



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657

Minutes of the Meeting of the Full Governing Body Held On Wednesday 29th March 2017 at 5pm at the School

Present :	E Steele (HT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) K Ashman (KA) D Stevenson (DS)	Head Teacher Local Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor
In attendance :	J Dunn (Clerk) M Leask (ML) C O'Meara (CM)	Local Authority Clerk School Business Manager left 5.31pm New Local Authority Clerk
Apologies:	C Collins (CC)	Co-opted Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.05pm and welcomed everyone. A quorum was declared. The chair confirmed that apologies had been received and accepted from C Collins and explained that this was the last meeting for the outgoing clerk Jacky Dunn. The chair welcomed Clare O'Meara as the new clerk with effect from the 7 th April 2017 and introductions were made.	
2.	Declarations of Pecuniary Interests: No additional declarations were made.	
3.	Agree Any Urgent Business: None.	
4.	Resource and Premises Committee Minutes 13th March 2017: The minutes had been previously circulated. CR checked that everyone had read through the minutes and confirmed that the committee had gone through the budgets in depth with the school business manager (ML). The comparison of budget shares had been particularly helpful. CR asked for questions and thanked governors for those sent in advance. Governor questions to ML: In advance: In relation to Agenda Item 4 the minutes and ML's report. It mentions that costs for Casual Staff (GL Code 2480) are higher because of using the Play Therapist for more children. How is she funded please? I'm assuming that Pupil Premium (PP) is used towards her costs, but is not meeting the costs, as she is mentioned specifically? There doesn't seem to be any mention of her in the PP Expenditure Report to parents? The play	

