



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 28th January 2015 6pm at the School

Present :

Mrs E Steele (ES)	Staff Governor
Mr P Bleckly (PB)	Vice Chair, Authority Governor
Mrs M Adams(MA)	Parent Governor
Mrs C Wilson (HT)	Headteacher Governor
Mr P Kilner (PK)	Parent Governor
Mrs A Williams (AW)	Chair, Co-opted Governor from 6.10pm
Mr N Williams (NW)	Co-opted Governor from 6.10pm
Miss E Reed (ER)	Co-opted Governor from 6.10pm
Mrs M-A Stock (MS)	Co-opted Governor from 6.10pm
Dr C Roast (CR)	Co-opted Governor from 6.10pm
Miss C Collins (CC)	Co-opted Governor from 6.10pm

In attendance :

Mrs J Dunn (Clerk)	Local Authority Clerk
Mrs M Leask (ML)	School Business Manager from 6.10pm (left 6.28pm)

Apologies:

None

Quorum:

All Present

Agenda Number		Action Points
1.	Welcome: The clerk opened the meeting at 6.02pm and explained that the meeting will formally reconstitute the governing body under the 2012 Regulations. The clerk confirmed that no apologies had been received and all governors were present.	
2.	Discuss and Appoint Co-opted Governors: The clerk distributed the governor applications forms from the proposed new co-opted governors. The HT confirmed that the prospective governors had been into school to meet with the chair of governors and herself. The clerk confirmed that skills forms had been completed by all and the chair (A Williams) was recommending the governors to the governing body (GB) for approval. The governors spent some time reviewing and discussing the skills and experience of the governors to ensure they would bring the required skills levels to the GB. The governors voted unanimously to approve the following co-opted governors: 1. Mrs A Williams (existing chair of governors) 2. Mr N Williams (experienced governor) 3. Mrs M-A Stock (experienced governor) 4. Miss E Reed 5. Dr C Roast 6. Miss C Collins (also a staff member)	

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	The clerk thanked the governors for their deliberations and confirmed that there are no more than one third of the GB appointed under the constitution, that are members of staff. The above named governors were called into the meeting at 6.10pm, informed of the decision, and welcomed to the GB. The clerk tabled the Instrument of Government for everyone.	
3.	Election of Chair and Vice Chair and Agreement for the Term of Office: The clerk checked that A Williams and P Bleckly were willing to continue in post as chair and vice chair of governors and asked if there were any more nominations. No nominations were received. The governors unanimously approved A Williams as Chair and P Bleckly as Vice Chair, for a period ending the 15th October 2015, in order to allow re-election at the first FGB meeting of the new academic year. The clerk thanked the governors for their diligence and handed the meeting over to the elected chair. The newly appointed governors were provided with a pack of FGB paperwork at this point. The chair thanked all the governors for coming along and welcomed all the new governors. The governors introduced themselves to each other. The chair explained that she would endeavour to allow the new governors time to read through the paperwork they had just been provided with, which could mean the meeting taking longer than usual and asked for the governors' forbearance. The governors were encouraged to ask questions as this would show the correct level of support and challenge.	
4.	Declarations of Pecuniary Interests: The clerk confirmed that she had received signed annual declarations from the new governors together with signatures to the Haselworth Governing Body Code of Conduct. The clerk declared a pecuniary interest in agenda item 6.b, the Local Authority (LA) clerking contract. No other declarations were made. The Chair presented Mrs E Steele with a badge and certificate to recognise eight years of service as a school governor. The meeting thanked and congratulated Mrs Steele.	
5.	Agree Committee Membership: The chair asked everyone to consider their membership on committees following the reconstitution. Skills, experience and interests were considered and the following agreed: <u>Resources committee:</u> Aimie Williams Claire Wilson (HT) Moirra Adams	

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	C Roast N Williams Mary Leask (SBM) in attendance Emma Cox (clerk) in attendance <u>Curriculum and Data Committee:</u> Emma Steele Aimie Williams (and clerk) Claire Wilson (HT) C Collins E Reed <u>Building and Site Committee:</u> Philip Bleckly Claire Wilson (HT) Paul Kilner Aimie Williams (and clerk) M Stock Alan Smith (site manager in attendance) <u>Strategic Planning and Evaluation Committee (SPEC):</u> Aimie Williams (and clerk) Emma Steele Claire Wilson (HT) Paul Kilner Philip Bleckly C Roast The meeting agreed that the chairs would be elected at the next committee meeting and that the committees should set the meeting dates for the rest of the academic year at this time. The following next dates were agreed: • Curriculum and Data: Monday 9th March at 3.30pm • Buildings and Site: Tuesday 10th March at 1.30pm • Resources: Wednesday 4th March at 10am • SPEC: Monday 2nd February at 3.30pm	Elect chairs and agree meeting dates at committee meetings (committee chairs)
6. 6.a	Finance: Budget Review: M Leask tabled the school budget 2014/15 changes document (with explanations) as at December 2014 and devolved budget summary. M Leask explained the revenue and devolved budget systems and requirements for the governors. <u>Devolved Budget:</u> M Leask confirmed that following some works to the office area, an amount of £8,082.00 (eight thousand and eighty two pounds) has been committed and £28,799.64 (twenty eight thousand, seven hundred and ninety nine pounds and	

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sixty-four pence) will be taken forward. The new allocation will be awarded in April and should be approximately £5000 (five thousand pounds). The HT said that the total cost of the work has not yet been agreed and they are waiting for the costs to be itemised.

2013/14 allocation £5,395 (five thousand, three hundred and ninety five pounds)
B/F balance £31,486.64 (thirty one thousand, four hundred and eighty six pounds and sixty four pence)

Commitments £8,082 (eight thousand and eighty two pounds)

Balance to date £28,799.64 (twenty eight thousand, seven hundred and ninety nine pounds and sixty four pence)

The devolved budget figures were unanimously approved.

Governor questions to M Leask:

Are these funds allocated from county? Yes, for enhancing the building. The funds should be used for the benefit of the children in the school now, but can be saved up for large building works as long as there is a plan on how the school is going to spend it.

Is there a time-frame for the funds to be spent? No, but we have to let county know our plans.

Revenue Budget:

M Leask explained that the budget changes throughout the year and she presents governors at each Resources and FGB meeting with a full explanation of these proposed changes. The chair said that the school is very lucky to have Mrs Leask as their business manager and that she does an excellent job for them.

M Leask went through the budget changes document with the governors, showing the original plan together with any changes requiring FGB approval. M Leask highlighted:

2050 admin and clerical: some changes to allow for special educational needs (SEN) administrator responsibility and increased hours for E Cox. . This is as a result of the special educational needs co-ordinator (SENCo)/Inclusion leader, going on maternity leave. Mrs Steele is covering the role, but in order to support that a SEN administrator was required.

7418 rent: The HT said that she has received an e-mail explaining that the rent from the Nursery will be £21,000 (twenty one thousand pounds) not £18,000 (eighteen thousand pounds) and is based on their income.

2390 supply teachers: increased to reflect increased supply costs using an agency. This could change again.

3100 professional training: increased as training is still being booked for staff.

3740 general maintenance: the site manager has received quotes for decorating the hall at Easter for £3,000 (three thousand pounds) and is sourcing quotes for drain covers for the pipes. Three quotes are always obtained and the school will

