



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 October 2015 6pm at the School

Present :	E Steele (AHT) P Bleckly(PB) M Adams(MA) P Kilner (PK) A Williams (AW) N Williams (NW) C Roast (CR) C Collins (CC) K Ashman (KA) S Hall (SH)	Acting Head Teacher (HT Governor) Authority Governor Parent Governor Parent Governor Chair , Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Staff Governor Parent Governor
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager (left 7.47pm)
Apologies:	M-A Stock (MS)	Co-opted Governor
Absent:	E Reed (ER)	Co-opted Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The clerk opened the meeting at 6.05pm and welcomed everyone. The clerk welcomed Mrs Serena Hall as the new parent governor. The clerk explained that Mrs Hall was the only parent applicant and that Mrs Hall had previously met the chair of governors to go through her application form and the skills she can bring to the Governing Body (GB). Mrs Hall has a grandchild at the school and has experience with safeguarding and volunteering in schools. Mrs Hall has received the induction pack which will be completed with the support of the development and training governor (DTG), chair of governors and the clerk. The governors welcomed and introduced themselves to Mrs Hall. The clerk confirmed that apologies had been received and accepted from M-A Stock and that E Reed was absent without apologies.	
2.	Agree Term of Office and Appoint Chair and Vice Chair of Governors: The governors discussed and unanimously agreed that the chair and vice chair of governor positions should run for a term of 2 years, ending the 31st October 2017, to allow for continuity and succession planning. The clerk confirmed that A Williams had self-nominated for the position of Chair and P Bleckly had self-nominated for the position of Vice Chair. The governors thanked AW and PB and unanimously approved them for a 2-year term. A Williams Chair of Governors, P Bleckly Vice Chair of Governors.	

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	The clerk thanked the governors for their discussion and passed the meeting over to the chair.	
3.	Sign Annual Declaration of Pecuniary Interests: The chair asked all governors to complete the tabled annual pecuniary interest forms and to ensure they note the additional requirements this year; relationships with staff, employment at the school, pecuniary interests and any governor roles elsewhere. The chair confirmed that the summary will be posted to the school website. The AHT declared a personal interest in agenda item 8 (HT recruitment) and CC declared a personal interest within the HT's report, regarding staffing structure changes.	
4.	Agree Any Urgent Business: None.	
5.	Finance Update: • Budget Update: ML confirmed that the Integrated Business Centre (IBC) report and budget update spreadsheets had been previously circulated. ML asked the governors to check that the figures agree. ML said that the figures had been reviewed with the Resource committee meeting and wanted FGB approval of the mid-year budget revision. ML went through each line in detail and highlighted: • 2110 – Premises Staff overtime increased to £4,000 (four thousand pounds). Governor questions to ML: Why has overtime been increased? It is to cover things like maternity leave, illness and holiday cover where some people are taking holiday at the same time and we need agency cover. We are looking closely at holiday planning to reduce this next year. • 2350 –Special Assistants increased to cover a possible temporary Learning Support Assistant (LSA) until December. • 2400 – Teachers' salaries decreased. Changes are as a result of; the previous Headteacher leaving, a maternity leave teacher returning March 2015, inclusions leader maternity leave until January 2016 and a new teaching and learning responsibility (TLR) 3 position from the 1st September 2015. • 2480 – Casual Staff increased to cover £504.00 (five hundred and four pounds) additional Local Authority (LA) clerking hours for governor committees. ML summarised that the staffing costs have been revised at the mid-year point from £704,334.00 (seven hundred and four thousand, three hundred and thirty four	

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	pounds), to £687,775.54 (six hundred and eighty seven thousand, seven hundred and seventy five pounds and fifty four pence). 3100 – Educational training on Read Write Inc. of £2,750 (two thousand, seven hundred and fifty pounds) is included. Other schools have been invited and they will be charged a small fee to offset the cost. What is Read, Write Inc.? The AHT explained that this is a phonics programme for the Infant School. The school buys the whole programme and staff need to be trained. It is already in place at the moment but as it was five years ago staff need a refresher and new staff require training. 3105 – Training increased by £500 (five hundred pounds). All staff have been asked to ensure they seek approval before booking any courses so that they can show a link to their individual performance plan (IPP) and what impact they want to see in school. 3150 – Interview expenses budgeted for £3,000 (three thousand pounds) for the new Headteacher. 3821 – Grounds maintenance reduced to £300 (three hundred pounds) due to the limited space. 4040 – Fire equipment increased to £900 (nine hundred pounds) to cover increased invoices on the alterations work. 4090 – Confidential waste increased to £115 (one hundred and fifteen pounds). The new system is very good value and allows for secure confidential waste removal, saving a lot of time. How do we know the documents have been disposed of correctly? It is a county recognised and accredited company. 4092 – Refuse collection will be adjusted following an error by IBC. 4122 – Other premises related costs – This £25,000 (twenty five thousand pounds) is where we have put the contingency funds. 4407 – Equipment/school uniform increased to £1,015.31 (one thousand and fifteen pounds and thirty one pence). There will be some corresponding income from sales of uniform. 4494 – Purchase of IT equipment increased by £5,000 (five thousand pounds). This is to cover the outstanding invoices for Promethean Panels and installation, the cost of new PCs for the AHT, admin officer and the admin assistant. The governors discussed the IT requirements and agreed that ML would get quotes from Agile to supply I Pads for the AHT, ADHT, both TLR3 teachers and 2 for the breakfast club under pupil premium. The cost of 3 new PCs has been agreed at Resources previously. 4525 Furniture increased to £7,939.54 (seven thousand, nine hundred and thirty nine pounds and fifty four pence) to buy lockers as agreed at previous FGB meetings.	Quotes for 3 I Pads (ML)
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	• 4641 – Catering. Increased to £3,000 (three thousand pounds) however, the decision has been made not to subsidise staff refreshments from November 2015 as this could release a good amount of money to the benefit of the children. There is a small amount budgeted for visitors. • 4878 – Hired and contracted includes the service level agreement (SLA) for the sports partnership, which the AHT has asked for an impact review on by March 2016. • 5414 - Day activities increased to £7,000 (seven thousand pounds). Classes have been given another £500 (five hundred pounds) per year group. • 5932 – Music SLA increased to £4,426.88 (four thousand, four hundred and twenty six pounds and eighty eight pence). The rate is based on 4 hours per week over a 39 week period at £35 (thirty five pounds) per hour. Terms and weeks differ. Is the Music class after school on Monday's part of that SLA? Yes it starts at 3.15pm. Is it value for money? KS said that there are three weekly lessons going on at the moment with two different teachers and it is going very well. Any spaces are due to the children already attending clubs on those days. The AHT explained that they have a specialist music teacher in school and the children are really engaged. KA confirmed that the teachers liaise very well with the class teachers, will do reports and try to link the music lessons to what is being learnt in class. Do they do any performances? The classes will do something as an outcome and the after school club will put on a performance. • The rent is coming in from the Nursery and Children's Centre and a problem with services is being investigated by IBC and county. • The contribution by one partnership school for the Sports Leader is still outstanding and is being chased. • The census last week confirmed 122 children on roll (121 last year), therefore little effect on the budget. • County will not be clawing back any surplus as they are happy with the explanation for spending plans linked to the School Development Plan (SDP). • The budget links to SDP will be agreed with the AHT. Would it be possible to order Haselworth Logo red coats for the Football team coaches and staff? The governors discussed and agreed that ML would look into the cost of these. Could we reduce the cost of school meals to assist those working parents who are struggling? Unfortunately the cost of school meals are set by county. The governors discussed and agreed that a statement should be prepared for parents to show the support that the school is already putting in place to support working families. These include the free breakfast club, heavily subsidised school trips, no charge for clubs and assistance with planning finances. The governors unanimously approved the mid-year budget revision for 2015/16.	Look into the cost of Haselworth "coats" for the staff and football coaches (ML)
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	Value Standard (SFVS) self-assessment checklists. ML confirmed she meets the AHT prior to the Resources committee meeting to discuss the budgets and agree anything required to be discussed at the meeting or for FGB approval. The school does not charge for supply teachers on school trips. Governor question to ML: How do you check that payroll is accurate? The IBC system generates reports and this feeds into the revenue budget, which is balanced against the monthly payroll report. Governors can view the reports at any time as all documents are retained for 6 years. Any overtime claimed is documented. Is overtime claimed retrospectively? The AHT said that any overtime is agreed beforehand and it is mainly for cleaning staff and sometime office or lunchtime staff. The governors unanimously adopted the Manual of Financial Expectations. • Purchasing Cards: ML explained that E Steele the AHT is the authoriser for purchasing cards and does not have a card herself. Cards are held by the site manager and the school Business Manager. Robust systems are in place and all transactions are sighted and authorised in IBC by the AHT. All paperwork transactions are kept and also sighted by the AHT. What is the limit for purchasing cards? £250.00 (two hundred and fifty pounds). What sort of things are the cards used for? The AHT said that they are useful to buy things from places like Amazon. The chair confirmed that this is reviewed under the SFVS checks by governors. The chair thanked ML for her finance reports.	
6.	Resource Committee Minutes 23rd September 2015: The minutes had been previously circulated. CR confirmed that he has been elected chair of this committee and asked for any questions from the minutes. ML explained that the photocopier has broken again and the school is looking at the contract. ML confirmed that they will be reviewing the school website in a meeting next week. • SFVS progress and outstanding actions. The chair confirmed that the committee has been reviewing SFVS outstanding actions from last year: 1. Variance analysis of the closing budget from last year 2. Audit of performance management. CR, AW and NW have completed governor training on performance management and will book a date to carry out the audit. The governors discussed and agreed that the audit will be an in depth audit this year (recommended within an appropriate point in the Ofsted cycle and at least every 3 years) and will be completed after the pay awards have been agreed then reported to FGB.	

