



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 15th February 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)	Local Authority Clerk School Business Manager left 5.25pm
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 unfortunately Mrs Guinness had resigned her position as a governor. The chair explained that she had agreed to become a Co-opted Governor at the Federation of Bedenham and Holbrook Primary Schools, from March 2017 and assured the governors that Haselworth Primary School would remain her main focus. There are currently three Co-opted and one Parent Governor vacancies on the governing body and the governors discussed recruitment. The chair confirmed that the parent vacancy had been advertised but no one had expressed an interest at this stage. The HT confirmed that an advert was going into Gosport Choice and on Hants web. Quotes are being obtained for an advert at the Gosport Ferry.	
2.	Declarations of Pecuniary Interests: PB declared an interest in agenda item 3 and the clerk declared an interest in agenda item 10.	
3.	Approve Continuing Local Authority Governor P Bleckly For a Further Four Year Term: The chair confirmed that Mr Bleckly's four year term as Local Authority Governor is due to come to an end on the 21st March 2017. Mr Bleckly had agreed to continue in post and the endorsements of Cllr. Edgar and Cllr. Carter had been received. The clerk confirmed a personal declaration form had been completed by Mr Bleckly. PB was asked to remain for the decision. The governors discussed and unanimously approved for Mr Bleckly to continue as the LA Governor for a further four year term and the chair thanked him for his	

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	continuing commitment to the school.	
4.	Agree Any Urgent Business: None.	
5.	Resource and Premises Committee Minutes 30th January 2017: The minutes had been previously circulated. CR explained that J White (Senior Financial Advisor) and C Tombs (Principle Accountant) from Hampshire Finance had been invited to the meeting, in order to give external reassurance on Haselworth's budget management and give an oversight of the proposed national funding consultation and how this could affect the school. They had confirmed that the school is very good at managing the budgets and gave a couple of additional ideas (please see the minutes). C Tombs had explained that further information is to come on the proposed changes to the school funding formula and it was suggested that letters be written to the local MP to explain the significant impact it would have on the school, if agreed in its current format. The governors discussed the issue and it was agreed that all governors should respond to the BBC e mail (case reviews of small schools) if received and the chair will write to C Dineage MP. The chair explained that she and NW had attended a NCTL financial efficiencies workshop and it was clear that small schools are vulnerable to closure. The HT said that there is a danger that if a school is not financially viable, that it could be forced into an Academy. • Budget Updates: Previously circulated. ML explained that the annotated budget workings had been previously circulated and had been fully discussed within the Resources and Premises Committee. The predicted balance outturn for 2016/17 is looking healthy and a more accurate picture will be available for governors in March 2017. The strategic financial three year plan will change from 2017/18 and will need to be monitored carefully. ML highlighted key areas to monitor in the current budget: • Staff training • Educational supplies • Day activities • Residential visits • Income from clubs and activities ML explained that approximately £45,000 (forty five thousand pounds) rent will be lost per year from the Nursery closure and this needs to be monitored closely. The budget must link to the school development plan (SDP). The predicted surplus outturn for 2016/17 will be circa £60,000 (sixty thousand pounds) and governors should be mindful that today's money is for today's children. Carry forward amounts should not be too high and budgets should reflect predicted needs rather than "just in case", although a lot of schools will carry forward surpluses to deal with future anticipated deficits.	Respond to BBC email on small schools (all) Write to MP re the funding proposals (chair)

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	The chair confirmed that they are starting to look at how the school is going to replace the Nursery provision. ML asked for questions. Governor questions to ML: Could we get a discount if we forward booked the residential trip? The HT said that they already get a generous discount, plus some additional funding, but there needs to be more parental contributions, in order to sustain the trip. The governors spent some time discussing how to encourage parental contributions for trips. Did you make some budget revisions following the meeting with county finance representatives? Yes. Have the budget figures improved as a result? Yes, we cannot put in a higher budget figure based on the possibility we may need it and that is part of financial efficiency. Do the figures include the cost of the playground enhancements? Yes, £6,000 (six thousand pounds). <u>Capital Budget:</u> Previously circulated. ML explained that there has not been much change to the devolved budget since her last report and that the outdoor hut has now arrived. The current balance is £11,000 (eleven thousand pounds) and they are currently obtaining quotes for the cost of converting the storage room. The expected devolved budget allocation for 2017/18, plus £11.25 (eleven pounds, twenty five pence) per pupil, a credit for painting a classroom and special educational needs (SEN), is a total of £6,623.75 (six thousand, six hundred and twenty three pounds and seventy five pence). There were no further questions and the chair thanked ML for her reports. ML left the meeting at 5.25pm.	
6.	Headteacher's Verbal Report: The HT tabled the confidential annual school improvement visit report from the learning and leadership partner (LLP) visit on the 28th November 2016. The HT confirmed that they had discussed the 2016 outcomes and in year data and went through the report with the governors. Areas highlighted included: <u>2016 outcomes:</u> • Above national average at age related expectations (ARE) at both Key Stage 1 (KS1) and KS2. • KS1 outcomes at greater depth are above national as is reading and combined at KS2. • The attainment of KS1 middle attainers is significantly above national and progress data shows the school to be in the top 10% of schools nationally.	

