



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 3rd December 2014 6pm at the School

Present :	Mrs A Williams (AW) Mrs E Steele (ES) Mr P Bleckly (PB) Mrs M Adams(MA) Miss N Alcock (NA) Mrs C Wilson (HT) Mr P Kilner (PK)	Chair, Parent Governor Staff Governor Authority Governor Parent Governor Staff Governor Headteacher Parent Governor left 7.35pm
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML) Mrs K Foster (KF)	Local Authority Clerk School Business Manager (left 7.25pm) Inclusions Leader left 6.10pm
Apologies:	None	
Absent:	Miss H Tissington (HaT)	Parent Governor
Quorum:	Present: 5 required 7 present	

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone, thanked Kim Foster the Inclusion leader for coming along tonight, and opened the meeting at 6pm.	
1.a	Apologies: It was noted that apologies had not been received from H Tissington who was absent. P Kilner apologised and said that he would have to leave at 7.30pm due to other commitments.	
1.b	Declarations of Pecuniary Interests: No declarations were made at this time.	
2.	Haselworth Handful: KF tabled a report to summarise the Haselworth Handful and explained that having received a late push she was pleased to say that all the reception children had taken part this year. The report highlighted: • All 15 children currently on roll undertook the challenge largely due to a big focus on reading the books in class and stamping the charts at school. • 1 child reached the silver stage reading/sharing 5 books. • 2 children reached the gold stage by reading/sharing 10 books • 12 children read/shared three books. • A tea party held at the Discovery centre was well attended by nine families. The Mayor and several school staff also attended. • The Discovery Centre was very pleased with the outcome and wishes to support again next year. • The budget of £100 was underspent by £23.80, as the school did not have to purchase all new books. • Feedback questionnaires have been sent to all the parents and the school is currently waiting for these to come back.	



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	Mrs Foster said that she wants to ensure that the challenge is started earlier next year and the school is aiming to give it a higher profile. The HT explained that the school wants to continue with this positive reading challenge and will be aiming to support greater publicity. Questions to Mrs Foster: Is this the first time a tea party has been held? No, it happens each year and is always hosted by the Discovery Centre. The children do some craft activities, story time with one of the books, prize giving, cake and then refreshments. The HT said that this is good publicity for the library and they try to get as many children as possible joining up from an early age. Is it well attended? Yes. Do you feel the choice of the books has a bearing on the take up rate? Not really, they have a mix of classics and new books to choose from and if the library changes the list, we always try to accommodate. We could look at changing the list and adding some new books for the Year 1s. Do the children still receive a treasure book start box? Yes, in the autumn term and the teachers take them on their home visits as a little gift. We could add the Haselworth Handful leaflet to that as a prompt. The chair thanked Mrs Foster for her update and Mrs Foster left the meeting at 6.10pm. The governors discussed the budget for the challenge going forward and unanimously approved to continue with a budget of £100 (one hundred pounds).	
3. 3.a	Finance: Budget Update: The revenue report had been circulated previously. M Leask tabled the latest SAP report and asked the governors to confirm that the figures matched. M Leask explained that there is very little change to the revenue budget since the last meeting and the school is continuing to predict an in year surplus of around £30,000 (thirty thousand pounds). M Leask said that the school has now received the service charge remittance from the Children's Centre and they are up to date. The teachers' pay awards have been approved effective from the 1st September and the support staff pay award (which had been under discussion with the Unions), has now been approved from January 2015 at 2.2% overall. There will also be a one off payment to non-teaching staff of £150 (one hundred and fifty pounds) pro rata for part time staff, at the end of December. The payment is applied in respect of each job a person has in the school (always pro rata). This will have an impact on the budget and M Leask said she will be able to give further details at the next meeting. Governor questions to M Leask: 3105 training related – why does this have a minus figure against it? That is to	



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3.b	indicate it has been overspent. In this case by £54.20 (fifty-four pounds and twenty pence). 3720 fees repairs and maintenance – why have you added budget for this? This was an unforeseen expense of £69.60 (sixty-nine pounds and sixty pence). This happens sometimes where we are predicting expenses so far in advance. 5190 subscriptions – what is this subscription for? First News. The HT explained that this is a publication linked to literacy and is aimed at primary age children. M Leask said that the school has reduced the number of copies now and this budget will decrease next year. 5195 where do these donations come from? The HT explained that this is an amount paid by the school to the Gosport Educational Improvement Partnership (GEIP) and is paid by all the schools in Gosport at £5 per pupil head. The GEIP works to improve the education of all children in Gosport and provides training, supports projects and hosts events for governors and leaders. The GEIP budget is held in a separate budget. M Leask confirmed there had been no changes to the devolved budget since she last reported on it to the FGB. Benchmarking: Benchmarking reports were tabled for the governors. M Leask explained that she had been on a benchmarking course and that she has provided a snap shot of some spending areas. M Leask explained that the school is unique and cannot therefore be compared against any other similar school in Hampshire. A national comparison has therefore been provided. The reports provided to the governors covered: 2013/14 • teaching staff • supply teaching staff • education support staff • admin and clerical staff • cleaning and caretaking • water and sewerage • energy • educational supplies Historic data • teaching staff • education support staff • admin and clerical staff • premises staff • water and sewerage • energy • rates • educational supplies • capital income The governors reviewed and discussed the benchmarking reports. Points raised	
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	included: • Supply teaching reflected additional supply last year and is expected to be high again this year, as an agency had been used. • Admin staff had been higher previously due to managing the children's centre budget in previous years. • There had been a period when the school was paying incorrect rates and this had taken some time to sort out. • Capital income has significantly reduced. • It is interesting to compare different year's data. • M Leask can provide access to governors to review the reports independently and this is considered good practice. A Williams will arrange to do so.	
3.c	School Financial Value Standard (SFVS) Update: Guidance previously circulated. M Leask confirmed that A Williams and P Bleckly have begun to complete the SFVS checks with her and they will all be completed by the 31st March 2015. Some of the checks had changed due to the introduction of the Integrated Business Centre (IBC).	
3.d	Internal Controls Check List: Previously circulated. M Leask confirmed that the checklists are used with SFVS. M Leask tabled a Disclosure and Barring Service (DBS) policy and risk assessment form for the governors and asked for approval of the policy. The governors reviewed the policy and M Leask confirmed that DBS checks are completed for every member of staff and governor and asked if the FGB would require these to be re-checked every three years as recommended. This would be an FGB decision. Whilst staff are awaiting the results of their DBS checks a risk assessment is completed. The governors discussed and agreed for re-checks every three years. A Williams confirmed that she had recently completed an audit of DBS checks and had no concerns. The Disclosure and Barring Service (DBS) policy was unanimously approved. The chair asked the HT if she had reviewed the school communication SC012086 Supplementary Guidance on Keeping Children Safe in Education published on the 17th November 2014, regarding DBS checks. The HT said she would look into it further and ensure all required actions have been completed. The chair thanked M Leask for her reports.	Review SC012086 supplementary guidance on keeping children safe in education (HT)
4.	Resource Committee Minutes 11th November 2014: The minutes had been previously circulated. Governor questions: Has there been an update on the building works? The HT said that she and the	



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4.a	site manager had attended the management partnership meeting and voiced their concerns over the delays to the building works. Rod Constable had now confirmed that the work will recommence next week and will come in within budget. The children's kitchen and moving the cleaning cupboard will start next week at the same time as the windows being replaced. This will be hectic. The school is very happy with the outcome and county are satisfied that it represents good value for money. Policies for approval/ratification: • Best Value Statement: The chair confirmed that she had reviewed new guidance and the best value statement is no longer required if the school completes SFVS. A note to this effect has been placed in the resource committee binder. • Approve Debt Recovery Policy and Procedures: Previously circulated. M Leask explained that the school had decided to formalise the policy and procedures due to a number of historic debts for dinner money and hirers. Following FGB approval a letter will be sent to all parents. Governor question to the HT: Are you satisfied that all reasonable steps are being taken to help parents pay any outstanding debt? The HT said that yes, the school works with parents all the time and provides various methods and timelines to help them pay. The Debt Recovery Policy and Procedures were unanimously approved.	
5.	Pay Committee Summative Report: Previously circulated. The chair confirmed that the pay committee had received the HT's recommendations and the meeting had been minuted (confidential). The learning and leadership partner (LLP) Jane Wilson had commented favourably on the rigorousness of the procedures.	
6. 5.a 5.b	Minutes of the Previous FGB Meeting 1st October 2014: The minutes had been previously circulated. Approval: The minutes were approved as a true record and signed by the chair. Matter Arising/Action Update: Action 1, agenda item 2.b: A Williams confirmed that the SFVS is on-going until completion. Action 2, agenda item 4.b: P Bleckly confirmed that the on line safer recruitment training should be available in January 2015. The chair asked for this action to be carried forward. E Steele confirmed that she will be attending a safer recruitment course on the 8th December. Action 3, agenda item 4.b: The clerk said that she had checked that any safer recruitment on line training will be free as the school subscribes to full access. This was confirmed.	Complete on line safer recruitment training when available (PB)



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	Action 4, agenda item 5.b: P Kilner explained that due to work commitments he is having difficulty attending an induction course. He will continue to look at dates. M Adams confirmed that she had attended the induction course on the 16th September 2014. This action for P Kilner to be carried forward. Action 5, agenda item 8.a: P Bleckly confirmed that he had completed the risk assessments as requested. Action 6, agenda item 8.b: The HT confirmed that she had circulated the maintenance plan as requested. Action 7, agenda item 11: The chair confirmed that the SPEC committee had discussed re-constitution and this in on today's agenda for further review. Action 8, agenda item 12.a: P Kilner confirmed that whole governing body training on the governors' role in school improvement, has been booked for the 4th February 2015 and training will be discussed under agenda item 14. Action 9, agenda item 12.d: P Kilner said he had been unable to get hold of H Tissington to agree a new date for an understanding finance course, but had cancelled her course for the 3rd December as requested. Action 10, agenda item 12.d: P Kilner said he had been unable to get hold of H Tissington to check she had completed her induction training. This action to be carried forward. There were no further matters arising from the minutes.	Book onto soonest available induction course (PK) Confirm induction training completed with H Tissington (PK)
7.	Minutes of the Previous EFGB Meeting 14th October 2014: The minutes had been previously circulated. Approval: The minutes were approved as a true record and signed by the chair. Matter Arising/Action Update: The HT confirmed that the pupil admission numbers (PAN) had been discussed and formally increased and approved to 20 at this meeting, in line with the local authority website. The two actions points are being taken forward as the facilities on site need to be able to support a growing number of children. • C. Wilson to investigate funding with local authority. • M. Leask to investigate bids and lottery funding There were no further matters arising from the minutes.	
8.	Head Teacher's Written Report: Previously circulated. • Raise on Line Data (ROL: The HT confirmed that the curriculum and data committee had reviewed the unvalidated ROL published at the end of October and this was summarised in her report from page 2. The HT highlighted: Early Years Foundation Stage (EYFS). • A good level of development (GLD) indicates that the children have reached their early learning goals (ELGs) in all prime areas. 2013 = 27%. 2014 = 47%. 1 child did not achieve their ELG in writing and this is expected to rise	



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	to 67% this year. • Phonics. The results dipped to 68% from 73% last year (equivalent to 1 child) against a national expectation of 74%. The results are expected to rise this year. • Key stage 1 (KS1). Below national expectations in all areas with a gender gap of boys performing less well than girls. Free school meal (FSM) children perform less well than non-FSM children in all areas. Out of 14 children, 3 were school action (SA) and 2 school action plus (SA+) (36% special educational needs (SEN)) • 5 children joined during the year and 3 left. 4 who joined were working below level 1 in reading, writing and maths, 3 working below level 1 in maths and 2 did not have English as a first language (EAL). • 15 average point scores (APS) is equivalent to a level 2b. The HT confirmed that end of KS1 attainment is a priority area for the school. KS2: • Improving trajectory in all reading, writing and maths. • Reading at level 4+ was higher than national, particularly boys, FSM, non FSM and those with low prior attainment. • The spelling element of the spelling and grammar (SPaG) test is a priority area. • 5 out of 17 pupils have joined the school in the past 2 years. 1 with no KS1 data, 2 working at level 1 in reading, writing and maths, 1 working at level 2 in reading writing and maths. 3 of these children had significant emotional and/or behaviour needs with external agency support. • The expectation at the end of KS2 is for 27APS equivalent to a level 4b. Governor questions to the HT: With the high movement of children in such a small school, are the figures meaningful? Each child is worth 6-7% and yes, the figures are worthwhile. Any movement has a high impact on a small school and can impact the data both up and down. Is there any evidence that bigger schools achieve better results against the national average, compared to smaller schools? No. In bigger schools such as 3 form entry schools, each child may only be worth 1% and you could have a few children underperforming and not affect the figures. Conversely, you could have an exceptional couple of children not reflect in the figures. You need to have the story behind the data and we prepare case studies to give the full picture. Some are really positive stories. We need to have this information and know how we are addressing it. P Bleckly left the meeting at 6.59pm for a short period. Will Ofsted accept that? They scrutinise all the data very carefully prior to visiting and will have prepared their questions from the data. They will want to know the stories behind the data, positive as well as negative. You need to be prepared as governors and know your school, as do we.	
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Progress KS1-2:

- The % making expected progress in reading, writing and maths is in line with or above national average.
- The balance of FSM/non FSM children is 12/4.
- One pupil did not make expected progress in reading (FSM).
- Two children did not make expected progress in maths (both FSM).

Value Added KS1-2:

- Improving trajectory in all areas.
- 100.0 represents national average, the higher the score the more progress being made.
- Haselworth placed in the top 40% for value added in all subjects combined, reading and maths; within middle 20% for writing.

The HT confirmed that the school priorities for value added KS1-1 are:

- Maths progress for FSM pupils
- Progress for high attaining pupils in maths and reading
- Progress for SA+ pupils in reading, writing and maths

Teaching and Learning:

- The new cluster PE teacher Vanessa King is a really positive addition. She has worked with all four classes and has improved the quality of PE provided.

P Bleckly returned to the meeting at 7.05pm.

Curriculum enhancement:

- The school has enhanced the trips and visits.

Behaviour and safety:

- The behaviour policy has been refined and now includes a "staged approach" to help ensure consistency across the school and for all staff.

Parent Questionnaire results:

- There were originally only 13 responses which were overwhelmingly positive. The school wanted more responses and actively collected more at the Santa workshops increasing this to 22, still in line with the original 13. The full 22 responses have been analysed within the school SEF for discussion later.
- Most pleasing were that 100% of children felt safe, happy at school, make good progress, are well looked after, well taught, the school is well led and managed and would recommend the school to other parents.

Attendance:

The HT said that this is a concern and remains a priority for the school.

- Attendance data is included in every newsletter
- There are many strategies in place including an attendance cup weekly and a hamper every term, focussing on persistent absentees.
- The LA has provided a legal panel and helpline for schools, open 2 hours



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	per week. • See school communication SC012126 on revised guidance for schools. There is a concern over the number of children missing a significant amount of time in school which impacts on their learning and social skills. The schools need to get tough. • School Improvement Plan (SIP) Update and School, Improvement Targets 2014/15: The HT tabled the updated SIP. The chair said that the SIP objectives (three-year plan) reflect the data in ROL. There should be no surprises for the governors as the HT has provided them with overviews of the figures and what to expect in her HT reports during the year, together with the tracking reports, attainment and progress data. Staffing update. The following discussion was confidential and is recorded on a separate document. The HT explained that the areas highlighted in red are behind and need to be moved forward. The yellow areas are in progress and may just require evidence that they have been embedded over time. M Leask said that she will get together with the HT to add details under the resources column. The HT said that if any governors have any questions then please to contact her at any time. The HT said it had been nice to see some governors at the Infants play and invited them to the Christingle celebrations on the 12th December. If governors can help please could they arrive at the school for 1pm, in order to help walk the children to church? P Kilner, A Williams, M Adams, and P Bleckly all volunteered to attend. • Pan arrangements 2015/16: The HT confirmed these had been discussed previously in the meeting. • Parent Questionnaire Feedback: The HT confirmed these had been discussed previously in the meeting. • School Self Evaluation Form (SEF): The HT tabled the school SEF. The HT explained that a new section has been added for EYFS and that Ofsted will inspect EY separately going forward. The HT said that she had kept the EY information in throughout the SEF, as it is relevant within a primary school. The chair said that she has completed a GB SEF to match the 20 key questions from Ofsted and more information will be added at the next FGB. The GB is looking to improve its capability by re-constituting and preparing skills audits. The HT asked the governors to read the SEF summary in detail and to note that "2" equates to requiring improvement and "3" equates to good.	
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	• LLP Update: The HT confirmed that the school had been visited by the LLP on a few occasions and she had given very positive feedback. A draft copy of her report has been received and this will be shared with the governors when approved. The LLP had focussed on spelling – looking for evidence of improvement. M Leask left the meeting at 7.25pm. Governor question to the HT: What is NUMICON? The HT explained that this is a resource that helps children who have difficulty with their conceptual understanding of numbers. It is a set of hoops, shapes, and colours and is very tactile. The children like it and it is definitely having a positive impact in school. E Steele demonstrated the resource for the governors. P Bleckly commented that he had spoken to the maths leader and will be coming in for a follow up visit. NUMICON had been spoken about at a recent course on the curriculum, very favourably. The chair thanked the HT for her report.	
13.	Re-constitution 28th January 2015:	
13.a	Discuss and agree governor types in the new structure: The chair asked to cover this out of order in the agenda as P Kilner is leaving the meeting early. This was agreed. The clerk explained the process leading up to reconstitution already agreed at FGB for the 28th January 2015. The clerk confirmed that the Instrument of Governance (IOG) has been signed off and received as follows. • Headteacher • Local Authority x 1 • Staff x 1 • Parents x 2 • Co-opted x 7 • Total of 12 governors with a maximum of one-third of governors being staff. The chair confirmed that S Faichen had recently resigned from the governing body and with N Alcock a staff governor also leaving the school, this has left a large number of vacancies. The clerk said that she is very concerned with the number of vacancies going into re-constitution, currently 5-6 depending on H Tissington who is having difficulty attending meetings. The chair tabled a governor recruitment flyer and the governors discussed in depth how to drive up membership. It was agreed: • Mail drop to local Stoke Road businesses and local church (HT) • Potential advertisement in the News (HT) • Advertise in the Gosport Voice at £78 for 1 page (ES)	



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	• Take flyer to all local shops (MA) • Chair to further pursue the web links provided by the clerk for Gosport volunteers (Chair) • The school has already been handing out the flyers to all visitors to the school site, parents and staff. • A supply of flyers on reception (completed) • All governors to take some leaflets and hand out to potential companies, businesses and contacts (all) • Contact governor services to see if there are any experienced governors who would support the school (Chair) • Ask Glyn Wright (Chair) • Advertise on twitter (HT) • Look at advertising the school generally (HT) • Contact potential governor known to the clerk for dates to meet the chair (clerk) The chair said her husband would be willing to join the GB and is already a experienced governors if the other governors had no objections. The governors confirmed he would be a welcome addition to the school. The following was agreed (post-meeting note: a parent governor's position was amended following a conversation between P Kilner and A Williams). Headteacher – C Wilson Staff – E Steele Local Authority – P Bleckly Parent – M Adams Parent – P Kilner Co-opted – A Williams 6 co-opted vacancies P Kilner left the meeting at 7.35pm. 13.b GB Self Evaluation Form: The chair confirmed that this document has been placed on the web site for the governors to review and will be covered in the next SPEC committee meeting. 13.c Skills Audits/Governor Appraisals Undertaken: The chair confirmed that she has completed 1:1 conversations with all governors except for H Tissington and P Kilner reviewed the GB's strengths and weaknesses. The chair had also completed a review with the HT, E Steele and P Bleckly and looked at chair competencies. The chair confirmed that a skills audit had been previously circulated and the main skills to be addressed are in: • Experience in being a board member • Experience in chairing • Experience in professional leadership • Ability to analyse and review complex issues objectively	
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	All governors were asked to look at their skills gaps and consider ways of addressing these.	
9.	Curriculum and Data Committee Meeting 19th November 2014: The minutes were previously circulated. E Steele referred the governors to the English leader report that had been discussed within the committee (previously circulated). Hard copies were tabled. E Steele explained that this gave an overview of initiatives, links to the SIP and focus areas over the past year. Details of monitoring, tracking, evaluation and data is included in the report. There were no questions from the governors. E Steele confirmed that the policies referred to in the minutes have been approved and are on the web site for the governors to review.	
9.a	Attendance Autumn 1 2014: The report and summary of attendance data had been previously circulated. E Steele said that most of this had been covered within the HT report but that the Golden Ticket scheme had been changed as they had found it was not having the impact required. It also highlighted too easily children with low attendance in a negative way, when it was not actually down to the children to get into school. Raffle tickets will now be awarded for attendance at 95% or above, with certificates awarded for significantly improved attendance, in order to recognise those families who have made improvements.	
9.b	SEN and Pupil Progress Data Autumn 1 2014: The data had been previously circulated. E Steele said that the inclusion leader had reported to the governors at the committee meeting and the questions asked had been minuted. The chair confirmed that a follow up report from the Inclusion leader has been circulated to the committee and will be reviewed at their next meeting. The chair thanked E Steele for her report.	
10.	Buildings and Site Committee Meeting 18th November 2014: The minutes were previously circulated.	
10.a	Health Safety and Security: Governor questions to the HT: Have all the loose tiles been fixed? Yes, the two loose tiles at the front of the building have now been replaced after it was raised as a Health and Safety issue.	
10.b	Maintenance and Development Plan: The plan had been previously circulated. P Bleckly said that the HT had previously touched on the actions within the plan, in	



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	her HT report. The plan has been reviewed and old items removed and will continue to be updated. The HT said that she will be organising a critical incident team meeting. The chair thanked P Bleckly for his report.	
11.	SPEC Committee Minutes 6th October 2014: Previously circulated. The chair said that the committee had discussed the GB SEF and re-constitution and this had been covered earlier in the meeting.	
12.	Chair Update:	
12.a	Inclusion Governor Update: Previously circulated. The chair said that the report had been highlighted to show actions completed and on-going. The chair said she had attended the annual SEN conference with E Steele and the HT, which had raised some questions. As a result, she had spoken to Mrs Foster the inclusion leader and some actions have been completed as a result. The chair confirmed that the arrangements to cover Mrs Foster's role whilst she is on maternity leave had been discussed earlier in the meeting under the HT report.	
12.b	Pupil Premium Governor Update: The chair confirmed that she had included pupil premium within her inclusion report, agenda item 12.a.	
12.c	Child Protections Governor Update: The chair confirmed that the child protection governor Mrs Faichen has now resigned from the governing body and she will be covering this area under inclusion.	
12.d	Confirm Governor to Receive Safeguarding Complaints Against the HT: This was discussed and confirmed as the chair of governors.	
12.e	Confirm Designated Safeguarding Lead (DSL): This was discussed and confirmed as the HT. The HT confirmed that safer recruitment training has been completed by herself and A Williams. E Steele will be attending a course shortly and P Bleckly will complete the on line training as soon as it is available.	
12.f	Adopt Updated GB Standing Orders: Previously circulated. The chair said that the clerk had prepared these updated standing orders and discussed them with her previously. They should be read in conjunction with any current DfE guidance and the GB code of conduct. The standing orders were unanimously approved.	
13.	Re-constitution 28th January 2015: This had been discussed previously in the meeting out of order.	
14.	Governor Training:	

Approved by FGB/Signed by Chair:
Date: 28/01/2015



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	The chair covered this item as P Kilner had left the meeting, having provided the required information.	
14.a	Training Liaison Governor (TLG) report: The chair confirmed that P Kilner had confirmed the date for whole governing body training on the Governors' Role in School Improvement, for the 4 th February.	WGB training 4 th February 2015 (all)
14.b	Feedback on Governor Training Undertaken: The chair confirmed she had attended the special schools conference with E Steele on the 15 th October. NCTL ROL had been attended by N Alcock, A Williams, and E Steele. Curriculum matter – primary had been attended by A Williams and P Bleckly. Tackling Bullying in schools by A Williams. Policies and their impact by A Williams. The HT said thank you to the governors that had attended the staff social event and it was good to see that the opportunity had been taken to meet subject leaders. P Bleckly said that he had attended a Health and Safety workshop which had been very interesting and was excellently delivered. The documents from the workshop had been passed to the site manager to look at. He will be reviewing these with him in the new year.	
15.	Policies for Approval: The chair confirmed that the GB monitoring calendar is on the school website and is updated each term, together with an impact log. The opportunity had been taken following her recent course to list on the back of all policies where they are relevant and any links to other policies. The chair checked that the governors had all read the policies before the meeting.	
15.a	Behaviour and Discipline Policy Previously circulated. The policy was unanimously approved.	
15.b	Supporting Pupils with Medical Conditions: Previously circulated. The chair confirmed that the toolkit has been placed on the web site. A governor asked for spelling mistake to be corrected on page 1 and with this amendment, the policy was unanimously approved.	
15.c	SRE Policy Tabled. The policy was unanimously approved.	
15.d	Drug and Substance Misuse Policy: Previously circulated. The policy was unanimously approved.	
15.e	Complaints Policy: Previously circulated. The policy was unanimously approved. Habitual and Vexatious Complaints Policy: Tabled. The policy was unanimously approved.	
16.	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>	



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	- The chair raised school communication SC012052 FFT Aspire update, with details of the new governor dashboards. - The chair confirmed that the clerk had previously shared outputs from the recent clerk support meeting and had highlighted information on "Promoting Fundamental British Values as part of SMSC in schools". The HT confirmed that this had been added to the school SEF. Following a question from a governor the HT explained that this ensures that the children have a safe place to discuss and ask questions about issues such as tolerance and understanding and have a cultural awareness of Britain and other cultures.	
15.	Agree Dates of Meetings 2014/15: Spring 1 meetings were confirmed as: - SPEC 8/12/14 at 3.30pm - Resources 8/1/15 at 10am - Curriculum and Data 14/1/15 at 3.15pm - Building and Site 13/1/15 at 10am - FGB 28/1/15 at 6pm – Reconstitution. - SPEC 2/2/15 at 3.30pm	
16.	Items for the Next Agenda: - Re-constitution - Governor Vacancies - HT verbal report - School Improvement targets 2014/15 - School Improvement Plan monitoring priorities - GB development plan - Priorities for next financial year based on SIP - Agree training budget for staff development plan - Discuss predicted pupil numbers and their budgetary implications - Evaluate resourcing and budget control of SEN provision - Plan expenditure for governor training and whether to subscribe to the governor services SLA - LA clerking service – discuss whether to remain and agree contract The chair thanked everyone for their attendance and contributions and closed the meeting at 8.35pm.	

ACTION SUMMARY

Action number	Agenda item	Action Required	Who
2	4.b	Complete on line safer recruitment training when available	PB
4	5.b	Book onto soonest available induction course	PK
8	12.a	Review courses and feedback on personal development booked to next FGB	All
10	12.d	Confirm induction training completed with H Tissington	PK
11	7.b	Investigate funding with local authority and investigate bids and lottery funding	HT & ML
12	13.a	All governors to actively try and find new governors through leaflet drops, advertising, local businesses and contacts	All
13	14.a	WGB training 4/2/15	all

Approved by FGB/Signed by Chair:
 Date: 28/01/2015