



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 1st October 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) Mrs S Faichen (SF)	Chair, Parent Governor Staff Governor Authority Governor Parent Governor Staff Governor Headteacher Parent Governor Authority Governor
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML)	Local Authority Clerk School Business Manager (left 6.30pm)
Apologies:	Miss H Tissington (HaT)	Parent Governor
Absent:		
Quorum:	Present: 5 required 8 present	

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone and opened the meeting at 6.05pm.	
1.a	Apologies: Apologies had been received and accepted from H Tissington for childcare reasons.	
1.b	Declarations of Pecuniary Interests: The annual declaration forms were completed by all governors and the finance officer. No further declarations were made at this time.	
1.c	Confirm Outcome of Staff Governor Election: The Headteacher (HT) confirmed that E Steele had been duly re-elected as the staff governor and the governors congratulated her on the result.	
2.	Finance:	
2.a	Mid-Year Budget Review: The revenue and capital budget reports had been circulated previously. M Leask tabled the latest mid-year budget revision SAP report and annotated budget changes report and asked the governors to confirm that the figures matched. This was confirmed. M Leask went through the highlighted areas for the mid-year revision. The key points highlighted included: A number of codes have been changed and there are some adjustments still to be	

Approved by FGB/Signed by Chair:
Date:



Haselworth Primary School

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

made

Expenditure:

2180 lunchtime supervisors: slight increase to allow a casual lunchtime supervisor contract to be extended to provide contingency.

2350 specialist assistants: a slight increase in salaries but still on target.

3100/3103 training costs: costs split between codes

3105 training: reduced by £500 (five hundred pounds).

3942 hire of swimming pool: increased to £1,200 (one thousand two hundred pounds). Some monies used from pupil premium (PP) to subsidise trips for a looked after child (LAC) and the HT has negotiated with Alverstoke junior school for free use of their outside pool in May.

Governor questions to M Leask:

Are we still paying for Seafield house? No.

4040 fire equipment: increased by £400 (four hundred pounds) to purchase some more fire extinguishers and fire equipment.

4042 fixtures and fittings: increased by another £1,000 (one thousand pounds) to cover the cost of a new water heater in the staff room and other items.

4342 staff public transport: £225 (two hundred and twenty five pounds) to cover staff attending courses and other schools.

4494 IT equipment: increased by £5,000 (five thousand pounds) to purchase "clever touch" screen, I pads and MDM solution.

What is "clever touch"? The HT explained that the school had needed to update the technology and "clever touch" is like a big HD screen which has built in USBs, plug ins etc. and is touch sensitive. Year 4 have been using it, as have many of the teachers and it is extremely good. The idea is to replace the interactive whiteboards with these going forward.

4496 equipment maintenance: reduced to £3,500 (three thousand five hundred pounds) as it has been agreed with Agile to visit on a two weekly basis from now on.

Would they attend sooner if required? Yes.

4516 domestic and heating: new code to be transferred.

4539 books: reduced as all Year R's have now been purchased.

4625 Newspapers: increased slightly and may need to go up again during the year but it is a small budget.

What is PVSL? Public Visual Screening Licence – it is so we can play music etc. and is purchased annually.

4861 hired and contracted services: reduced by £1,000 (one thousand pounds) as the disclosure and barring service (DBS) checks have been reduced.

Service level agreements (SLAs): all remain the same at the moment.

Income:

6726 meals: due to universal free school meals (UFSM) this is expected to reduce as fewer children will pay for their meals.

7694 pupil premium: slightly increased.

The UFSM is just for infant school children and as our income is decreasing, are we still receiving money? Yes, we got £11,000 (eleven thousand pounds) for UFSM. However, that comes in and goes out again. We need to ensure we get an

Approved by FGB/Signed by Chair:

Date:



Haselworth Primary School

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

80% uptake or it will be clawed back. The census is on the 2nd October and we are encouraging as many children in as possible.

The governors unanimously approved the mid-year budget revision:

Revised expenditure = £945,758.18 (nine hundred and forty five thousand, seven hundred and fifty eight pounds and eighteen pence).

Revised income = £977,906.66 (nine hundred and seventy seven thousand, nine hundred and six pounds and sixty-six pence).

Revised C/F surplus = £32,148.48 (thirty two thousand, one hundred and forty eight pounds and forty-eight pence).

