



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 20th May 2015 6pm at the School

Present :	E Steele (ES) P Bleckly(PB) M Adams(MA) C Wilson(HT) P Kilner (PK) A Williams (AW) N Williams (NW) M-A Stock (MS) Dr C Roast (CR) C Collins (CC)	Staff Governor Authority Governor Parent Governor Headteacher Governor Parent Governor Chair, Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor
In attendance :	J Dunn (Clerk) M Leask (ML)	Local Authority Clerk School Business Manager (left 6.22pm)
Apologies:	None	
Absent:	E Reed (ER)	Co-opted Governor
Quorum:	Present	

Agenda Number		Action Points
1.	Welcome and Apologies for Absence: The chair opened the meeting at 6pm and welcomed everybody. The chair confirmed that no apologies had been received and it was noted that E Reed was not present. The chair confirmed that both she and the clerk had tried to contact her, as she had not been present at the previous FGB.	
2.	Declarations of Pecuniary Interests: E Steele and C Collins confirmed that they will have an interest when the new leadership structure is discussed and will leave the meeting at that point.	
3.	Agree Any Urgent Business: The chair said that she will be discussing the pay changes associated with the changes in the leadership structure under agenda item 10. A new policy on Maintaining a Safe School Environment will be discussed for approval under agenda item 18.	
4.	Finance: ML confirmed that the budget reports had been reviewed in depth during the whole governing body training on finance on the 29 th April and within the Resources committee meeting. The minutes had been previously circulated with the agenda.	
4.a	Approve Budget Outturn 2014/15: ML tabled the budget outturn SAP report for 2014/15. There were no further questions and the governors unanimously approved the budget outturn and this was signed by the Headteacher and chair of governors. A copy will be filed with the	

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	minutes. Total Income £899,590.35 (eight hundred and ninety nine thousand, five hundred and ninety pounds and thirty-five pence). Total expenditure £867,272.98 (eight hundred and sixty seven thousand, two hundred and seventy two pounds and ninety-eight pence). In year surplus £32,317.37 (thirty two thousand, three hundred and seventeen pounds and thirty-seven pence). Surplus B/F £90,927.11 (ninety thousand, nine hundred and twenty seven pounds and eleven pence). Cumulative surplus C/F £123,244.48 (one hundred and twenty three thousand, two hundred and forty four pounds and forty-eight pence).	
4.b	Approve Budget Plan 2015/16: ML tabled the budget plan for 2015/16. There were no questions from the governors and the 2015/16 Budget plan was unanimously approved and signed by the Headteacher and chair of governors. A copy will be filed with the minutes. Total Income £892,171 (eight hundred and ninety two thousand, one hundred and seventy one pounds). Total Expenditure £974,034 (nine hundred and seventy four thousand and thirty four pounds). In Year deficit £82,738 (eighty two thousand, seven hundred and thirty eight pounds). Surplus B/F £123,244 (one hundred and twenty three thousand, two hundred and forty four pounds). Cumulative surplus C/F £41,381 (forty one thousand, three hundred and eighty one pounds).	
4.c	Approve 3 Year Financial Strategic Plan: ML tabled the 3 year strategic financial plan. There were no questions from the governors and the plan was unanimously approved by the governors and signed by the Headteacher and chair of governors. A copy will be filed with the minutes.	
4.d	Plan and Approve the Capital Spend: ML tabled the capital budget outturn for 2014/15 and the capital budget for 2015/16 with spending plans. <u>2014/15 Outturn:</u> Allocation £5,395 (five thousand, three hundred and ninety five pounds). Total Expenditure £23,857 (twenty three thousand, eight hundred and fifty seven pounds). Balance B/F £31,486.64 (thirty one thousand, four hundred and eighty six pounds and sixty-four pence). Balance C/F £13,024.64 (thirteen thousand and twenty four pounds and sixty-four pence).	

