



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 27th January 2016 6pm at the School

Present :	E Steele (AHT)	Acting Head Teacher (HT Governor) (not present for agenda item 18)
	P Bleckly(PB)	Authority Governor
	A Williams (AW)	Chair , Co-opted Governor
	N Williams (NW)	Co-opted Governor
	C Roast (CR)	Co-opted Governor
	K Ashman (KA)	Staff Governor
	S Hall (SH)	Parent Governor
	L Bolton (LB)	Co-opted Governor
	P Kilner (PK)	Parent Governor
In attendance :	J Dunn (Clerk)	Local Authority Clerk
Apologies:	C Collins (CC)	Co-opted Governor
	M Leask (ML)	School Business Manager
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 6.05pm and welcomed everyone. A quorum was declared. The chair confirmed that apologies had been received and accepted from C Collins and M Leask .	
2	Declarations of Pecuniary Interest: The clerk declared an interest in agenda item 9 Governor Training as she works for Hampshire Governor Services. The chair confirmed that the clerk should stay for this item. The HT declared an interest in agenda item 18 – HT recruitment.	
3.	Agree Any Urgent Business: The chair asked that approval of the annual Special Educational Needs (SEN) Information Report is considered under this item.	
4.	Finance Update: Budget Overview: The chair confirmed that ML had previously circulated the budget reports including the budget revision dated 8 th January 2016, the IBC and devolved budget reports (highlighting changes) and that these had been discussed in depth within the Resources and Premises committee meeting, the minutes having been previously circulated. Revised total income £903,511 (nine hundred and three thousand, five hundred and eleven pounds)	

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	Revised total expenditure £993,626 (nine hundred and ninety three thousand, six hundred and twenty six pounds) In Year revised deficit £90,115 (ninety thousand, one hundred and fifteen pounds) Surplus b/f £123,244 (one hundred and twenty three thousand, two hundred and forty four pounds) Revised cumulative surplus c/f £33,129 (thirty three thousand, one hundred and twenty nine pounds). The chair confirmed that the capital (devolved) budget balance currently stands at £13,583 (thirteen thousand, five hundred and eighty three pounds). The chair explained that there will be another devolved budget allocation and that they are looking at tightening up the maintenance and development plan and linking this to the budget and recommendations for capital spend. The Resources and Premises committee will receive recommendations from site inspections. The chair asked for any questions. Governor questions to the HT: Has the information regarding the budget share as detailed within the school communication SCo13903 been taken account of? Yes, but this will affect the budget for the next financial year. The HT explained that they have been discussing the reduction in Pupil Premium funding and investigating the reasons behind why there are fewer free school meal (FSM) children. The indications from the October census are for 54% Pupil Premium and this needs to be planned for, although new children arrive throughout the year. Is it a significant drop? I have calculated we currently have 36% FSM and I have discussed this with the leadership and learning partner (LLP). Year 6 have left and the new children coming in tend not to be FSM. This is a “best” calculation and may change. Has it anything to do with the universal free school meals? No, we have had a good take up with those. The governors unanimously approved the revised budget at 8th January 2016. • Discuss predicted pupil numbers and their budgetary implications: The HT said that predicted numbers remain between 120 and 130. Have you increased our pupil admission number (PAN)? Yes officially but we are being cautious in the junior school due to having mixed year classes. The plan in the infant school is 20 and we currently have one vacancy, however these places soon fill. There were no further questions from the governors and the chair thanked the HT for her update.	
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5.	Resource and Premises Committee Minutes 13th January 2016: The minutes had been previously circulated. CR confirmed that there were a couple of typing errors to be corrected in committee on the minutes circulated and that both on site and off site risk assessments had been completed. CR asked for any questions and none were asked. • Schools Financial Value Standard (SFVS) Update/Self Evaluation Audits: CR explained that the SFVS governor working party had met with ML and that 95% of the annual return is completed. The SFVS return will be ready for the 31st March deadline and approval at the next FGB meeting. CR confirmed that audits had been completed on the pay roll and that the working party will complete another audit when they meet. The chair confirmed that ML had forwarded the variance analysis report to her and she will be reviewing this with CR, as this was an outstanding action. The chair said that ML had found the ownership and input from governors to be extremely useful on SFVS, thank you. The chair thanked CR for his update.	
6.	Headteacher's Verbal Report: • Monitor progress against the school development plan (SDP) priorities: • Discuss priorities for the next financial year based on the SDP: The HT reported the following: • Under the SDP they have signed up for the Quality Mark for Science and this is being led by Ms Collins in conjunction with Winchester University. The aim is to become a centre of excellence for Science and coaching and is really exciting. Staff are "buddying up" and CC is observing good teaching practice throughout the school. The cost is the same as previously paid to the Gosport Educational Improvement Partnership (GEIP). • Collaborative coaching for teachers is being extended this term and there will be more case study research. Feedback from the last round had been very positive with some significant improvements in data seen. • The HT confirmed that she has completed her special needs coordinator (SENCo) accreditation and is now awaiting confirmation that she has passed. She is continuing to work through the National College's NPQH qualification. • The HT thanked the governors for their contributions to the "Haselworth Way" and said that there are some beautiful displays by the children around the school for them to look at. • SIMS is now up and running and that the first round of pupil progress meetings are starting this week. They are getting used to SIMS and the reports are very useful. Learning walks continue (at least two per week),	

