



# 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 25<sup>th</sup> March 2015 6pm at the School

### Present :

|                 |                          |
|-----------------|--------------------------|
| E Steele (ES)   | Staff Governor           |
| P Bleckly (PB)  | Authority Governor       |
| M Adams(MA)     | Parent Governor          |
| C Wilson (HT)   | Headteacher Governor     |
| P Kilner (PK)   | Parent Governor          |
| A Williams (AW) | Chair, Co-opted Governor |
| N Williams (NW) | Co-opted Governor        |
| M-A Stock (MS)  | Co-opted Governor        |
| Dr C Roast (CR) | Co-opted Governor        |
| C Collins (CC)  | Co-opted Governor        |

### In attendance :

|                |                                       |
|----------------|---------------------------------------|
| J Dunn (Clerk) | Local Authority Clerk                 |
| M Leask (ML)   | School Business Manager (left 6.20pm) |

### Apologies:

None

### Absent:

|             |                   |
|-------------|-------------------|
| E Reed (ER) | Co-opted Governor |
|-------------|-------------------|

### Quorum:

Present

| Agenda Number |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action Points |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1.            | <b>Welcome and Apologies for Absence:</b><br>The chair opened the meeting at 6pm and welcomed everybody.<br><br>The chair confirmed that no apologies had been received and it was noted that E Reed was not present but the chair was aware of a recent bereavement in the family.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
| 2.            | <b>Declarations of Pecuniary Interests:</b><br>No declarations were made.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| 3.<br>3.a     | <b>Finance:</b><br><br><b>Budget Review:</b><br>M Leask tabled the school budget 2014/15 changes document (with explanations) as of February and SAP and explained that due to currently being on jury service she is unable to provide any further updates to those presented at Resources. A more accurate figure can be provided in a weeks' time if governors required this. M Leask said that the current projected outturn for 2014/15 is circa £30,000 (thirty thousand pounds) but this does not include the contingency of £25,000 (twenty five thousand pounds) and monies committed for the building work of £20,000 (twenty thousand pounds).<br><br>M Leask pointed out that it is the governors' responsibility to check that the budget has been spent in the right areas to enhance the education of the children at the |               |

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|     | <p>school. M Leask tabled a breakdown of the additional special educational needs (SEN) funding received and how it has been used.</p> <p><u>Devolved Budget:</u></p> <p>M Leask tabled the devolved budget and explained that £31,939 (thirty one thousand, nine hundred and thirty nine pounds) has been committed for the building works although the itemised bill is still to be reviewed. An amount of £20,000 (twenty thousand pounds) has been agreed to be paid in the interim to ensure that wages etc. can be paid whilst the final agreement is pending. This will leave an expected balance of £4,942.64 (four thousand, nine hundred and forty two pounds and sixty-four pence).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 3.b | <p><b>Schools Financial Value Standard (SFVS) Annual Statement for approval; and Internal Control Checklists:</b></p> <p>The SFVS and Internal Control checklist guidance had been previously circulated.</p> <p>The chair confirmed that the SFVS annual return had been completed by herself and P Bleckly and reviewed in detail by the resources committee. The governors were referred to the action points (in red) and it was confirmed that these will be a standing agenda item until completed.</p> <p>The chair said that the resources committee will also be looking at a variance analysis of the budget to track from the original allocation, look at value for money and consider the service level agreements (SLAs), to ensure the school is receiving everything it should. This is all good practice.</p> <p><b>Governor question:</b></p> <p><b>Under section E, there are no timescales for when the rolling programme for assets and inventory is to be set up. Do you think there should be?</b> The chair said that this was a valid point and dates will be agreed in the SPEC committee meeting and SFVS amended. Thank you.</p> <p>The governors thanked M Leask and everyone involved in the SFVS statement as it was very comprehensive. With the addition of the timescales noted, the <b>SFVS was unanimously approved.</b></p> <p>M Leask explained that the internal controls checklist will work alongside SFVS. P Bleckly had completed checks on dinner money and trip money, thank you. The checklists will be completed on a three-year rolling plan.</p> |  |
| 3.c | <p><b>Discuss Unofficial Funds:</b></p> <p>M Leask explained that the unofficial funds account (for school uniform, school trips etc.) is out-dated and causes a lot of additional administration and recommended that it is closed at the end of the financial year. Appropriate lines would be added to the revenue budget to give an audit trail and would give transparency and be good practice. <b>The proposal to close the unofficial funds account was unanimously</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

