There has been a definite increase in the confidence of children and how they conduct themselves. The school has a set strategy to help it achieve it's SAPERE Silver award for P4C. Part of this strategy involves evidencing that P4C is used in other lessons. It is possible to see the positive impact P4C has had in other lessons. For example, today when talking about 'Good and bad things in life' the recent terrorist attack at the Manchester Arena was raised. The children were able to have a balanced and mature discussion and we attribute this to P4C. We have also seen a reduction in bad behaviour incidents which again we credit to P4C as the children have a better understanding of each other.</i> <i>Q: "100% of the Pupil Premium books monitored in the last sample showed good example of the marking and feedback policy. Monitoring shows that written work has improved due to a new approach in marking and feedback". How exactly has this translated into progress for the children overall?</i> <i>A: Our data indicates that 83% are looking at achieving age related expectations across the board. There is a slight anomaly with the data as we are working with two different systems of assessment but if you look at the books you can see progress has been made even if the data doesn't quite show it in some cases.</i> <i>Q: "Pupil conferencing is now needed to ensure that in class support and questioning is also of a high quality". When will this take place?</i> <i>A: This is in the Monitoring and Evaluating calendar. We will formalise the procedure though.</i> <i>Q: With regard to Target Tracker, what is "parent format"?</i> <i>A: It is the ability to change the format so that the data is presented in graphs etc. The feedback from parents has been positive. They have found the snapshot useful.</i>

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	We do not intend to use it for school reports however as we consider our format to be more child friendly.
	<i>Q: This document contains quite a lot of acronyms, is it reasonable to expect parents to know what these all mean and will they know what pupil conferencing is?</i> A: The reference to pupil conferencing is for Governors only. Parents will receive a more user friendly document. The HT will circulate a copy of what parents will receive to Governors. The point raised about acronyms is a good point and will be taken on board. The HT reported that Ofsted have issued a pro forma document for reporting Pupil Premium and so in future the school will use that format.
	A Governor had submitted the following written question on Sport Funding 2016/17 report (document U) in advance of the meeting: <i>Q: Overall, there looks to be many positives with regard to PE teaching and learning, what do you think has made the difference compared to previous years and how will we capitalise on this going forward?</i> A: The PE specialist is passionate about the subject. PE now has a higher profile in the school and there is a better range of sports on offer. Also, there has been better co-operation with Pompey in the Community and having these good male role models has helped. The PE specialist has introduced PE intervention to help those children with lower ability and also those who are more able. Those children have been given one to one sessions to help them. We propose to use the Sports funding to pay for the PE specialist to come in 2 afternoons a week to teach. The HT reported that Cheryl Collins would be leaving the school on 30th June 2017. <i>Governors thanked Cheryl Collins for all her hard work and wished her well.</i> The HT confirmed that a Key Stage 1 teacher and English leader has been appointed. A Newly Qualified Teacher following the Troops into Teaching programme has also been appointed. The HT gave a verbal report to Governors on a staff change which Governors unanimously agreed was <u>confidential</u> in nature. Please refer to the Confidential Minutes of the meeting.
5.6	Professional closure days This item was not discussed.
6	Governing Body Organisation
6.1	To discuss Governor recruitment and review term dates The Chair reminded Governors that currently the Governing Body has 1 parent vacancy and 3 co-opted vacancies. The Chair asked for every effort to be made to recruit new Governors. Cheryl Collins will take some more time to consider her position as Governor following the end of her employment at the school. The Chair reported that they are still advertising on the Hampshire website and on Inspiringgovernance.org but with little success. It would seem that Hampshire County's focus is recruiting governors for those schools judged to be 'Requires Improvement'. The Clerk suggested that the Governing Body might want to approach local businesses to ask for help. Trainees of certain professions such as accountancy and law quite often welcome opportunities to broaden their work experience to strengthen their skill sets. A Governor suggested enlisting the help of the Young Governors to write the

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	letter to make it more personal and all Governors liked the idea of also approaching local churches to see if any members of the congregation can help.
	It was agreed that the Chair would update the leaflet by Friday, 9th June 2017 and leave it in her pigeon hole for other Governors to collect. Governors will note on a sheet which businesses they are approaching to avoid duplication. Chair/All
6.2	To receive the Governor training review and value for money report. The Chair referred to the document K, the Governor training review and value for money report. The Chair apologised for the lateness of her documents on this occasion. The Chair summarised the key points: • The total cost of training without the Service Level Agreement in place would have been £2,812; • The actual cost to the school had been £1,275 resulting in a saving of £1,537; • Governors must remember to submit certificates for training courses attended. <i>All Governors agreed that this represented good value for money. It was noted that an additional payment of £250 had been made for Modern Governor ELearning and Governors expressed disappointment that this element of the training had not been value for money.</i> It was noted that Hampshire would no longer be offering Modern Governor ELearning in any event. 18:14 hours – Nigel Williams left the room. The meeting remained quorate. Governors discussed alternative online learning options. The National Governors' Association are rolling out an ELearning app at a discounted cost of £110 to members for the whole Governing Body. The Key is also planning to do something similar. <i>Governors agreed they would want to know a bit more about what topics are on offer before committing to a contract.</i> The Chair asked Governors to consider what topic they would like to choose for their whole Governing Body training. 18:16 hours – Nigel Williams returned to the meeting. Governors discussed in detail the merits of completing the training on data provided it covered the new changes to RAISE online. Governors noted that the HT had this week completed her Designated Safeguarding Lead training. The HT reminded Governors that changes to safeguarding requirements are due to come into force. After a detailed discussion, Governors opted to have Safeguarding as the whole Governing Body training topic and to use Hampshire Inspection and Advisory Service to learn about the changes to data. The Chair will request the whole Governing Body training for October 2017 so that there is time to implement any changes before the safeguarding audit takes place. The Chair asked Governors to review the individual training recommendations and to ensure that feedback on training is circulated. The Chair has set out a feedback template in her report (Document K). It was noted that the skills audit and matrix is being updated to reflect the 6 new main competencies. Chair

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7	Minutes of the previous FGB meeting	
7.1	To agree the minutes of the previous FGB meeting dated 29th March 2017 and sign once agreed All Governors present agreed that the minutes of the previous meeting held on 29 th March 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 • Action 8, agenda item 7: The HT confirmed that the school is protected by the Hampshire IT Service Level Agreement for loss of in-house data. This action was confirmed as completed. • Action 12, agenda item 6: The Clerk was asked to carry this item forward to the next meeting; • Action 13, agenda item 9: The Clerk was asked to carry this item forward to the next meeting	 Clerk Clerk
8	Committee Minutes/Reports	
8.1	To receive comments/questions on the Strategic Planning & Evaluation Committee ("SPEC") minutes dated 24th April 2017 The Clerk suggested that in future it would be helpful to give the name of the relevant committee as a heading on the document and to number the pages 1 of 6 etc in the footer. The Chair confirmed that a headed template with page numbers is usually used, but had mistakenly not been used on this occasion. The Chair will rectify this. There were no other questions or comments. <u>[Post-meeting note:</u> On 25 th May 2017, the Chair circulated a revised version of the minutes of the SPEC meeting of 24 th April 2017 using the correct header.]	
8.2	To receive comments/questions on the Curriculum, Standards & Achievements Committee ("CSAC") minutes dated 16th May 2017 Governors thanked the HT for circulating Documents R, S, T, U and V (as described in the Appendix) in response to questions raised at the CSAC meeting. A Governor had submitted the following written question: <i>Q: How significant is the prediction of 75% of children are on track for a Good Level of Development at the end of the year, compared to the 80% expected in September last year?</i> A: The difference represents one child. A child expected to make a Good Level of Development left in-year and the child who has filled the space is currently not expected to get a Good Level of Development. There were no other questions arising which are not minuted elsewhere.	
9	Policies and Procedures for review	
9.1	To approve the Freedom of Information Policy The Chair checked that all Governors had read through the policy which had been circulated previously. The policy was unanimously approved.	
9.2	To approve the Supporting Pupils with Medical Conditions Policy The Chair checked that all Governors had read through the policy which had been circulated previously. The Chair explained the highlighting had been a flag for the SBM to confirm accuracy of what was said. The Chair noted that the SBM had confirmed	

those items and had also drawn the Chair's attention to the existence of a separate emergency policy which was now attached as an appendix to the policy. All Governors were happy with the changes. There were no questions arising.

The policy was unanimously approved.

9.3 To approve the Governor Allowances Policy

The Chair checked that all Governors had read through the policy which had been circulated previously. The Chair explained there was one change, namely that once a year, a report on expenditure will be produced and reported back to the FGB as a matter of practice. The Clerk was asked to add as an agenda item for the next FGB a report on Governor expenses claims.

The Chair also highlighted that expenses claims must be pre-approved.

Q: Will the information be anonymous?

A: The information will not be published on the website. The school does not budget for Governors' expenses as the amount claimed never amounts to very much.

The HT explained that whilst the school is very happy to pay for Governor Top Table lunches, going forward, the HT would invite Governors to pay for any informal lunches they have.

There were no other questions arising. The policy was unanimously approved

9.4 To approve the Sex and Relationships Education policy

The Chair confirmed that this would be reviewed next year unless changes in the curriculum necessitate earlier changes.

10 Correspondence

The Chair referred Governors to and highlighted the importance of the information contained in:

- the email from the Clerk dated 18th May 2017 reference: Legal Update: Parent & Staff Governors;
- the following school communications:

School Communication reference	Subject matter
SC014904	Playground use before and after school opening hours
SC014940	Review of incident reporting regarding slips and trips
SC014971	Tick awareness when on school trips
SC014913	Safeguarding serious case review*
SC014981	Safeguarding serious case review*
SC014947	Warning not to name the online self-harming game
SC014912	Safeguarding - Notification of change in law

*The HT urged Governors to read both these items if they had not already done so.

11 Any Agreed Urgent Business

There was none.

Item No	Action
12	Confidentiality Governors agreed to treat as confidential the matter recorded at minute 5.5 and to exclude the discussion from the minutes to be made available for public inspection.
13	Confirmation of next meeting date Wednesday, 19 th July 2017 at 17:00 hours.
14	Items for next Agenda • HT written report • Review child protection arrangements and annual safeguarding audit due October 2016 • Note and agree professional day closures 2017/18 • Staff structure for 2017/18 • Review staff absence levels • Review progress against Governing Body development plan • Discuss officers for 2017/18 and agree election arrangements • Consult on meeting dates for 2017/18 • Agree Committee membership • Terms of reference for Governing Body committees and the Programme of Works

The meeting closed at 18:52 hours.

Action Summary

Action Number	Agenda Item	Action Required	Lead	Target date for completion
12	6	Send Looked After Children and Special Education Needs and Disability reports to SPEC	Chair	11.07.17
13	9	Circulate Governor monitoring plan	Chair	11.07.17
14	4.2	Provide a breakdown of CFR Ref 108/GL code 7203 and circulate to Governors.	SBM	18.06.17
15	4.2	Add 'To review breakdown of CFR Ref 108/GL code 7203' as an agenda item for the next RPC meeting	CR	18.06.17
16	4.4	Submit approved Budget to Hampshire County Council	SBM	31.05.17
17	5.1	Contact ACASC to discuss future of ASC at the school	HT	
18	5.1	Add 'To review ASC provision' as agenda item for FGB Autumn meeting 2.	Clerk	Completed
19	5.2	Ensure attendance reports to Governors include a data breakdown for pupil premium children	HT	Ongoing
20	5.3	To review Home School Agreement	Chair/HT	11.07.17

21	5.5	Add 'Pupil Premium evaluation and impact - to review SATs results and phonic screening' to agenda for next FGB meeting	Clerk	Completed
22	5.5	Circulate parent friendly version of Pupil Premium grant expenditure document to Governors	HT	11.07.17
23	6.1	Update recruitment of new governors leaflet for Governors to distribute. Governors to distribute to local businesses etc once ready.	Chair/All	09.06.17
24	6.2	Book whole governor training on safeguarding for October 2017.	Chair	11.07.17

Appendix: List of Additional Documents

Item	Document description	Provided by
R	Data for EYFS as response to CSAC questions	HT
S	Early Years Summer Term Action Plan	HT
T	School Development Plan 2016-2019	HT
U	Sport Funding report 2016-2017	HT
V	Pupil Premium grant expenditure: report to parents 2016-2017	HT
W	Afterschool provision run	SBM
X	Hourly Rates for Casual Workers	SBM
Y	Afterschool provision draft costing	SBM
Z	Attendance figures for October 2016 and May 2017	HT