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look for the quote giving the best service as well as value for money.
3900 electricity: paid until December 2014, more is due.
3915 gas oil: the school uses red diesel and due to a mild winter the delivery this week should see them through. This has halved the likely annual cost. Utility bills are generally high due to the presence of the Nursery on site which is open 52 weeks a year. The new windows should help with reducing on-going heating costs.
4001 business rates: all rates have now been paid.
4010 water: bills have been paid up until 31/07/2014 and more are due to come in.
4040 fire equipment: new signage and extinguisher required for the children's kitchen.
4042 fixtures and fittings: increased storage and shelving for the refurbished areas under the building works.
4060 cleaning materials: reduced as a result of being frugal.
4540 educational materials: reduced, as stock is sufficient.
4663 cost of meals provided: changes to budget due to the introduction of universal free school meals (UFSM) for key stage 1 (KS1) pupils. Not so many children are purchasing meals.
4685 clothing and uniform: the previous incentive for parents to apply for free school meals (FSM) is no longer required following the introduction of UFSM.
5070 telephone rent: always late and will even out.
50725 telephone installation: new system installed in January 2015 at a cost of £820.00 (eight hundred and twenty pounds).
5460 entertainment: family trips paid for looked after children (LAC) under pupil premium (PP).
Contingency: £25,000 (twenty five thousand pounds) set aside for the future to assist with unplanned emergencies.
6549 receipts: Hampshire inspection and advisory service (HIAS) are reimbursing for E Steele.
7697: Primary Head executive (PHE) expenses for C Wilson received.
6566 UFSM funding: Allocations for UFSM which must be maintained above 85%.
7501 group recreational activities: funding from cluster schools sharing the sports coach.
7210 recreational activities: The Rotary club are donating the cost of a LAC going to Osmington Bay, which is very generous.
7691 high needs top up funding: an additional allocation and top up funding for a statemented pupil.

Governor questions to M Leask:

Does the full governing body (FGB) have to approve each change to the budget? Yes, I choose to do so at each FGB so you have an up to date budget. The governors have responsibility for the budget so I ensure you have this information.

2570 breakfast club, the wording has been cut off what is this change? It is a change in coding for one member of staff.

What is IBC? The integrated business centre (IBC) is a new system for school invoice and personnel payments. There have been some teething problems and we have received an apology letter, to be discussed further at 6.c on the agenda.

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	7242 have the nursery paid? Yes, they have paid into 7418 and 7242. They as well as the children's centre are up to date. Do you use Hampshire county council recommended contractors? Yes. Do you not pay for your staff training up front for the year? By using the service level agreement (SLA) we get training cheaper, but we have to pay as we go along. Why was the original budgeted amount not sufficient? It depends on what training is needed throughout the year and this can change according to the school improvement plan (SIP). Additional training has been needed for SEN cover and other staff training requirements come up during the year which could not be predicted. What is Seafeld House? A community centre for parents to meet in a neutral environment. Is the breakfast club free for all children? Yes and paid for by PP. Do you provide free milk? This comes in in February this year. The setting up for this has taken longer than anticipated. It will be free for all under 5's and FSM children; all other children must be offered it and they pay. How have you come up with the contingency figure? With the HT, chair of governors and the resources committee, we have considered what we feel to be an amount that is affordable within the annual budget and would provide some buffer against emergencies going forward. Is this figure from experience of previous emergencies? When the server went down it cost us over £20,000 (twenty thousand pounds) so we did have this sort of figure in mind. Do you have a rolling plan for maintenance? Yes, it is looked at in the Building and Site committee and is on the governor zone of the web site. The HT said that she needs to develop an IT rolling plan. Have you received all the refunds for the shared sports coach? There is just one school to pay and they are being chased up. How many statemented and looked after children are there at the school? Four statemented children and two looked after children. M Leask asked for approval of the following budget changes: Predicted total income £979,401.64 (nine hundred and seventy nine thousand, four hundred and one pounds and sixty four pence) Predicted total expenditure £939,412.20 (nine hundred and thirty nine thousand, four hundred and twelve pounds and twenty pence) Predicted surplus balance c/f £39,989.44 (thirty nine thousand, nine hundred and eighty nine pounds and forty four pence) M Lease confirmed that this does not include the contingency of £25,000 (twenty five thousand pounds). M Leask explained that the balance can be taken forward as long as the school has a plan and at present with the uncertainty of the Nursery rental agreement, it is financially prudent to do this considering the 5-year budget plan. County have confirmed that they find this acceptable.	
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6.b	The predicted budget was unanimously approved. The chair thanked M Leask for her comprehensive budget update. LA Clerking Service: The draft contract had been previously circulated. The clerk declared an interest in this item and left the room at 6.15pm. The clerk returned at 6.20pm and was informed that the clerking contract had been unanimously approved and signed by the chair. Governor Services Advice, Support, and Training (AST) package £1,410 (one thousand four hundred and ten pounds). Includes 54 hours based on six full GB meetings a year at 9 hours per meeting. The chair confirmed that the FGB had unanimously agreed to continue to subscribe to the Governor Services AST service level agreement, for 2015/16 at a cost of £1,425.00 (one thousand four hundred and twenty five pounds). The chair noted that both subscriptions appear to include an element of advice, support, and training and queried if this was being paid for twice. (Post meeting note: this was queried with Governor Services and the following reply received - We offer two SLAs. One is for the LA clerking service which includes the advice and support that a clerk provides. The other is for the full package of Advice & Support (this covers issues that are more complex than a clerk would ordinarily be able to advise on), plus all the training they want to take – including a whole governing body (WGB) session once a year. It also enables them to use the information and resources on our website which they would not be able to use if they did not subscribe. There is a discount on the cost of the Support, Training, and Advice package if the LA Clerking is also taken. This is in recognition that the GB is already buying a certain level of advice and support from the clerk. Details of the discount are contained in the information we sent out about the subscription charges).	
6.c	Integrated Business Centre (IBC): M Leask tabled a report concerning the presentation on the enhancement to the Integrated Business Centre (IBC) purchasing and invoicing system, attended by herself and the HT. M Leask explained that the GB is being asked to consider and approve one of two models: • Model one: removes the goods receipting procedure and localises the invoice process. • Model two: retention of goods receipting and centralising the invoice process. Approval of orders remains the same for both models, orders for county supplies remains the same. The decision will be for one year from the 1st April 2015. M Leask said that she would like the governors to consider and approve that the	

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	school goes back to model one. She has looked at the schools financial value standards to ensure that good financial practices are maintained and there is a separation of duties to protect against fraud and theft. Governor questions to M Leask: Do you carry out auditing as well? Yes. Is there a problem at the moment with suppliers not being paid? Yes. The HT said that some suppliers have gone as far as blocking schools if they have not been paid and they are recommending that the school adopts model one. The HT said that she can assure the governors that good financial practices are in place. M Leask confirmed that she will be attending training during the Easter holidays for the procedures. The governors unanimously approved that the school reverts to model 1. The chair thanked M Leask for her reports and M Leask left the meeting at 6.28pm.	
7.	Resource Committee Minutes 8th January 2015: The minutes had been previously circulated. The chair gave the new governors time to read the minutes and asked for any questions. P Bleckly left the meeting at 6.29 for a short period. Governor questions to the HT: On page 2 regarding, 7418 you refer to a discrepancy with the rented Nursery space. What is this? I have arranged a meeting with the LA and Tina Wright as there is an on-going concern regarding the Nursery in that they have not signed the lease. For our strategic planning, we need to know if they are staying on site as this amounts to £20,000 (twenty thousand pounds) income per year. I have asked the school improvement partner Naomi Carter and Richard Vaughan to attend this meeting as a formal agreement must be put in place. C Collins left the meeting for a short period at 6.31pm. The HT said that they pay the utility charges and rental but that there is a dispute over the plan of the school site and their marked area. It needs to be clarified. P Bleckly returned to the meeting at 6.32pm. How long will the lease be for when it is signed? It is negotiable, but at the moment, we are running from year to year. C Collins returned at 6.33pm. There were no further questions from the governors.	
8.	Minutes of the Previous FGB Meeting 3rd December 2014: The minutes had been previously circulated. The confidential minutes were tabled and read out by the chair.	