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- Phonics and good level of development (GLD) are broadly in line with national.

In Year Data:

- 2017 predictions show that outcomes will be above national averages across the school.
- When compared with KS1 outcomes, the outcomes predicted for Year 6 show that progress will be strong.
- End of year data shows that there are significant gaps between pupil premium children and non-pupil premium children, particularly in maths.
- The impact of continuing professional development (CPD) on phonics was evident across all groups in Year R and KS1.
- Following CPD and the implementation of the marking and feedback policy, there has been an improvement in feedback in books. Where it is not evident this is linked to the quality of teaching, which is being addressed.
- Discussions with the Maths leader focussed on diminishing the difference and the use of "Inspire Maths". It was suggested that some classes could develop resources further and more training has taken place since the visit.
- The LLP suggested that the Maths action plan included a greater focus on impact and required more milestones and this has since been put in place.

Self-Evaluation:

- The school has self-evaluated overall effectiveness and all areas as good.
- The LLP said that although many outcomes are outstanding, as some current data for groups is not as strong, the school had rated themselves as good.
- The LLP said that evidence from their visit around personal development, behaviour and welfare, suggested a growing number of outstanding features.
- Attendance remains an issue, although the school has reduced persistent absences and there have been no exclusions.

Governor questions to the HT:

Can we get attendance any better? We have to keep trying and believe that it will.

Future school improvement priorities:

1. Develop understanding outcomes for pupils attending the school
2. To develop outstanding teaching, learning and assessment in the school
3. Develop outstanding leadership and management in the school
4. To develop and create an environment with outstanding personal development, behaviour and welfare
5. To develop an outstanding early years setting

The HT confirmed that SPEC will review the report and priorities in detail. The chair confirmed that she had received feedback from the LLP and there had been no surprises. The HT said that what had shone through was the fact that the

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	children are fantastic and there is a good culture throughout the school, with just a couple of behaviour pockets. A governor commented that during an recent football match, a parent had commented on the positive change in behaviour for their child, since attending the school. Would you say Maths has improved? Yes, it is improving and the actions plans have been updated. The senior leadership team received the action plan and data and shared it with the whole team. I understand that it is difficult to track progress with Inspire Maths, how can you assess this? We are able to track progress. The HT said that current attendance rates are 95.4% for the academic year, following a lot of sickness and turbulence. Two children had gone missing in education, but have now been tracked down. Weekly attendance is 96%. The school is pursuing legal action for one family (attendance) and they are working closely with Transform for some families. Attendance and lateness, remains an issue with a small core of families. The HT confirmed there have been no exclusions this year to date. The HT explained how herself, the Deputy Headteacher, LLP and Chair of Governors had attended the Gosport Challenge event and Haselworth had been asked to present on the "Haselworth Way". Every school in Gosport was represented and they were talking about how to make Gosport schools work better, have a strategic vision for Gosport and work more collaboratively. The event had been attended by senior figures from the DfE and Dame Sharon Hallows. They had received a lot of interest and some visitors had come to the school as a result, including teachers from the isle of Wight. They will be returning this visit (including the Young Governors) as it is important to network outside Gosport as well. What other schools were represented outside Gosport? Some Secondary schools from Basingstoke and the Charter Academy in Portsmouth. We have come back with some ideas on pupil premium spending etc. and the next meeting will be at the end of March 2017. • Staffing – and HT Report to Governors on Support Staff Pay Progression: The following discussion was confidential and is recorded on a separate document. <u>Premises, Health and Safety:</u> The HT confirmed that she is now a qualified Fire Safety Co-ordinator and has taken the opportunity to re-write the Fire Management plan. Ray West from county has been in to carry out a Health and Safety (H&S) audit and a build on the action plan is a pop up diary for key dates/actions, which will be in place after half term. The H&S policy will need to be personalised and will come to FGB for approval in due course. NW left the meeting for a short time at 5.52pm.	
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	What is a pop up diary? It is a template with timetabled tasks, which we fill in, like a spreadsheet. Is this something governors can access? We do not want to have too many people accessing it and the school business manager will monitor and update it on a termly basis. The HT explained that there are no further updates on the Nursery and notice has not yet been given. The HT continues to meet with them regularly. NW returned to the meeting at 5.55pm. <u>Service Families:</u> The HT said that the Services Bench had been purchased and put in the playground and a grand opening will be held soon. With the small amount of money left over they treated the service children to a session at Monkey Bizness. Forces funding continues to be used to support the emotional literacy support assistant (ELSA), teddy bears etc. The HT confirmed that booster work has been brought in for Year 4 and 100% of children have shown significant improvement in Maths, at double the expected rate. It is too soon to see the impact of Maths intervention in Year 6, although the children appear to be enjoying it. There were no further questions from the governors and the chair thanked the HT for her report.	
7.	Annual Safeguarding Governor Report: The chair apologised and asked for the annual report to be moved to the March 2017 FGB meeting. The chair said that staff briefings always have a safeguarding update and all staff are made aware of changes as they happen. The HT said that the school has moved to online chronological recording, which is password protected, but all staff can input. KA said that the records are very good when discussing cases with outside agencies as they are clear and thorough. The HT confirmed that K Foster and K Ashman have completed refresher designated safeguarding lead (DSL) training. Governor questions to the HT: What happens if there is a system failure with the online records? Agile carry out backups and it is covered within the contingency response plan, for which we pay extra. Is there any chance the information could be lost and are there any guarantees from Agile? It would be a good idea to double check, thank you.	Check Agile guarantees for information loss in case of a systems failure (HT)
8.	Governor Training and Development: The chair said that the Governor Away Day had been very successful and	

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	feedback had been very positive, thank you. From that she had met with the HT to discuss the SDP and governor monitoring. They had agreed that monitoring has to have a purpose and activities will be agreed within the committee meetings going forward. Priorities will be agreed for each term with monitoring plans coming from these, all outcomes being recorded on a grid. The “Key” questions will be used as a starting point and there will be a discussion around accountability of senior leaders. Monitoring needs to be manageable by a few key people. Following this, attendance at staff meetings, inset days etc. can be agreed. The governors discussed and agreed to meet 13th March 2017 at 1pm to review the monitoring for the Summer term and look at the GB development plan. The chair said that they had discussed a Governor Trophy at the Gosport challenge day and governors attending the Top Table lunches. They take place each Friday and it was agreed that KA would put up a new list in the staff room so that volunteer governors can put their names up. The chair said that it is important to stress the strategic side of governor monitoring and the need for governors to know their school.	Agree monitoring 13/3/17 at 1pm (all) Top table lunch schedule to include governor names (KA)
9.	Governor Vacancies: The chair said that this had been covered earlier in the meeting and the governors agreed to add the vacancies to the next newsletter. The chair said that DS had kindly volunteered to take on the development and training governor (DTG) role and this was unanimously approved.	
10.	Agree Local Authority Clerking Contract 2017/18: previously circulated. The governors unanimously approved the standard package of 60 hours to include six FGB meetings. The chair explained that the existing clerk was leaving the school for personal reasons from April 2017 and a new clerk had been assigned. The chair and HT would be meeting with Governor Services and the new clerk and they would shadow the March 2017 meeting.	
11.	Minutes of the Previous FGB Meeting 7th December 2016: Previously circulated. Approval: The minutes were approved unanimously as a true record and signed by the chair. Matters Arising: Action 5, agenda item 9: The chair confirmed that the endorsement of local councillors had been obtained for PB to continue as the LA Governor for a further four year term. There were no further matters arising from the minutes.	
12.	Curriculum, Standards and Achievement Committee Meeting 23rd January 2017: Previously circulated. KA referred to questions sent in advance:	

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Governor questions to KA:

In advance - Reading about the report from the maths leader, I am confused about the overall strategy with the step model and “Inspire” maths curriculum. Also, why is it sticky to get a firm grip on what is going on? This

is linked to the new system and assessment. We can ask the Maths leader to come to the next committee meeting and explain how they use “Inspire” and the assessment model. The HT explained that “Inspire” Maths is based on the Singapore model and target tracker follows the national curriculum. Teachers had not got to grips with the higher standards of Singapore Maths and they need to look at the broader picture and chose the right pathways. It has proven difficult for some teachers and how to show progress, whereas English is fine.

Do we need to put some coaching in place? They have had that and just need to be clearer.

From the LLP report shared earlier, it appears they also picked up on this? Is there enough capacity within the leadership team to support this? The HT said that some of it is down to the training and some is down to capacity and leadership skills. The senior leadership team have completed 360 degree feedback exercise and handed out staff questionnaires. The information has been collated and there will be some coaching with individuals around leadership skills, as some need to be more reflective of their own practices and the impact on those around them. It was a very useful exercise and the quality of Maths teaching was much improved on the last round of observations. They need to lead by example, but “Inspire” Maths also needs to be right for the school.