M Leask explained that Tina Wright the estates manager for county is reviewing the Nursery's accounts and she will be contacting us regarding their rent in due course. Payments from the children's centre are being received monthly and they will only be charged according to floorage used, as the refurbishment has been delayed. The site manager has a wish list for which he has obtained quotes and these are on the maintenance and development plan. The Buildings and Site committee have agreed the hall decoration, glossing of doors, finger shields and lockers which have all been approved in the resources committee. They will now come off the wish list.

M Leask referred the governors to the budget report for Pupil Premium money, Looked after Children (LAC) funding, special educational needs (SEN) funding and English as an Additional Language (EAL) funding, that had been circulated previously. M Leask explained that the tracker allows the governors to see how the funding is used.

M Leask tabled a revised three year budget plan and explained that the numbers of pupils on roll for 2014/15 is 130, for 2015/16 falls to 121 and 2016/17 120. The falling numbers in 2015/16 onwards will result in the budget share being reduced by over £30,000 (thirty thousand pounds).

Governor questions to M Leask:

Why has the number of teachers risen if pupil numbers are falling? I have had to calculate the plan based on the teachers we have in place at the moment and for the numbers of children currently on roll. I could remove them but that may not be an accurate forecast.

Does this take into consideration staff that are currently on maternity leave?

Yes. We do need to look at staffing as there is an expected in year deficit of £53,145 (fifty three thousand, one hundred and forty five pounds) in 2015/16.

The HT explained that some of the staff are on temporary contracts and funded by PP money; but with a falling roll the staffing overall needs to be looked at. Currently Year R and Year 1 are full; there are 2 spaces in Year 1 and 1 space in Year 5/6. In such a small school, a difference of 9 children will have a big impact.

M Leask confirmed that there is a healthy surplus carried forward for this year but the school needs to be strategic for next year.



Haselworth Primary School

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

	Devolved Budget: Previously circulated. M Leask confirmed there had been no changes since the last meeting. 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 HT said she is now looking into the electrics. The chair thanked M Leask for her reports. Adopt Statement of Financial Expectations 2014/15: Previously circulated with the internal checklists. The statement was unanimously adopted. M Leask asked for governor volunteers to begin working on the Schools Financial Value Statement (SFVS) again. This must be completed by March 2015. C Wilson, A Williams and P Bleckly agreed to form a working party. The governors agreed that it is good practice for different governors to review these questions throughout the year. The chair thanked M Leask for her attendance and reports and M Leask left the meeting at 6.30pm.	SFVS (AW, PB, CW, ML)
3.	Resource Committee Minutes 18th September 2014: The minutes had been previously circulated. There were no questions from the governors on the minutes.	
3.a	Policies for approval/ratification: • Performance Management and Capability Policy: Previously circulated. The policy was unanimously approved. • Pay Policy: Previously circulated. The HT confirmed that this has been localised and reviewed within the committee. The point relating to the SEN allowance had been clarified with education personnel services (EPS) as the teaching and learning responsibility payment (TLR) 2 paid to the Inclusions Leader is higher than that of the SEN allowance and also the SEN allowance is only applied to a certifying SEN qualification – this does not include the SEN accreditation. The policy had been circulated to staff and no queries had come back. The policy was unanimously approved. • Ratify Staff Code of Conduct: Previously circulated. The HT confirmed that this had been shared with the staff. Governor question to the HT: Does this cover on site contractors? The HT confirmed that the	