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4.a	therapist is funded from the main revenue budget. The HT explained that where funding is available they will use it but as it is such an important resource, they use the revenue budget. In advance: On the same report the transport to external activities spend has doubled (GL Code 4330). Is that common and what provision can be made for this going forward? Is it simply that opportunities arise and school take them so it is difficult to project costs? Yes, it is common. The HT explained that the cost of transport has changed during the financial year unexpectedly and almost tripled. Looking forward they may have to use some PP funding to support costs. In advance: Now that uniform sales have moved to F&F does the school get any of the monies for using this service? We get 0.5% and this does help towards the costs. The HT said that it also means they do not need to hold as much stock as they did previously. The governors discussed and agreed to change the next committee meeting date to Friday 12th May 2017 at 10am. Budget Update: Revenue Budget Review End of Year 2016/17: ML confirmed that budget spreadsheet to the 29th March 2017 and devolved budget, had been previously circulated and that the budgets had been fully discussed within the Resources and Premises Committee. ML tabled the SAP report, as the payroll run has now been completed and this shows actual up to date expenditure and income. ML highlighted: - SAP report - Staff Pay - under by £3,550 (three thousand, five hundred and fifty pounds). - SAP report – Non-pay expenditure – under by £25,367 (twenty five thousand, three hundred and sixty seven pounds). Savings highlighted for: 3740 general maintenance - Heating and oil expenditure – a credit was received for diesel oil in the tank, but the school is awaiting another bill to come through - IT equipment - Photocopying reduced significantly due to promoting Parent Mail. In 2017/18 they are hoping to get everything sent by e mail, rather than text. - Refuse collection costs have reduced due to a change in companies by £300 (three hundred pounds). - Cleaning supplies overspent and this will be a focus for the 2017/18 budget - Clubs underspent mainly due to a good uptake - Service level agreement (SLA) for catering has saved £7,512 (seven thousand, five hundred and twelve pounds)	
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	Overspends highlighted for: • Cleaning materials • Educational supplies Income: • Income was predicted at £3,000 (three thousand pounds) and actual received has been £9,970 (nine thousand, nine hundred and seventy pounds). • Income has proved more accurate although it can be difficult to predict and includes items such as: fundraising amounts, donations, funding from the University of Winchester, Fareshare, book sales and events. ML asked for questions. In the minutes it says that the IT equipment is obsolete, how will this affect the school and children? The HT said that they are looking at a forward plan and have a wish list which they are currently costing out. The concern is with network capability and now they have the quotes they will look strategically at what they need. ML said that they will be prioritising and linking the budget to the school development plan (SDP). The HT said the Promethian board is only available in the new upgraded version and is twice the price. The governors spent some time discussing alternatives, including: • The possibility of buying refurbished boards • Upgrades • DfE funding under their IT initiative Can we future proof ourselves? I note we upgraded four years ago? The HT said that they have to think about the applications and software available to support the curriculum. Do the children need iPads or tablets as there needs to be a balance? There is currently a shortage of laptops in the market and budget restraints are a concern. Can we buy second hand? The HT said that memory size needs to be considered. Agile are aware and have sent them a list of places where they can seek funding. Why is there a saving under the service level agreement (SLA) for catering? We overestimated and county have passed on a number of savings from their SLAs. ML explained that the predicted cumulative surplus is slightly reduced from £78,000 (seventy eight thousand pounds), although there may still be some bills to come through. The final outturn will be presented to governors at FGB on the 24th May 2017, together with the new budget 2017/18, for approval. Predicted Total Income £858,650 (eight hundred and fifty eight thousand, six hundred and fifty pounds). Predicted Total Expenditure £880,748 (eight hundred and eighty thousand, seven hundred and forty eight pounds). Predicted in year deficit £22,098 (twenty two thousand and ninety eight pounds).	
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	Surplus balance brought forward £95,341 (ninety five thousand, three hundred and forty one pounds). Predicted cumulative surplus £73,243 (seventy three thousand, two hundred and forty three pounds). ML confirmed that the budget has: • Helped to prioritise, review and plan throughout the year • Been the basis for improvement • Helped make informed decisions • Provided an effective tool for accountability • Governors have had the opportunity to review and approve the changes throughout the year CR said that the budget reviews have worked well and the committee has been provided with good data which has helped them to understand the position of the school, thank you. The HT confirmed that they have used some monies to benefit the children in the school and improve the school environment, whilst balancing the implications of reduced budgets for future years. ML confirmed that some monies have been held in reserve to offset the Children's Centre and Nursery leaving. • Devolved Budget Review End of Year 2016/17: Previously circulated. Balance 2016/17 £7,711 (seven thousand, seven hundred and eleven pounds) 2017/18 Estimated lump sum £4,000 (four thousand pounds) 2017/18 Per pupil based on 123 pupils £1,383.75 (one thousand, three hundred and eighty three pounds and seventy five pence) 2017/18 Special educational needs (SEN) allocating (1 pupil) £33.75 (thirty three pounds and seventy five pence) Estimated total including c/f £13,128.50 (thirteen thousand, one hundred and twenty eight pounds and fifty pence) ML confirmed that the final