Was the feedback from all staff? Yes and we had 100% reply.

In advance – I was shocked to read about the state of some of the children’s teeth. I do understand the responsibility placed on the school to foster a healthy lifestyle, however, surely dental health is a parental responsibility?

Do we have a plan to address this going forward? The line between the school and parental responsibility is fine and we are doing what we can. The school nurse has booked a day on the 6th March 2017 to go through dental hygiene workshops in every class and we are hoping to book more for parents to attend. Every term we have a toothbrush week and get a bulk supply from a pound shop. We need to give the children the right information. The chair noted that it had come up at the Gosport Challenge event – “where to you draw the line to create independent families”?

In advance – Can you provide some detail about the concerns around the lack of intervention that Year 1 are currently receiving? It was noted that special educational needs (SEN) intervention is seriously required?

Unfortunately the governor who made that comment is not here tonight, however I can confirm that interventions are taking place for the two SEN children in Year 1. They are specific to the children and include one to one support, an additional teacher on Tuesday afternoons, extra support for phonics and we pay for quality first teaching to split Year 1 and Year 2. The HT said there is also LSA support for twenty children and interventions both inside and outside the classroom. The HT said that she felt this was a personal view rather than a school view.

In advance – With regard to the Year 6 SATs parent meeting, I am aware that

Invite Maths leader to next curriculum meeting (KA)

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	in other schools there is often higher attendance. I know we have a local problem with apathy, but is there best practice around that we could possibly use to improve our situation? At the start of Year 6 we explain to parents the expectations and tell them there will be a SATs meeting later in the year, but we only had 8/20 turn up. We are thinking of getting the Year 6 children to run a session just for their parents and this should encourage more to attend. The HT said that there may be an issue this year with parent literacy, which can cause difficulties for some parents. Could you have “structured conversations” with parents? We follow a format for some parents in Year 6 and have followed up one family with a “structured conversation”. We have a couple of families that are very hard to engage with, but we are aware and working on this. We have also sent home a pack of revision books for a reduced price of £14.50 (fourteen pounds fifty pence), where parents can get back £4.50 (four pounds fifty pence) of the cost if they are returned 75% completed after SATs. We have been creative and encouraged the children to complete them so they can get this money for themselves. There were no further questions arising.	
13.	SPEC Committee Meeting 9th January 2017: Previously circulated. There were no questions from the governors.	
14.	Policies and Procedures for Approval/Ratification:	
14.a	• Fire Safety Management Plan: The HT explained that this has been re-written and is awaiting review by the COG. It was agreed to send this to the Resources and Premises Committee for approval and due to its nature to be sent to FGB for ratification.	
14.b	• SEN Information Report: Previously circulated. The chair explained that this is not a policy but a publication reviewed by the Inclusion Leader. The report was unanimously approved.	
14.c	• Behaviour and Discipline Policy: Previously circulated. The HT explained that behaviour is now logged electronically and parents are phoned. Everyone has been trained on how to log behaviour and the policy has been updated to add the “Haselworth Way”. The policy was unanimously approved.	
15.	Confirm the Date of the Next Meeting 29th March 2017 at 5pm: Confirmed.	
16.	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 • Updated Governance Handbook • Improving Governance (DfE) • Updated Competency Framework for Governance	

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	• Clerk and Governors' Spring Term Newsletter • NGA Newsletters • The Key Newsletters • School Funding Proposals, Consultations and Letters • Money Matters Magazine	
17.	Any Agreed Urgent Business: None.	
18.	Items for the Next Agenda: • HT written report – Data • Approve Charges and Remissions Policy • Approve Supporting Pupils with Medical Conditions Policy • Approve Looked After Children Policy • Receive Designated Teacher for LAC Annual Report • Approve SEND Policy • SEN Governor and LAC Governor annual report • Safeguarding governor annual report • Discuss and agree priorities for next financial year based on school improvement priorities • Admission Arrangements • Receive report on issues arising from strategic financial planning • Agree budget for staff training & development • Discuss predicted pupil numbers & budget implications • Agree updated equalities information and progress against equality objectives for publishing • Consider pupil premium, PE sport premium spending and SEN funding and the impact of this additional funding • Approve Schools Financial Value Statement (SFVS) return The chair thanked the governors for their inputs and attendance and closed the meeting at 6.58pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
6	5	Respond to BBC email on small schools	ALL	
7	5	Write to MP re the funding proposals	AW	
8	7	Check Agile guarantees for information loss in case of a systems failure	HT	
9	8	Agree monitoring 13/3/17 at 1pm	All	
10	8	Top table lunch schedule to include governor names	KA	
11	12	Invite Maths leader to next curriculum meeting	KA	

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