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8.a	Approval: The minutes were approved as a true record and signed by the chair.	
8.b	Matter Arising/Action Update: Action 2, agenda item 4.b: The chair confirmed that the on line safer recruitment training package will not be available until the end of January/beginning of February and this item for P Bleckly is to be carried forward. Action 4, agenda item 5.b: P Kilner confirmed that he is booked on governor induction training over three nights during June 2015. P Kilner said that all new governors will be contacted direct by governor services to arrange their induction and to let him know if the date is not convenient. The chair confirmed that all the governors had been provided with the induction pack and contact details to ensure they have full support. The chair, clerk, training liaison governor (TLG) or HT can be contacted at any time. Action 8, agenda item 12.a: The chair confirmed that governor training and personal development will be covered under item 14 on the agenda. Action 10, agenda item 12.d: The chair confirmed that H Tissington had not applied as a co-opted governor and therefore her induction training should be removed as an action point. Action 11, agenda item 7.b: The HT said that she will be attending a meeting regarding new housing in the area and the lack of school places and this will be a good place to talk about additional funding. The school will continue to keep a look out for Lottery and other funding opportunities. Action 12, agenda item 13.a: The chair said thank you to everyone for their efforts in finding new skilled governors for the governing body, which had been very successful. Governors had been found successfully by the chair posting an advertisement on do-it.org.uk the National Volunteering Website, a poster in Lee on the Solent by P Bleckly, internally from the school and through the clerk and herself approaching experienced governors. There is one remaining co-opted vacancy, but the chair said she feels the new GB needs to settle and the new governors need to be embedded before the next recruitment drive. Action 13, agenda item 14.a: The chair confirmed that WGB training is booked on "The Governors Role in School Improvement" for the 4 th February at 6pm at the school. The chair said that this topic is very well timed for all governors and encouraged as many people as possible to attend. The clerk sent apologies, as she will be clerking elsewhere. The chair said she had met with the course tutor previously to agree the format and content of the training. There were no further matters arising from the minutes.	Complete on line safer recruitment training when available (PB)
8.	Head Teacher's Verbal Report: School Improvement Plan Targets and Update The HT said that she had updated two key documents which were tabled and are on the web site for governors to view. School Self Evaluation Form (SEF): The HT talked the governors through the form and explained that it covers the	

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school context, areas for development, and the previous Ofsted inspection two years ago. There is a new Early Years Foundation Stage (EYFS) section and throughout, the judgements are 2 which equates to "Good". The HT said that there are still areas for improvement but in the last two years, there has been a huge journey of rapid improvement. The school is ready and waiting for the imminent Ofsted inspection.

Governor question to the HT:

Can you ask them to come in now? We have had regular visits from HMI as the school was previously judged as requiring improvement, but we have not seen them for nearly a year now. The two-year window to get to good has now passed and I feel it would be good for the school and the staff for them to come in as we are now a "Good" school. I will contact our HMI to see if we can encourage them to come in.

School Improvement Plan (SIP):

The HT explained that the SIP is a three-year plan (2014 -2017) and a working document. It shows the key objectives with sub objectives, impact and success criteria, initiatives, updates and next steps. The chair said that the governors would be looking at this during their WGB training on the 4th February.

Governor questions to the HT:

Are the actions relating to the children at the school at the moment? Yes.

• Predicted Pupil Numbers and budget implications

The HT confirmed that the predicted pupil numbers for the April budget are based on the census of 121 children on roll which is 9 less than last year. The HT said the pupil admission number (PAN) has been increased from September 2015 to 20.

Is there a waiting list? In some year groups. We had a large Year 6 cohort last year which has dropped. We have 29 children currently who have applied for Year R but I do not know which is 1st, 2nd, or 3rd choice. It is a good start, but if we have 5 classes, we could be looking at increasing numbers in the junior school. Getting a Good Ofsted rating would encourage more parents.