Haselworth Primary School

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

	contractors are on the Hampshire approved list and the code of conduct is signed off by county. The policy was unanimously ratified.																							
4.	Discuss and Agree Committee Membership/Panel Membership and Officers: The chair confirmed that she and the vice chair had been appointed for 2 years until the 24 th September 2015.																							
4.a	Agree Committee Membership and Confirm Chairs:																							
4.b	Allocate Governor Links to the School Improvement Plan: The following committees and roles were confirmed after discussion:																							
	<table><tr><td>Chair</td><td>Aimie Williams (until 24/9/2015)</td></tr><tr><td>Vice Chair</td><td>Philip Bleckly (until 24/9/15)</td></tr><tr><td>Resources committee</td><td>Aimie Williams (chair) Claire Wilson (HT) Moirra Adams Hazel Tissington Mary Leask (SBN) in attendance Emma Cox (clerk) in attendance</td></tr><tr><td>Curriculum and Data committee</td><td>Emma Steele (Chair) Shirley Faichen Aimie Williams (clerk) Claire Wilson (HT) Natalie Alcock</td></tr><tr><td>Buildings and Site Committee</td><td>Philip Bleckly (Chair) Claire Wilson (HT) Paul Kilner Aimie Williams (Clerk) Alan Smith (site manager) in attendance</td></tr><tr><td>SPEC</td><td>Aimie Williams (Chair) (Clerk) Emma Steele Claire Wilson Paul Kilner Philip Bleckly</td></tr><tr><td>Head Teacher's Performance Management Committee</td><td>Aimie Williams Shirley Faichen External adviser</td></tr><tr><td>Pay Committee</td><td>Philip Bleckly (Chair) Shirley Faichen Aimie Williams C Wilson (HT)</td></tr><tr><td>Governors' Staff Discipline and Dismissal Committee</td><td>Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)</td></tr><tr><td>Governors' Pupil Discipline Committee</td><td>Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)</td></tr><tr><td>Governors' Appeal Committee</td><td>Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)</td></tr></table>	Chair	Aimie Williams (until 24/9/2015)	Vice Chair	Philip Bleckly (until 24/9/15)	Resources committee	Aimie Williams (chair) Claire Wilson (HT) Moirra Adams Hazel Tissington Mary Leask (SBN) in attendance Emma Cox (clerk) in attendance	Curriculum and Data committee	Emma Steele (Chair) Shirley Faichen Aimie Williams (clerk) Claire Wilson (HT) Natalie Alcock	Buildings and Site Committee	Philip Bleckly (Chair) Claire Wilson (HT) Paul Kilner Aimie Williams (Clerk) Alan Smith (site manager) in attendance	SPEC	Aimie Williams (Chair) (Clerk) Emma Steele Claire Wilson Paul Kilner Philip Bleckly	Head Teacher's Performance Management Committee	Aimie Williams Shirley Faichen External adviser	Pay Committee	Philip Bleckly (Chair) Shirley Faichen Aimie Williams C Wilson (HT)	Governors' Staff Discipline and Dismissal Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)	Governors' Pupil Discipline Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)	Governors' Appeal Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)	
Chair	Aimie Williams (until 24/9/2015)																							
Vice Chair	Philip Bleckly (until 24/9/15)																							
Resources committee	Aimie Williams (chair) Claire Wilson (HT) Moirra Adams Hazel Tissington Mary Leask (SBN) in attendance Emma Cox (clerk) in attendance																							
Curriculum and Data committee	Emma Steele (Chair) Shirley Faichen Aimie Williams (clerk) Claire Wilson (HT) Natalie Alcock																							
Buildings and Site Committee	Philip Bleckly (Chair) Claire Wilson (HT) Paul Kilner Aimie Williams (Clerk) Alan Smith (site manager) in attendance																							
SPEC	Aimie Williams (Chair) (Clerk) Emma Steele Claire Wilson Paul Kilner Philip Bleckly																							
Head Teacher's Performance Management Committee	Aimie Williams Shirley Faichen External adviser																							
Pay Committee	Philip Bleckly (Chair) Shirley Faichen Aimie Williams C Wilson (HT)																							
Governors' Staff Discipline and Dismissal Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)																							
Governors' Pupil Discipline Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)																							
Governors' Appeal Committee	Normally 3 named non staff members of the governing body (to be drawn from the whole governing body and asked in turn)																							

Approved by FGB/Signed by Chair:

Date:



Haselworth Primary School

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

	Training Liaison Governor	Paul Kilner	Complete on line safer recruitment training (PB) Contact governor services to check if the safer recruitment training will be free (clerk)
	South East Forum representative	P Bleckly	
	Pupil Premium/SEN/LAC Governor	Aimie Williams	
	Child Protection/Safeguarding Governor/ Looked after Children	Shirley Faichen	
	Safer Recruitment Trained	Claire Wilson and Aimie Williams	
	Maths and Computing Governor	Philip Bleckly	
	English Governor	Aimie Williams	
	Science and ICT Governor	Paul Kilner	
	Modern Foreign Languages	Hazel Tissington	
	History and Geography	Moirra Adams	
	PE	Natalie Alcock	
	Art, Design & Technology	Emma Steele	
	Music and PSHE	Claire Wilson	
	RE	Shirley Faichen and C Wilson	
		The governors discussed getting more governors trained for safer recruitment. A Williams confirmed she had completed her training in April 2012 and P Bleckly agreed to complete the on line training. The HT noted that the governor services web site now refers people to the NSPCC site and there is a charge. The chair asked the clerk to ascertain if this will be included in the governor services package free of charge, when it is available.	
4.c	Approve Governors' Pupil Discipline Committee Terms of Reference (TOR): Previously circulated. The TOR were unanimously approved.		
4.d	Approve Governors' Appeal Committee TOR: Previously circulated. The TOR were unanimously approved.		
4.e	Approve Headteacher's Performance Review Panel TOR: Previously circulated. The leadership and learning partner (LLP) was confirmed as the external adviser. The TOR were unanimously approved.		
4.f	Approve Governors' Staff Discipline and Dismissal Committee TOR: Previously circulated. The TOR were unanimously approved.		
4.g	Approve Headteacher Committee TOR: Previously circulated. The TOR were unanimously approved.		