allocation figure should be available for the May FGB. ML confirmed there are plans to convert the stock room to a teaching room and the HTT said that county have quoted for the top area of Key stage 1 (KS1), astro turf and a climbing wall. The quote had come in at £10,000 (ten thousand pounds), which the school could not afford, however county have agreed to fund the remainder if the school can pay for the first £6,000 (six thousand pounds). The work has therefore been agreed and will go ahead in the May 2017 half term. The Tesco token scheme has a top prize of £5,000 (five thousand pounds), which they are hoping to get. The HT said that the canopy for Year R will be removed and if there are any surplus funds they will see if they can replace it. The HT said that an anonymous donation had been received in the office of £100 (one hundred pounds). A grandparent had raised money to fund something for the outside area and the HT said that the school is very grateful for the donation. • Issues arising from strategic financial planning:	
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4.b	ML confirmed that she has discussed the 2017/18 budget scenarios with the HT and will take these to committee, before approval at May's FGB. The generous surplus brought forward in previous years will not continue and budgets will need to be very tight. Do Educational Finance Services (EFS) ask what we are planning to spend the surplus on? They do want to know and I work closely with them. They are happy with our plans. The HT said that Naomi Carter came in last week to talk to her and the chair regarding future planning in the light of the proposed budget cuts and suggested they cost out their ideal structure; a zero based budget. She is confident they will manage the budgets for 2017/18, but a big deficit is looking likely from 2018/19 onwards. • Agree budget for staff training and development: Not discussed. This will be brought to the May FGB meeting. • Discuss predicted pupil numbers and budget implications: ML tabled predicted pupil numbers to 2020. The governors spent some time looking at and discussing the numbers. Approve Schools Financial Value Standard (SFVS): Previously circulated. Governor questions to the chair: Can you confirm all areas are "Yes"? Yes. Please can you confirm that any questions you received from EFS are reported to governors? ML confirmed they will be reported. The chair confirmed SFVS had been fully completed by governors and the agreed action points are: 1. Use the DfE schools' financial health and efficiency guidance and tools to ensure we continue to fulfil our role of challenge and support in the field of budget management and value for money. 2. Annual performance management audit to be undertaken by the chair of the Resources and Premises Committee and chair of governors. 3. Chair of the Resources and Premises Committee and chair of governors to undertake detailed benchmarking review. 4. Budget outturn and variance analysis 2016/17. 5. Asset register to be checked as part of the GB internal controls checklist in the summer term (2) 2017. The chair confirmed that all actions will be completed by the end of the summer term 2017. The governors unanimously approved the annual SFVS return with the request to add the name, dates and appropriate answers as agreed today. The chair confirmed the return will be signed and submitted by the 31st March 2017.	
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	There were no further questions and the chair thanked ML for her reports. ML left the meeting at 5.31pm.	
5.	Head Teacher's Written Report: Previously circulated. The HT confirmed that she had previously circulated: • Data milestones for working at age related expectations (ARE) • Fischer Family Trust (FFT) predictions for each cohort • Attendance and exclusions data • Pupil Premium (PP) grant expenditure: report to parents 2016/17 • Sports funding report 2016/17 • Two letters from Anton County Junior School relating to PE The HT checked that everyone had read through her report and data and thanked governors for questions sent in advance. Governor questions to the HT: Do the Hampshire Inspection and Advisory Service (HIAS), do spot checks? It is a bought in service and I ask them to come in. For instance we asked the Maths adviser and leadership and learning partner (LLP) to come in and see where we are with Inspire Maths. Do they look at subjects other than reading, maths and literacy? Yes, they can look at any subject. Is it paid for under a service level agreement (SLA)? Some is covered under the SLA and we pay for more. In advance: Where year groups are discussed in relation to PP and special educational needs and disability (SEND), there is no overall number of PP children in Year 5 shown, although the report does breakdown the number of SEND/PP in that year group. Do you have that information please? There are four children who are both SEN and PP. Looked after children (LAC) do not come into that group. Where children haven't made the 3 steps progress and are children of SEND, we need to see progress data as their complex needs often mean that they are working well below Age Related Expectations in some areas. Advance: "Develop an understanding of how "Inspire" links to the national curriculum and ensures good outcomes for all children" – how exactly will this understanding be developed to ensure good outcomes? The Singapore Maths model is not the national curriculum; it is actually higher and one size does not fit all. We have to ensure the children get what they need out of it and have set up a nurture group for maths in the Junior School. It has come out as really strong and next year we will try to continue this. Children will work in different ways and we need to take this into account. I would assume that every Primary school who is using "Inspire Maths" will have the same issues around working with the national curriculum, is there anything we can "bolt on", that is working elsewhere? Not that I am aware of; teachers have to juggle the information/data and this is the first year we have used Inspire Maths. KA shared a grid from Inspire Maths, showing the planning process. Is it very time consuming for teachers? Not really and in fact Inspire Maths can save teachers' time. J Clifft (HIAS Maths advisor) has visited and we have taken the Mastery tasks for assessment documents next year, so giving us a national	

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	curriculum baseline. We keep an eye on it constantly and rooted in the national curriculum. We are now at the point of having had it in place for six months and can change and adapt it to suit us and the children. It is constantly being evaluated and KA has reviewed Ofsted results for schools using Inspire Maths, to see if there is anything to learn. Where their results positive? KA said yes, as long as they are adapting to the needs of the children. Some children need a more personalised curriculum. In advance: I do not fully understand the gaps analysis for working alongside ARE milestones and the significance of the data, please clarify. This was discussed in the Curriculum, Standards and Achievements Committee meeting (the minutes were previously circulated) and the English data was incorrect at that time, my HT report is correct. Red is not good and there is a difference for groups and the target in the school development plan (SDP) is for 80% to reach ARE; we need to look at non SEN for that. Milestone 1 is the November 2016 data capture, some have dropped and some have gone up and the combined data is quite interesting. Pupil progress meetings have been held to unpick why this is. Moving forward the analysis will be very useful for the SDP as trends are starting to form. Pupil Premium and SEN children need to progress. The HT said that she has not included progress data as this is in the SEND report, and also it is really important that we look at Age Related Attainment for all groups as they must reach the expected standard and beyond. The HT said that the combined data has improved with some making ARE in some areas, if not all. This is discussed at pupil progress meetings and the data plotted. Year 3 has unusual data, so the senior leadership team have been moderating this week, to see if it is teaching and learning or the assessment process and at the moment they feel it is the assessment itself. Are the gaps factual, if you have questions over assessment? Yes and maths is being moderated now, so we think it is more accurate. KA confirmed that they are working with the staff on this. Is there a possibility that some children will be missed if they have either not done it or not done it yet? Writing is easier as they are doing independent writing and we can tell if they have "got it". Maths takes a lot of practice and reading is the most difficult to judge, so we are doing the "Rising Stars" reading test. Is writing being assessed across all subjects? Yes. The HT said that the data for LAC stands out as being good with 71% of looked after children on track for achieving Age Related Expectation, and drew the governors attention to the FFT predictions at the end of KS2. Compared to the top 5% of the country the predictions are quite low, but progress will be good and the value added for next year will be very good. The school is aiming higher than the predictions. Are you confident with the FFT data? Yes, we have to be aware it is different to Raise on Line Data (ROL), but for target setting and predictions it is very good. Ofsted will look at it and it is just a tool, but it is interesting to see the gaps in different year groups.	
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In advance: Great progress has been made in PE using the sports funding and this is also evidenced in the Anton school letters . Despite this, are there still some challenges to overcome? On the grid in the report I have shown the impact of the sports funding and will update it again. We still have the challenge of not many children paying for clubs and I feel giving them those opportunities is very important. Some children find it difficult to access PE and we have interventions to ensure they have access. These are for higher achieving pupils and those who are working at a lower level than the rest of the class.

You have used the emotional literacy support assistant (ELSA) previously, have they stopped? They are used more around healthy life styles and the sports leader has been running PE interventions, tracking core strength, coordination and teamwork. They are showing real progress. We need to sustain planning and assessment for PE as it was too broad. Festivals keep being cancelled, which is frustrating and we need to ensure they continue. We were joint 2nd in the netball and 5th in the football league which was really good, especially considering how small our school is compared to others. The sports leader believes strongly in competition and looking forward we will have to find a way of continuing festivals in some way. We have noticed a gap for swimming in that Year 3 have lessons but not after that and we want to see if we can have lessons for Year 5 as well next year, although there is a cost implication.

Exclusions:

The chair commented that the drop in exclusions is very positive from 12 to 9 to 0 this year, well done. The comments around behaviour in the letters for Anton school were nice to see.

NW left the meeting for a short while at 5.55pm.

Attendance:

The HT said that the trend for a particular class could be around some difficult children and not where they want it to be, so they are trying different things. Rewards are now every week, with special treats every half term. KA said they are engaging with families, meeting and greeting and being very pro-active, including collecting children where necessary. The HT said that she is confident they are doing everything they can.

NW returned to the meeting at 5.57pm.

I note that PP attendance at the breakfast club is 60%, is it difficult to get the remaining 40%? The figures could be more accurate as some children only turn up now and again and for some non-working parents there is no need to use the breakfast club. We have spoken to parents about attendance and the impact of lateness and what a huge impact attendance at the breakfast club can have.

Does PP in this instance include LAC? No, they are separate and there is a low percentage of LAC coming to breakfast club. We understand why this is.

Is it rare to have to collect children from home? Not really, we will phone home if a child is not in and will go out (in pairs) to collect if it is appropriate. This was discussed at the Gosport Challenge day and we are not alone in this. Many

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	schools do this and use family support workers, but we do not want to build dependency and need to have a balance. The HT confirmed that SPEC will receive and review the learning leader impact and spend reports and they will be bidding for their subjects. There were no further questions and the chair thanked the HT for her thorough and interesting report.	
6.	Looked After Children (LAC): • Designated Teacher and Governor Annual Report: Previously circulated. The chair checked that governors had read the report and thanked them for questions sent in advance. Governor questions: In advance: Recommendations for areas of development/action in the academic year – how will we follow up these recommendations and will the outcomes be reported to governors? AW said yes the LAC link governor will meet half-termly with the DT for LAC. This will be incorporated in to the governor monitoring calendar that she is currently putting together. Reports will be fed back to governors. KA left the meeting for a short time at 6.04pm. What is the virtual school? The HT said that this is a branch of children's services and they take a top slice of the funding for their support. AW confirmed that one of her actions is to look at what they are offering. The HT said that they are currently understaffed and do a lot behind the scenes. As a school they have a high percentage of LAC and need to push for more support. AW confirmed that they will be on top of this. In advance: Do we pay for the Virtual School support through the funding each child receives, or does county cover the cost outside of this? Do we have funding for all seven children? The HT said that they have a few new LAC and it can take some time for funding to come through, but it always does in the end. AW confirmed that the funding is detailed on the revenue budget reports. KA returned to the meeting at 6.07pm. I believe LAC can apply for extra funding to support some school trips, do you do this? Thank you I was not aware and will check. Regarding the idea to hold coffee morning for carers, have you considered where they would be held, aspects of confidentiality etc.? The HT said that they want to take into account the views of carers and will ask these questions, plus social workers have to be consulted. AW confirmed that the LAC and SEND impact and spend reports will be sent to SPEC for consideration.	Send LAC and SEND impact reports to SPEC (AW)

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	AW was thanked for her report and the HT was asked to thank the designated teacher for LAC.	
7.	Special Educational Needs (SEN): Special Educational Needs Co-ordinator (SENCo) and Governor Annual Report: Previously circulated. The chair checked that governors had read the report and thanked them for questions sent in advance. Governor questions: In advance: Why do Year 1 SEN struggle to pass phonic screening? The HT said that these children often have complex needs and work significantly below ARE. To pass they must get 32/40 which is high. All children passed in Year 2, which was excellent. Yes but this year the prediction is 33% as they have very complex needs around speech and language, cognitive etc. In advance: The end of KS1 results in the summer 2016 shows differences of minus seven for reading and minus six for maths for SEN children. These differences may be small, but are they significant? AW said, yes the difference appears small and therefore the data shows the school is diminishing the difference between the school and national average. I am concerned by the gap within school between Non SEND and SEND pupils. Reading -25, Writing -25 and Maths -16. Non SEND pupils are doing far better than SEND pupils. However, when looking at the number of pupils concerned, we are talking about 12 non SEND (80%) and 3 SEND (20%) children. The data therefore is skewed. The 3 children have significant SEND need. Therefore the gap within school whilst wide appears so because of the number of children, likewise the difference between school SEND and national SEND appears small because of this. This means that whilst it appears we have diminished the difference, the data is skewed as school figures are for 3 children only. 2 children (66%) reached ARE and one didn't (33%). Because of this yes, the difference is significant and we must ensure that we bear this in mind. In advance: Priorities for improvement of the school's SEN provision for the next twelve months – how will this be followed up and reported? AW said that this will be through the SEN and PP governors. There will be half termly meetings which will discuss a few things on the report, as well as ad hoc meetings with the HT. The HT said that the SENCo feeds into the school self-evaluation form (SEF) and will speak to the SEN governor regularly. On page one of the report, have children been formally diagnosed under the Autism spectrum? The HT said that yes these six children have, but they will no longer do formal diagnosis. Going forward, how can we show these children? The HT said that children's attainment and behaviour in class will allow them to make judgements and under ROL, there are groups for children with moderate and specific learning difficulties.	

