



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 7th December 2016 at 5pm at the School

Present :	E Steele (HT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) C Collins (CC) K Ashman (KA) J Guinness (JG)	Head Teacher Local Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor arrived 5.10pm Staff Governor Co-opted Governor (from 5.04pm)
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager left 5.20pm
Apologies:	D Stevenson (DS)	Parent Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5pm and welcomed everyone. The chair confirmed that apologies had been received and accepted from D Stevenson and explained that unfortunately Mrs Hall had resigned her position as a governor for personal reasons. The governors said that they were very sorry to lose Mrs Hall who had been very supportive to the school Governing Body and that she would be missed. A quorum was declared.	
2.	Declarations of Pecuniary Interests: No further declarations were made.	
3.	Appointment of New Co-opted Governor: The chair explained that she had met with a Mrs Jacqueline Guinness who was interested in becoming a Co-opted Governor at the school. Mrs Guinness had worked with the NSPCC for a number of years and been involved in school talks around child protection and safeguarding. She currently volunteers with Home Start and would be able to bring many relevant skills. Mrs Guinness has the time to commit to the workings of the Governing Body (GB). The governors discussed her application and unanimously approved Mrs Jacqueline Guinness as a Co-opted Governor for a four year term. Mrs Guinness joined the meeting at 5.04pm and was welcomed. Introductions were made. The chair confirmed that a governor induction pack has been provided, identification seen and an enhanced data barring service (DBS) will be obtained.	

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4.	Agree Any Urgent Business: None.	
5.	Resource and Premises Committee Minutes 21st November 2016: The minutes had been previously circulated. PB confirmed that he had completed an onsite health and safety inspection and will report to committee. CR checked that all governors had read the minutes and noted the approval of the mid-year budget . This was confirmed. CR confirmed that the service level agreements (SLAs) 2017 had been reviewed in committee and will be presented for approval today under agenda item 6. • Revised Budget 2016/17 and Three Year Strategic Plan: Previously circulated. ML explained that the annotated budget workings had been previously circulated and the mid-year budget revision had been fully discussed and approved within committee under delegated powers. ML outlined the main changes to the budgets and confirmed the revised predicted cumulative surplus carried forward is £43,211 (forty three thousand, two hundred and eleven pounds). MI said that the revised budget has a knock on effect for the three year financial strategic plan, which had been previously circulated. The current predicted budget for 2017/18 is a cumulative deficit of £31,715 (thirty one thousand, seven hundred and fifteen pounds) and this has been discussed with the school's county finance advisor, who will be in attendance at the next Resources and Premises Committee meeting on the 30 th January 2017. The removal of the Children's Centre and Nursery has been reflected in the three year plan. The HT explained that the Children's Centre has not as yet been handed over officially, although they are using the room. The Nursery has an agreement in principle to move to a new site in town and the HT said that she had met with Cllr. Edgar last week and they had discussed the financial impact of the Nursery moving out. CC arrived at 5.10pm. The HT said that Cllr. Edgar had been surprised that the school had such large concerns over the financial impact and showed her minutes of a council meeting in which it was stated that Haselworth School had agreed to have a pre-school. This is not the case. The HT said that the three year financial plan reflects the Nursery leaving and big decisions need to be made by the school and governors once all information is obtained. The Nursery will give six months' notice and this is expected by the end of January 2017.	

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	Governor questions to the HT: Will this just affect 2017/18 financial year, or will it also impact on 2016/17? It will affect 2017/18, but we cannot get 30 children in place for September 2017, or a pre-school set up. It is a hugely complicated system and I am hoping we could get a subsidy to help us set it up. It is exciting and would be a good link for our school but the Nursery moving out has happened quicker than we thought it would and the governors need to be fully aware of all the issues. Does the building have enough room for a nursery to be accommodated? That is something we need to discuss with county and why it may be a pre-school rather than a nursery. It depends on what Gosport needs. I understand they need to leave the building in good repair and decoration, does this also apply to the outside area? Yes. The HT said that there appear to be conversations going on in council that she is not aware of, but the Nursery have been very open and honest throughout. Did Cllr. Edgar take all your comments on board? Yes and he had a walk around the school, he was just not fully aware of the financial implications on the school. If they give notice in January 2017, will we receive six months rental? Yes. They are bound by archaeological searches and once these are received they are good to get the builders in. ML asked if the governors had any further questions on the budget. Have we allowed for the new computers? The HT said that they have not included them in this year's plan and it is something to look at for next year. <u>Capital Budget:</u> Previously circulated. ML confirmed that there is a current balance of £16,492 (sixteen thousand, four hundred and ninety two pounds). This will be used for a room at the front to be painted for which they have a grant, fencing around the bins, new pin boards and general tidying up. Governor questions to ML: Do you send work out to tender? We get three quotes to ensure best value. Do you ever get work done for free? Sometimes but many need specialist contractors for instance for asbestos. There were no further questions and the chair thanked ML for her reports. ML left the meeting at 5.20pm.	
6.	Approve Service Level Agreements (SLAs) 2017: The chair explained that there is an option with the SLAs to review each year and they had noted that there a lot that require an annual report to be sent to the school, such as property services. They will be checking to ensure these are received.	