Approved by FGB/Signed by Chair:
Date:



Haselworth Primary School

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

4.h	Approve Pay Committee TOR: Previously circulated. The TOR were unanimously approved. P Bleckly left the room at 7.05 for a short period.	
5. 5.a 5.b	Minutes of the Previous FGB Meeting 9th July 2014: The minutes had been previously circulated. P Bleckly returned to the meeting at 7.09pm. Approval: The minutes were approved as a true record and signed by the chair. Matter Arising/Action Update: Agenda item 4.b: The clerk confirmed that she had booked H Tissington onto an understanding finance course. Agenda item 4.b: The clerk confirmed that she had booked M Adams onto the induction training for the 16th September. M Adams said she had not attended due to childcare issues. The clerk asked that governors unable to attend courses for any reason contact governor services to give their apologies. This allows the spaces to be freed up. P Kilner was asked to re-book M Adams onto the induction training for the 10th and 17th October 2014 at PETA Cosham 9.30am – 1pm. Agenda item 4.b: P Kilner said he had not booked himself onto an induction course and will arrange that this week. Agenda item 4.b previous item 5.b and 10.a: The HT said she had arranged for the staff governor election as confirmed previously in the meeting. Agenda item 12: The chair checked that all the governors had reviewed the information on reconstitution and that she had discussed this with the clerk in more detail. The re-constitution is on the agenda for discussion today. Agenda item 14.c: The clerk confirmed that she had checked with governor services if it was permitted for there to be only 2 governors and an external adviser on the HT performance review panel and they had agreed that this was alright in exceptional circumstances. The TOR had been approved accordingly earlier in this meeting. There were no further matters arising from the minutes.	Book induction courses for MA and PK (PK)
6.	Headteacher's Verbal Report: School Improvement Plan Update: The HT confirmed that the children had had a really good start to the year and that the new staff Mr Bond, Mrs Millard and a new learning support assistant (LSA) had settled in well. The HT said that the school is recruiting for an inclusion leader to cover maternity leave. One person has been shown around and about four packs have been sent out and the end date for applications is the 17th October. There have been two inset days; one for administration, updates and child protection training for all staff, the second was around improving the quality of teaching and learning for teachers. The positive impact of this can be already seen especially with involving the children in	

Approved by FGB/Signed by Chair:
Date:



Haselworth Primary School

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

the planning stage. Learning walks have provided good evidence of the good quality of teaching and learning across the school and has shown the positive learning behaviours from the children in all classes. The children are able to talk about their learning well. The LLP undertook a learning walk in July and has given positive feedback. The LLP conducted staff interviews on the 11th September and she commented on how well the teachers knew their pupils and how they had high expectations of them. Some staff need to be more assertive, knowledgeable and confident about the expected outcomes for every child and how they are going to reach the end of term/year expectations.

The HT tabled an unvalidated data report and explained that the Raiseonline (ROL) data is not yet available. The HT explained that the data report may change once other schools had checked for any mistakes.

Early Years (EY):

The HT raised the following points

- Year 1 phonics is slightly below the national average and is equivalent to one child. It was 72% last year and is 68% this year.
- Key stage 1 (KS1) at the end of Year 2 is considerable below expectations. The cohort made expected progress but needed to make accelerated progress and they began to do that in Year 2, but it was not rapid enough.

Governor questions to the HT:

Does this take into account those children who do not have English as a first language? It is not shown in this data separately it is whole school. As a school, we track all vulnerable groups.