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	AW was thanked for her report and the governors asked the HT to thank the SENCo.	
8.	Safeguarding Governor Annual Report: Previously circulated. The HT confirmed that the school now logs referrals onto an electronic system, which was something that came out of the annual safeguarding audit. The chair asked for any questions and none were asked. AW was thanked for the report.	
9.	Governance: • Outcomes from SDP Meeting: The chair confirmed that following the meeting the SDP had been divided up and actions allocated. The HT confirmed that she will meet with the English and maths link governors and the chair confirmed that she is putting together a plan for what the reports to committees will look like, ready for the start of the Summer term 2017. The governors discussed and agreed the following roles: • SEN - DS • Pupil Premium - DS • Safeguarding and Child Protection - AW • LAC - AW • Health and Safety – PB • Early Years – NW • Maths – CR • English – DS • Development and Training Governor (DTG) – AW (to meet with PB after half term to discuss the role) • Spiritual, Moral, Social and Cultural (SMSC) development – AW The HT confirmed that this will ensure staff are not being given additional workload and AW as the SMSC governor will meet staff as appropriate to link in religious education and philosophy for children (P4C). An evidence folder is being built around this. AW confirmed that she will be completing the annual report and toolkit to report to the Curriculum, Standards and Achievement Committee. The chair confirmed that a monitoring calendar is being put together and assigned to committees for circulating.	Circulate governor monitoring plan (AW)
10.	Minutes of the Previous FGB Meeting 15th February 2017: Previously circulated. The confidential minutes were tabled. • Approval: It was requested to remove the words “for the one term and”, under agenda item 6 of the confidential minutes. With this amendment, the minutes were approved unanimously as a true record and signed by the chair. • Matters Arising:	

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	Action 6, agenda item 5: The chair confirmed that she was aware that governors had responded to the BBC e mail on small schools as requested, thank you. Action 7, agenda item 5: The chair confirmed that she had written to Caroline Dineage MP regarding the funding proposals and had received a personalised response, which had been previously circulated. Action 8, agenda item 7: The HT asked for the action to check if Agile guarantees for information loss in case of a systems failure, to be carried forward. Action 9, agenda item 8: The chair confirmed that monitoring was agreed for the 13th March 2017. Action 10, agenda item 8: KA confirmed that she had amended the "Top Table" list to include governors and that CR, NW and DS had already attended, with PB coming along this Friday. Action 11, agenda item 12: KA confirmed that the Maths leader had been invited to the next Curriculum, Standards and Achievement Committee meeting. There were no further matters arising from the minutes.	
11.	Curriculum, Standards and Achievement Committee Meeting 6th March 2017: Previously circulated. The date of the next meeting was clarified as Tuesday 16th May 2017 at 10am. There were no questions arising.	
12.	SPEC Committee Meeting 27th February 2017: Previously circulated. There were no questions from the governors.	
13.	Policies and Procedures for Approval/Ratification: The chair checked governors had read through all policies.	
13.a	• Approve Charges and Remissions Policy: Previously circulated. The policy was unanimously approved.	
13.b	• Approve Looked after Children Policy: Previously circulated. The policy was unanimously approved.	
13.c	• Approve SEND Policy: Previously circulated. The policy was unanimously approved.	
13.d	• Agree and Approve Updated Equalities Information and Progress Against Equality Objectives, for Publishing: Previously circulated. Governor questions: Under gender, we do not know the gender breakdown for disadvantaged children, do you have that information? The chair said that the data has been taken from ROL and the school has chosen to publish it; it is not a statutory requirement. ROL data provides gender and disadvantaged numbers, but does not tell us how many boys/girls are disadvantaged. Target tracker information for the last Year 6 showed for KS2 – 7 boys of which 4 were disadvantaged and 10 girls, of which 4 were disadvantaged. The KS1 Y2 cohort, now Y3 has changed and	

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13.e 13.f 13.g	therefore I am cannot provide the additional breakdown of disadvantaged boys/girls. The HT said it would be interesting to set up these groups. The governors unanimously approved the data for publishing. • Approve Health and Safety Policy: Previously circulated. The chair confirmed that front page had been amended at the request of governors to read H&S Policy. The HT said that the policy had been updated following discussion with the H&S advisory team and an audit completed, with a lot of personalisation being added. The policy was unanimously approved. • Ratify Fire Safety Management Plan: Previously circulated. • Ratify Fire Emergency Plan: Previously circulated. The HT explained that she is now a qualified Fire and Safety Co-ordinator and she had gone through the manual and reviewed the annual actions with the chair. The chair confirmed that she had looked at it separately and folders have been set up to hold risk assessments, training records etc. and all is compliant. The HT noted that a full evacuation had taken place during a recent parent evening, due to someone setting off the alarm In the Nursery toilet and the evacuation had gone very well. The governors unanimously ratified the Fire Safety Plan and Fire Emergency Plan.	
14.	Confirm the Date of the Next Meeting 24th May 2017 at 5pm: Confirmed.	
15.	Correspondence: <i>(all communications and correspondence items are e mailed weekly to governors by the clerk and the school governor zone is updated with key documents; governors are advised to check regularly)</i> Previously circulated: • Bi-weekly Governor Services Newsletters • NGA Newsletters • The Key Newsletters • National Funding Consultation and MP response. The chair explained that she had written to C Dineage MP and she had received a swift and personalised response. The MP shares the school's concerns and will be forwarding their letter to the Schools Minister. The chair said she was also aware that Cllr. Edgar had written to the MP. • Hampshire Governor Magazine • Local Conference Flyer – this was highly recommended by the HT The HT said she had received a letter from the Right Honorable Nick Gibb on the school's SATs results, as they are in the top 5% nationally for progress measures. The governors congratulated the HT, staff and children on this recognition.	
16.	Any Agreed Urgent Business: None.	
17.	Items for the Next Agenda: • HT verbal report • Staff training and development budget	

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	• Receive information on attendance and exclusions. • Approve budget outturn for year. • Approve budget plan for next financial year. • Approve 3 year strategic plan. • Plan and approve Capital Budget • Governor recruitment and term dates • Governor training review and value for money report • Review home school agreement. • Review transition arrangements. • Ratify Freedom of Information Policy • Approve Supporting Pupils with Medical Conditions Policy • Approve Governor Allowances Policy • Approve Sex and Relationships Education (SRE) policy The chair thanked the outgoing clerk for her help and support over previous years. The chair thanked the governors for their inputs and attendance and closed the meeting at 6.48pm.	
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ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
8	7	Check Agile guarantees for information loss in case of a systems failure	HT	
12	6	Send LAC and SEND impact reports to SPEC	AW	
13	9	Circulate governor monitoring plan	AW	

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