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	The HT said that she had attended an IT presentation and there are some minor changes to the SLA, so they will buy into certain aspects. Most insurances are to be recommended and under the curriculum SLAs they are looking at two or three centres to take up. All SLAs chosen give good value and a six month review is recommended in October 2017. The governors unanimously approved the SLAs recommended within committee.	
11.	Headteacher's Written Report: Previously circulated with: • Early Years Gap analysis from county with Raiseonline (ROL) summary • Pupil Premium update • School Development Plan (SDP) Impact Log • Gap analysis • ROL, Fischer Family Trust (FFT) and Data Dashboard have been placed on the governor zone. The HT went through her written report with the governors and asked for questions. The HT highlighted: • The numbers on roll reflect how many new children have started here since September, with three into Year 6 with attached need. This has a huge implication on the school and need them to settle quickly. Governor questions to the HT: Are any of these Year 6 looked after children (LAC)? No, but we do have some with outside agency involvement. • There are more children in Year R this year with special educational needs and disability (SEND). • There are currently 126 children on roll with a lot of instability. • Attendance is up on last year for the same period. The school is seeing evidence that parents are sending in children who are poorly and waiting for them to be sent home. Attendance is at 95.79%, how does this compare to the county average? I believe it is 97% for the whole year. Our figure is for this term and reflects a lot of seasonal illness, for instance we had 19 children ill in one class the other day. We have only three cases of persistent absence which we are actively involved with and although this has reduced it still needs to improve. Two children have transferred into the school with very poor attendance. • There are seven LAC on roll which is high compared to other local schools. • 29 children with SEND • 1 child with an education, health and care plan (EHCP). How many weeks does it take to get an EHCP at the moment? Between 40 and 50 weeks, although it should be 20 weeks. Do we have a fall-back position as it is taking that long? No, we just keep	

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giving the children the provision they need. With an EHCP we get top up funding and it is easier to justify one to one support.

- Target tracker is in place for children with SEND and pupil progress meetings identify any barriers to learning.
- The pupil premium summary details the impact of funding and expenditure. 1:1 tuition has begun for Year 4 and Year 6. Year 6 is focussed on the calculation paper.

Is that because the calculation paper was particularly difficult? They all were.
How are you tackling Reading? KA said that they are reading old test papers and gearing up for SATs.

In secondary schools they find reading through old test papers is useful and the same questions tend to get repeated, is that the same at primary level?

No, this is the first year they have been published for Year 6 and we will analyse them. It is all about reading and stamina.

Do the children read for an hour a day? They have guided reading every day for at least half an hour and it is then carried forward into English.

- Training for Promoting Alternative Thinking Strategy (PATHS) has been completed. Responses are being tracked and there has been a positive impact.
- ROL refers to last year's Year 6 and is the first year of the new assessment.

ROL: Note the assessment changed in 2016 and cannot be compared on a like to like basis.

- Prior attainment. All year groups came into Key Stage 1 (KS1) below the national average and over the years at the school to Year 6, they show great progress.
- The context of last Year's ROL is with high free school meals (FSM), low minority, low English as a additional language (EAL), high SEN, average EHCP, low stability and high deprivation.

Was this the previous banding? Yes, it changed in April.

- National attendance figures come out in February 2017.
- Early Years Foundation Stage (EYFS) has not been published in ROL and the HT has given details for the last two years, based on her own data. There is a rising trend in all groups, with girls slightly down and boys up. There is a disadvantaged trend for both years which is a focus within the school.
- Phonics is an upward trend but with a gap between boys and girls for the average number of marks.
- Year 2 phonics -100% of children passed.
- KS1 Attainment meets the expected standard and greater depth.
- The percentage of disadvantaged that are working at a greater depth in reading and writing is lower than national.
- The percentage of disadvantaged at the end of KS1 is an area for

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	development as it is lower than national. • In KS2 reading, boys are the highest performing for APS and progress. • There is a gap in writing between disadvantaged and others. • Girls progress in writing is high and EAL. • Maths for girls is under national and EAL are high performing along with boys. • The numbers of boys was very uneven in Year 6, with 4 girls and 15 boys. Has the balance of boys and girls evened out for Year R this year? Yes it is equal. How many EAL were there? One and they did very well. • KS2 good progress for disadvantaged groups in reading and writing, diminishing the difference. • KS2 progress was good for all groups except disadvantaged in Maths, which remains an issue. The HT said that the Fischer Family Trust (FFT) data is on the governor zone and shows slightly different data to RO as they use different criteria. The HT said that the school has had a case study published on the Society for the Advancement of Philosophical Enquiry and Reflection in Education (SAPERE) website. This discusses the impact of Philosophy for Children (P4C) in the school. There is a clear link between the school's exclusion data, vision and ethos, behaviour and curriculum success. Haselworth was one of only five schools chosen. The governors congratulated the HT on this recognition. The HT said that they had hosted a number of visitors from Shanghai which had been really interesting. The HT explained that their KS2 data had been highlighted as the best in Gosport, 3rd in Hampshire and in the top 10% for progress in reading and writing, including disadvantaged children. This is not only due to the quality of teaching and learning, but also the commitment of the school to educate the whole child. The training undertaken on Maslow's hierarchy of need, attachment theory and PATHS, have all improved the learning of the children. The strengths and difficulties questionnaire (SDQ) supports this. • Predictions for EYFS – 80% Good level of development (GLD), 77% of pupil premium children to achieve GLD (less than one child off), 85% to pass Year 1 phonics and 75% of pupil premium children to pass Year 1 phonics (some are also SEN). Going forward could we have the percentage of SEN in here? Yes, the milestones on the data sheet have a note of how many children have SEN. • In PE the school is using Bay House School to help transition and allow use of their specialist equipment.	
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	- Staffing; the following discussion was confidential and is recorded on a separate document. - No exclusions since September 2016. One successful managed move from another local school. What specifically will you do in the areas where the quality of teaching is weakest? We have looked at action planning and had Read, write, Inc. for development on the inset day and a coaching mentor is working with them. Staff meetings are planned to see what good looks like and we are accessing some support from Hampshire. Baseline data shows that children have entered the school below national, is it just the last intake, or is it a greater issue with Reception intake? It is always an issue and the baseline is similar to previous years. - There is currently one child on the child protection register and five children are on children in need (CIN) plans. - A new system has been put in place for the single central register (SCR). Was the safeguarding audit what you expected and are there any significant areas for improvement? It was as expected with no surprises. We have not completed the spot check yet and the area for improvement is for everyone to have a pack of files/information. What is recorded on the SCR? Everyone who is employed or volunteers at the school, contractors, supply etc. are recorded and there are a number of checks such as DBS and risk assessments. It was previously a paper record and has now moved to electronic, but we did not have all the recruitment checks which can now be recorded. The chair said that they had noted that anyone who has worked abroad requires further checks and this is now being covered. Is the SCR held in the office? It is on a secure IT area. The chair confirmed that she had completed an audit on the new system. - The Haselworth Way has been recognised as a strength of the school during the leadership and learning partner (LLP) visit and as a result two HTs from the IOW are coming in to see the school. - The school is now working with all community members to embed the Haselworth Way for adults. Through drop ins and the newsletter. There were no further questions from the governors. The chair thanked the HT for a very comprehensive report.	
8.	Annual Safeguarding Governor Report: The chair apologised and explained that her report had been “lost” during some IT issues and she will bring this to the next FGB meeting.	
9.	Governance: Governor Away Day: The chair confirmed that an e mail had been previously circulated, outlining the details of the away day at Base Point in Gosport on the 16th January 2017, 9am finishing at 3pm. Lunch and refreshments will be provided and the HT and chair	