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| <p><b>3.d</b></p> | <p><b>approved.</b></p> <p><b>Budget Allocation 2015/16:</b><br/>M Leask confirmed that the 2015/16 budget share will be based on 121 pupils and that the SEN budget allocation has been received this week. The 2015/16 budget and 3-year strategic financial plan will be brought to the FGB for formal approval on the 20<sup>th</sup> May 2015. The governors will be undertaking whole governing body training on finance on 29<sup>th</sup> April at 6pm at the school, to tie in with this.</p> <p>M Leask confirmed that £4,140 (four thousand, one hundred and forty pounds) devolved budget has been allocated.</p> <p><b>Governor questions:</b></p> <p><b>Will the sports funding be continuing?</b> The HT said that yes, the sports premium funding has been confirmed and they have agreed to continue with the cluster PE teacher contract for further year.</p> <p><b>Is it for the same amount?</b> The HT said yes it is.</p> |  |
| <p><b>3.e</b></p> | <p><b>Integrated Business Centre (IBC) training following decision:</b><br/>M Leask confirmed that option 1 had been taken as previously approved at FGB and she will be trained after Easter. E Cox in the office will be trained on ordering to ensure there is a separation of duties as recommended. The HT explained that county had suggested the training take place once live systems were available.</p> <p>The chair thanked M Leask for her comprehensive budget update. M Leask left the meeting at 6.20pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <p><b>4.</b></p>  | <p><b>Resource Committee Minutes 4<sup>th</sup> March 2015:</b><br/>The minutes had been previously circulated.</p> <p><b>Governor questions to the HT:</b></p> <p><b>Have we received payment from the cluster school that was still outstanding (PE)?</b> The HT said no, but it is all in hand and the school has asked for a breakdown of payments.</p> <p>The chair confirmed that the charging and remissions policy has been updated following DfE guidance, has been approved and is on the web site for the governors to review.</p>                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <p><b>4.a</b></p> | <p><b>Performance Management Report Update:</b><br/>The chair confirmed that C Roast, N Williams and herself had completed the HT performance management review on the 20<sup>th</sup> March.</p> <p>The chair asked for approval of the following committee/panel membership:</p> <p><b>HT performance review panel:</b> A Williams, N Williams, and C Roast. The learning</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |

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|    | <p>and leadership partner (LLP) to attend the annual review.<br/> <b>Pay committee;</b> M Stock, P Bleckly and E Reed. A Williams and the HT to be in attendance.<br/> <b>Appeal Panel:</b> M Adams and P Kilner.</p> <p>The committee/panel membership was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 5. | <p><b>Minutes of the Previous FGB Meeting 28<sup>th</sup> January 2015:</b><br/> The minutes had been previously circulated with the agenda.</p> <p><b>5.a Approval:</b><br/> The minutes were approved as a true record and signed by the chair.</p> <p><b>5.b Matter Arising/Action Update:</b></p> <p><b>Action 2, agenda item 4.b:</b> The chair confirmed that the Gosport Educational Improvement Partnership (GEIP) had arranged for safer recruitment training on the 9<sup>th</sup> July in Gosport and she and P Bleckly had been booked onto it. The clerk confirmed that the training is now full but if any governors want to be put on the waiting list they should contact her.</p> <p><b>Action 14, agenda item 5:</b> The chair said that the chairs for the committees had been agreed within the committees as:</p> <ul style="list-style-type: none"> <li>• Resources – A Williams</li> <li>• Building and Site – P Bleckly</li> <li>• Curriculum and Data – E Steele</li> <li>• SPEC – A Williams</li> </ul> <p>The chair appointments were unanimously approved. P Bleckly said that future dates for the Buildings and Site committee will be agreed in the next meeting, all other committees had set their dates.</p> <p><b>Action 15, agenda item 9:</b> The chair confirmed that the school vision and aims is an agenda item for today.</p> <p><b>Action 16, agenda item 10.a:</b> The chair confirmed that link governor roles are an agenda item for today.</p> <p><b>Action 17, agenda item 13.c:</b> The chair confirmed that the governing body (GB) self-evaluation form (SEF) is being covered within the SPEC committee.</p> <p><b>Action 18, agenda item 14.a:</b> The clerk confirmed that she had sent the previous training records (prior to re-constitution) to the training liaison governor (TLG) as requested.</p> <p>There were no further matters arising from the minutes.</p> |  |
| 6. | <p><b>Head Teacher's Written Report:</b> previously circulated with the agenda.<br/> The HT said that a lot of information is already included within the Ofsted report (previously circulated) and highlighted the following:</p> <p><u>Staffing.</u> The HT said that the additional workload for E Steele as the acting inclusions leader is significant, but that she is doing an excellent job. E Cox is taking on the learning to support E Steele well. The HT said that she has been teaching in the classroom for half a day a week as they had had an issue with the Hampshire music service. A new music teacher will be starting after Easter who will</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