Does it show dyslexic children? No, nor any SEN children. It also does not separate the children who have joined us during the year. This data does not show you the full picture but it does pose questions. When we get the ROL data we can drill down to the groups.

When is ROL due in? By the end of October.

Are we still making the expected progress? Yes. In a small school, each child equates to a greater percentage and we need to look at the story behind the data. I will be able to give you a clearer picture at the next FGB.

KS2:

The HT explained that the data shows combined reading, writing and maths and the school is below national expectations by one pupil. Reading is above national and writing and maths are just below. The spelling and grammar (SPAG) tests are significantly below national and that is primarily down to the spelling which links to the phonics. These are the priority for the school. The HT said that when you look at the level 5 data, you can see what needs to be built on. Reading, writing and maths combined is below, but reading is just below and maths is above national average. The school needs to work on the level 6's and SPAG.

The HT said that progress of 2 levels + is in line or above and writing was at 100%. The governors commented that this was excellent progress.

The HT explained that the children are coming into the school from a very low



Haselworth Primary School

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

	starting point and it is all about closing the gap. The school has invested heavily in KS2 and proved that this works in raising standards. They now need to filter this throughout the school and start early. There are many strategies that the teachers are using in class and as these are used at the younger age's standards will rise. It is about quality teaching in class every day and the children being in class to access that learning every day. The HT reconfirmed the school improvement focus and key issues written on the back of the document and said that it is important that the governors know what the school's priorities are. The HT detailed the targets for 2014/15: • Reading Year 6 L4+ 100%, L5+ 38%, L6 11% Year 2 L2b+ 89%, L3 32% • Writing Year 2 L2b+ 89%, L3 21% Year 6 L4+ 100%, L5+ 50%, L6 19% • Maths Year 2 L2b+ 96%, L3 29% Year 6 L4+ 100%, L5+ 50%, L6 19% • 100% making at least expected progress in reading, writing and maths. • SPAG needs to improve to at least 50%. The HT said that the targets are ambitious, challenging, and aspirational and are expected to be achieved for every child unless there are significant learning needs that would stop them from achieving them. Governor questions to the HT: Are you going to encourage the parents to be aware of these targets? Yes, it is about the children being prepared for life. Is a primary school affected by the Government's expectations around functional skills? In so much as the school is accountable for ensuring all the children are functioning at their key stages. The chair thanked the HT for her report.	
7.	Curriculum and Data Committee Minutes 16th September 2014: Circulated previously. There were no questions on the minutes.	
7.a	Policies: The chair asked the governors to please note that the following policies have been updated and approved and are on the governor zone to review. Hard copies are on file in the staff room. • Teaching and Learning policy • Marking and Feedback policy • Presentation policy • Handwriting policy • Home Learning policy E Steele explained that the sex and relationships education (SRE) policy has been	



Haselworth Primary School

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

7.b	sent to the SPEC committee as it requires more detail. Special Educational Needs Progress Data: Circulated previously. E Steele explained that they had been advised to look at SEN and non-SEN children with PP and none PP in order to compare progress. The report shows progress in average point scores (APS) and they must be able to show that the gaps are closing. The data is for the current Year 3 and looking at their progress in Year 2. The HT said that the expected progress is 6 points across Year 2, which the non-SEN children are exceeding, the SEN children are below this. The children are expected to achieve 10 APS points across KS1, 4 in Year 1 and 6 in Year 2. E Steele said that there are pockets that need to be targeted and the inclusion leader is addressing these. This will be examined in more detail at the next committee meeting. PP has been added in with the SEN reforms regarding school action and school action plus, to see who also falls within SEN criteria. E Steele referred the governors to the latest weekly attendance data that had been previously circulated. E Steele said that reviewing attendance weekly has allowed them to highlight some areas, such as medical appointments. A number of initiatives have been put in place, such as the raffle tickets for 100% attendance. The raffle is for a family hamper, games and food and they may look at a "Family Night In" box. They are targeting the family, as the children are young and require parental involvement. The figures will be reviewed to see if the initiatives are having an impact. The Inclusion leader has written an attendance newsletter which gives tips and advice and details what support is available to parents. This will be a regular newsletter. Governor questions to E Steele: Is there a free breakfast? We have opened up the breakfast club so that it free to all children and gives support for the parents in getting their children into school. Do you get a lot of children? Numbers are not big, but word is getting around. We are going to try different types of food and involving the children in placing the order with Tesco. The chair thanked E Steele for her report.	
8. 8.a	Buildings and Site Committee Minutes 16th September 2014: Circulated previously. P Bleckly said that a lot of work has been taking place and he had carried out a walk around with the site manager. The works have made a big difference. Health, Safety and Security: The chair mentioned school communication SC011762 and confirmed that the H&S audit had been deferred. The communication had highlighted some common issues which had been examined in the school and there is nothing of concern. The on-site	



