



# 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 15<sup>th</sup> July 2015 6pm at the School

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| <b>Present :</b>       | E Steele (ES)<br>P Bleckly(PB)<br>M Adams(MA)<br>C Wilson(HT)<br>P Kilner (PK)<br>A Williams (AW)<br>N Williams (NW)<br>M-A Stock (MS)<br>Dr C Roast (CR)<br>C Collins (CC) | Staff Governor<br>Authority Governor<br>Parent Governor<br>Headteacher Governor<br>Parent Governor<br>Chair, Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor<br>Co-opted Governor |
| <b>In attendance :</b> | J Dunn (Clerk)<br>M Leask (ML)<br>K Ashman (KA)                                                                                                                             | Local Authority Clerk<br>School Business Manager (left 6.28pm)<br>Acting Deputy Headteacher (from September)                                                                                                       |
| <b>Apologies:</b>      | None                                                                                                                                                                        |                                                                                                                                                                                                                    |
| <b>Absent:</b>         | E Reed (ER)                                                                                                                                                                 | Co-opted Governor                                                                                                                                                                                                  |
| <b>Quorum:</b>         | Present                                                                                                                                                                     |                                                                                                                                                                                                                    |

| Agenda Number |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action Points |
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| 1.            | <b>Welcome and Apologies for Absence:</b><br>The chair opened the meeting at 6pm and welcomed everybody. The chair welcomed K Ashman who will be the Acting Deputy Headteacher from September, and the governors introduced themselves.<br><br>The chair confirmed that no apologies had been received and it was noted that E Reed was not present.                                                                                                                                                              |               |
| 2.            | <b>Declarations of Pecuniary Interests:</b><br>No further declarations were received.                                                                                                                                                                                                                                                                                                                                                                                                                             |               |
| 3.            | <b>Agree Any Urgent Business:</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |
| 4.            | <b>Finance:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |               |
| 4.a           | <b>Budget Update:</b><br>ML confirmed that the budget reports had been circulated previously and checked that the governors had had time to read them and asked if they had any questions.<br><br>ML confirmed that there is no budget revision to be reported although there has been a change in the senior leadership team (SLT) budget from September, saving £18,000 (eighteen thousand pounds) this financial year.<br><br>ML explained that she had met with ES and the HT to link the key objectives from |               |

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| <p>4.b</p> | <p>the School Improvement Plan (SIP), the impact on resources and the budget. ML explained that it is a governor responsibility to ensure that the school has budgeted to achieve the key outcomes of the SIP. The report was previously circulated.</p> <p><b>Governor questions to ML:</b></p> <p><b>4495 What is "Tucasi"?</b> This is the system used by the school for payments such as dinner money, school trips and uniform and allows parents to pay online. Tucasi is the name of the software.</p> <p><b>Why are there two different codes for supply staff (2390 and 2640) with £10,000 (ten thousand pounds) in each?</b> One is for supply from county and one is for supply from an agency.</p> <p><b>I notice that you have budgeted £4,000 (four thousand pounds) for the purchase of IT and software for Target Tracker. Do you feel that Target Tracker is the way to go, as I believe there has been some doubt as to its suitability once levels have gone?</b> The HT said that she is part of a group of HTs who are in consultation to ensure that Target Tracker will be able to meet their needs from September. The firm have been told that if it cannot, they will walk away. As a group, this has been more powerful and they are saying that they will come into the schools to work with them and make sure it is fit for their needs. It is still under review and the school can still walk away.</p> <p>ML explained that she had previously circulated a report on funding for Pupil Premium (PP), Sports Premium, Looked after Children (LAC), service family children and English as an additional language (EAL). A report on special educational needs (SEN) funding and expenditure had also been previously circulated. ML said that she goes through these with the HT and the special educational needs co-ordinator (SENCo), to separate out from the budget how these funds are being allocated.</p> <p><u>Devolved Budget:</u></p> <p>ML confirmed that following contact with Rod Constable from county, out of the £45,000 (forty five thousand pounds) set aside for the building work; £23,857 (twenty three thousand, eight hundred and fifty seven pounds) has been paid to the contractors leaving a balance of £21,143 (twenty one thousand, one hundred and forty three pounds). ML confirmed that the HT had agreed for £10,000 (ten thousand pounds) to be paid from the devolved budget and £11,143 (eleven thousand, one hundred and forty three pounds) from the revenue budget. This leaves a balance of £2,321.60 (two thousand, three hundred and twenty one pounds and sixty pence) in the devolved budget. £20,000 (twenty thousand pounds) had originally been set aside within the revenue budget.</p> <p><b>Are you satisfied with the final figure agreed with the contractors and county?</b> The HT said yes, it has all been agreed and I am satisfied that we have received good value for money.</p> <p><b>Financial Audits:</b></p> <p>ML confirmed that PB and PK had audited the Unofficial Funds account on the 22<sup>nd</sup></p> |  |
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|    | <p>June 2015. They had confirmed that robust safeguarding procedures are in place and signed off the accounts. The account has now been closed as agreed at the previous FGB meeting on the 25<sup>th</sup> March 2015. The final accounts were tabled with the income and expenditure sheets and balancing statement to show that the account is now zero. A hard copy of the REM and SAP reports were also tabled as evidence. The governors unanimously approved the accounts and the chair of governors and HT agreed to sign off for county.</p> <p>AW confirmed that she had completed an audit of purchases and that what had been considered to be excessive charges for colour photocopying had been further investigated. It was now confirmed that colour copying is more expensive and accounts for £1,000 (one thousand pounds) per quarter, compared to between £100 (one hundred pounds) and £200 (two hundred pounds) for black and white. It is planned to highlight the need to reduce colour copying unless it enhances the learning of the children, with the staff.</p> <p><b>3366 Do you expect the budget spend on photocopying to reduce over the rest of the year?</b> Yes, it should reduce.</p> <p>The chair thanked ML for her budget update.</p> |  |
| 5. | <p><b>Resource Committee Minutes 30<sup>th</sup> June 2015:</b><br/>The minutes had been previously circulated.</p> <p><b>Governor questions to the HT:</b></p> <p><b>Did you obtain three quotes for the laptops?</b> They have been purchased already as we felt that as Agile are obtaining best value for us, this requirement had been satisfied.</p> <p><b>Have you considered when looking at upgrades, what other schools are using and obtaining best quality as well as good value?</b> Agile are our service provider and they get the best quotes for us and give us aftercare.</p> <p><b>Are they getting quotes for the new white boards?</b> Yes Agile are shopping around.</p> <p><b>Do they do printers?</b> They do printers for PC's I am not sure if they do photocopiers.</p> <p><b>Will you be purchasing any more laptops?</b> ES said that she will be using the HT's when she leaves. They now have one for each classroom. ML confirmed that these need to be added to the inventory.</p> <p><b>Have we had the laptops returned that had been provided to teachers on maternity leave or long-term sick leave?</b> Yes.</p> <p>The chair thanked ML for her reports. ML left the meeting at 6.28pm.</p>                                            |  |
| 6. | <p><b>Headteacher's Written Report:</b> Previously circulated.</p> <p>The HT apologised for the lateness of her report previously circulated, as she had been waiting to analyse the SATs data and checked that the governors had had time to read it. The HT explained that she had detailed the Target Tracker reports and said that some data may not have transferred across from SIMS correctly, leading to some anomalies. The HT highlighted from her report:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

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|  | <p><u>Turbulence:</u><br/>High turbulence with 11 leavers and 17 transfers in, with 14% of the cohort being new.</p> <p><b>Governor Questions to the HT:</b></p> <p><b>Is this usual?</b> We have always had quite high turbulence, but we have had a lot join recently, particular in lower Key Stage 2 (KS2).</p> <p><b>Are these service families?</b> Not significantly.</p> <p><u>Exclusions:</u><br/>1 permanent exclusion and a 6 fixed term exclusions over the year.</p> <p><u>Staffing:</u><br/>In 2015/16, there will be no Pupil Premium (PP) teacher as the quality of teaching has improved so much it is no longer required. We will continue to monitor the situation and will have a mixed Year 1/2 class, as we need to focus our PP funding in there. Next year will have a pure Year R, but that may change in future years.</p> <p><u>Attendance:</u><br/>Improving by small margins and is at 95.64% for the summer term. The whole school year is 94.98%. A lot of work has gone in over the summer term to target vulnerable families and ES has been to seminars around the changes in attendance procedures from September. We need to ensure we are very tightly focussed on families, or they will be fined.</p> <p>ES explained that the Hampshire County Council (HCC) code of conduct affects persistent lateness, as well as attendance.</p> <p><b>Governor Questions to ES:</b></p> <p><b>Is persistent lateness a significant issue?</b> Yes, this is our issue more than unauthorised holidays. We have a group of parents who are not getting children into school on time consistently and this has a big impact on their start to the day and the other children, as it is disruptive. We have the Breakfast Club and a soft start from 8.30am and have signposted the families to agencies, doing everything we can, to support these families. We have noticed an improvement of late, since the new guidance went out. The children are very aware and want to be in on time, but at this age it is a parental responsibility.</p> <p><b>Could we have a specific group on target tracker, for these children?</b> ES and the HT said they should be able to and will look into it.</p> <p><u>Achievement:</u></p> <ul style="list-style-type: none"> <li>• <u>Early Years Foundation Stage (EYFS)</u> – overall very pleasing compared to last year, but governors should be mindful that these are a different set of children. There is a dip in the "making relationships" area for a couple of children, but this is down to their specific needs.</li> </ul> <p><b>Governor Questions to the HT:</b></p> |  |
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|  | <p><b>Does this depend on the mix of the children as they progress through the school?</b> Yes, they speak to each other but do not really make friends. It is a very young group and heavy on boys.</p> <p>The HT said that writing and number have improved and reading has seen a slight improvement. The national data for this year will not be available until November time, but the percentage reaching at least "expected" levels on their Early Learning Goals (ELG) has improved on last year.</p> <p><b>Is the data comparing boys and girls significant?</b> There are only 4 girls and 11 boys in that group so it skews the data. You can see (and the Ofsted inspector confirmed) that there has been significant improvement in the provision this year and they are set to improve further next year. The SIP will have this as a key focus.</p> <ul style="list-style-type: none"> <li>• <b>End of KS1</b> – The cohort has a high level of SEN children and it is pleasing to see the improvement. It is still below where we would like it to be at level 2b+ (we would like 85%) but it is a significant improvement on the previous year. Significant progress has been made since January this year and I would expect that to continue next year.</li> <li>• <b>End of KS2</b> – Reading, maths and spelling, punctuation and grammar (SPAG) results are based on tests and writing is through teacher assessment on a writing portfolio. Overall, we are pleased although there was a slight dip in what was expected for reading at 82%, we expected 86%. This was due to one child who did not perform as well in a test situation as they normally can do and unfortunately, with a small school each child makes a big difference on the data. . We have enough evidence with the teacher assessments for the secondary school to see that the children are ready. The SPAG results were phenomenal and testament to the staff for the work they have put in, especially with spelling. There has been a big improvement within the year which should continue with the improved quality of teaching in the school.</li> </ul> <p><b>Governor Questions to the HT:</b></p> <p><b>Was it the spelling part of the SPAG test that the children fell down on?</b> ES said that spelling needs to be embedded. On the test day some children may have misread the questions and they will do more test practice next year. KS said that they can already see that the Year 4 children are using the correct terms required in Year 6.</p> <p>The HT said that progress in KS2 showed a dip in average point scores (APS) for maths and this will be investigated further.</p> <p><b>How significant is 1 APS point?</b> In a small cohort, not so much. 1 APS equates to half a sub level, 2 APS equates to a full sub level.</p> <p><b>Would you confirm that the general trend is upwards?</b> Yes and consistent with last year.</p> |  |
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The HT explained that next year assessment will be at a higher level against age related expectations and it will be hard to compare the data. They will need to ensure that every child is secondary ready in their own way.

- Evaluation of Pupil Premium (PP) funding:

The HT said that the evaluation of PP will be posted to the school web site and that ES has completed a more detailed review as the inclusion leader with AW.

### Governor Questions to the HT:

**Would you say that the appointment of an Inclusion Leader has made an impact on attendance, even though they have not been funded by PP?** Yes, significantly. The inclusion leader has line managed the Home School Link Worker (HSLW) and supervised meetings with vulnerable families. An attendance newsletter has been produced which included the use of funding and impact of poor attendance, with some quotes from the children. Philosophy for Children (P4C) has also had a significant impact which has used PP funding.

**How many children have access to the Emotional Literacy Support Assistant (ELSA)?** A lot, we have the equivalent of 10 hours per week ELSA time and this will increase. There is always a waiting list for the ELSA and we also have an emotional first aider who sees 1-2 children per week.

**Is the ELSA externally trained?** They are members of the current support staff who are then trained to be ELSAs.

**Are they across all years?** Yes and available on a needs basis. They can see children 1:1 and in small groups.

The HT said that the school will be purchasing hours from an external play therapist next year. They had been at the school for no cost this year as they were getting qualified, and it had been agreed to pay for a further year to see how it goes. The play therapist works at a higher level than the ELSA and fits between the ELSA and the Educational Psychologist (EP) and Children and Adult Mental Health Services (CAMHS). The referrals to the EP and CAMHS take too long.

The HT explained that as a school she feels they enrich the curriculum and the children are able to access the activities by using the PP funds. The school asks for voluntary contributions but they need the PP funding to subsidise activities for these children. The school incentive to register for free school meals (FSM) of a £30 (thirty pound) voucher has worked well, with 100% of those eligible in the current Year R, signing up. By obtaining £1,300 (one thousand three hundred pounds) per child, this has proven very cost effective. ES confirmed that about 50% of the year's cohort is FSM.

The HT said that in summary she would like to say that the school has come a long way and it has been a joint effort with all the staff, children and governors. It is a great school and community to be part of and the governors are welcome to come to the leavers assemble and BBQ on the last day of term.

The chair thanked the HT for her report and said thank you on behalf of the governors for a good set of results.

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| 7. | <p><b>Staffing and Performance Management Update:</b></p> <ul style="list-style-type: none"> <li>HT Annual Report on Performance Management:<br/>Previously circulated. The HT confirmed that her annual report follows the HCC guidelines and policies and the performance management reviews presented to the Pay committee.</li> <li>Annual Audit of Performance Management Arrangements:<br/>The chair confirmed that CR and NW will undertake the annual audit of performance management using guidance from the Manual of Personnel Procedures (MOPP), in October. This is after governor training and at the start of the performance review cycle. ES will undertake the induction HT programme with the LLP and chair of governors. The end of year review with the HT will take place next week and the HT will complete the end of year performance reviews.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                            |
| 8. | <p><b>Governor Matters:</b></p> <p><b>8.a Governor Vacancies:</b><br/>The chair confirmed that there is currently one co-opted vacancy. A governor newsletter will be issued next week and parents approached to see if they are interested and have the skills to be a governor. The chair confirmed that the staff governor vacancy from September had been advertised and that K Ashman was elected with effect from 1<sup>st</sup> September 2015. The governors unanimously agreed that E Steele would be the HT governor from the 1<sup>st</sup> September 2015. The clerk confirmed that the GB did not exceed the two-thirds limit on staff governors.</p> <p><b>8.b Governor Attendance:</b><br/>The chair confirmed that the clerk had previously circulated the attendance record that she maintains, for all meetings. The chair asked the governors to be aware that she will be discussing this in the annual 1:1 sessions with herself.</p> <p><b>8.c Discuss Officers for the Next Academic Year – deadline for nominations to the clerk:</b><br/>The chair asked the governors to send any nominations for the chair and vice chair of governors to the clerk by the 1<sup>st</sup> September 2015. The chair confirmed that she will be updating the role profiles on the web site and asked the governors to review these and consider any roles they would be interested in. They will be confirmed at the first FGB of the autumn term.</p> <p><b>8.d Special Educational Needs and Disability (SEND) Update:</b><br/>The chair said that there is nothing further to report since the last meeting and that she is going through the information report with ES to make sure it is up to date for the website. ES said that she is looking at the curriculum and assessing any changes for SEN children.</p> <p><b>Governor question to ES:</b></p> <p><b>Would you be able to give us a presentation on the new assessments?</b> Yes I can do. I am looking at the systems at the moment and how we will do this.</p> | <p>Nominations for COG/VOG to the clerk by 1/9/15 (all)</p> <p>Assessment presentation</p> |