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	The chair asked for volunteers to review SFVS by the 31st March 2016 and to commence in the Spring term. CR, AW, NW and PB all volunteered and ML said that she will be in contact to arrange dates and support. The governors were referred to the Governor Services website which has a finance area with more information.	Contact CR, AW, PB, NW to complete SFVS spring term (ML)
7.	Headteacher's Verbal Report: includes; • School Improvement/Development Plan (SDP) Progress and Update • Attendance and Punctuality • SEN Report to Governors • Transition Update • Receive Plan for and Approve Off Site Visits The AHT confirmed that the governors had received the SATs data in July and that there are currently 122 children on roll with 19 children in Year R (the planned admission number (PAN) is 20) with a waiting list for Years 1, 2 and 5. There have been 3 new starters since June 2015 and 5 children leaving in the last 10 week, therefore a lot of turbulence. The AHT said that the census in September recorded 43 children eligible for free school meals (FSM), 2 have English as an additional language (EAL), 3 are looked after children (LAC), 2 have Education, Health and Care Plans (EHCP) and 3 are from service families. All of these will receive additional funding next year. The AHT explained plan of school trips is currently being put together by the teachers. A year overview has been submitted and they will cost these out. A plan for sports festivals has also been submitted as there is an implication on transport and staff supply costs. Trips have included: • Sustainability centre • Portsmouth Dockyard • Circus Skills workshop • Osmington Bay residential trip • Harvest Festival • Sunshine Parent Lunch • Haselworth Handful (Sunshines) The AHT confirmed that the trips have to fit into the learning and each year group has £500 (five hundred pounds) per year to subsidise trips from Pupil Premium. Service families also receive support for trips from the funding. The AHT detailed the staff training that had been completed including: • Child Protection and Safeguarding training – all staff 1st September 2015. • Curriculum development- SEN, Control of Substances Hazardous to Health (COSHH), Maths core provision, Philosophy for Children (P4C), attachment training, structured conversation training for teachers, HIAS maths visit, Ofsted briefing, English core provision, curriculum assessment by the senior leadership team, leadership training for N Noice, NPQH Leading and Improving Schools and Reflections on Reception.	