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	giving an opportunity to talk to the children and are shared with staff. • The Hampshire Maths advisor had been into school and had asked them to share some Maths books with other Hampshire schools as an exemplar of materials. This is very gratifying. • S Hosmer in Year 1/2 had been asked by the Local Authority to support another school which is a real honour. The feedback from the HT at this school was really impressive and they have asked for some guidance on how Haselworth arranges it's mixed classes. • Philosophy for Children (P4C) accreditation is ongoing, involving a lot of work and it has been recognised that P4C planning needs to be tightened up. • The gap between pupil children and non-pupil premium children is continually looked at and they are trying to involve more parents, continuing with the use of structured conversations; the feedback from parents having been very good. • Spelling is a major part of the SDP and they are holding a whole staff twilight session together with using a "model lesson" to demonstrate. Governor questions to the HT: Is this with an external advisor? Yes through county, we need to try something different. Is that for Key Stage 2 (KS2) only? No, it's throughout the school. • Read Write Inc. (RWI) training will take place for the whole school on how to convert reading into spelling. Spelling is a significant issue for upper KS2. KA confirmed that many children are struggling with spelling and they are looking at ways to address this, including spelling grids going home. Spelling can be a problem for many parents, could we give them some help so they can support their children, for instance a workshop? That's is a good idea, but we have found parents to be reluctant previously for this type of workshop, so we may need to think of a different way to do it. • The children lower down the school have had the new curriculum in place since they started and are not struggling as much as the upper school. They are running a "buzz club" (invitation only) looking at things like spelling and times tables and this has had a really good take up. They need to do more and are looking at what else they can do. • All staff are completing on line SEN training as highlighted within Raise online (ROL). • The school has launched "50 things you want to achieve whilst you are at Haselworth". Staff have put things in such as tying your shoelaces, splashing in a puddle, toasting marshmallows on a bonfire, going on a theatre trip, picnic on the beach etc. It will now be put to the children to see what they think and they will be considering what this will look like in practice. • The senior leadership team had met offsite to look at leadership and	
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	leadership skills in the morning and Ofsted documents (where the school is currently) in the afternoon. - Mrs Foster has returned from maternity leave on a 0.8 contract as the Inclusion Leader and the school has appointed a 1:1 learning support assistant (LSA) for a looked after child, initially for one term. Do you ever conduct learning walks on the spot without the staff knowing you are going to do them? Yes, that is what they are and we also have formal lesson observations for performance management; they know the focus and the week but not the exact day. Myself, the Deputy Headteacher, Inclusions leader and subject leaders also do frequent learning walks. Attendance and Exclusions: Following shortlisting the school had not been able to appoint a new Home School Link Worker and the opportunity is now being taken to re-consider the role. Last year attendance at this point was 94% and is currently 95.1% and continuing to improve. The HT said that they are looking at other schools and what could be done differently as the role has changed following recent legislation and is more administration based. There are still issues with persistent absentees and a few core families affecting the data, although most of these are now engaging with the school. It was noted that the staff structure and SEN information report will require amendment to remove this position. The HT confirmed that the breakfast club was in the News this week as a result of Mrs Foster entering an online completion and was awarded £500 (five hundred pounds). This is a wonderful achievement and the children have put up a board in the hall with suggested items. The school will be extending the breakfast club hours and starting at 7.45am with a staggered start. Parents had been written to, to see if anyone would be interested in an after school provision (until 5.45pm), however there had only been two replies. This was to support working parents and they will continue to canvass opinion in other ways. Would we outsource the after school provision? We have investigated this and met with another school to see what it would entail. They would need at least 10 children every night and would be non-profit, however it is quite expensive for the parents and we could not afford to subsidise it. If we run it we know the children and can organise payments more easily – there are pros and cons. KA explained that they have set up the Friends of Haselworth School and already had a successful meeting. There will be a quiz night next Friday and this is a way of getting more parents involved with the school. The HT confirmed that there had been one exclusion for one day before Christmas due to a violent incident against another child. The parents had been fully supportive of the school and the police had been called. The police had come in subsequently to talk to the children in the class about “consequences” which had	
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	been very successful. • Fundamental British Values (FBV) and the Prevent Duty: The HT said that they had identified possible areas where the school had not been embedding FBV across the school. As a result they had signed up to a services charity called "Inspiration Federation" who provide packs and learning resources. This will feed through P4C, ties in with other religions and focusses on heroes in the community. The HT confirmed that all staff had completed the Channel Awareness and Prevent Duty training. The chair confirmed that all governors (apart from one to be confirmed) including the clerk have completed the Channel Awareness e learning. The HT confirmed that she has completed her Designated Safeguarding Lead (DSL) refresher course. The HT confirmed that they had received a parental request to remove one child from RE lessons. The request has been agreed although the school do not support the decision and this has been explained to the parents. It has been agreed with the parents that as the child is old enough, that they will self-regulate and remove themselves from the lesson if they feel it's not appropriate. The chair thanked the HT for her report.	
7.	Staffing: • Receive HT Report on Support Staff Pay Reviews: The HT explained that her report on support staff pay awards is coming to FGB as a Pay Committee meeting has not been possible. The HT tabled a confidential anonymised report for the governors to review. The HT confirmed that all the individual performance plans (IPPs) had been completed with the team leaders and moderated by herself. The following discussion was confidential and is recorded on a separate document. • Performance Management Audit Update: The chair confirmed that the decision had been taken to perform an in depth review of support staff performance management 2012 to 2016, as a lot of reviews had taken place in previous years with the teaching staff. An in depth review is required at least every three years and is a requirement of SFVS. The chair confirmed that CR and herself had reviewed documentation for three staff members, discussed with the HT and asked questions for clarification. CR confirmed that some recommendations had been made as a result of the audit but in the main the documents were good and showed clear improvement over the last three years. Targets were specific, measurable, achievable, realistic and timely (SMART), assessment and dates for interim reviews are in place. The process is robust. Recommendations included: • Ensuring all forms/documentation are fully completed.	

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	• Show a clear link between targets and the SDP. • Ensure all staff are aware of why performance management is in place and that the HT also gets performance managed. KA confirmed that she is attending performance management training with ML in March 2016. • Personnel Update: The HT confirmed that the priority in the next financial year is around Maths and training key staff in “first class at number”, specifically for the lower junior school children. They will look at closing the gap in calculation skills. The chair thanked the HT for her update.	
8.	Governor Monitoring and Link Reports: • Link Governor Updates: The chair confirmed that governors had completed their reports and these had been considered within the Curriculum committee. Learning leaders had also looked at the reports and any common trends are being addressed within staff meetings. KA said that it had been a valuable exercise and the new format had made the reports more streamlined. The children are enjoying seeing governors in school. A governor commented that the children’s behaviour had been excellent on recent visits and he had been impressed with their listening skills. The chair asked the governors to arrange their spring term visits and that she will link up LB with a subject. • Child Protection and Safeguarding Governor Update: The chair said that she will be sitting down with the HT to review safeguarding since their last meeting. The HT confirmed that there are currently three children on the child protection plan and three children on the in need plan. The whole school inset day on the 4th January 2016 was focussed on safeguarding training from the Local Authority. The chair explained that the door entry system had been changed to an electronic fob system to improve safeguarding. • Young Governors: The chair explained that she had met with the children last week and walked around the school asking them to point out what is good and what they are proud of. An action plan of what they will look at week by week is being put together. The governors discussed and agreed that as the Young Governors would like to look at Health and Safety (H&S), that a walk around with the site manager and PB the H&S governor, to look at H&S from a child’s point of view, should be arranged. • Web Site Review: The chair said that there is a meeting tomorrow morning with the web site monitoring group and the web site is progressing well. The clerk said that she will do an audit for the governors once the web site is completed.	Arrange spring term visits (all link governors) Arrange Young Governors H&S walk around with site manager and PB (AW/PB)

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	Health and Safety (H&S) and Security (including H&S working party notes and action plan): The chair confirmed that the H&S notes and maintenance plan are on the Governor Zone on the web site. PB confirmed that he had completed some risk assessments both on and off site and the accident report audit had been completed. Anything picked up on H&S walks (every two months) are brought to the Resources and Premises committee if extra funding is required or completed by the site manager. The school is a safe and healthy place to be. The chair thanked PB for his update.	
9.	Governor Training: The chair explained that PK had decided to step down from the role of Development and Training Governor (DTG) and the role description was tabled. The chair asked the governors to read through this and let her know if they would be willing to take on this role, to be agreed at the next FGB. The chair and clerk would provide any support required and PK confirmed that he will remain as DTG until another volunteer is found. The chair thanked PK for his support. Feedback on governor training undertaken: The chair confirmed that governors had completed the Channel Awareness e learning for the Prevent Duty as previously discussed. Future training including whole governing body training: The following governor training was confirmed: - Headship selection (all governors) 4th and 22nd February 2016 - Understanding Data in Primary School – AW 23rd February 2016 - Strategic finance in schools – CR 8th March 2016 - Monitoring, evaluating and improving SEN provision – AW 9th March 2016 - Induction for new governors – LB 22nd March 2016 The clerk was asked to book SH and LB on understanding finance for the 17th March 2016. Annual skills audit update: The chair confirmed that a skills audit is required this year and will be discussed with the new DTG. Plan expenditure for governor training and decide whether to subscribe to Governor Services.: The governors discussed and agreed that external e learning is used by governors however all governors should ensure they take up this resource. The chair confirmed the cost would be approximately £110 (one hundred and ten pounds) per governor with an increase of £50 (fifty pounds) for the external e learning. It was unanimously agreed to continue with the Governor Service advice, support and training package for 2016/17, with external e learning.	DTG role volunteer at next FGB (all & clerk) Book understanding finance course for LB & SH (clerk)
10.	Minutes of the Previous FGB Meeting 2nd December 2015: Previously	

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	circulated, the confidential minutes were tabled. Approval: Both minutes were unanimously approved as a true record and signed by the chair. Matters Arising: Action 3, agenda item 5: The HT confirmed that she had completed a statement to show the school's support to working families as requested. Action 5, agenda item 6: The chair confirmed that ML had contacted governors to complete SFVS as previously discussed. Action 11, agenda item 10.e: The chair confirmed that a reminder had been sent out and all governors apart from NW have completed the e learning for Channel Awareness and the Prevent Duty. Action 15, agenda item 11.c: PK confirmed that he will complete the pay e learning next week and for this item to be carried forward. Action 21, agenda item 6.b: The chair confirmed that the information on the consultation for the changes in budget had been circulated and decided at an Extraordinary FGB meeting on the 8th December 2015. There were no further matters arising from the minutes.	Complete pay e learning (PK)
11.	Minutes of the Previous EFGB Meeting 8th December 2015: Previously circulated. Approval: The minutes were unanimously approved as a true record and signed by the chair. Matters Arising: Agenda item 2: CR confirmed that he had registered the GB's preferences on budget with the school forum. There were no further matters arising from the minutes.	
12.	Curriculum and Data Committee Meeting 11th January 2016: Previously circulated. KA confirmed that procedures are in place to address actions and the maths report had been previously circulated. Governor question to the HT: You mentioned that SIMS is now in place, is assessment for Maths in line with SIMS? The HT said that they were using Excel spreadsheets provided by county to track Maths and this will be transferred to SIMS. The Excel format helps with the children not working at age related expectations (ARE) (for instance some SEN children), as they cannot be tracked on SIMS. There were no further questions from the governors.	
13	SPEC Committee Meeting 7th December 2015: Previously circulated.	

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	Governor questions to the chair: Have we got any current governor vacancies? Yes we have two co-opted vacancies and have sent out a leaflet to parents. CR confirmed he had posted a leaflet in the bookshop and library. Have we contacted local businesses and people like the police? We have done that previously and can do it again. It would good for governors to use their local contacts as well please.	
14	Policies and Procedures for Approval/Ratification: • Ratify the charging and remissions policy: Previously circulated. The policy was unanimously ratified. • Re-adopt the Manual of Personnel Procedures (MOPP): The chair explained the recent changes in MOPP are being addressed within the school. The chair confirmed that the protected disclosure policy, staff disciplinary and staff code of conduct policy had been updated and localised and all staff informed. MOPP was unanimously re-adopted. • Critical Incident Update: The chair confirmed that the Resources committee had reviewed school communication SC013828 following the Paris attacks and the new policy template is being used. The HT said that they are ensuring the children listen to adults and do what they say on school trips. The HT and KA confirmed that they had completed Fire Marshall training. Governor question to the HT: Has there been a fire evacuation since March 2015, as I do not think it is clear this has been done from the logs? Yes at least two, we will be “hiding” a child (with their permission) for the next test to see how the fire marshals react. I will check the logs to ensure they have been updated.	Check fire evacuation logs are up to date with all tests (HT)
15.	Confirm the Date of the Next Meeting: This was confirmed for the 23rd March 2016 . The governors discussed and agreed that due to the potential time this meeting will take that it will start at 5pm. Governors should try and send any questions in advance for this meeting, to help keep to time.	
16.	Correspondence: <i>(all communications and correspondence items are published weekly on the governor services website and the school governor zone is updated with key documents; governors are advised to check regularly)</i> The following correspondence was noted for the governors. • Governor and Clerks Newsletter Spring 2016	
17.	Any Agreed Urgent Business: • SC0013877 SEN information report – previously circulated.	

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	The chair explained that the SEN annual information report requires approval. A governor had highlighted some jargon and spelling mistakes within the report which were reviewed. It was agreed to remove the reference to the Home School Link Worker, as previously discussed. With these amendments the report was unanimously approved.	
18.	HT Recruitment Update: The HT left the meeting at 7.50pm, declaring a personal interest. <i>The following discussion was confidential and is recorded on a separate document.</i> The HT returned to the room at 8.08pm.	
19.	Items for the Next Agenda: • Written HT report • Receive a report from the Resources committee on issues arising from strategic financial planning • Discuss annual LLP visit report • Consider usage and impact of pupil premium and sports premium funds • Monitor school development plan priorities • Approve SFVS Return • Designated Teacher for Looked After Children annual report • Ratify Governor Allowances Policy • Approve Looked After Children Policy • Approve SRE Policy • Ratify SES Statement • Approve SEN Policy • Approve Supporting Children with Medical Conditions Policy • SMSC review including the Prevent Duty • GB Self Evaluation Form and Action Plan The chair thanked the governors for their attendance and contributions. The meeting closed at 8.09pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
15	11.c	Complete pay e learning	PK	
22	8	Arrange spring term visits	All link governors	
23	8	Arrange Young Governors H&S walk around with site manager and PB	AW & PB	
24	9	DTG role volunteer at next FGB	All and clerk	
25	9	Book understanding finance course for LB & SH	Clerk	Completed 28/1/16
26	14	Check fire evacuation logs are up to date with all tests	HT	
27	18	EFGB 3/3/16 5.30pm	all	

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