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link into the curriculum.

**The following discussion was confidential and is recorded on a separate document.**

Achievement. The HT said that predictions for Key stage 2 (KS2) are looking very good and went through the various groups with the governors from her report.

The HT said that KS1 predictions are a priority for the school and they are not as positive as for KS2 but are improving, with really good progress in Year 2. There is a high level of need in KS1 and they have had some disruption in their teaching.

### **Governor questions to the HT:**

**Are you expecting to see a higher level of level 3s this year and improvements in the vulnerable groups?** Yes, we are using the pupil premium funds to target the level 2a and 2b children and push them on with smaller group work. C Collins said that there are a significant number of children in this class with SEN needs and they are making progress. The HT said that these five children are making small steps progress which reflects their higher needs. Please note that some of this data is only up until Spring 1.

M Adams left the meeting for short period at 6.41pm.

The HT said that in Early Years, the children are on track with their age related expectations and this is a more positive picture.

M Adams returned to the meeting at 6.42pm.

**Are the predictions in line with national expectations?** Yes, the Good Level of Development is about right at 70%. More information is within the Ofsted report.

Teaching and Learning. The HT said that Ofsted had judged this as Good, and referred the governors to the report. The HT said that they are trying to have more lessons that are outstanding on a consistent basis and some groups of teachers are working together for support and feedback. This is to encourage more in house coaching and sharing as well as the collaborations that exist externally. A student is being taken on and work experience students will be joining the school this term and next term.

Behaviour and Safety. The HT confirmed that there are now no children on the child protection register although there are a number of families receiving support in other ways.

The HT confirmed that in the last 12 months there have been two children with fixed term exclusions.

**Is that good compared to other local schools?** We would prefer zero, but it is a big improvement from the previous year and is as a result of our behaviour policy and zero tolerance. We continue to work closely with external agencies and those