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	• Training planned for Growing Schools, Singapore Bar Maths, Makaton, behaviour management, Read Write Inc., Health and Safety, Outstanding Teaching, Supporting children with medical conditions, making head way and modern foreign languages in KS2. The AHT asked to cover a staffing matter at this point, which was agreed. CC left the meeting at 7.10pm declaring a personal interest. The following conversation was confidential and is recorded on a separate document. CC returned to the meeting at 7.20pm. The AHT shared the information on the Pupil Premium 2015/16 grant expenditure report to parents that has been posted to the Governor Zone. The AHT explained the report and discussed: • Overview of the school – there are 38 pupil premium children on target tracker • Guiding Principles for how the money is spent • Expenditure, beneficiaries, reason, expected impact, cost and impact completed columns. The governors discussed the report and said that they liked the new format as it is really transparent and easy to understand. The governors discussed and agreed for costings to be added to the report before it is posted on the website as the school gets a lot of funding from Pupil Premium and it is important to show the school is using it effectively. The Pupil Premium report was unanimously approved with this addition. The AHT explained that the School Development Plan (SDP) had been reviewed at the common assessment day focussing on the leadership strand. The day had been very useful and the plan is being changed to reflect this and will be posted to the web site. The key objectives have been listed: • Develop one clear system for measuring attainment and progress post national curriculum levels • Monitoring calendar for all staff/governors • Rolling programme of updates for computing equipment/ICT to resources committee- agree for implementation from Sept. 2015 • Role profile for designated Safeguarding Lead (DSL) • Support from the Local Authority Hampshire Inspection and Advisory Service (HIAS) teams for whole school action planning • Learning Leaders for every subject set priorities for coming year in line with SDP and plan calendar of events • Revisit teachers triads – impact so far. Focus for 2015-2016 academic year • Social, Moral, Spiritual and Cultural (SMSC) audit • Pupil Premium impact statement • Safeguarding Audit	
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	The AHT explained that this is a 3 year plan plotted into 1 year overviews and terms. The coding has been completed and will now be revisited to ensure it is embedded. An impact log will flow from this. A governor commented that the display boards in the school are excellent for both the staff and children and clearly show the ethos and values. The AHT said that she and the Deputy Headteacher are in the classrooms three times a week to look at the environment as well as the quality of teaching. Governor question to the AHT: When will you have formally completed the SDP? It is a working document and under constant review. We look at it from a strategic and monitoring perspective in the SPEC committee under delegated authority and committees will review areas specific to them. The AHT confirmed that attendance is currently at 94.8% having reduced recently (it was above 95%) due to a severe bout of stomach bugs and tonsillitis in the school. The AHT said she had been asked to represent Gosport and Fareham Primary Schools as an advisor on the county attendance panel and the governors congratulated her on this recognition. Exclusions: The AHT confirmed that there had been one permanent exclusion at the end of the summer term which had been upheld by a Governors' Committee and 1.5 days fixed term exclusions in September. This is being addressed. The AHT said that she had been able to tap into some funding from Gosport Council who will pay for a counsellor to come in for children who are at risk of exclusion and have mental health issues. The council will arrange and pay for the counsellor and will be very beneficial. The governors thanked the AHT for arranging this. The AHT said that transition arrangements for the new Year R had gone very well with the children settled in and at the Haselworth Handful many comments had been made about the exemplary behaviour of the children. The stay and play sessions have been arranged for the next application round and the flyers are being sent out to all the pre-schools. Special Educational Needs (SEN) Report to Governors: Previously circulated. The AHT confirmed that there are 13 children on the SEN register, lower than previous numbers due to the change in need assessments. Two children have Education Health and Care Plans (EHCP) and have 1:1 support. The AHT confirmed that she is continuing with her SENCo accreditation at Chichester and has begun her Headship accreditation (NPQH). Consultation with Schools on the 2017/18 Admission Arrangements: Circulated previously. The chair asked the governors to discuss and agree the return to county. It was agreed to say "no" to giving priority to pupil premium, forces family and Early Years	Send in admission consultation document (chair)
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	(EY) pupil premium children on the basis that this could be divisive, schools could seek unfair financial gain and the existing fair access protocol meets the school's needs. The governors agreed that the existing planned Admission Number (PAN) for 2017/18 should remain as now. The chair thanked the governors and confirmed that she will submit the document to county. ML said that she will be contacting all governors for identification in order to renew the Data Barring service (DBS) checks. ML left the meeting at 7.47pm.	Arrange for DBS checks (ML)
8.	Staffing and Performance Management Update: • Annual Audit of Performance Management Arrangements: The chair confirmed that this had been discussed earlier in the meeting. PB left the meeting for a short period at 7.50pm. • Interim HT Performance Review Arrangements: The AHT confirmed that performance reviews have been completed with the teaching staff this week and she will be completing the Deputy Headteacher's (DHT) shortly. The support staff are being done by the DHT in November. As the DHT will be having her performance management training in March 2016 the Learning and Leadership Partner (LLP) will be providing guidance. The interim and end of year performance review meetings have been planned in. • Staffing Update: The following conversation was confidential and is recorded on a separate document. • HT Recruitment Update: 1. Timelines 2. Training 3. Agree Interview Panel The AHT left the meeting at 7.59pm declaring a personal interest. The chair explained that she had had an initial meeting with Naomi Carter the District Manager, who had agreed that as the chair had been involved with HT recruitment previously she will take the lead. A draft timeline has been sent through by the Local Authority (LA) and this confirms the need to undertake mandatory training for all members of the selection and interview panel. The interview panel needs to be agreed at today's meeting and they will be supported by the LLP Jane Wilson and Naomi Carter. The governors can agree on 3 or 5 governors for the interview panel and no staff governors can be included. The governors discussed and unanimously agreed for 3 governors plus the LLP	

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	and N Carter to be on the panel. The interview/selection panel was unanimously approved as : • A Williams • C Roast • S Hall • P Bleckly (in reserve) The chair explained that all governors can be involved in setting the key tasks and putting the interview pack together and it would be very beneficial for all governors (including staff) to attend the training. Applicants will be recommended to visit the school and first day activities will be held at the school, as it is a unique environment. The chair confirmed the following timeline: • Meeting with the chair and District Manager – completed. • 2 meetings with the LA to support the panel. All panel members must be in attendance and other governors are welcome. Meeting 1 arranged for 22nd October 4-6pm. • Mandatory training for the Interview panel by Governor Services – 2 sessions by the end of January 2016. All governors welcome. • Information pack to be sent to the recruitment team by 4th January 2016. • Closing dates for applications – expected to be 9th February 2016. • Shortlisting – expected to be 11th February 2016. • Interview – expected to be 2nd and 3rd March 2016, followed by an Extraordinary FGB to receive the interview panel's recommendation and appoint/not appoint. The chair thanked the governors for their deliberations and support. The AHT returned to the meeting at 8.10pm.	Inform LA of panel agreed and arrange training and meeting dates (Chair)
9.	Agree Committee Membership and Governor Roles Following Changes in Governors: The chair confirmed that E Reed had not attended meetings for the last 6 months and had not given apologies although attempts to contact her had been made. As a result, E Reed is automatically disqualified from being a governor at the school. M Adams had unfortunately resigned and S Hall had been duly appointed as a parent governor. The governors discussed and agreed the following committees: <u>Curriculum and Data:</u> E Steele, A Williams, K Ashman (Chair), P Bleckly and P Kilner. E Cox to clerk (in attendance) <u>Buildings and Site:</u> P Bleckly (Chair), E Steele, C Collins, A Williams and M Stock. Alan Smith the site manager and M Leask the School Business Manager to be in attendance. E Cox to clerk (in attendance).	

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	Resources: S Hall, E Steele, A Williams, N Williams and C Roast (chair). M Leask the School Business Manager in attendance. E Cox to clerk (in attendance). SPEC: A Williams (COG), E Steele (AHT), C Roast (chair of Resources), P Bleckly (VCOG), K Ashman (chair of Curriculum and Data) and P Kilner (Development and Training Governor (DTG)). HT Performance Management Panel: A Williams, N Williams and C Roast. Pay: P Bleckly, M Stock, S Hall and P Kilner. A Williams will advise the committee giving guidance on the policy. The committee was asked to agree a chair at their next meeting. The governors discussed whether to streamline the number of committees in future and to combine Resources and Building and Site. This would reduce the number of committees and the burden on school staff and governors and to be discussed at SPEC. The governors agreed that SPEC would review the governor link roles and take the opportunity to review what should be in place strategically. The following positions were agreed: <u>Development and Training Governor (DTG)</u> - P Kilner <u>Inclusion Governor (covers safeguarding, child protection, LAC, SEND, pupil premium)</u>– A Williams <u>Safer Recruitment</u> – A Williams, P Bleckly and E Steele <u>Safeguarding complaints against the HT</u> – A Williams <u>Designated Safeguarding Lead (DSL)</u> – E Steele. (K Ashman deputy) <u>Attendance Governor</u> - N Williams <u>South East Forum representative</u> – P Bleckly <u>SMSC and Philosophy for Children (P4C) including Fundamental British Values/Prevent Duty</u> – A Williams The chair asked KA to look into training for safer recruitment and thanked the governors for their commitment.	Agree link roles and discuss streamlining committees at SPEC (Chair) Investigate Safer recruitment training (KA)
10.	Governor Matters:	
10.a	Governor Vacancies: The chair confirmed that she has received details from someone interested in being	

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	a governor through Do It.Org and will contact them to arrange an interview and discuss the skills and commitment required of school governance. There are currently 2 co-opted vacancies.	
10.b	Adopt and Sign the Governor Code of Conduct: Previously circulated. The governors unanimously signed and adopted the code of conduct.	
10.c	Review Procedures and Adopt the HCC Governors' Good Practice Guide: Previously circulated. The chair confirmed that SPEC will be reviewing the best practices and the governors unanimously adopted the HCC model.	
10.d	Governor Monitoring: The chair confirmed that SPEC will be reviewing the governor monitoring plan and that governors had been given the following dates for monitoring: • 11th November 2015 3.30pm – governors joining staff to discuss and clarify governor visits. • W/C 14th December 2015 – allocated for governor visits and meeting learning leaders • W/C 21st March 2016 - allocated for governor visits and meeting learning leaders • W/C 20th June 2016 - allocated for governor visits and meeting learning leaders	
10.e	The Prevent Duty: Previously circulated. KA confirmed that she will be attending a training day regarding the Prevent Duty with the AHT. The chair asked governors to complete the e learning and to send her the certificate when completed. SPEC will review this in more detail. http://course.ncalt.com/Channel_General_Awareness/01/index.html	Complete prevent duty e learning (all)
10.f	Governor Services Questionnaire: Previously circulated. The governors agreed that the chair would complete and return the questionnaire on their behalf.	Complete Gov Servs questionnaire (chair)
10.g	Single Equality Statement (SES): The chair asked for this to be brought to the next meeting following review by SPEC.	SES next meeting agenda (clerk)
10.h	Ofsted Briefings: PB confirmed that he had attended a training session on this with CR. PB explained that there is a change in emphasis for inspections. If a "Good" school on their short visit is deemed to have improved or deteriorated this will initiate a full section 5 Ofsted inspection. There are clear guidelines on what is expected from governors and the clerk tabled a document from The Key giving further information. PB said that the emphasis is on knowledge and information not just data and all governors really knowing the ethos and vision of the school. The chair asked the governors to make themselves familiar with the requirements.	Read Ofsted guidance for governors (All)

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12.	Minutes of the Previous FGB Meeting 15th July 2015: The minutes had been previously circulated with the agenda.	
12.a	Approval: The minutes were approved as a true record and signed by the chair.	
12.b	Matter Arising/Action Update: Action 25, agenda item 8.c: The clerk confirmed that she had received the self-nominations for the positions of chair and vice chair. Action 26, agenda item 8.d: The AHT confirmed that she will be covering assessment without levels training in Autumn 2. There were no further matters arising from the minutes.	
13.	Curriculum and Data Committee Meeting 21st September 2015: The minutes were previously circulated. There were no questions from the governors.	
14.	Buildings and Site Committee Meeting 22nd September 2015: The minutes were previously circulated.	
14.a	Health Safety (H&S) Working Party: PB confirmed that he had completed a Health and Safety walk around with the site manager last week and a report will be sent to the chair and AHT. An issue had been flagged up regarding unsupervised children in the kitchen and the AHT said she will look into it.	
14.b	Maintenance and Development Plan: Amended plan is on the website. There were no questions from the governors.	
15.	SPEC Committee Minutes 20th July 2015: The minutes were previously circulated. There were no questions from the governors.	
16	Policies for Approval:	
16.a	Adopt the Manual of Personnel and Procedures (MOPP): The manual was unanimously adopted with any subsequent in year amendments, reviewing all of the policies contained within the manual and localising policies where required.	
16.b	Safeguarding Audit: The AHT confirmed that the safeguarding audit had been posted to the governor zone on the web site and will be submitted to county by the 31 st October. The chair asked the governors to review the audit and feedback to her and/or the AHT by the 9 th October if they have any questions or concerns. The AHT said that the red actions have already been addressed and asked the clerk to put this on the agenda for the next meeting.	Review safeguarding audit and feedback by 9/10 (all) Safeguarding audit next meeting agenda item (clerk)

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16.c	Approve the Behaviour and Discipline Policy: The chair asked for this policy to be carried forward to the next meeting. There has been further guidance from county and this will be included.	Behaviour policy next agenda (clerk)
16.d	Approve the Staff Code of Conduct: Previously circulated. The policy was unanimously approved.	
16.e	Approve Pay Policy 2015/16: The chair explained that following the structure changes agreed today this will be reviewed in the Pay committee and brought to the next FGB for formal approval.	Pay policy next meeting agenda following review at Pay committee (clerk)
16.f	Approve Performance Management and Capability Policy: Previously circulated. The policy was unanimously approved.	
16.g	Approve Recruitment Policy: Previously circulated. The policy was unanimously approved.	
16.h	Approve Attendance Policy: Previously circulated. The policy was unanimously approved.	
16.i	Confirm and approve the amendments to the Child Protection Policy as per latest guidance: Previously circulated. The chair confirmed that the policy had been amended to include "Staff within the school have access to information to support them to be able to recognise and report and signs, indicators or risks of radicalisation, child sexual exploitation or female genital mutilation. The DSL will follow the established recording and referral processes including the use of Sexual Exploitation Risk Assessment Forms (SERAF) for suspected exploitation." The AHT said that these will be posted to the web site and staff room notice board tomorrow. The policy was unanimously approved.	
17.	Confirm dates of meetings for 2015/16: The chair confirmed that the meetings dates for the year had been previously circulated together with dates for training and monitoring. It was agreed that the Curriculum and Data committee can internally clerk at their next meeting as the usual clerk is on training. Autumn 2 Meeting dates: • SPEC – 12/10/15 at 3.30pm • Pay – 21/10/15 at 5pm • Resources – 18/11/15 at 10am • Curriculum and Data – 16/11/15 at 3.15pm • Buildings and Site – 17/11/15 at 11am • FGB 2/12/15 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 clerk asked the governors to ensure they have read the latest communications in particular the latest Governor newsletter, which has a number of key changes, and advice that all governor should be aware of. There were no further items of	

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	correspondence.	
19.	Any Agreed Urgent Business: None.	
20.	Items for the Next Agenda: • Headteacher written report • Raise Online dashboards • Annual LLP report • SEND governor update • HT recruitment update • Single equality Statement • Safeguarding • Approve Pay and Behaviour policies • Ratify DBS policy The chair apologised for the length of the meeting and thanked the governors for their attendance and contributions. The meeting closed at 8.50pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
1	5	Quotes for 3 I Pads	ML	
2	5	Look into the cost of Haselworth "coats" for the staff and football coaches	ML	
3	5	Prepare a statement to show the school's support to working families	ES	
4	5	SEN expenditure linked to ROL next meeting agenda	Clerk	On agenda
5	6	Contact CR, AW, PB, NW to complete SFVS spring term	ML	
6	7	Send in admission consultation document	AW	completed
7	7	Arrange for DBS checks	ML	
8	8	Inform LA of panel agreed and arrange training and meeting dates	AW	
9	9	Agree link roles and discuss streamlining committees at SPEC	AW	
10	9	Investigate Safer recruitment training	KA	
11	10.e	Complete prevent duty e learning	all	
12	10.f	Complete Governor Services questionnaire	AW	
13	10.g	SES next meeting agenda	Clerk	Spring term agenda
14	10.h	Read Ofsted guidance for governors	all	
15	11.c	Complete pay e learning	MS, AW, PK, SH	
16	11.c	Check availability for SH on 18/11 induction	PK	Completed by clerk
17	16.b	Review safeguarding audit and feedback by 9/10	all	completed
18	16.b	Safeguarding audit next meeting agenda item	Clerk	
19	16.c	Behaviour policy next agenda	Clerk	
20	16.e	Pay policy next meeting agenda following review at Pay committee	Clerk	On agenda

Approved by FGB/Signed by Chair:

Date: 2nd December 2015

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Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657

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