



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 18th May 2016 at 5pm at the School

Present :	E Steele (HT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) S Hall (SH) P Kilner (PK) C Collins (CC) K Ashman (KA)	Head Teacher Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Parent Governor Parent Governor arrived 5.58pm Co-opted Governor Staff Governor
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager left 6.32pm
Apologies:	None	
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 5.04pm and welcomed everyone. The chair confirmed that no apologies had been received and P Kilner was expected later due to work commitments. A quorum was declared by the clerk.	
2	Declarations of Pecuniary Interest: No additional declarations where made.	
3.	Agree Any Urgent Business: None.	
4.	Resource and Premises Committee Minutes 4th May 2016: The minutes had been previously circulated. CR asked for any questions. None were asked.	
4.a	Committee Membership and Remit: The chair confirmed that the Health and Safety working party is being merged with the Resources and Premises committee and asked for approval that PB will join the committee. This was unanimously approved. The chair confirmed that the terms of reference (TOR) and programme of works for the committee will be amended to reflect the changes. <u>Finance:</u> ML checked that the governors had read through the committee minutes and the full discussions that had been held around the budgets which were recommended to the FGB for approval; this was confirmed. ML confirmed that reports had been previously circulated for:	Amend TOR Resources and Premises committee (AW)

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	• Draft budget 2016/17 • Devolved funding formula • 2016/17 Budget share • Special Educational Needs (SEN) budget 2016/17 • Indicative Pupil Premium statement 2016/17 • 5 year strategic financial plan	
4.b	2015/16 Budget Outturn: ML explained that the final budget outturn for 2015/16 will not be known until June 2016 and will be presented to the FGB at the next meeting. The current predicted cumulative surplus is £95,000 (ninety five thousand pounds).	
4.c	Approve 2016/17 Revenue Budget: Previously circulated. ML explained that the planned budget had been amended since the committee meeting and tabled an updated plan. • 5190 increased to allow for a subscription to the Key for additional training of £370 (three hundred and seventy pounds). The HT explained that this is a continuing professional development (CPD) package which will be used for in house training and will save the school money going forward. • 7691 High needs top up that had not been confirmed previously of £3,621 (three thousand, six hundred and twenty one pounds). ML asked for questions. None were asked. The predicted 2016/17 budget was confirmed as: Total expenditure £909,668 (nine hundred and nine thousand, six hundred and sixty eight pounds) Total Income £842,770 (eight hundred and forty two thousand, seven hundred and seventy pounds) In year deficit £65,839 (sixty five thousand, eight hundred and thirty nine pounds) Surplus brought forward £95,000 (ninety five thousand pounds) Cumulative surplus carried forward £28,135 (twenty eight thousand, one hundred and thirty five pounds) The governors unanimously approved the 2016/17 predicted budget plan. The chair and HT confirmed that the budget plan will be signed and submitted to county by the 31st May 2016.	
4.d	Approve the 5 Year Strategic Financial Plan: Previously circulated. ML tabled an updated plan. Governor questions to ML: There are predicted deficit cumulative budgets from 2017/18, will we have access to support from the county finance team? Yes, I have spoken in depth with our county finance advisor and they are fully aware of the future budget predictions. We will continue to look at budgets each half term within the	

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4.e 4.f 4.g	Resources and Premises Committee and report to the FGB. The HT said that they have access to county advisors and she will be discussing plans to reduce costs. The following conversation was confidential and is recorded on a separate document. Do we pay extra for county advice and Justeen coming into school? No it is part of the service level agreement (SLA) which is a very good package. How much did Inspire Maths come in at? We have ring fenced £15,000 (fifteen thousand pounds), although it may come in lower. We have added in £10,000 (ten thousand pounds) for after school clubs from 2016/17, but this may not be required for the full five years. The HT confirmed that county had agreed to reimburse the school for the costs incurred around drainage as they agreed they were as a direct result of the changes to the Children's Centre. This is £400.00 (four hundred pounds). Governors noted that the school had incurred more costs associated with the drainage problems and county could be asked for further reimbursement. Does the budget share include free school meal (FSM) and Special Educational Needs (SEN) funding? Pupil Premium is in addition but the rest is included. The governors unanimously approved the Five Year Strategic Financial Plan. The chair confirmed that the Governing Board is aware of the future year's budget deficits as shown in the five year financial strategic plan and will take action to address it if required. Plan and Approve Capital (Devolved Budget) Spend: Previously circulated. ML confirmed that there was a slight change to the devolved budget which now has a balance of £18,966.75 (eighteen thousand, nine hundred and sixty six pounds and seventy five pence). The money has been ring fenced for the landscape improvements and an interactive white board. No questions were asked. The governors unanimously approved the capital budget. SEN and Pupil Premium : Previously circulated. The HT confirmed that they are currently finalising the SEN budget with the Inclusions Leader and a full breakdown will be sent with her next written HT report. ML confirmed that the Pupil Premium allocation for 2016/17 is £83,040 (eighty three thousand and forty pounds) which is additional to the budget share. The SEN allocation is £70,276 (seventy thousand, two hundred and seventy six pounds) and is part of the budget share. Schools Financial Value Standard (SFVS) Outstanding Actions: CR confirmed that the 2015/16 SFVS return had been submitted on time and the next round of reviews is due to commence. The chair confirmed that the report is on the governor zone of the website to view, with the agreed actions. The planned	
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4.h 4.i	action to track training spend and impact over the last three years will take a bit longer to pull together and will be carried out by CR and CW, with the support of the HT and ML. What is the issue? ML explained that the records of training prior to last year are not as precise, although Health and Safety is good. It needs to be pulled together on an overview sheet. The chair said that the original time scale to complete this was now considered unrealistic and it was agreed to complete it by the end of the academic year. Service Level Agreements (SLAs): CR explained that the list and committee responsibilities of SLAs to be reviewed is in the committee minutes and has been circulated. The chair confirmed that these are also posted to the governor zone and are in a file in the DHT's office. Health and Safety: PB confirmed that he has arranged the date for the next site inspection. A schools' communication had been sent out to confirm that annual audits will be replaced with termly reviews with different focuses. The chair thanked CR and ML for their updates.	
5.	Headteacher's Verbal Report: <u>School Development Plan Progress:</u> The HT explained that a family friendly version of the summary of the school development plan (SDP) had been previously circulated and is posted in the staff room. The HT said that the current format of the SDP is unwieldy and that she is re-jigging this with the senior leadership team. The HT tabled the current plan and the governors spent some time discussing it. Discussion points included; • The plan could be extended to show actions required • An interactive white board in the staff room would allow staff to update the plan in a timely manner • The learning leaders action plan will be an appendix to the main document • The Haselworth Way and school vision will be clear • Ofsted criteria to be used • Goals over the next three years will be prioritised and the plan will show progress and impact with measurable improvement • Each priority will be broken down to show what is to be done in this academic year • Young Governors will be able to discuss and have some input to the plan The HT explained that the SDP will be finalised in time for the next FGB meeting. It will be more user friendly and it will be easy to see at a glance what action is being taken and the impact. Governor questions to the HT:	

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	Will the summary SDP be attached to the Haselworth Way poster by the HT office? No, that will have examples of work displayed on it. I note that the first priority is for a minimum 75% of children to reach age related expectations (ARE), will you be showing that? This is worked out on a table using cohort data.. There is a big jump this year in the curriculum and for some children they actually need a two year plan to get there, hence 75%. This is more realistic. How will we as governors see how many children are reaching ARE? That data will be shared and discussed within the Curriculum and Data committee and then come to FGB after the last data capture takes place. The governors unanimously approved the revised format of the SDP. <u>Attendance and punctuality.</u> Previously circulated. The HT said that the current attendance figure from September 2015 is 95.13%, this compares to 94.6% in the same period in 2015 and 93.8% in the same period in 2014. There is a year on year improvement. The HT confirmed that there had been no exclusions this term. The HT said that they have set up a new system to report on behaviour and bullying which has been shared with the staff. It will be an on line control system so that as HT she can quickly see the figures. What are the figures for persistent absence looking like? I have not received the figures from the Inclusion Leader yet. Overall at this point in the year we stand at 4% being less than 80%, against a national figure in 2014 of 2.8%, so we are above that. To put it in context for this school we had 11.5% last year so we have had significant improvement. I looked at the data and those children are no longer with us. Mrs Foster is having conversations and taking action where required and Red, Amber, Green letters are being sent home to parents. We are also putting together an attendance newsletter. The HT explained that following a court ruling on attendance in the Isle of Wight last week, the school has been inundated with holiday requests and county guidance to HTs is to authorise holidays if the child has over 90% attendance. Where do we stand if we have already issued a penalty notice and the child has over 90% attendance? We have been told to wait for more information and it is very unclear. The HT said that HTs have discussed the possibility of grouping together of inset days to allow parents a chance of booking a holiday outside of term time and on the other side of October half term, with a common closure day in January. Conversations continue. <u>Transition arrangements.</u> The HT confirmed that there is a confirmed full Year R for September. The school will arrange a lunch for new parents.	
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PK arrived at 5.58pm.

The HT said that Growth Mind set is a key focus for transition and the consultation meeting in the summer term will be led by the children who will share their successes and parents can meet the new class teacher. Parent and new teacher meetings will take place in the first week of the autumn term and the opportunity will be taken to share information with parents.

The HT explained that they are looking at the after school provision and talking to Alverstoke Infant School, but Haselworth will oversee all the day to day running of the scheme. This will require approval at the next FGB. They need to have some parents sign up to the scheme first.

The HT said that they have been working on Year 6 transition with Bay House and Brune Park, although exams are taking longer at Brune Park this year, so there will be less time available. Their summer school for pupil premium children will not take place this year.

Is there still some Year 6 transition work happening in the school? Yes and it is more regular. The DHT said that the Bay House Maths teacher has been in and English and Music will be coming in soon. Brune Park will also be coming in.

The HT confirmed that there are currently 127 children on roll. Year R – 20, Year 1 – 15, Year 2 – 15, Year 3 – 25, Year 4 – 15, Year 5 – 20 and Year 6 – 17. There are 12 children on the waiting list for Year R, 1 for Year 1, 1 for Year 2 and 1 for Year 5. Some of the children have siblings in the school and it is important to monitor this as the school could lose children if they are not placed. The HT said with this in mind she is meeting with property services to see if there is any way they could accommodate more children.

The HT explained that the SDP focus is slightly shifting in teaching and learning to Maths with visual imagery and reasoning. The expectations from the curriculum means that teachers need to spend time finding resources and they are investing in Inspire Maths. They will overhaul all the non-core curriculum subjects and they need to be more robust going forward. KA explained that they are looking at foundation for learning and will be using the Bay House cluster to examine curriculum links. The HT said they are looking at subjects and what fits best across the whole year, putting foundation subjects together. The staff are looking at what resources they have and best practice to try and keep it simple, considering the “whole child” not just the academic subjects. Each child will be secondary school ready before they leave.

Pupil Progress. The HT said that SATs have finished and that they were very proud of the children who had managed the pressure really well against some negative press. SATs were hard, Maths and reasoning in particular so they do not know what the outcomes will be. Key stage 2 (KS2) has been sent off and KS1 is ongoing, through teacher assessments and tests. The answers for the KS1 tests will not be published until next week and will be marked over half term. The

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	school expects to be moderated by county this year and staff are ready and waiting. KA said that advice differed in each moderation meeting they had attended this year. The HT said that all the learning support assistants (LSAs) and teachers know their children and know that they were ready for SATs and they will deal with the results when they are published. The results and progress data will be brought to the next FGB. The chair said that she would like to thank all the staff on behalf of the governors, who have given up their time and invested a lot of hard work in the children. The HT explained that 82% of children are on track for the phonics screening and 100% of Year 2 are expected to pass the phonics re-test. The predicted ARE for KS1 is 82% but may be higher, with a few children being focused on to provide the required evidence. 82% of children are on track for a Good Level of Development (GLD) at the end of Year R. <u>Pupil Premium.</u> Previously circulated. The HT explained that the report to parents circulated reflects what is in the SDP for vulnerable children. The HT highlighted from the report: • The weakest area is around Maths. • Read Write Inc. (RWI) needs to be kept on the boil and there will be a development day on this for staff. • The attendance officer hours have been increased to support the inclusions leader, as there are too many lates. • The Year 6 teacher is supporting Year 5 children now that SATs have finished, to help get them ready for the start of next year. The governors unanimously approved the pupil premium report to parents and the chair confirmed that impact will be monitored through the subject leader reports. SPEC will allocate pupil premium areas to the committees to ensure it is constantly monitored. <u>Sports Funding.</u> Previously circulated. The HT explained that the report had been based on the county toolkit and that they have established contact with an outstanding school to share outstanding practice (Anton Junior School in Andover). The governors unanimously approved the sports funding report for posting to the web site. The HT explained that the school will be hosting the Fareham and Gosport network for Science, technology, engineering and mathematics (STEM). Haselworth will be the lead school and Miss Collins will be co-ordinating the session. The meeting will be attended by local schools and businesses and will be a great advertisement for the school. In addition they will be posting an advert in Gosport Choice Magazine in September which will include a note asking for governors. The HT confirmed that formal lesson observations are taking place next week.	
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	Considering the changes over this academic year, are you looking to adjust the performance management targets that were set, to make them more realistic? There have been changes in county's method of setting those targets and we have been adjusting some within the interim meetings accordingly. They are still aspirational and are focussed on closing the gap. <u>Admissions Policy.</u> The HT confirmed that this is available on the web site and that governors had been asked to review the policy approved by county to ensure it is correct. The policy was unanimously agreed. The chair thanked the HT for her report. ML left the meeting at 6.32pm.	
6	Staffing Update: • Arrangements for HT Performance Review. The chair confirmed that she will complete the HT's final induction review and the next set of targets will be agreed by the HT performance review panel and Jane Wilkinson as the external advisor. The date is to be confirmed (by 31st October 2016). The chair confirmed that all members of the panel have undertaken the appropriate training. • Deputy Headteacher Appointment. The chair confirmed that Mrs Ashman had been successfully appointed to the position of Deputy Headteacher and the governors gave their congratulations. The HT explained that they had expected to interview for a LSA (one to one support) but the candidate had pulled out at the last moment. The job will be re-advertised and arrangements to cover have been put in place in the meantime. Governor question to the HT: Could you use an existing LSA? No, one to one support is a very different job with a different skill set required.	
7	Governor Recruitment: The chair confirmed that there are currently three co-opted vacancies, although it is recognised that the current governors provide a good range of skills and provide good quality governance. The governors spent some time discussing recruitment ideas and it was agreed to take this to SPEC for further consideration.	Governor recruitment SPEC agenda item (AW)
8	Governor Training: • Value for Money Report. Previously circulated. SH confirmed that the training package had provided good value in the previous year. SH said that she had attended a development and training governor (DTG) event and that next year there would not be an increase in the SLA but that external e learning would cost an additional £500 (five hundred pounds). Governors were encouraged to use this e learning as it had been paid for this financial year. The governors discussed joining The Key for Governors as this has a lot of information, videos, role profiles, templates etc. in it, which may be good value at	

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	around £300 (three hundred pounds). The school already has membership of the Key for School Leaders. SH explained that a change in clerking hours next year was proposed, adding 6 hours to the standard package, for data and web sites. More information is to follow. Feedback on Governor Training. The chair confirmed that this had been covered in the DTG report. The chair thanked SH for her report.	
9 9.a	Governor Monitoring and Link Reports: Link Governor Updates: The chair explained that the list of governor monitoring carried out in March 2016 is contained within the Curriculum and Data committee minutes. Six reports had been submitted to date and the remaining reports were requested from governors as soon as possible. The chair confirmed that a staff meeting had been arranged for governors to attend and meet with their subject leaders on the 21st June 2016 at 3.30pm. The week commencing 20th June 2016 had been set aside for monitoring visits. KA asked governors to write up their reports straight onto computers at these visits to ensure they are submitted in a more timely manner going forward. The chair confirmed that SPEC will look at the structure and reporting of visits. Child Protection and Safeguarding Governor Update: Fundamental British Values and the Prevent Duty The chair confirmed that the Safeguarding Audit is due by the 31st October 2016 and has been published, the school communication having been circulated previously. Some model policies have changed and the Prevent Duty woven into these. Policies should now be reviewed annually with staff feedback included. The policy review timetable has been updated and will be shared on the governor zone. The HT confirmed that the inclusion leader will be delivering Prevent Duty training to staff on the first inset day of the autumn term, as she has been certified to deliver training under the Workshop to Raise Awareness of Prevent (WRAP). Governors are invited to attend the first part of the training. Governor question to the HT: Are governors exempt if they have already received training outside the school? This is a refresher and I would suggest that governors attend the school session as this will ensure everyone receives the same message.	Meeting with subject leaders 21/6/16 3.30pm (all)
10.	Minutes of the Previous FGB Meeting 23rd March 2016: Previously circulated, the confidential minutes were tabled. Approval:	

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	It was requested that on page 4 it is noted that the fire drill had been logged and the word “not” be removed, and under SFVS it will be CR and AW carrying out the audit of staff training. With these amendments the minutes were approved unanimously as a true record and signed by the chair. Matters Arising: Action 28, agenda item 6: HLTA/supply cost tracking will go to Resources and Premises in Autumn 2 2016. Action 29, agenda item 10.a: The clerk confirmed that that governors services had been updated with the name of the new DTG. Action 30, agenda item 11.a: The chair confirmed that governors had attended the professional development meeting on the 12th April 2016. There were no further matters arising from the minutes.	
11.	Curriculum and Data Committee Meeting 3rd May 2016: Previously circulated. KA asked if there were any questions and no questions were asked. <u>Assessment Policy.</u> KA confirmed that the policy is on line for governors to review and that it has been shared with all staff. <u>Special Educational Needs Report to Governors.</u> Previously circulated. KA asked if there were any questions from the report and none were asked. The HT said that due to the complexity of the data in the report, it will be looked at again within the next committee meeting and they will be looking at a more succinct way of presenting the data going forward. The chair thanked KA for her report.	
12.	SPEC Committee Meeting 11th April 2016: Previously circulated. The chair explained that the clerk would be joining the committee at their next meeting to agree the dates of all meetings for the next academic year. Members were asked to bring their diaries. The chair said that it will be important to tie meeting dates in 2016/17 with data capture. Governor question to the HT: Have you looked at the new site to compare schools performance, as I believe there have been some concerns expressed over how this information could be interpreted? The HT said that she has looked at the site and there is a lot of information without any context, which does not give the whole picture. This is being fed back and should the final version be in this format, she will deliver a training session for governors.	
13.	Policies and Procedures for Approval/Ratification:	
13.a	Governor Allowances (Schemes for Paying) Policy. Previously circulated.	

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13.b	The chair explained that this policy had been reviewed and approved within the Resources and Premises committee and now includes an annual audit of governor expenses claims, to ensure accountability. The policy was unanimously ratified. Confidentiality Policy. Previously circulated. The policy was unanimously approved.	
13.c	Data Protection Policy. Previously circulated. The policy was unanimously approved.	
13.d	Complaints Policy and Procedures. Previously circulated. The chair explained that the policy had been updated to reflect the latest DfE guidance and that the separate habitual vexations policy was no longer required as this is now included. The policy was unanimously approved.	
13.e	First Aid Policy. Previously circulated. The HT explained that this policy requires further work and confirmed that it will go to the Resources and Premises committee for final approval.	First aid policy to Resources for approval (HT)
13.f	Fire Safety Management Plan. Previously circulated. The HT confirmed that this has been reviewed in detail and signed off by herself and AW.	
	Governor question to the HT: Should the footer still say it was reviewed in 2009? Yes, as this is the date it was reviewed by children's services. It will need to come back to governors in the autumn term 2016 as it is due for another review at that time.	
13.g	The Fire Safety Management Plan was unanimously approved. Lettings Policy (with Hampshire Guidance). Previously circulated. The chair explained that each lettings case would be considered individually and recommended that an ad hoc committee be formed to review any applications. It was unanimously agreed that the HT, School Business Manager, Chair of the Resources and Premises committee and Chair of Governors make up the core committee, with another governor taken from a pool of volunteers to ensure odd numbers. The chair said that she will draw up a TOR and that clear records will be held to give an audit trail of decisions and a consistent approach. It was discussed and agreed that Page 5 of the policy should refer to a four week timescale for cancellation to ensure consistency throughout the policy. With this amendment the Lettings policy was unanimously approved.	Draw up TOR for letting committee (AW)
14.	Confirm the Date of the Next Meeting: The date of the next FGB was confirmed as Wednesday 13th July 2016 at 5pm.	

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15.	Correspondence: (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) Previously circulated: • Health and Safety Newsletter • Local conference flyer • Schools financial efficiency – DfE guidance • Governor and clerk newsletter and bi weekly updates • NGA Governing Matters Magazine	
16.	Any Agreed Urgent Business: SH tabled examples from the last DTG meeting of Ofsted reviews of inadequate to outstanding governing bodies. Governors were asked to review the documents.	
17.	Items for the Next Agenda: • HT written report • Discuss officers for the next academic year • Consult on meeting dates for 2016/17 • Review child protection arrangements and annual safeguarding audit due October 2016 • Note and agree professional day closures 2016/17 • Staff structure for 2016/17 • Staff absence levels The chair thanked the governors for their attendance and inputs and closed the meeting at 7.28pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
28	6	HLTA/supply cost tracking to Resources and Premises Autumn 2	CR	Due Autumn 2 2016
31	4.a	Amend TOR Resources and Premises committee	AW	
32	7	Governor recruitment SPEC agenda item	AW	
33	9.a	Meeting with subject leaders 21/6/16 3.30pm	All	
34	13.e	First aid policy to Resources for approval	HT	
35.	13.g	Draw up TOR for letting committee	AW	

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