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| <p>6.a</p> | <p>children with particular needs. We have clear behaviour management plans and one child is on a managed move, who we should be accepting permanently onto our roll, as we are confident we can help.</p> <p><u>Attendance.</u> The HT said that attendance is an improving picture and currently stands at 94.7%. Attendance still needs to improve further but Ofsted recognised that we are doing everything we can to tackle this.</p> <p><b>Is it the children not wanting to come to school, or the parents not getting them in?</b> The children want to be in school, it is more a persistent late and absentee issue with some families. We need for these families to understand the importance of education and getting their children into school and on time.</p> <p><b>Do you think removing children from after school clubs would help?</b> No, we would be punishing the child and they want to come to school. We are going down the legal route for one family.</p> <p>The HT confirmed that there had been no incidents of racism.</p> <p><u>Leadership and Management.</u> The HT said she will provide the governors with a full breakdown of pupil premium funding and impact at the next FGB.</p> <p>The HT said that the biggest success with sports premium funding this year has been the cluster PE teacher. They have had a massive impact and given high quality teaching and continuing professional development (CPD) for the staff. The Gosport schools sports partnership has been less successful. The HT said they have spoken to the cluster PE teacher and she is willing to run sports competitions and festivals and would give better value. She had also received a positive mention in the Ofsted report. Using the cluster PE teacher for such elements next year is being closely looked into.</p> <p>The HT said that pupil premium funding is not ring fenced as is the sports premium funding, and is used to benefit pupil premium children and the whole school. The breakfast club is now free for all children and is being regularly attended by more children.</p> <p>The HT said that the play therapist will be funded by pupil premium next year and although it is hard to measure the impact, significant differences can be seen such as the calming influence on the children. The incentives to register for free school meals (FSM), has also been very effective.</p> <p><b>Ofsted:</b><br/>The HT confirmed that the governors had previously been sent the "Good" Ofsted inspection report and said thank you to everyone who had worked towards this. It had been a challenging journey but she was extremely pleased with the rating, it had been a real whole school effort and the children of the community deserved to have a great school to come to. To thank everyone there will be an informal Tea Party on Wednesday 1<sup>st</sup> April at 2.30pm.</p> |  |
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|    | <p>The HT said that E Steele is doing a great job and there is a significant additional workload on her taking on this role. Thank you. The chair said that there are a lot of school communications coming out around safeguarding and SEN adding to the burden and added the governors thanks to E Steele for her work.</p> <p><b>Could we as governors offer any further support, for instance a dedicated attendance governor?</b> The governors discussed this and agreed that as there is an overlap the inclusion governor role should continue, but N Williams would take on a specific role for attendance.</p> <p><b>Who assesses the children as SEN?</b> The SENCo or class teacher will initially identify the children. We have a system for testing in school and all the learning support assistants (LSAs) are trained in this as well. If a teacher feels there is a need to carry out some diagnostics or a need for a strategy to be out in place, then I, as the SENCo would step in and coordinate any external agencies required.</p> <p><b>Is there anything the governors can do to help you, such as resources?</b> With the new curriculum, a lot of our testing resources are no longer fit for purpose. We will be looking ahead in the next budget for the resources we need and the governors' support with that will be welcomed, thank you. The HT said that the teachers will be putting in budget/resources "bids" and the HT and GB will review how this fits in to the school improvement plan.</p> <p>The chair thanked E Steele for her reports.</p> |  |
| 8. | <p><b>Visions and Aims:</b></p> <p>The HT tabled a draft Visions and Aims statement and explained that this had been put together following feedback from the children, governors and staff and is still a work in progress. The idea had been to slim it down from the previous statement built in 2012 whilst keeping the overriding "Dream, Believe, Succeed" tagline. The statement will include the tag line, learning values and vision. The governors talked about the statement and gave some suggestions. The governors said that they felt it was looking really good and were very impressed with the work that had gone into it so far.</p> <p>The HT said that she had been very proud to receive a phone call telling her that Haselworth School has been recognised as being within the top 100 schools in the country, for standards and improvement. Haselworth is the only school in Hampshire to be recognised for this improvement. They had been asked to complete a 700-word editorial with photographs in order to be included in a publication sent to all schools. They had called in a professional photographer to take the photos and will be sending these to the Gosport Globe and the News.</p> <p>The governors congratulated the HT and staff for this achievement and said they are looking forward to reading all the "good news" stories.</p>                                                                                                                                                                                                           |  |