• Staff CPD

The HT confirmed that there has been a lot of CPD including:

- Maths and English leaders training
- Moderation training
- Early Years cluster meetings
- Computing training
- SENCo accreditation training
- Learning support assistant (LSA) training by the maths leader
- 4 teachers attending outdoor leader training
- Philosophy for children training day

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	Safeguarding School communication SC011689 The HT confirmed that the school policies and procedures are correct and up to date. With the introduction of disqualification by association, the school has decided to ask all staff to sign the disclosure form, which they have done with no issues. The HT confirmed that the safeguarding audit has been completed and some areas were identified as amber (in part) and are being addressed. From this, a policy on gang activities was highlighted, however it was agreed that this would be a policy for the sake of it and can be incorporated within anti-bullying and other areas. A statement has been written on how the school promotes fundamental British values within spiritual, moral, social, and cultural (SMSC) development. This will be considered further in the SPEC committee. The HT confirmed that the offsite and educational visits policy has been updated and will be approved by the SPEC committee. Building Works Update The HT said that the building works have been tentatively signed off and governors are welcome to come around the school and see what has been done. There is a new reception desk, changes to the cleaning cupboards and office space and a new children's kitchen. The LA has been asked to come in and go through each item, as there appears there may be some discrepancies with the charges submitted. Did you have a fixed price contract? No, we agreed a budget and it was up to the LA to arrange the tender. We took some things out to bring it into budget and we had to build in a contingency but the costs seem to have increased. The works were delayed from September and as a result, property services are not charging us for their fees on this occasion. Future Term Dates The HT said that there is a school communication on future term dates, which will be looked at further. School Vision and Aims The HT explained that the school wants to update its Visions and Aims statement. The children, parents, staff and governors are to be asked for their input and this will be an agenda item for the next FGB. Pupil Work Sample The HT said that pupil workbooks (Years 4 and 6) have been put at the back of the room for governors to review at the end of the meeting. The chair confirmed that the Curriculum and Data committee regularly reviews the children's workbooks. The chair thanked the HT for her report.	Visions and Aims – next agenda item (clerk)
10.	Curriculum and Data Committee Meeting 14th January 2014: The minutes were previously circulated. E Steele said that there had been a huge push on updating the policies for the new curriculum this year and they are now all done and on the web site for the governors to view. The Inclusion leader's report will be presented at the next FGB	

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	and E Steele said she will be attending special educational needs and disability co-ordinator (SENCo) accreditation and designated teacher training. The SENCo report to governors had been previously circulated. E Steele confirmed that they had looked at pupil premium funding, spending and impact within the committee. E Steele confirmed that attendance is currently at 95% and she has weekly meeting with the home school link worker (HSLW). Questions to E Steele: What types of excuses for nonattendance do you get? It is more a few key families with very poor attendance and is a mixture of personal organisation, long-term illness, and a few persistent and significant lates. We do not have a holiday issue. The HT said that with such a small school each child is a big percentage. E Steele said that they do have procedures in place to pick some children up from home and have noticed a rise in children leaving late as well. This is now being monitored. Have you considered things like "walking trains" as used at other schools? In an emergency situation, the HSLW will go and pick children up but we need to have a balance as it is a parent's responsibility to get their children into school on time. We would not be helping them in the long term if we always did that. The HT said that there already a number of families who help each other and take each other's children to school. E Steele said that the curriculum working party has now merged with SMSC and they are looking closely at the curriculum and making sure SMSC is embedded.	
10.a	Feedback from link governor visits (on web site): E Steele thanked the governors who have met with their learning leaders. This should be done each term and is a very important part of supporting and challenging the school. It also forms part of a teacher's performance management. P Bleckly said he had not written a report as the computing policy has only just been written. The chair said that she would like to review the governor link roles following the WGB training and this will be on the next FGB agenda.	Review link governor roles FGB agenda item (clerk)
11.	Buildings and Site Committee Meeting 13th January 2015: The minutes were previously circulated.	
11.a	Health Safety and Security: The HT confirmed that the windows have been replaced and the school is noticing the difference already. P Bleckly said that following a health and safety course in November he had met with the site manager to review various actions. As a result a Health and Safety Working Party has been formed. They met on 26th January 2015 and A Williams	

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	has put together an action plan for the working party. The chair said that the site manager is very well regarded. There will be a Health and Safety audit this year (every 4 years) and the school will be ready, but there is a lot of paperwork.	
11.b	Maintenance and Development Plan: P Bleckly said that the maintenance plan has now reduced and is on the web site for governors to view.	
11.c	Policy for Ratification – Visitor and Volunteer Policy: Previously circulated. The governors were asked to read this through. The chair thanked P Bleckly for his report.	
12.	SPEC Committee Minutes 8th December 2014: Previously circulated. The confidential minutes were tabled. The chair confirmed that the sports leader initiative shared with other schools has been considered a good use of sports premium funds and they had seen an improvement in the school's PE provision. The one year fixed contract will be extended for a further year.	
13.	Chair Update:	
13.a	Inclusion Governor Update: The chair said that she frequently sees E Steele who has just taken over the SENCo role and they will be writing up the inclusion leader and inclusion governor report in the near future. Some training has been booked for March which they will both be attending and they will be looking closely at pupil premium. The HT said that under child protection, they currently have one child protection family and five children in need. The HT said she has taken on this role from the previous SENCo and has attended three meetings this term.	
13.b	Governor Vacancies Update: The chair said that this had been covered previously in the meeting.	
13.c	School Websites (school communication SC012277): The chair said that this communication relates to the statutory information required on the school's website. The chair said that she looks at this with the school regularly and is confident it is up to date and covers everything required. The chair said that she has reviewed the GB SEF and re-graded it to show that the GB is good with some outstanding features. There are some excellent systems and structures now in place. The GB SEF was tabled. Governor question to A Williams: How often do you review the GB SEF? We try to look at it termly within SPEC, otherwise at least once per year and it is on the web site. The new National	Update GB SEF to revised NGA

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	Governors Association (NGA) framework has just come out. We have membership so I will re do the SEF with the recommended changes.	guidelines (Chair)
14.	Governor Training:	
14.a	Feedback on Governor Training Undertaken: E Steele confirmed that she has completed safer recruitment training. The clerk confirmed that she has saved all the old training records, as these will be lost following the re-constitution on the governor services web site. The clerk said she will send these to the TLG.	Send TLG training reports for previous years (clerk)
14.b	Future Training Needs: The chair said she has the completed skills forms for all governors and will revisit this after training next week and take into account the link governor and committee roles people have taken on. P Bleckly confirmed he will be attending the governor forum.	
15.	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> There were no further items.	
16.	Agree Date of Next Meetings: Spring 2 meetings were confirmed as: • SPEC 2/2/15 at 3.30pm • Resources 4/3/15 at 10am • Curriculum and Data 9/3/15 at 3.30pm • Building and Site 10/3/15 at 1.30pm • FGB 25/3/15 at 6pm • SPEC 30/3/15 at 3.30pm	
17.	Items for the Next Agenda: • HT written report • School Improvement targets 2014/15 • School Improvement Plan update • SFVS approval • Equality Information and Objectives • Inclusions Leader Annual Reports • Governor Roles The chair thanked everyone for their attendance and contributions and apologised for the lateness of the meeting. The meeting closed at 8.45pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who	Completed
2	4.b	Complete on line safer recruitment training when available	PB	Awaiting date
14	5	Elect chairs and agree meeting dates at	Committee	

Approved by FGB/Signed by Chair:

Date: 25th March 2015

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Haselworth Primary School

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

		committee meetings	chairs	
15	9	Visions and Aims – next agenda item	Clerk	Agenda item
16	10.a	Review link governor roles FGB agenda item	Clerk	Agenda item
17	13.c	Update GB SEF to revised NGA guidelines	Chair	
18	14.a	Send TLG training reports for previous years	Clerk	29/1/15

Approved by FGB/Signed by Chair:

Date: 25th March 2015

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