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	will carry out some training which all can contribute to. • Governing Body Training/Skills: The chair confirmed that she has completed most one to ones with the governors, during which skills were covered. The skills analysis will be completed once these are completed. Mrs Hall had been the development and training governor (DTG) and it was agreed that the chair would take on this role until another governors is able to. Mrs Hall had handed over all documents to the chair. • Governor recruitment: The chair confirmed that there are now two co-opted governor vacancies and one parent vacancy. The parent vacancy will be advertised after Christmas. The chair said that P Bleckly's term of office as the Local Authority Governor, comes to an end on the 21st March 2017 and he had kindly agreed to continue in post. The chair confirmed that the clerk had provided all the necessary guidance and forms required for this to happen and these have been given to PB. Once completed the forms will be sent to the local Councillor for endorsement. The governors unanimously approved P Bleckly continuing in office for a further four year term.	Complete LA governor declaration forms (PB) and send to councillor (AW) by 21/3/17
10.	Minutes of the Previous FGB Meeting 12th October 2016: Previously circulated. • Approval: The minutes were approved unanimously as a true record and signed by the chair. • Matters Arising: Action 28, agenda item 6: The chair confirmed that the tracking of supply/higher level teaching assistants (HLTA) costs was taken to the Resources and Premises committee and details are recorded in the minutes. Action 1, agenda item 7: The chair confirmed that a termly review of HCC good practice has been added to the SPEC schedule. Action 2, agenda item 12: The chair confirmed that all governors should now have read their individual safeguarding packs and she will be discussing this with them. A governor noted that there is a "quick read" on The Key site around safeguarding, which is very informative. Action 3, agenda item 15: The chair confirmed that the GB had been signed up for The Key and everyone should have received their invites to the site. Action 4, agenda item 15: The chair confirmed that whole governing body training on "Communicating with the Community" had been booked as requested, the date to follow. Post meeting note: confirmed as Thursday 2nd February 2016, 6pm to 8pm. There were no further matters arising from the minutes.	
11.	Curriculum, Standards and Achievement Committee Meeting 14th November 2016: Previously circulated. There were no questions from the governors.	
12.	SPEC Committee Meeting 31st October 2016: Previously circulated.	

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	There were no questions from the governors.	
13.	Summative Report form the Pay Committee: The chair confirmed that the committee had met to receive the HT's recommendations for the teacher pay awards and made their decisions. The HT performance Review Panel had met but there is no requirement to make a pay recommendation this year. The support staff pay report will come to FGB in the spring term 2017.	
14.	Policies and Procedures for Approval/Ratification:	
14.a	• DBS and Safeguarding Checks Policy: Previously circulated. The policy was unanimously approved.	
14.b	• Behaviour and Discipline Policy: The chair asked for this to be taken to the next FGB.	
14.c	• Governor Visit Policy: The chair asked for this to be taken to the next FGB.	
14.d	• Home School Agreement: The chair asked for this to be taken to the next SPEC meeting for approval. This was agreed.	
15.	Confirm the Date of the Next Meeting 15th February 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: • Ofsted School Inspection Handbook Section 5 • Money Matters Magazine • School Funding Consultation • Consultation on the School Year 2018/19 • Hampshire Governor • Raiseonline Newsletter The HT confirmed that the admissions consultation had been completed. Governor Question to the HT: Do you know from demographics, what intake we will get? Not really, we cannot predict it. We have 15 on the waiting list for Year R, the infant school is full and we have children coming in from outside of our catchment area. We put an advert in Gosport Choice instead of flyers this year and just from that had fifteen parents come to our stay and play session. We took their postcodes and many were out of catchment. The chair confirmed that the admissions consultation 2018/19 is now a public document and is on the web site.	

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17.	Any Agreed Urgent Business: None.	
18.	Items for the Next Agenda: • HT Verbal report • Charges and Remissions Policy • Fire Safety Management Plan • Governor Allowances Policy • Behaviour and Discipline Policy • Governor Visit Policy • Supporting Pupils with Medical Conditions Policy • SEND Information Report • Annual Safeguarding Governor Report • LLP Report • Governor Development • Governor Monitoring • Receive report on HT performance management review. • Review pupil attendance. • Budget update. The chair thanked the governors for their inputs and attendance, wished everyone a happy Christmas and closed the meeting at 6.48pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
5	9	Complete LA governor declaration forms (PB) and send to councillor (AW) by 21/3/17	PB and AW	completed

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