| 9. | <p><b>Curriculum and Data Committee Meeting 9<sup>th</sup> March 2015:</b></p> <p>The minutes were previously circulated. The chair asked for any questions.</p> <p>E Steele confirmed that the Acceptable Usage of ICT policy will now be approved in the SPEC committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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| 9.a  | <b>Annual Maths Report:</b> Previously circulated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 9.b  | <p><b>Attendance report:</b> Previously circulated.</p> <p>E Steele said that the threshold for persistent absentees will rise to 90% from September. When they had looked at the effect this would have on the figures they had noticed that children having odd days off is an issue and will need to be looked at.</p> <p><b>Governor questions to E Steele:</b></p> <p><b>How do we compare locally and nationally?</b> I am not sure, unfortunately, the ROL data is always behind, but it would be interesting to know. The HT said that she will try to get this information from other cluster HTs.</p> <p><b>What is the sanction for parents referred to a legal panel?</b> The HT explained that there is a standard fine (per parent) imposed by Hampshire and it can also lead to legal action in more severe cases.</p> <p><b>What is the impact on the child if it gets that far?</b> We have never had that scenario. A letter from Hampshire has been sent to all the parents in the county.</p> <p><b>What is "Transform"?</b> it is an outreach programme run by Bernardos for those families who fit a certain criteria. They will take all of the agencies involved with the family and help them and their children.</p> <p><b>Do they help fund the school?</b> Bernardos pay for the additional hours of our Home School Link Worker (HSLW) and Transform are funded by Gosport Borough Council.</p> <p>The chair thanked E Steele for her report.</p> |  |
| 10.  | <p><b>Buildings and Site Committee Meeting 10<sup>th</sup> March 2015:</b></p> <p>The minutes were previously circulated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 10.a | <p><b>Health Safety and Security:</b></p> <p>P Bleckly confirmed that a working party has been set up to review the Health and Safety (H&amp;S) audit requirements and some actions have now been transferred to the maintenance and development plan. The chair confirmed that the committee will have a strategic view with the working party looking at specific areas such as the H&amp;S audit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 10.b | <p><b>Maintenance and Development Plan:</b></p> <p>P Bleckly said that the maintenance plan is on the web site for governors to view.</p> <p>The chair thanked P Bleckly for his report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 11.  | <p><b>SPEC Committee Minutes 2<sup>nd</sup> February 2015:</b></p> <p>Previously circulated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 11.a | <p><b>Ratify Supporting Children with Medical Conditions Policy:</b> Previously circulated.</p> <p>The chair explained that although this had been previously approved at FGB, it had been updated with the templates recently added and approved in committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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|             | The policy was unanimously ratified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                      |
| <b>12.</b>  | <b>Chair Update:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                      |
| <b>12.a</b> | <p><b>Ofsted:</b> Previously circulated.</p> <p>The chair said that she was very proud and wanted to thank everyone again for their hard work in getting the school to "Good". The HT and Deputy Headteacher had been fantastic. The chair said that Ofsted had been happy with governance and felt that the minutes were clear and showed the support and challenge required from the governors. Ofsted had said that the governors supported the school well and fully understand such aspects as Pupil Premium spending and impact.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                      |
| <b>12.b</b> | <p><b>Review and Agree Link Governor Roles:</b></p> <p>The governors discussed and agreed the following roles (link teacher in brackets):</p> <ul style="list-style-type: none"> <li>• Maths and ICT – P Bleckly (A Bond)</li> <li>• Music – M Stock (R Faye)</li> <li>• History and Geography – M Adams (N Harlow)</li> <li>• PE – N Williams (J Millard)</li> <li>• Modern Foreign Languages – C Roast (E Steele)</li> <li>• Art and Design Technology – E Steele (K Ashman)</li> <li>• Science – P Kilner (C Collins)</li> <li>• RE – E Reed (K Seager)</li> <li>• Spiritual, Moral, Social and Cultural (SMSC) and Philosophy for children (P4C) – A Williams (C Collins and E Steele)</li> <li>• English – C Collins (E Steele)</li> <li>• Personal, Social, Health and Economic (PSHE) – C Wilson (C Collins)</li> <li>• Attendance – N Williams (E Steele)</li> <li>• Inclusion – A Williams (E Steele)</li> </ul> <p>The governors discussed and agreed that the expectation is for governors to visit with their link teacher at least once per term, to follow the visit protocols and complete a visit record form. Any actions should be followed up and reported to the relevant committee. It was agreed that the chair will send out the protocols and forms again.</p> <p>The chair asked for all governors to make contact with their link teacher as soon as possible and the HT reiterated that the reporting forms are used by the teachers as part of their performance management and are therefore very important.</p> | <p>Send out governor visit protocols and reporting forms (Chair)</p> <p>Governors to contact link teacher to arrange visit for summer term (all)</p> |
| <b>12.c</b> | <p><b>Agree Membership and Training for Members of the HT Performance Review Panel and Pay Committee:</b></p> <p>The chair confirmed that N Williams, A Williams and C Roast have been booked on HT performance management training in September and October 2015, in preparation for the HT performance review by the end of the Autumn term.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                      |
| <b>13.</b>  | <b>Governor Training:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                      |
| <b>13.a</b> | <b>Feedback on Governor Training Undertaken:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                      |