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	The capital budget balance for 2014/15 was unanimously approved. <u>2015/16 Plan</u> Allocation £5,440 (five thousand, four hundred and forty pounds). Balance B/F £13,024.64 (thirteen thousand and twenty four pounds and sixty-four pence). Cumulative Balance £18,464.64 (eighteen thousand, four hundred and sixty four pounds and sixty-four pence). Commitments £6,143 (six thousand, one hundred and forty three pounds). ML confirmed that the commitment is for alterations to the office area and changes to the children's' kitchen. Governor questions to the HT: Is this £6,000 (six thousand pounds) what you would expect it to cost? Yes, it has been there a long time. Note we are also disputing the £23,000 (twenty three thousand pounds) payment to John Hobden. There is still more to pay but we have not reached a final agreement with county. Have you had a breakdown of the costs? Yes, but we do not agree with it. There are items double counted and fees etc. that do not seem correct. I do not think it is down to the contractors, they did a good job, but more about the project management. I am concerned the contractors have not received any payment and that is why we released some funds to allow them to pay their staff. We have paid for a project manager through county and trying to get them to sort it out has proven difficult. Is there an Ombudsman you could complain to? It may come to that. They do need to be paid but we need to see clear accounting. Would it be better in future to arrange our own project management? There are elements we could do in house but we need to go through the proper channels although we should look carefully at the service level agreement (SLA) for next year. ML said that there remains an amount of around £12,000 (twelve thousand pounds) available for other projects during the year, which will include IT. Is that enough? It is not enough for the playgrounds but it can go towards the cost. We have a bid in with the National Lottery for the playground and we will see what happens. The governors discussed other avenues of funding including B & Q surplus and other community avenues. The capital budget and spending plans for 2015/16 were unanimously approved and signed by the Headteacher and chair of governors. A copy will be filed with the minutes.	
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4.e	Unofficial Fund Audit: ML asked for two volunteer governors (non staff and independent) to complete the audit of the unofficial funds account, which has now been closed. PB and PK volunteered. ML thanks the governors and said she will arrange a meeting with them after half term. The chair thanked ML for her reports and for arranging the finance training which had been extremely beneficial. ML left the meeting at 6.22pm.	Complete audit of unofficial funds. ML to arrange a meeting (PB/PK)
5.	Resource Committee Minutes 28th April 2015: The minutes had been previously circulated. Governor question to the HT: Have you received all the subject leader budget requests? I did not get them from everyone however I have allocated budgets to them all and made decisions. Most were agreed as they met the school improvement plan (SIP) priorities and where in line with what is needed. The chair confirmed that she had purchased on behalf of the governing body, some items for the kitchen by way of a thank you to all the staff for their hard work and the "Good" Ofsted report. Microwave, toaster, kettle, coffee percolator, and some coat hooks. ES said that the staff wanted to thank the governors in return, it was appreciated.	
6.	Headteacher's Verbal Report: School Improvement Plan Progress: Focussing on pupil progress. The HT said that SATs had taken place last week. <u>Year 6:</u> The HT confirmed that Level 4+ is predicted at 82% for reading maths, writing, spelling punctuation and grammar (SPaG) and combined which is a slight drop on reading from last year. The prediction had been 88% for 14/16 children but with increased numbers is now 14/17 children. Unfortunately, a couple of children had not performed as well as they can on the day and the worst-case scenario could be 71%, which is still above the floor level. Last year they achieved 92%. The SATS figures are published on the 7th July. <u>Year 2:</u> The HT confirmed the predictions for 2B+ as, - Reading 69% (last year 50%) - Writing 62% (last year 43%) - Maths 72% (last year 57%) This is a big increase on the previous year and a significant improvement has been seen since Christmas. CC said that she is predicting a significant increase in level 3s. The governors said that these are excellent predictions especially considering the	

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percentage difference one child can make in a small school.

- **Attendance and Punctuality:**

The HT confirmed that current attendance is 95%. 3 children are below 80%, 7 children below 85% and 18 children below 90%.

ES said that the school is talking to parents of persistent absentees and explaining the tightening up of the legal process. They have been successful with an attendance legal panel, which will be taken further. Parents are getting the message regarding absence and the need for children to be in school and on time.

Governor questions to ES:

Was attendance during SATs week good? Yes, but we are very proactive in getting the children in early, giving them breakfast and making sure they are here.
Are parents aware of the changes in the legal requirements for children who are late? We sent out the letter from county and have shared the new guidance with all parents. The HT said that it has also been put in the school newsletter and is on display. More children are coming in even if they are poorly and the school is then making the decision if they should be sent home. The chair said that the school is also celebrating good attendance, with a family hamper raffle. This is to recognise that at this age group it is a family matter getting children into school.

- **Home School Agreement (HAS):**

The HT tabled the latest draft of the HAS for governors to discuss. It was agreed to add "if you have any questions please contact the school" and a reference to unacceptable conduct towards school staff.

- **Transition Arrangements:**

The HT said that the children coming into Year R will be able (with their parents) to attend three afternoon sessions every two weeks in June. This will include stay and play, the school routine and how to support children in getting ready for school and the Early Years (EY) curriculum and what it looks like. The school nurse and a representative from the children's centre should also be attending. The Year R teacher has attended local area pre-school to school transition events. In September home visits will take place, with a reduced timetable in the first week.

The HT said that for internal transition they will again do a "shuffle up" afternoon for a whole week so allowing the teachers and children to get to know each other really well.

The HT said that Year 6 will have their familiarisation days at their new secondary schools after half term and Bay House teachers have been in doing maths and English workshops. The Head of Year 7 will be coming in to meet the children and the Head of transition will be coming to an after school meeting for parents. One child will be going to Brune Park and the school will ensure they get their familiarisation as well.

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Governor question to the HT:

How many children are coming into Year R in September? 20 have been accepted and I expect us to be full and an increase on last year.

- **Pupil Premium (PP) Evaluation and Impact:**

The HT said that she is aware this is a separate agenda item and will not go into too much detail.

The school has looked at pupil progress this year based on where staff have been placed using PP funds, compared to non-PP children. In Year 4 reading for PP children has outperformed non PP in terms of progress. 61% of children in this cohort are PP. PP money has been used in a variety of ways including; to support the Home School Link Worker (HSLW), purchases of resources including computing hardware and software and books, staff training, 1:1 support, an additional English and Maths teacher, the breakfast club, the Emotional Literacy Support Assistant (ELSA) and day/residential activities. The Uniform incentive (£30 thirty pounds each) brought in three additional parents who signed up for PP bringing in £3,000 (three thousand pounds) of PP funding.

All PP children attending the residential trip were subsidised, as were day activities, which have all had a positive impact.

The HT confirmed that the full impact report will be completed after the SATs results are received in July.

How can you evidence the impact of subsidising day activities and

residentials? It is about talking to the children and looking at the quality of their working books after visits. We can evaluate their level of enjoyment, what they remember about a visit and what they are producing in class. The chair confirmed that last year she had spoken to the children to gather evidence. The HT said that they also use the emotional literacy support assistant (ELSA) data and look at areas of emotional need to see if it has improved.

Have you held parent assemblies so they can see the impact of visits? Yes, in particular the Year 6 leavers assembly.

- **Safeguarding (School communication 012763):**

The HT explained that recent school communications have detailed changes in information sharing, new job descriptions, new form for the local authority designated officer (LADO) and changes to the Child Protection Policy, which will be adopted at the next FGB meeting. Child Protection Liaison Officers are now referred to as the Designated Safeguarding Lead (DSL). The annual safeguarding audit will be completed by October 2015.

- **Professional Closure Days:**

The HT confirmed that there are four days: *Post meeting note – the days have now been confirmed as*

- 1st September – induction and procedures etc.
- 22nd October – the first of two training day on Read, Write, Inc. (phonics).

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	• 23rd October – Health and Safety training. • 4th January 2016 – Whole staff safeguarding training (LA) • 29th January 2016 – common closure day for Gosport and 2nd day on Read, write Inc. training. The chair thanked the HT for her report.	
7.	Pupil Premium Evaluation and Impact: The report was previously circulated. ES explained that she had met with AW and they had used the key questions for governors on the National Governors Association (NGA) website, to prepare the report. It was noted that the report should show 55/125 pupils are PP children. Governor questions to ES: Have you planned in the staff training on the Hampshire Hundreds Project? Yes, it is in the plan for the next academic year. We realised whilst doing the audit that we had not shared a lot of the information from the project with staff and it was two years ago. We have never brought this to the fore and it needs to be addressed quickly. Are you happy that you have spent more than the PP funding you received? Yes. The HT said that the school budget is for all the children and it is important not to discriminate. ES said that it is a very important area and needs to have a high focus. The chair thanked ES for her report.	
8.	Chair Update: The chair confirmed that the NGA membership has been renewed for another year and encouraged the governors to use the site. The chair said that she will be arranging the annual chair and governor reviews next term and will complete skills audits with governors at that time. These will be taken to the SPEC committee. The chair review will be conducted with the HT, DHT and vice chair of governors.	Governor visit reports to be sent through by 1/6/15 (all)
8.a	All Subject Link Governors Feedback: The chair said that the link governor day had been very well attended (thank you) and most governors had been able to meet their link teachers. Governors should now ensure they arrange their visits and send in their reports by the 1st June. The chair said she will be looking at the evaluation of monitoring visits soon and the SPEC committee will look at embedding practice and holding leaders to account. • AW confirmed she has picked up RE for ER on the 21st May. • NW confirmed he had visited for PE and attendance. • PK confirmed his visit has been completed. • PB confirmed his visit has been completed.	
8.b	Inclusion Governor Update: The chair said that she had met with ES to review the action plan for special educational needs (SEN). She has formed an action plan for child protection and a	