Haselworth Primary School

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

8.b	risk assessments had been reviewed and there are no lone worker assessments and very few risk assessments for clubs. The clubs have been reminded and told that this is now a matter of urgency. It was agreed for the A Williams and the HT to review them on the 10th October and inform P Bleckly of the outcome. Maintenance and Development Plan: The HT apologised and said that she had not brought the plan to the meeting and will circulate this later. Details of what was discussed at the committee meeting can be seen in the minutes.	Review risk assessments and inform PB (AW & HT) Circulate maintenance plan (HT)
9. 9.a	SPEC Committee Minutes 14th July 2014: Circulated previously. Policies for ratification: • Approve and Adopt Governor Code of Conduct: Previously circulated. The chair asked all governors to sign to say they had read, and understood the code. The chair explained that the code had been tightened up in line with the requirements for re-constitution. Performance has been added this year as it is good for governors to reflect on their personal contributions to the governing body (GB). There will be a form to formalise the annual discussion. The penalty system has changed to firstly a verbal warning followed by a written warning, before suspension. Governor question to the chair: Do you envisage asking external agencies how the GB is performing? That is a really good idea. We do have an assessment from Ofsted. The HT suggested asking another HT trained in Ofsted to come in and review the GB as how the GB performs can impact on the overall school Ofsted judgement. The clerk mentioned that governor services can also offer an external review. The governors discussed the code of conduct and points raised included: • It is an unpaid role and is daunting, but the expectations and accountability of GBs has been raised. • Not performing lets down the children, the school and the community. • The code is very clear. • Governors need to think about what they have contributed and how these actions are linked to the school improvement plan. • Consider if you have been effective in your role. • There is no shame in walking away because the role has changed. • Support is available and governors should ask questions if they are not clear. The code of conduct was unanimously approved and adopted. • Approve Attendance Policy Previously circulated. The HT said that the home school link worker and M Leask had been on a course today around new DfE guidance and more information will follow. The policy was unanimously approved. • Approve Governor Training Policy Previously circulated. The policy was unanimously approved.	



Haselworth Primary School

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

10.	Chair Update:	
10.a	SEN/LAC Governor Update:	
10.b	Pupil Premium Governor Update: to include impact of pupil premium and sports funding:	
	The chair said she had nothing to add to the inclusion leader report discussed earlier. The statement for the impact of PP has been added to the school web site and the spending for this financial year will need to be added.	
10.c	Child Protection Governor update:	
	S Faichen said that she had met with the children's centre, HT, E Steele and K Foster to discuss vulnerable families two weeks ago. The HT confirmed that she has passed on the reigns of the child protection liaison officer (CPLO) to K Foster the inclusion leader and will be meeting her for an update. There are four children on the child protection register and two children in need, with a group of families referred to the troubled families and locality teams. K Foster has completed her initial CPLO training and as HT, she had completed her refresher training. All staff completed their refresher training on the inset day. A Williams confirmed she will be meeting with K Foster.	
	Governor question to the HT:	
	Has the inclusion leader maternity cover role profile added in the CPLO role?	
	It is on the advert and we will wait and see who applies. It may be the case that it comes back to me, as we need consistency and knowledge of the families when liaising with the families and outside agencies.	
	The chair thanked S Faichen for her update.	
11	Reconstitution Update:	
	The chair explained that a date for reconstitution needs to be agreed and the clerk explained the process in more detail. The following was agreed:	
	• 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 GB will reconstitute on the 28th January 2015 • NGA skills audits will be completed for all governors to ascertain any skills gaps and ensure all governors have the required skills to continue • The governors should now consider which role they would like to apply for and reflect on their skills, experience and willingness to take on the additional requirements/accountability of a governor going forward • A Williams indicated that she would like to remain as a parent governor • The SPEC committee will investigate in more detail and all governor posts will be agreed at the next FGB on the 3rd December 2014 • The chair to discuss roles individually with governors	
12.	Governor Training:	SPEC to review reconstitution for the 28/1/15
		Review

Approved by FGB/Signed by Chair:

Date:



Haselworth Primary School

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

12.a	Training Liaison Governor (TLG) Report P Kilner confirmed that he had been given a list of courses booked to date by the clerk and six courses had been booked for this term. P Kilner explained that he had not had time to review training this term and will be contacting governors individually this week.	courses and feedback on personal development booked to next FGB (all)
12.b	Feedback on Governor Training Undertaken: M Adams explained that she had not attended the induction training on the 16 th September as stated on the governor services web site, due to childcare issues. It had previously been agreed for the TLG to re-book for the 10 th and 17 th October. The chair re-iterated how important it is that governors complete induction training. P Kilner agreed to check that H Tissington has attended all induction training.	
12.c	Whole Governing Body Training: The chair confirmed that this has been booked on "The governors' role in school improvement" for the Wednesday 4 th February 2015. The Chair confirmed she will book this for 6pm – 8pm with the tutor Tina Woodcock.	
12.d	Confirm future training booked: The following courses were confirmed: • Special schools conference 15/10/2014 A Williams and E Steele • NCTL RAISEonline 22/10/2014 N Alcock, A Williams, E Steele • Primary curriculum matters (maths) 03/11/2014 A Williams and P Bleckly • Tackling bullying in schools 17/11/2014 A Williams • Understanding Finance in schools 3/12/2014 H Tissington (it was noted that this clashes with the FGB meeting and will need to be re-booked) The chair reminded all governors that they need to review the courses and e learning available (the autumn term training booklets were distributed) and book themselves onto courses that will enhance their knowledge as governors and be relevant to their particular roles on committees and their link governor subjects.	Change date of understanding finance for HaT (PK) Confirm induction training completed with HaT (PK)
13.	Policies for Adoption: 13.a Adopt Manual Of Personnel Practice (MOPP) 2014-15: Previously circulated. The governors unanimously adopted MOPP and any subsequent in year amendments, having reviewed all of the policies contained within the Manual and having previously localised policies where required. 13.b Review GB Procedures and adopt Governors Good Practice Review Previously circulated. The governors unanimously adopted the good practice procedures. 13.c Supporting Pupils with Medical Conditions Policy: The HT confirmed that this policy is currently under consultation. 13.d Sex and Relationship Education Policy: The HT confirmed that this policy has currently been deferred.	
14.	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</i>	

Approved by FGB/Signed by Chair:
Date:



Haselworth Primary School

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

	<i>are advised to check regularly)</i> The clerk drew the governors' attention to the Gosport Education Improvement Partnership (GEIP) workshop on school visits to be held on the 16th October 2014. The chair confirmed that she will send J Pryce-Jones from Governor Services their forms and policies in the spirit of collaboration and will expect to be acknowledged for their work in developing them. Any governors wishing to attend the workshop should inform the clerk who can also give them more information.	
15.	Agree Dates of Meetings 2014/15: The chair confirmed that all meeting dates have been recorded on committee minutes and she will forward a full list to the clerk. Autumn Term 2 meetings were confirmed as: • SPEC 6/10/14 3.30pm • Resources 11/11/14 10am • Curriculum and Data 19/11/14 3.15pm • Buildings and Site 18/11/14 10am • FGB 3/12/14 6pm • SPEC 8/12/14 3.30pm	
16.	Items for the Next Agenda: • Re-constitution • HT written report including implementation of the performance management policy • School SEF • Raise online data • School Improvement targets 2014/15 • PAN arrangements • Pay Committee summative report 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
1	2.b	Complete SFVS questions	AW
1	2.b	Complete SFVS questions	AW
2	4.b	Complete on line safer recruitment training when available	PB
3	4.b	Contact governor services to check if the safer recruitment training will be free	Clerk
4	5.b	Book induction courses for MA and PK	PK
5	8.a	Review risk assessments and inform PB	AW and HT
6	8.b	Circulate maintenance plan	HT
7	11	SPEC to review reconstitution for the 28/1/15	SPEC agenda
8	12.a	Review courses and feedback on personal development booked to next FGB	All
9	12.d	Change date of understanding finance for H Tissington	PK
10	12.d	Confirm induction training completed with H Tissington	PK

Approved by FGB/Signed by Chair:
Date: