



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 2nd December 2015 6pm at the School

Present :	E Steele (AHT) P Bleckly(PB) A Williams (AW) N Williams (NW) C Roast (CR) C Collins (CC) K Ashman (KA) S Hall (SH) L Bolton (LB)	Acting Head Teacher (HT Governor) Authority Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor Co-opted Governor from 6.07pm
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager (left 6.30pm)
Apologies:	P Kilner (PK)	Parent Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 6pm and welcomed everyone. A quorum was declared. The chair explained that the meeting is trialling a timed agenda with a strong focus on the HT report. Governors had been asked to ensure all documents had been read in advance and questions sent in advance wherever possible to the HT and committee chairs. The chair confirmed that apologies had been received and accepted from P Kilner (work) and that Mrs Stock had unfortunately resigned for personal reasons as she could not commit the time she would like as a governor. The chair thanked Mrs Stock for all her work previously.	
2	Declarations of Pecuniary Interest: The clerk declared an interest in agenda item 10.d and ES declared an interest in agenda item 8.a.	
3.	Approve Appointment of New Co-opted Governor Mrs Laura Bolton: The chair explained that Mrs Bolton had applied for the post of Co-opted Governor and had met with the chair to go through her application and skills and to discuss the duties and requirements of being a governor at the school. Mrs Bolton owns her own local business and web site, has children at the school and is passionate about the school, education and the environment. Mrs Bolton can give time and commitment, has extensive experience with data, organising events and staffing matters and is from a service family. The chair said that her skills will be an excellent fit for the governing body and recommended her appointment to the governors. The governors unanimously approved Mrs Bolton as a co-opted governor for a 4 year term.	

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	Mrs Bolton joined the meeting at 6.07pm and introductions were made. The chair confirmed that the DTG will arrange induction. The clerk confirmed that she had collected identification, a signed pecuniary interest form and a signed Governor Code of Conduct.	
4.	Agree Any Urgent Business: None.	
5.	Finance Update:	
5.a	Budget Report (revised from October 2015): ML confirmed that the new Integrated Business Centre (IBC) automated report had been previously circulated. The budget revision had been approved at FGB in October and would not be updated again until January 2016. ML confirmed that in April she will provide the governors with a detailed summary of variances against the planned budget and that the Resources and Premises committee reviews the budget in detail each half term. ML asked the governors to review the budget report and confirmed that the predicted cumulative surplus is £33,129 (thirty three thousand, one hundred and twenty nine pounds). There were no questions from the governors.	
5.b	Devolved Budget Update: Previously circulated. ML confirmed that the devolved budget had not changed since it was last reported with a balance of £16,271 (sixteen thousand two hundred and seventy one pounds) and that expenditure is planned for the playground and for additional security on site, which is a priority. Two quotes have been obtained to date and a possible £3,000 (three thousand pounds) will be required. There were no questions from the governors.	
5.c	Revised 3 Year Plan: Previously circulated. ML confirmed that county had not asked the school to submit a new 3 year plan but that it is good practice to review this regularly. ML said that they will have a better idea once the census has been completed and pupil premium funding is known. The HT said that they will look strategically at deficit planning in the New Year to ensure financial probity. Governor question to ML: Have the costs for caretaking and cleaning reduced next year due to planned changes on overtime? Yes, we are going to look at planning holidays and the use of lieu time. The revised 3 year plan was unanimously approved and signed by the chair of governors and HT.	
5.d	Benchmarking Data: ML tabled benchmarking reports on: - Teaching, supply and administration and clerical staff comparisons - Cleaning and caretaking costs	

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	• Water and sewerage costs • Energy costs per pupil • Learning resources • Pupil premium and sports premium grants per pupil • Special educational needs (SEN) grants • Grounds maintenance • Capital income • Rates ML explained that the data relates to 2014/15 and due to the uniqueness of the school it is hard to find comparable schools, due to its age and having a Nursery on site open all year. The governors spent some time reviewing and discussing the reports. The HT explained that as a result of carrying out the benchmarking they have approached someone to see if the school's heating can be switched off independently from the Nursery during holidays. ML said that governors can obtain the log in details from her at any time should they wish to review the reports independently. The chair thanked ML for her budget reports and for preparing the benchmarking data.	
6.	Resource and Premises Committee Minutes 18th November 2015: The minutes had been previously circulated. The confidential minutes were tabled. CR apologised for the lateness in sending out the committee minutes and checked that everyone had had time to read through them. This was confirmed. CR confirmed that the Resources and Buildings and Site committees are being merged and that this is an agenda item for today.	
6.a	Schools Financial Value Standard (SFVS) Progress and Outstanding Actions Update: The chair confirmed that the cameras are now being locked away.	
6.b	Audit of Performance Management – update: The chair explained that one of the SFVS outstanding actions is for completion of the annual audit of performance management which will be completed and sent to the governors in due course. CR explained that a school communication had been previously circulated on proposed changes to the lump sum payments to schools. Two options had been put forward and the committee had felt that option 2 was best as the impact would be greater on a small school such as Haselworth. The HT said that at a recent HT meeting option 1 had been preferred as this supported the secondary schools. Haselworth can however put its own recommendation forward and the governors agreed that this should be option 2. It was agreed by the governors that the Resources and Premises committee should be given delegated powers to consider the options in detail and submit their preferred option to the schools forum. The communication to be re-issued to all governors to enable feedback to the committee meeting.	Send lump sum communication to all for Resources committee to make decision on best option (CR)

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	The chair thanked CR for his update. ML left the meeting at 6.30pm.	
7	Headteacher's Written Report: previously circulated The HT apologised for the lateness of sending out the report, (it had been held back until after the leadership and learning partner (LLP) visit) and checked the governors had had time to read it through. The HT confirmed that CR had sent some questions in advance which would be covered later. The report included: • School Development Plan (SDP) – previously circulated • Attendance, Punctuality and Exclusions • Pupil Premium and Sports Premium Funding and Impact • SEN Expenditure Linked to Raise online (ROL) - previously circulated • School Self Evaluation Form (SEF) – previously circulated The HT went through the report with the governors and highlighted areas included: • 1 pupil vacancy in Year R • Attendance last week was 96.2%, unauthorised absence 0.79% • The tracking of SEN data is different and tracked to age. As a point of issue they had to reduce the numbers on the register per the new guidelines so the gaps appear much bigger. • Pupil Premium expenditure and impact is on a separate document (previously circulated). • Pupil Premium funding next year will be significantly lower (possible 36% of children compared to 52% this year). This likely to be as a result of fewer families attracting the ever 6 funding. The school needs to forward plan for this. • The PE and sports grant funding and impact is on a separate document (previously circulated) and the long term commitment and sustainability of this will need to be considered. • The emotional literacy support assistant (ELSA) has found a way to track the impact and progress of her support. Governor questions to the HT: Would you be able to show us the ELSA tracking? Yes I am happy to, there are different domains for emotional need. • Target Tracker is no longer suitable and SIMS is being used which provides very good reports and data at a much cheaper cost to the school. The Hampshire Assessment Model (HAM) is being used and a teacher application will be launched in the New Year (similar to "Tapestry" in Year R). • The school has interviewed for a new Home School Link Worker but did not appoint. The job will be re-advertised. • Music tuition is not working as well they would like. It has been free and targeted at pupil premium children, but they are either stopping or not	

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	turning up. The way the school covers the music tuition will be looked at again and they may need to open it up and charge. Is it worth asking the children and parents why they are quitting? KA said that she had spoken to the music teacher and she will be show casing some instruments to the children and parents and then canvassing for feedback. There is a problem with practising at home for some and committing to the lessons. It is a real shame the 3 children taking Saxophone lessons have now stopped. Do they have the opportunity to practice at lunchtimes? Yes we have offered that. Was the commitment required fully explained before they started? Yes. We will try and re launch it and give the parents some options as teaching the children commitment and resilience is part of why we targeted the pupil premium children and did not charge. It is unusual for schools not to charge for music lessons. Do the parents have to buy or hire the instruments? No, we have them in school for them to use free of charge. Maybe we need to explain the cost of providing the instruments and lessons more. <u>Raise online (ROL):</u> Previously circulated. Governor questions to the HT: Sent in advance – Some of the totals for SEN spending are different to the sum of the costs shown in the tables, why is that? SEN and pupil premium funding is not a separate budget and is included in the revenue budget total and therefore not clawed back. We track spending and impact as we go and it is reported to governors at committee and FGB. We would not expect to keep any funding back as it should be used for the children currently in the school. Is it usual to see a boy/girl split as it is shown here, that is 76% boys in Year 5? It can go either way for instance this Year 6 is 44% boys and 56% girls. Sent in advance - What else can we consider to raise the achievement across KS1? Smaller classes and there is an upward trend but the school is still below national. A lot of things were put in place last year and there was a huge amount of progress over the key stage. It should be noted that these children came out of Year R with 27% Good Level of Development (GLD), which is extremely low, but it is still not good enough. Read Write Inc.(RWI) is in place across KS1 and is reflected in the upwards phonics score. It is predicted to continue to improve this year. Sent in advance – What initiatives are being considered to improve the performance of girls at KS2 for maths at the end of Year 6? The raise data is for last year and so the boy girl ratio in year 6 this year is more evenly spread. We ensure we track the boy girl progress data and plan for this. Girls have intervention in this cohort as they are off track for maths. Sent in advance – How significant is the APS score for KS2 spelling punctuation and grammar (SPAG), compared to the national average? There is a massive improvement in SPAG and it is not significantly below national. It is still not in line with chronological age so we have a lot of spelling interventions and an action plan to address it looking at spellings in context and not just in text boxes	
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so they know spelling is real.

Can you close that gap quickly? It will close every year. This Year 5 have had 2 years with the curriculum but are not as far ahead as say Year 2 who have never been taught anything else. The spelling groundwork has not been there previously. We are working with other schools and a trainer from county and I think this year's writing results will be affected by spelling and grammar.

Data Dashboard:

The HT explained that the dashboard shows that value added is a real strength for the school.

Data Predictions:

The following conversation was confidential and is recorded on a separate document. CC was not present for this item (7.11pm – 7.20pm).

- KS1 predictions against an expected national figure of 85% are – Reading 74%, Writing 74% and Maths 81%.
- KS2 predictions against a target of 85% are just below at – Reading 82%, Writing 82% and Maths 82%. This equates to 3 children not meeting age related expectations (ARE).
- What the testing will look like at the end of the key stages is not yet known and KA is attending a number of collaborative workshops looking at this.

The HT tabled the SIMs data reports for Years 2 and 6 to show the governors what the data looks like for maths, reading and writing and the assessment tracking system. The report builds over the year and sorts the data into groups.

How can you share this information with parents? We can run another report from SIMs for parents and we made our own reports this time round. It gives colour codes to show where their child is on track and the learning support assistants (LSAs) can log into the system to put in their intervention data.

The governors discussed the reports and agreed that the format allows them to see the progress for all vulnerable groups and any gaps in progress or attainment.

Do you have any areas of concern? Generally it is looking good, maths is our weakest area.

How often will you be sharing this data with governors? We will look at the data in detail within the curriculum and data committee and I will include this within my HT report at each FGB.

Sent in advance – Currently 50% of the SEN budget is spent on learning support assistants (LSAs), is the rate of progress justifying this spend? Yes, we track SEN very carefully and the impact of LSAs through their performance management. Fischer Family Trust (FFT) interventions have had a massive impact as well as other interventions.

There were no further questions from the governors. The chair thanked the HT for



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	her report and said that it was extremely comprehensive, thank you.	
8	Staffing and Performance Management:	
8.a	HT Recruitment Update: The HT left the meeting at 7.45pm declaring a personal interest. The following conversation was confidential and is recorded on a separate document. The HT returned to the meeting at 7.55pm. PB left the meeting for a short period at 7.55pm.	
8.b	Approve Pay Policy: previously circulated. The chair explained that she had highlighted the changes required in 2015 for the governors and confirmed that a consultation sheet had gone to staff, with no feedback being received. The policy was unanimously approved. PB returned to the meeting at 7.58pm.	
9	Governor Monitoring and Link Reports:	
9.a	Link Governor Updates: The chair confirmed that link governors have been assigned and that LB will be allowed to settle in before being assigned to committees or a link role.	
9.b	Child Protection and Safeguarding Governor Update: The HT confirmed that she had reported on safeguarding within her HT report. The HT, KA and the chair confirmed that they had completed Prevent Duty training. The chair confirmed that the safeguarding audit had been completed and submitted to county and that they are looking at drawing up a safeguarding leaflet to be used as a crib sheet for all staff.	
9.c	Complaints Review: The chair confirmed that she had carried out a review of complaints. There had been one complaint last term that had come to her as the chair of governors which had not been upheld and did not require review by a governors' complaints committee. The chair said that they had noted a need to tighten up on a system for noting concerns about families and this had been implemented. This was to protect the school as much as families. There is trend of unofficial complaints from a few families, which have not been upheld. The chair said that she will continue to review complaints and that governors should refer any parents to the complaints policy.	
9.d	Young Governors: The chair said that the Young Governors group had met a couple of times and she had sent out a report to governors previously. KA said that the children are very enthusiastic and will be putting some pictures in the school newsletter. The governors asked for the Young Governors to come along to a future meeting	

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	and noted that at present they are having one to one meetings with the chair. The chair confirmed that she will arrange for them to meet any prospective HT candidates.	
9.e	Web Site Review: The chair said that she has been reviewing the school web site with the HT, CR and Suzanne and they will be meeting again next week.	
9.f	Health and Safety (H&S) and Security (including H&S working party notes and action plan): The chair confirmed that the H&S working party notes and action plan had been previously circulated. PB confirmed that he is taking care of the site inspections and audits as the H&S lead governor. There were no questions from the governors.	
9.g	Annual Governance Statement: previously circulated. The governors thanked the chair for an extremely detailed report.	
10	Governor Matters:	
10.a	Approve the Merging of the Resources and Buildings and Site Committees: The chair explained that the SPEC committee recommended the merging of the Resources and Building and Site Committees, to reduce time pressures on governors and school staff and to facilitate a more focussed and detailed committee structure. The merger was unanimously approved.	
10.b	Approve the Terms of Reference (TOR) and Programme of Works for the New Resources and Premises Committee: previously circulated. The TOR and Programme of works were unanimously approved. Delegated authority was specifically given to the committee to: 1. To approve the mid-year budget revision and recommend the annual budget to the full governing body for approval. 2. Authorise the Headteacher to spend no more than £5000 (five thousand pounds) of any expenditure code without Resources Committee approval.	
10.c	Gosport Educational Improvement Partnership (GEIP): The chair explained that the school had been due to pay £600 (six hundred pounds) to the GEIP but the decision had been made not to do so this year. The main focus of the GEIP is the Growth Mind Set, which had already been a focus at the school for a few years and would not represent value for money. The HT said that some monies will be coming back through the clusters. The chair explained that she would be feeding back to the chairs' group that she would recommend using this as an informal networking group going forward.	
10.d	Decide if the Governing Body Wish to Remain in the Local Authority Clerking Service and Agree the Contract: The clerk gave the chair the clerking costs for 2016/17 and left the meeting at 8.12pm, declaring a personal interest.	

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	The clerk returned to the meeting at 8.15pm. <i>Post meeting note: the chair confirmed that the decision had been made to continue in the LA clerking service for 2016/17. Total Hours from 1st April 2016 to 31st March 2017</i> • 54 standard hours = 54 hours • Cost – standard package Advice Support and Training (AST) = £1,410.00 (one thousand, four hundred and ten pounds).	
11	Governor Training: The chair asked that as the development and training governor (DTG) PK was not present today this item should be carried forward to the next meeting. This was agreed.	
11.a	Feedback on Governor Training Undertaken: The clerk provided the chair with a record of training completed and booked for 2015/16 to date.	
11.b	Future Training Including Whole Governing Body Training: Not covered in today's meeting.	
11.c	Annual Skills Audit Update: Not covered in today's meeting.	
12	Minutes of the Previous FGB Meeting 7th October 2015: Previously circulated, the confidential minutes were tabled.	
12.a	Approval: The minutes were unanimously approved as a true record and signed by the chair.	
12.b	Matters Arising: Action 1, agenda item 5: The chair confirmed that quotes had been obtained for 3 i pads. Action 2, agenda item 5: The chair confirmed that coats had been purchased for NW and Mr McCormick as football coaches. Action 3, agenda item 5: The HT said that she had not yet prepared a statement to show the school's support to working families and this item should be carried forward. Action 4, agenda item 5: The chair confirmed that a report on SEN expenditure linked to ROL had been circulated previously and discussed on today's agenda. Action 5, agenda item 6: The chair confirmed that the SFVS action is for the spring term. Action 6, agenda item 7: The chair confirmed that the admission consultation document had been sent off with the Gb's recommendations. Action 7, agenda item 7: The chair confirmed that ML has completed the data barring service (DBS) checks for all existing governors. LB was asked to provide 3 forms of ID to ML for her checks to be completed. Action 8, agenda item 8: The chair confirmed that county had been informed of the HT recruitment panel arrangements and training dates agreed. All governors including staff governors should attend this training. Action 9, agenda item 9: The chair confirmed that SPEC had looked at agreed governor link roles and the merging of committees as previously circulated and	Prepare a statement to show the school's support to working families (HT) Contact CR, AW, PB, NW to complete SFVS in the spring term (ML)

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	discussed. Action 10, agenda item 9: KA confirmed that she has booked safer recruitment training for the spring term. Action 11, agenda item 10.e: The chair said that she will send a reminder to all governors to complete the prevent duty e learning and asked the governors to print off a certificate of completion for filing with the GB paperwork. Action 12, agenda item 10.f: The chair confirmed that she had returned the governor services questionnaire as requested. Action 13, agenda item 10.g: The chair explained that the single equality statement will be reviewed within the SPEC committee. Action 14, agenda item 10.h: The chair confirmed that the Ofsted guidance had been provided to all governors for review. Action 15, agenda item 11.c: The chair confirmed that she and SH had completed the pay e learning as requested. PK still needs to complete and MS has left. Action 16, agenda item 11.c: The chair confirmed that the clerk had been able to arrange for SH to attend her governor induction training on the 18th November. Action 17, agenda item 16.b: The chair confirmed that she had circulated the safeguarding audit to all governors to feedback on as requested. Action 18, agenda item 16.b: The chair confirmed that the safeguarding audit had been covered within the HT report rather than as a separate agenda item today. Action 19, agenda item 16.c: The chair explained that the behaviour policy does not actually require updating and has therefore not been included on today's agenda. Action 20, agenda item 16.e: The chair confirmed that the pay policy was reviewed at the Pay Committee meeting and is on today's agenda for approval. There were no further matters arising from the minutes.	Send reminder to governors to complete prevent duty e learning and print off certificates (chair) Complete pay e learning (PK)
13	Curriculum and Data Committee Meeting 23rd November 2015: Previously circulated. There were no questions from the governors.	
14	Pay Committee Summative Report: The chair explained that the committee had met to review the HT's recommendations for teacher pay progressions and made their decisions as delegated under the TOR. The HT will provide the support staff pay decisions for review at the next meeting.	
15	SPEC Committee Meeting 12th October 2015: Previously circulated. Governor question to the HT: Have you managed to get access to the FFT data? A call has been logged. The chair confirmed that SPEC will follow this up.	
16	Policies and Procedures for Approval/Ratification:	
16.a	Ratify the Disclosure and Barring Service Policy: Previously circulated. The policy was unanimously approved.	
16.b	Approve the Weapons Policy: Previously circulated. The policy was unanimously approved.	
17	Confirm the Date of the Next Meeting:	

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	This was confirmed for the 27 th January 2016 at 6pm.	
18.	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. - School communication on attendance SCo13668 - Maintaining a Safe Environment (letter to parents from the HT). The HT explained that a strongly worded letter had been sent to all parents to reflect unacceptable behaviour by a few. This reinforces the school's position in that unacceptable language and behaviour in front of other parents, staff and pupils, will not be tolerated. - The Prevent Duty (DfE link sent previously)	
19.	Any Agreed Urgent Business: None.	
20.	Items for the Next Agenda: - Verbal HT report - Monitor progress against school development plan (SDP) priorities - GB SEF and action plan - Discuss priorities for the next financial year based on the SDP - Discuss predicted pupil numbers and their budgetary implications - Plan expenditure for governor training and decide whether to subscribe to Governor Services - Ratify the charging and remissions policy - DTG skills audit The chair thanked the governors for their attendance and contributions. The meeting closed at 8.30pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
3	5	Prepare a statement to show the school's support to working families	ES	
5	6	Contact CR, AW, PB, NW to complete SFVS spring term	ML	
11	10.e	Send reminder to governors to complete prevent duty e learning and print off certificates	Chair and all governors	
15	11.c	Complete pay e learning	PK	
21	6.b	Send lump sum communication to all for Resources committee to make decision on best option	CR	3/12/15

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