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8.c	safeguarding audit which will be revisited in the light of the new guidance. Attendance Governor Update: NW said that he had met with ES to review attendance and with the figures at 95% governors can see that the school is doing an excellent job in a very difficult area. Many ideas had been discussed and there is not a lot more that can be done apart from pursuing the legal process. The governors discussed some ideas which included: • ELSA in the playground checking children in and speaking to parents regarding lateness immediately. • Using the children to push arriving in school on time. • Using a soft start entry timetable. The HT said many of these are already in place. Question to the HT: Has the recent legal challenge had any impact on that child's attendance? Yes, attendance was already improving before it went to the panel, but they felt it had not been sustained for long enough to prevent it going further. The chair thanked everyone for their reports.	
9. 9.a 9.b	Minutes of the Previous FGB Meeting 25th March 2015: The minutes had been previously circulated with the agenda. The confidential minutes were tabled. Approval: The minutes were approved as a true record and signed by the chair. Matter Arising/Action Update: Action 19, agenda item 12.b: The chair confirmed that the governor visit protocols and reporting forms had been circulated as requested. Action 20, agenda item 12.b: The chair confirmed that governors had contacted their link teachers as requested. Action 21, agenda item 13.a: The HT said that she had contacted the Gosport Advice and Info Net charity (GAIN) and they are willing to run a workshop at the school in September. They will give parents tools for budgeting and claiming benefits from an informal standpoint. There will be three 2-hour sessions run by a volunteer and at no cost to the school, apart from providing refreshments. The charity will provide flyers which will ask parents to ring or book on their website and a minimum of eight people will need to sign up for the workshops to run. The governors said that this was a very appropriate thing for the school to do to support their parents, thank you. There were no further matters arising from the minutes.	
10.	Confidential Minutes of the Previous Extraordinary FGB 5th May 2015: The minutes had been previously circulated.	

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10.a	Approval: The minutes were approved as a true record and signed by the chair.	
10.b	Matters Arising/Action Update: The chair said that as previously discussed at FGB, the HT will be leaving the school at the end of the academic year to take up a new post as Executive Headteacher at the Leesland Federation of schools and that the GB had agreed that E Steele will take up the acting HT role. ES said that she has offered all the staff the opportunity of a 1:1 to see what they would like in the coming year and as a chance for her to get to know them better. Staff were asked if they wanted to pursue any leadership opportunities that may arise, such as the DHT position and to complete an application. K Ashman had expressed an interest in the DHT position and been interviewed. The chair said that she would like to recommend to the GB that K Ashman is appointed as acting DHT for an initial period of one year. She would increase her hours to full time to accommodate the role, is an excellent teacher, and already is involved in many aspects of the whole school. Governor questions: Does this include a teaching commitment? Yes, it is a job share with three days in class, half a day planning, preparation and assessment (PPA) time and one and a half days leadership time. The governors unanimously approved the appointment of K Ashman as acting Deputy Headteacher for an initial period of one year. ES and CC left the meeting at 7.29pm declaring a personal interest in the following item. The HT was asked to remain. The following discussion was confidential and is recorded on a separate document. ES and CC returned to the meeting at 7.55pm. The HT confirmed that because of the numbers of children in each cohort, especially the large Year 2 cohort, the class structure for 2015/16 will change to five classes: • Year R • Year 1/2 • Year 3 • Year 4/5 – 24-25 children • Year 5/6 – 24-25 children The HT said that the school has a year to get the Year R provision correct, as it will not be possible to mix the classes in the years ahead with over 20 children coming into Year R in September.	

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11.	Curriculum and Data Committee Meeting 6th May 2015: The minutes were previously circulated. ES asked for any questions. Governor questions to ES: Was there anything decided at the assessment conference workshop? The ideology is there, the problems will be with the practicalities and timescales. They said we need to "adapt and adopt" and Hampshire are putting a model forward. We need to be able to make sense of the curriculum and learning until we have to prove our results to Ofsted. Could we adopt a system based on what Ofsted will want to see? Then we are in danger of having levels under another name. Do you have to have it all in place for September? Yes. The HT said that they need to be able to consider what is happening in school and have a tracking system and all schools are waiting for a perfect model. The DfE are talking about a granular assessment but we know we will be held to account for progress and achievement. Will all the teachers be up to speed by September, or is there the potential that different schools will be doing different things? Good schools will know what they are reporting on and how they are going to do it. The challenge is around teaching the curriculum and the end of year expectations. There will be massive planning challenges. The HT said that the Bay House cluster is running a project to track success and achievement for the whole child, not just a percentage for all children. This information on each child would be shared when they move schools. The chair thanked ES for her update.	
12	Buildings and Site Committee Meeting 5th May 2015: The minutes were previously circulated. 12.a Health Safety (H&S) and Security: The chair said that she will be completing a H&S self-assessment with the HT on Health and Safety before the H&S audit and will be considering the latest school communications. 12.b Maintenance and Development Plan: PB said that the plan has been annotated by himself and the site manager and is updated in the resources meetings. There were no questions from the governors.	
13.	SPEC Committee Minutes 30th March 2015: Previously circulated. The chair confirmed that SPEC will be meeting next week. There were no questions from the governors.	
14.	Governor Training: 14.a Development and Training Governor (previously TLG) Report on Value for Money: PK tabled the value for money report and confirmed:	

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	• Training service level agreement cost 2014/15 £1,275 (one thousand, two hundred and seventy five pounds), including e learning. • Training attended by governors would have cost the equivalent of £2,115 (two thousand, one hundred and fifteen pounds). • 14 governors attended 22 sessions, with an additional whole governing body session. PK concluded that the GB had received value for money.	
14.b	Feedback on Governor Training Undertaken: • Whole Governing Body training – Finance. 29th April. • CR and CC confirmed they had attended induction training 8th May. • AW confirmed she had attended understanding personnel matters 5th May. • CR confirmed he had attended holding leaders to account 6th May. CR recommended this to all governors. The chair thanked CR for his report which had been circulated.	
14.c	Future training: The governors recommended the e learning modules for those finding difficulty attending course. A new raft of courses has been added to the site. • PK booked on induction training 11th June. • PB and AW booked on safer recruitment training 9th July. • CR, NW and AW booked on performance management training 29th September. The chair thanked PK for his report.	
15.	Policies for Approval:	
15.a	Governor Allowances Policy: Previously circulated and reviewed within SPEC. The policy was unanimously approved.	
15.b	Ratify Pay Policy: Previously circulated. The chair explained that this is to amend the pay spine as previously discussed. The policy was unanimously ratified.	
16.	Meeting Dates 2015/16: The chair said she will send out the proposed meeting dates for all governors to consider.	Send out proposed meeting dates (AW)
17.	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 chair drew the governors' attention to the latest school communications on safeguarding, attendance and Health and Safety. The clerk asked the governors to ensure they have read the latest Governor newsletter and Constitution guidance, previously circulated.	
18.	Any Agreed Urgent Business: The chair asked the governors to approve a new policy on "Maintaining a Safe School Environment", previously circulated. The HT explained that unfortunately they had had a very small number of parents at the school acting in an	

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	inappropriate or threatening way to school staff. Incident logs have been set up and warning and banning letters are included in the policy, with signs in Reception. The school is private property and the policy has made it clear what is acceptable and what is not, as she will not tolerate the staff being abused or have the children having to witness it. The policy was unanimously approved. At this point, the chair presented CC with a certificate for her Outdoor Leader Award. The governors congratulated CC.	
19.	Agree Date of Next Meeting: 15th July 2015 at 6pm	
20.	Items for the Next Agenda: - HT written report - Officers for the next academic year – deadline for nominations - Pupil progress and SIP - TOR all committees and programmes of works The chair thanked everyone for their attendance and contributions and closed the meeting at 8.30pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
22	4.e	Complete audit of unofficial funds. ML to arrange a meeting	PB & PK	
23	8	Governor visit reports to be sent through by 1/6/15	All	
24	16	Send out proposed meeting dates	AW	

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