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| 8.e | <p><b>Child Protection Policy (Safeguarding Audit and Governor Responsibilities):</b><br/> <b>The HT explained that</b> the Child Protection Policy (CPP) (previously circulated) is a model HCC policy personalised for the school. The major change is to replace the child protection liaison officer (CPLO) to that of the Designated Safeguarding Lead (DSL). It is very important that staff and all the governors know the policy and procedures. Governors should have read and understood the Keeping Children Safe in Education information previously circulated and any concerns that governors have, should be reported immediately following the procedures outlined in the guidance. Concern forms are kept in the office and should be completed immediately (see annex 3). If anything is reported to you as a governor this must be passed on through the correct channels to the DSL or DHT without delay. There is a lot of information in the policy and all governors must have read and understood this and follow the guidance. Everyone is responsible for the safeguarding of the children and governors have a role to play in that. All staff will be updated on the changes in the inset day the first day back in September with Safeguarding training in January 2016. KA is booked on a course to cover the DSL role when ES is absent.</p> <ul style="list-style-type: none"> <li>• DSL: E Steele</li> <li>• Safeguarding Governor: A Williams</li> </ul> <p>The HT said that reports should always be completed if a governor has any doubts, as the smallest piece of information could be vital in keeping a child safe. There has to be a paper trail and the guidelines must be strictly followed.</p> <p>The chair said that she had attended safer recruitment training with PB and they had covered the policy in great detail. This training was recommended to all governors.</p> <p>The HT confirmed that all staff and governors are bound by the rules of confidentiality and any information should not be discussed outside of the DSL or DHT. The chair confirmed that this is covered in the GB code of conduct, signed by all governors. If any governor is uncomfortable with this they should reconsider being a governor.</p> <p>The HT said that the policy will need annex B – Keeping Children Safe in Education and the DSL role profile, the job description and performance management objectives to be added. With this provision, the policy was unanimously approved.</p> <p>The HT confirmed that all governors had completed the "Guilt by Association" forms.</p> <p><b>Governor question to the HT:</b><br/> <b>Have all governors had a data barring service (DBS) check completed?</b> The chair said that all governors are DBS checked and renewed every three years. M Leask keeps a record of these checks. It was discussed and agreed that AW and NW should have an advanced check due to the increased amount of time they spend in the school.</p> | autumn term (ES) |
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| 8.f | <p><b>Subject Link Governor Feedback:</b> On the web site.<br/>CR tabled his latest report. The chair said that next year she would like the GB to consider combining learning leader and link governor reports to have joint reports. This would stop duplication and reduce the workload on staff, whilst being more robust.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 8.g | <p><b>Attendance Governor Update:</b><br/>NW explained that he had not met up with ES again since the last meeting. A meeting will be arranged for the autumn term.</p> <ul style="list-style-type: none"> <li>Attendance Leader report to governors (previously circulated)</li> </ul> <p><b>Governor question to ES:</b></p> <p><b>Have you identified the reason why the attendance data for SEN children is so much higher than non-SEN children?</b> SEN children can have significant health issues, presenting organisational issues for parents and an increased number of medical appointments. One child had a phased start to the year and this has significantly impacted on the figures. The data should be more accurate going forward with SIMS sorted out.</p> <p>The chair thanked NW and ES for their update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 8.h | <ul style="list-style-type: none"> <li><b>Gosport Educational Improvement Partnership (GEIP) – the way forward:</b><br/>AW explained that she had attended a meeting with the HT in June to consider the future of the GEIP, which had facilitated some very good work previously, but it had been time to reconsider how the GEIP is organised and funded. It had been agreed to consider in the clusters what their purpose and aims are and the HT had volunteered to represent the cluster.</li> </ul> <p>The HT explained that the GEIP principle remains to "Improve the education and life chances of all children in Gosport" and by working collectively, they are very powerful, but need that clear vision and purpose. It had been agreed for the three clusters to form a strategic board and the possibility of creating an administration role to ensure good time management. There is currently a £5 per child cost for each school but they will be looking closely at this next year. Each cluster had been given back a lump sum to spend as they wanted this year and the Bay House cluster had used some of it towards looking at life after levels and foundations for learning. They will be looking at developing tracking systems and the children's attitude to learning for ages between 4 and 18.</p> <p><b>Governor question to the HT:</b></p> <p><b>How many schools are in our cluster?</b> We are clustered around Bay House secondary school and there are 9 schools.</p> <p><b>What sort of programmes did the GEIP get involved in previously?</b> Training courses for governors and staff, curriculum conferences, training for coaching,</p> |  |

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|            | <p>leadership, teaching skills etc. It is unique to Gosport.</p> <p>The chair confirmed that there is a separate governor forum to which all governors are invited each term.</p> <p>The chair thanked the HT for her update.</p>                                                                                                                                                                                                                                                                                                                |  |
| <b>9.</b>  | <p><b>Approve Committee terms of Reference (TOR):</b></p> <p>The chair confirmed that the programmes of work for the committees are on the web site and that all TOR had been agreed in committee and previously circulated.</p>                                                                                                                                                                                                                                                                                                                 |  |
| <b>9.a</b> | <p><b>Buildings and Site Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>9.b</b> | <p><b>Resources Committee.</b></p> <p>The governors discussed and unanimously agreed to:</p> <ul style="list-style-type: none"> <li>• Give delegated authority to the committee to approve the mid-year budget revision and report to the Governing Body.</li> <li>• The Headteacher can authorise items of expenditure up to the value of £5,000 (five thousand pounds). All other items must be drawn to the attention of the committee.</li> </ul> <p>With these amendments and delegated authorities, the TOR were unanimously approved.</p> |  |
| <b>9.c</b> | <p><b>Curriculum and Data Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>9.d</b> | <p><b>SPEC:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>9.e</b> | <p><b>Pay Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>9.f</b> | <p><b>Headteacher's Performance Review Panel:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>9.g</b> | <p><b>Governors Appeal Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>9.h</b> | <p><b>Pupil Discipline (Governor Discipline) Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>9.i</b> | <p><b>Staff Discipline and Dismissal Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>9.j</b> | <p><b>Complaints Committee:</b></p> <p>There were no amendments and the TOR were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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## Haselworth Primary School

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>10.</b>  | <p><b>Agree Committee Membership:</b><br/>The governors discussed and agreed the following membership (chairs to be agreed within committee):</p> <ul style="list-style-type: none"> <li>• Buildings and Site: A Williams, E Steele, P Bleckly, M Stock and C Collins. The site manager and the clerk E Cox in attendance.</li> <li>• Curriculum and Data: E Steele, A Williams, K Ashman, P Bleckly and P Kilner. Clerk – E Cox in attendance.</li> <li>• Resources: C Roast, N Williams, A Williams, M Adams and E Steele. School Business Manager M Leask and clerk E Cox in attendance.</li> <li>• HT Performance Review Panel: A Williams, N Williams and C Roast.</li> <li>• Pupil Discipline Committee: 3 non-staff members of the governing body and not including the Headteacher, (to be drawn from the whole governing body and asked in turn). Full details are contained within the TOR.</li> <li>• Staff Discipline and Dismissal Committee: 3 non-staff members of the governing body and not including the Headteacher, (to be drawn from the whole governing body and asked in turn). Full details are contained within the TOR.</li> <li>• Governors' Complaints Committee: 3 non-staff members of the governing body and not including the Headteacher, (to be drawn from the whole governing body and asked in turn). Full details are contained within the TOR.</li> <li>• Governors' Appeal Committee: 3 non-staff members of the governing body and not including the Headteacher, (to be drawn from the whole governing body and asked in turn). Full details are contained within the TOR.</li> <li>• Governor ad hoc committees - 3 non-staff members of the governing body and not including the Headteacher, (to be drawn from the whole governing body and asked in turn). Full details are contained within the TOR.</li> </ul> |  |
| <b>11.</b>  | <p><b>Minutes of the Previous FGB Meeting 20<sup>th</sup> May 2015:</b><br/>The minutes had been previously circulated with the agenda. The confidential minutes were tabled.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>11.a</b> | <p><b>Approval:</b><br/>The minutes were approved as a true record and signed by the chair.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>11.b</b> | <p><b>Matter Arising/Action Update:</b></p> <p><b>Action 22, agenda item 4.e:</b> The chair confirmed that the unofficial funds had been audited and presented to today's meeting.</p> <p><b>Action 23: agenda item 8:</b> The chair confirmed that governor visit reports had been completed.</p> <p><b>Action 24, agenda item 16:</b> The chair confirmed that she had circulated proposed meeting dates for 2015/16 previously.</p> <p>There were no further matters arising from the minutes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>12.</b>  | <p><b>Curriculum and Data Committee Meeting 29<sup>th</sup> June 2015:</b><br/>The minutes were previously circulated. ES asked for any questions and none were</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |

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|             | asked.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>13.</b>  | <p><b>Buildings and Site Committee Meeting 23<sup>rd</sup> June 2015:</b><br/>The minutes were previously circulated.</p> <p>The HT confirmed that the lockers have been ordered and should be fitted in time for the new term. They had been within budget, including a set for staff. Three quotes had not been obtained, as they were county approved suppliers and under £5,000 (five thousand pounds), which is within her delegated authority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>13.a</b> | <p><b>Health Safety (H&amp;S) Audit Monitoring Visit:</b> Previously circulated.<br/>The HT said that the visit had been very positive and the site manager had been commended for the quality of risk assessments and procedures in place. The governors asked the HT to pass on their thanks to the site manager.</p> <p>The HT said there had been two minor areas to address:</p> <ol style="list-style-type: none"> <li>1. It was recommended that the fire safety manual (6 folders) are gone through with all staff and this will be covered at the H&amp;S inset day.</li> <li>2. The inspection schedule to include the stack truck and flatbed trolley. Previously these had been checked but not documented. This has been addressed.</li> </ol> <p>The HT confirmed that the annual H&amp;S assessment return has been sent to county and was checked by the site manager, Suzanne, A Williams and herself. The HT said she would like to thank the H&amp;S working party and the site manager for their work preparing for the audit and said that the working party could now be used for another project next year as it had worked so well.</p> <p>The chair said that the notes and action plan from the audit will be posted to the web site. PB said he will organise the next H&amp;S walk around during the deep clean as this will be a good time to see everything.</p> |  |
| <b>13.b</b> | <p><b>Ratify Health and Safety Policy:</b> Previously circulated.<br/>The policy was unanimously ratified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>13.c</b> | <p><b>Maintenance and Development Plan:</b><br/>No update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>13.d</b> | <p><b>Ratify First Aid Policy:</b> Previously circulated.<br/>The policy was unanimously ratified.</p> <p>There were no questions from the governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>14.</b>  | <p><b>SPEC Committee Minutes 1<sup>st</sup> June 2015:</b><br/>Previously circulated. There were no questions from the governors.</p> <p>The chair confirmed that she has had her personal annual 1:1 with the HT, ES and PB. The chair said that she has completed a 1:1 with PB and will be booking in MA, CR, MS, PK, CC and NW in the near future. The meetings are to see how everyone is getting on, look at attendance and contributions, training and development. These discussions will form part of the GB self-evaluation form (SEF).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

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| <b>15.</b>  | <b>Governor Training:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>15.a</b> | <b>Feedback on Governor Training Undertaken:</b><br>The chair confirmed that she had attended safer recruitment training with PB and recommended this to all governors, although it is very intense.                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>15.b</b> | <b>Future training:</b><br>The chair said that she is organising whole GB training on "How to support and challenge" and is waiting for a tutor. The chair recommended e learning for those governors on committees as well as the courses and asked the governors to review their skills and development. Certificates should be printed off and held in the central file.                                                                                                                                                                                                                      |  |
| <b>16</b>   | <b>Policies for Approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>16.a</b> | <b>Child Protection Policy:</b> Previously circulated. The policy was unanimously approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>16.b</b> | <b>Behaviour Principles Written Statement:</b> Previously circulated. The statement was unanimously ratified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>16.c</b> | <b>Attendance Policy:</b> The chair explained that this policy is not quite ready and it was unanimously agreed to defer this to the SPEC to approve.                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>16.d</b> | <b>Anti-Bullying Policy:</b> Previously circulated. The policy was unanimously approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>17.</b>  | <b>Meeting Dates 2015/16:</b><br>The chair confirmed that these had been agreed in committee and if any further changes are required to dates and times, to inform the clerk for circulating.<br><br>The next FGB meeting was confirmed as Wednesday 7 <sup>th</sup> October at 6pm.                                                                                                                                                                                                                                                                                                             |  |
| <b>18.</b>  | <b>Correspondence:</b> <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><br><br>The clerk asked the governors to ensure they have read the latest communications of H&S, attendance and safeguarding.                                                                                                                                                                                                                              |  |
| <b>19.</b>  | <b>Any Agreed Urgent Business:</b><br>The chair said that there will be a need to tighten up on monitoring visits next year and this will be reflected in the GB SEF. Any training and development for governor roles such as SEN, Child Protection, and Safeguarding, P4C and life after levels will also be reflected.                                                                                                                                                                                                                                                                         |  |
| <b>20.</b>  | <b>Items for the Next Agenda:</b> <ul style="list-style-type: none"> <li>• Confirm HT and Staff Governor Positions</li> <li>• Election of Officers</li> <li>• Appoint DTG, Forum Representative, Inclusion governor and link governors</li> <li>• Discuss and approve GB code of conduct</li> <li>• Complete annual declaration of pecuniary interest</li> <li>• Adopt Manual of Personnel Practice (MOPP) and any in year revisions</li> <li>• Adopt the Manual of Financial Practice and Procedure</li> <li>• Review GB procedures and adopt the HCC Governors' Good Practice Guide</li> </ul> |  |

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|  | <ul style="list-style-type: none"> <li>• Receive plan for and approve any off-site visits for 2015/16</li> <li>• Safeguarding Audit</li> <li>• Admissions policy</li> <li>• Behaviour and Discipline policy</li> <li>• Privacy Notice</li> <li>• Staff Code of Conduct</li> <li>• Staff Pay Policy</li> <li>• Staff Performance Management and Capability Policy</li> <li>• Staff Procedures for Protected Disclosures (Whistleblowing)</li> <li>• Staff Sickness and Absence policy</li> </ul> <p>The chair said that she would like to congratulate and thank Ms Wilson the Headteacher, for her three years at the school. The HT with her staff had got the school to a "Good" Ofsted rating, which was greatly appreciated and it had been a pleasure to work with her. CW said thank you to the governors for all their support and wished them and the school well in the future.</p> <p>The chair thanked everyone for their attendance and contributions, wished everyone a good summer holiday, and closed the meeting at 8.25pm.</p> |  |
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### ACTION SUMMARY

| Action number | Agenda item | Action Required                                 | Who | Completed |
|---------------|-------------|-------------------------------------------------|-----|-----------|
| 25            | 8.c         | Nominations for COG/VCOG to the clerk by 1/9/15 | all |           |
| 26            | 8.d         | Assessment presentation autumn term             | ES  |           |

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