Approved by FGB/Signed by Chair: .....

Date:



## Haselworth Primary School

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

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|      | <p>P Bleckly confirmed that he had attended the South East Governor Forum and the minutes had been circulated previously. It had been very interesting.</p> <p>P Bleckly said he had attended the Fareham and Gosport Governor Conference which had been interesting. The HT said that the statistics for Gosport schools need to be reviewed in context; however, the Gosport schools are working hard to close the gaps.</p> <p>M-A Stock said that she had just completed a course on the new "Universal Credit" which is replacing income support. The new system will be rolled out in Southampton, Winchester and Eastleigh to start with and the rest of Hampshire will then follow. M Stock said that the new credit system has had mixed reviews and will have a major impact on families who receive benefits as they will be receiving money on a monthly basis and include rent etc. One of the main concerns was helping families with budgeting and M Stock asked if it would be worth considering some workshops for Haselworth's families? The governors spent some time discussing this and agreed that it was worth looking into as it would support the children in the long term. The HT agreed to look into it further.</p> | Look into budgeting workshops for families (HT) |
| 13.b | <p><b>Review Training Booked:</b></p> <p>A Williams confirmed the training booked for governors and the clerk tabled the summer training directory. P Kilner confirmed that induction training had been booked for all new governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| 13.c | <p><b>Discuss and Agree Future Training Needs:</b></p> <p>The chair asked the governors to look through their training booklets and to book training either direct, or through P Kilner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| 14.  | <b>Policies for Approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
| 14.a | <p><b>Looked After Children Policy:</b> Previously circulated.</p> <p>The policy was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
| 14.b | <p><b>Single Equality Statement (SES) – Information and Objectives:</b> Previously circulated.</p> <p>The chair confirmed that SES is reviewed in the SPEC committee on a termly basis and next year will require a full review. A working party will be formed to look at this in more depth as it is felt that working families may becoming vulnerable. It was noted that Page 5 requires the data to be added.</p> <p>With this amendment, the SES information and objectives were unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                 |
| 14.c | <p><b>Special Educational Needs Policy:</b> Previously circulated.</p> <p>The policy was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |
| 15.  | <p><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></p> <p>The chair referred the governors to recent school communications on Health and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                 |

Approved by FGB/Signed by Chair: .....

Date:



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|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | Safety, windows, swimming pools and a scarlet fever outbreak and asked the governors to review the web site. The HT confirmed that she had posted information in school on the Scarlett Fever outbreak and the importance of washing hands more frequently.                                                                                                                                                                                                                                                                                                                      |  |
| 16. | <b>Agree Date of Next Meeting:</b> <ul style="list-style-type: none"> <li>20<sup>th</sup> May 2015 at 6pm</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 17. | <b>Items for the Next Agenda:</b> <ul style="list-style-type: none"> <li>Pupil progress and SIP</li> <li>Approve Budget Plan by 31/5/15</li> <li>Approve 3 Year Financial Strategic Plan – by 31/5/15</li> <li>Plan and approve capital spend</li> <li>Review attendance and punctuality</li> <li>Review home school agreement</li> <li>TLG report on value for money</li> <li>Review transition arrangements</li> <li>Pupil premium evaluation and impact</li> </ul> <p>The chair thanked everyone for their attendance and contributions and closed the meeting at 8.17pm.</p> |  |

### ACTION SUMMARY

| Action number | Agenda item | Action Required                                                           | Who   | Completed |
|---------------|-------------|---------------------------------------------------------------------------|-------|-----------|
| 19            | 12.b        | Send out governor visit protocols and reporting forms                     | Chair |           |
| 20            | 12.b        | All governors to contact their link teacher to arrange summer term visits | All   |           |
| 21            | 13.a        | Look into budgeting workshops for families                                | HT    |           |

Approved by FGB/Signed by Chair: .....

Date: