



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 14th May 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 S Faichen (SF)	Chair, Parent Governor Staff Governor Authority Governor Parent Governor Staff Governor Authority Governor (arrived 6.11pm)
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML) Mrs K Foster (KF)	Local Authority Clerk School Business Manager (left 6.42pm) Inclusion Manager (left 6.11pm)
Apologies:	Mr P Kilner (PK) Mrs C Wilson (HT)	Parent Governor Headteacher
Absent:	Miss H Tissington (HaT)	Parent Governor
Quorum:	Present: 5 required 6 present	

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone and opened the meeting at 6pm.	
1.a	Apologies: Apologies had been received and accepted from C Wilson due to illness and she had nominated E Steele in her absence. Apologies had also been received and accepted from P Kilner for work reasons. S Faichen had apologised that she would be late due to work commitments. It was noted that H Tissington was not present and no apologies had been received.	
1.b	Declarations of Pecuniary Interests: K Foster declared an interest in agenda item 2.	
2.	Haselworth Handful Presentation (Kim Foster) The chair welcomed K Foster to the meeting. K Foster explained that the school would be participating again this year in the Haselworth Handful, a reading scheme for Year R. A timetable of events was tabled for the governors. K Foster explained that she would like to ask the governors for a budget to cover the cost of new books and prizes for the children successfully completing the scheme and receiving a "passport". The scheme was outlined and points discussed included:	

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	• Three new titles are on the list from the Discovery centre, one of which the school does not have. • Books cost approximately £5 each. Three copies would be needed together with an extra for a book that was lost. K Foster is able to purchase at a discount. • Last year prizes were awarded for reading 3, 5 and 10 books. • The cohort for Year R is 15 this year. • All the books are picture books. • Governors can recommend any books to K Foster and/or good prizes. • Three children took part last year, which was down from the previous year. This was felt to be as a result of a lack of profile and promotion of the scheme by the Discovery Centre. • K Foster will work with the Discovery Centre to ensure the scheme is better promoted this year and is clearly visible both in the school and at the library. • The scheme will be launched at the Year R parents meeting. • The library will collect the passports and the scheme will end two weeks after the term starts. • Books from last year could be on display as well. K Foster will look into arranging display stands. • The passports will be put in the Year R parent packs. • K Foster asked for £125 (one hundred and twenty five pounds) to cover the costs involved. K Foster left the meeting to allow the governors to discuss and agree the budget. The governors discussed the need to give K Foster sufficient funds to cover the cost of books, prizes and assorted costs such as display stands. It was felt that the scheme raises the profile of reading from the start for Reception children, but that it needs to be displayed across the school. The governors unanimously approved a budget of £160 (one hundred and sixty pounds) to ensure K Foster has some flexibility. K Foster returned to the meeting and was informed by the chair of the decision. K Foster confirmed that she will contact the Discovery Centre and order the books required. It was suggested that comments from parents and children who participated in last year's scheme, could be included in the school newsletter, to help promote it. This was agreed. K Foster thanked the governors and left the meeting at 6.11pm. S Faichen arrived at 6.11pm.	
3.	Finance: Budget reports had been previously circulated for all items.	
3.a	Budget Outturn 2013/14: M Leask tabled the final budget outturn report and confirmed the carry forward figure as £90,927.11 (ninety thousand, nine hundred and twenty seven pounds and eleven pence).	

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3.b	M Leask explained that the figure was larger than anticipated mainly due to the late rent payment from the Nursery and service charges for both the Nursery and Children's Centre. M Leask said that county are fully aware of this and will be kept up to date on how the money is spent as income should be spent on the children in school during the financial year. The Nursery and Children's Centre had been informed of their costs for 2014/15 and asked to make prompt payment in this financial year. Approve Budget Plan 2014/15: M Leask tabled the budget share for 2014/15 and explained that this is for public view. The budget share allocation was confirmed as: £703,583 (seven hundred and three thousand, five hundred and eighty three pounds). Pupil Premium (including free school meal (FSM) and service children £88,400 (eighty eight thousand, four hundred pounds). M Leask explained that the de-delegation is taken out of this budget allocation to cover service level agreements (SLAs). An explanation sheet for the budget could be provided to any governor on request. M Leask tabled the first draft budget plan report showing 2013/14 and 2014/15 (to allow comparison) and highlighted the following points: • Pupil premium income is expected to be approximately £90.300 (ninety thousand, three hundred pounds). • The rent from the Nursery has been estimated, as the final figures will not be known until September. £18,000 (eighteen thousand pounds). • Estimated Nursery and Children's Centre service charges of £19,246.82 (nineteen thousand, two hundred and forty six pounds and eighty two pence). • 7690 PE Grant is expected to be £8,625 (eight thousand, six hundred and twenty five pounds) and will go towards the cost of a sports leader, being shared across seven other schools. • 7210 The Rotary Club has donated £384 (three hundred and eighty four pounds) towards the cost of the Year 6 trip to Osmington Bay. • The main costs are for pay at a total of £637,430 (six hundred and thirty seven thousand, four hundred and thirty pounds). This is comparable to other schools. • Supply teaching has been included at £35,000 (thirty five thousand pounds). • £1000 (one thousand pounds) has been put in for overtime for cleaning and caretaking staff. • The learning support assistants (LSAs) may see role changes this year and there have been a number of changes to teachers. • There have been a number of changes to codes this year. Explanations are detailed for governors on the report. • Utilities have been increased by 5% at the suggestion of county.	
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- General maintenance 3740 has been increased to £16,286 (sixteen thousand, two hundred and eighty six pounds) to cover planned site changes. The Nursery and Children's Centre will not be charged for these changes, as they are not affected.
- £20,000 (twenty thousand pounds) will be going to the capital budget to help fund the costs of the kitchens, the site manager's room, lockers and changes to the front of the school. Round tables are to be purchased to accommodate all Key stage 1 (KS1) children, who will be entitled to free school meals next year.
- The carried forward figure will be needed this year, as the budget is looking really tight.
- The governors will be updated during the year as the budget changes.

Governor questions to M Leask:

On the budget share allocation report, what does the figure of £74,423 on the last page refer to? This is for special education needs (SEN) and is included within the budget share. The chair explained that it is based on deprivation.

2570 Breakfast club has increased, why is that? This is the cost of an additional member of staff. The chair confirmed that the breakfast club is used very well and allows the children to get a healthy meal and a good start to the day. Pupil Premium funds are used to support it.

5195 The Gosport Educational Improvement Partnership (GEIP), is there any way of evaluating the effectiveness of this? The chair said that she has talked to the headteacher about this and they are attending the GEIP conference next week. She said that she is expecting the conference to cover value for money and to be able to ask questions on this.

5932 Do we have to pay for the Ethnic Minority and Traveller Achievement Service (EMTAS)? Yes, it is an automatic SLA and comes under de-delegation. However we have a visit arranged for next week for a child and we may be getting some more out of this this year.

5932 Behavioural Support Service, is this value for money? The headteacher has spoken to them about value for money and filled out a feedback form. The Lennox Centre is going through a period of transition at the moment as the head has just changed.

The 2014/15 budget plan was confirmed as:

Total Expenditure £862,797.93 (eight hundred and sixty two thousand, seven hundred and ninety seven pounds and ninety-three pence).

Balance brought forward £90,927.11 (ninety thousand, nine hundred and twenty seven pounds and eleven pence).

Total Income £944,373.93 (nine hundred and forty four thousand, three hundred and seventy three pounds and ninety-three pence).

In Year surplus £81,576 (eighty one thousand, five hundred and seventy six pounds)

The 2014/15 budget plan was unanimously approved.

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	M Leask tabled the 2014/15 budget for pupil premium, sports funding, looked after children (LAC) and English as a second language (EAL). M Leask explained that this will give a detailed breakdown of how the school is spending these funds. The chair said that it is really important that in addition to the information published on the school website, that the governors know exactly where the funds are being spent and the impact it is having. Ofsted have increased the responsibility expected from governors in this area. 3.c Approve 3 Year Strategic Plan: M Leask tabled the plan and explained that it can change over the coming years. She explained that unfortunately, the cumulative carried forward cannot be changed to a zero on the system and the actual surplus for this year has generated inflated surpluses in future years. Governor questions to M Leask: Has this raised questions with county? Yes, I have told them about the problems with the carry forward and they are aware. Why does income reduce in future years? This is due to a predicted fall in pupil numbers. We are not able to change those figures. The 3-year strategic plan was unanimously approved. 3.d Plan and Approve the Capital Spend 2014/15: M Leask tabled the devolved budget and confirmed that £20,000 (twenty thousand pounds) will be used from the revenue budget to help with the costs of the changes. The capital budget 2014/15 was confirmed as: 2014/15 allocation £5,440 (five thousand, four hundred and forty pounds). 2013/14 brought forward balance £31,486.64 (thirty one thousand, four hundred and eighty six pounds and sixty-four pence). Balance £36,926.64 (thirty six thousand, nine hundred and twenty six pounds and sixty-four pence). The capital spend 2014/15 was unanimously approved. 3.e Unofficial Funds Audit Terms of Reference (TOR) for Approval: The TOR had been previously circulated. M Leask thanked N Alcock and P Bleckly for completing the unofficial funds audit on the 2nd May 2014. She also thanked A Williams and M Adams for completing the self-assessment of school petty cash account, on the school financial value standard (SFVS) programme of checks. All had been in order. The TOR was unanimously approved. The chair thanked M Leask for her reports.	
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	Agenda item 13: The chair confirmed that the Manual of Personal Practice (MOPP) is on today's agenda for re-adopting. There were no more matters arising from the minutes.	
6.	Headteachers verbal Report: E Steele had been nominated by the headteacher to deliver the report in her absence. • Impact Log: E Steele explained that the Getting to Good plan had become very big and it had been decided to scale this down and to complete an "Impact Log" which would be continually updated. The impact log was tabled for the governors. E Steele explained that the log shows the impact of initiatives implemented since the last Ofsted and highlights key objective 1, to increase pupil progress and raise attainment. The log is broken down into sub-objectives with the initiatives and data to show the impact alongside. The main points from the impact log were run through for the governors and included: • The learning and leadership partner (LLP) had recommended the use of hard data and evidence to back up the findings. • Reading: There has been an improvement in the rate of progress in each year group apart from Year 3. This is being worked on. • Spelling: Vocabulary is showing a really good rate of progress, although it was not measured last year. • Spelling: Some Year 6 pupils have made more than one year's progress in six months. • Maths: Years 2 and 6 have made significant progress. • Writing: This is an area than has been worked hard on this year and the data shows rapid progress in all year groups. • SEN: The data shows the rapid progress of some children on interventions, especially those on Fischer Family Trust (FFT). Three LSA's have been trained on FFT interventions. K Foster has been appointed as the Inclusions Leader and will be non-class based from September, to continue this work. (BB stands for book band level). Governor questions to E Steele: Have the children had to learn a new way of writing? Yes, they now use cursive writing. Expectations have been raised as well, we are looking at the content not just the way it looks. It appears from the SEN figures that attainment is lowering. No, a level 2a is higher than a level 2c. That shows 2 sub levels of progress. To what do you attribute the phenomenal progress from 1b to 3c? It is partly the skill of the LSA and the fact that they read every single day. This child was also new to the school this year. Do you feel attainment has improved? Yes, absolutely. • Pupil Progress:	

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E Steele explained that in KS1 the children are expected to make two to three sub levels progress (4-6 points) in year one. One whole level progress is expected in Year 2 (6 points). In KS2 two sub levels (4 points) progress is expected every year, this is accelerated progress as we need more than expected progress.

Year 6 is expected to make:

2 whole levels progress:

- Reading 100%, Writing 86%, Maths 86%

3 whole levels progress:

- Reading 25%, Writing 19%, Maths 19%

Progress for Reading, Writing and Maths combined from Summer 2013 to Spring 2014 (two terms) is:

- Year 1 = 4.1
- Year 2 = 4.3
- Year 3 = 2.4
- Year 4 = 3.3
- Year 5 = 2.8
- Year 6 = 4.0

E Steele confirmed that it is SATs week this week and although the children have worked very hard, have been well prepared, and are doing their best, anything could happen.

The chair said she would like to thank E Steele and all the staff on behalf of the governors, for the hard work and support given to Year 6. E Steele said that the children are coming back saying they are happy, which is good. They are children and it is important for them to feel they have done their best.

- **Attendance and Punctuality:**

E Steele explained that attendance had dropped to 93% which is a real concern for the school. Attendance needs to be above 95% and Ofsted prefer to see 96%. There are a small but significant number of families who are bringing children late to school or are absent. These families have been identified and letters sent, meetings set up with the headteacher and home school link worker (HSLW) and some referred to the Troubled Families Programme/Locality team.

- **Review Home School Agreement:**

The home school agreement had been previously circulated.

E Steele explained that this is an important document to assist with attendance among other things and will be given to all new parents.

Governor questions to E Steele:

Will the home school agreement be covered in the transition meetings? Yes,

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we have done this for the last two years. The children already here will not get it again, but it will go to all Year R parents.

Is it also given to children joining the school mid-year? Yes.

What are the consequences for parents not keeping to the agreement? In the main, it is a meeting with the headteacher. We like to keep it low level, but if they have signed up they can be called in. The chair said that most consequences relate to whatever is written within the specific policy, attendance, behaviour etc.

Has anyone ever not agreed to sign the agreement? No, we have some people we have had to chase, but no one has refused.

E Steele asked for approval of the home school agreement which had been circulated previously. This was unanimously approved.

- **Receive Report on Performance Management:**

E Steele confirmed that most staff have now had their interim meeting and it was noted that most staff have been well prepared with evidence to support their objectives. A large majority of staff are on track to achieve their objectives and those who are not have been given additional support. This will be followed up with structured support programmes (managerial support) prior to capability proceedings beginning. E Steele confirmed that support is put in place as soon as issues are seen, to try and get staff back on track.

- **Review Transition Arrangements:**

E Steele confirmed that 15 places have been offered and accepted for Year R and there is a waiting list for more. The school has arranged four stay and play sessions in addition to a meeting with new parents. Haselworth Handful will be launched as a transition event and home visits are planned for the first week of September. The Year R teacher will be attending the transition event with pre-school settings and the acting special educational needs co-ordinator (SENCo) will be liaising with pre-schools regarding those with additional needs.

E Steele explained that the Year 6 pupils are going to more than one secondary school and familiarisation days have been planned. The Year 6 teacher is liaising with all secondary settings as necessary and inclusion partnership agreements (IPAs) meetings are being set up for some children together with other agencies as required, by the Year 6 teacher and the SENCo.

E Steele confirmed that the rest of the school is having a shuffle up afternoon to meet new teachers and for parents to be told of the new classes.

E Steele confirmed the class structure for 2014/15 as;

- Year R/1
- Pure Year 2
- Year 3/4
- Year 5/6

E Steele explained that an additional teacher (funded from pupil premium) and herself as the deputy headteacher will be 0.5 extra in Infants, Years 3/4 and Years 5/6. This has been seen to be effective this year and will support the large classes

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	in KS2. Governor questions to E Steele: Who decides which children are accepted into year R? Parents apply and it is decided by county. I read in one of the committee minutes that a child had not been accepted even though they had a sibling at this school. What happens now? Unfortunately, the parent made a late application and missed the deadline. They have the opportunity to appeal, but there is nothing we can do in the school. E Steele drew the governors' attention to school communication SCO11195 Keeping Children Safe in Education, which had been previously circulated, along with guidance. A copy was tabled. The chair confirmed that the document had been posted to the governor zone and should be read in full by all governors as it was a joint responsibility The chair thanked E Steele for delivering the headteacher's report.	
7.	Curriculum and Data Committee Minutes 28th April 2014: The minutes had been previously circulated.	
7.a	Subject Link Governor Reports: The chair confirmed that this would be considered in more detail at agenda item 9.a; however, forms are still required for visits completed by H Tissington and M Adams. M Adams confirmed that she had been trying to arrange a visit with K Foster and would make sure this is completed as soon as possible.	
7.b	Home School Link Worker Report: The report had been previously circulated. E Steele said that there has been a drop in attendance and governors should remember that the report and conversations are highly confidential. The clerk asked that committee clerks ensure that any confidential items discussed within committee are treated as such and recorded on separate confidential minutes. They are public documents otherwise. The chair thanked the clerk and said they would review the minutes accordingly. The following discussion was confidential and is reported on a separate document. E Steele explained that the data is skewed as the committee met early in the term and shows data for only one week. She confirmed the current data and that all year 6 children had been in for SATS week: • Year R/1 = 92% • Year 1/2 = 92% • Year 3/4 = 96% • Year 4/5 = 95% • Year 6 = 92%	Ensure all clerks to committees are aware of need to create separate confidential minutes as appropriate (chair)

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	Attendance over the last three years was: • 2012 = 94.6% • 2013 = 93.8% • So far 2014 = 93.7% Is there a link between attendance and attainment? Yes, there is a significant link and we have shown that in the minutes. The chair thanked E Steele for her report.	
8.	Buildings and Site Committee Minutes 24th April 2014: The minutes had been previously circulated. The chair said that as P Kilner was not present today she would answer any governor questions on these minutes.	
8.a	Health, Safety and Security: • Annual Maintenance Plan: The chair referred the governors to the maintenance and development plan that had been circulated previously. The committee had decided to remove some items and the cost of lockers still needs to be added at approximately £5000 (five thousand pounds). It is a rolling document and a number of items are underway. Nothing will be added until some are completed. Governor question to the chair: In the Nursery, we have some posters across the doors at a low level to ensure the children do not get anxious if they see their parents waiting for them and for general safeguarding reasons, are these a problem? Adults can still see over the top. We could look into fire resistant blinds/coverings; I will make sure it is discussed in the committee.	Look into fire resistant glass for Nursery doors (Chair)
8.b	Policies for ratification: • Fire Safety Policy: circulated previously. The chair confirmed that the Fire Safety Plan includes the policy and had been reviewed by herself, the headteacher and the site manager. The policy was unanimously ratified. • Critical Incident Plan: Circulated at the last FGB meeting. The chair confirmed that this had been reviewed by governors at the last meeting and was a live document subject to change. There will be a meeting in the near future to run through a number of scenarios. The plan was unanimously ratified.	
9.	SPEC Committee Minutes 24th March 2014: The minutes had been previously circulated.	
9.a	Link Governor Profile: previously circulated. The chair said that the role profiles and visit reports have been shaped up and it is	

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	really important that the reports are completed in a professional manner, as they are used as part of the evidence in staff performance reviews. Governors should ensure they complete a visit and report every term and that they tailor questions that are followed through in future visits. The reports should be agreed by the staff contact before being submitted. Governor question to the chair: Is it possible to get a copy of what I have completed previously, for the follow up? Yes and I will arrange to have them typed up as they are to be used in an official capacity. I will put a folder together. The chair said she could not stress enough how important the link roles are and the need for all governors to step up. Governors must ensure that they are monitoring and holding leaders to account, as required by Ofsted. The reports must be factual as this forms part of a teacher's evidence. The chair confirmed that week beginning the 7th July, there would be a link governor week and that all governors should arrange to come in and visit their learning leader. E Steele commented that a number of roles may be changing over the summer term ready for September, but that governors should make contact with their original contact initially. The chair asked the governors to use the report template for meeting number three on this occasion and to follow from template one from September. E Steele asked the governors to bear in mind the amount of work teachers put in for these visits and to make sure they say thank you. It goes a long way.	Arrange visits for w/c 7/7/14 (all)
9.b	Policies for ratification: • Governor Allowance Policy: previously circulated. Governor question to the chair: Is the claim form part of the policy? Yes, it is attached and has been simplified. Travel mileage will be claimed at the HMRC rate, there must be receipts attached and be pre-approved before giving to the business manager. The policy was unanimously approved.	
10.	Chair Update:	
10.a	Governor Vacancies and Induction: The chair confirmed that there are currently two community governor vacancies. The chair said that she had contacted Glynn Wright who had said that she would love to be a governor in the future and had in the meantime put the chair in touch with someone from young carers. The SPEC committee had discussed recruiting a community governor and there had been a piece in the News from Gordon Duff re Gosport community governors. The committee would be looking into contacting local businesses.	

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	The clerk informed the meeting that E Steele's term of office as a staff governor would be ending in September 2014 and this would need to be advertised to all staff. The chair confirmed she would put a poster up in the staff room. The chair said that induction had been discussed in the committee and it was agreed that the training liaison governor (TLG) would be best placed to ensure any new governors are looked after, following a meeting with the chair and headteacher and information sent by the clerk. This required the TLG to be on top of the role. The chair confirmed that K Foster had been appointed as the inclusions leader. There is an advert in place for two full time class teachers and the interviews are taking place next week. The chair confirmed that the interim headteacher's performance management review had been completed on the 9th May 2014 and the headteacher will be arranging the external advisor ready for the annual review in September.	Staff governor vacancy poster (chair)
10.b	SEN/LAC Governor Update: The chair tabled a SEN governor update and went through it with the governors. The chair explained that the data had been revised from the report submitted at the last FGB meeting due to taking the progress from Autumn 1 2013 rather than Summer 2 2013. This means that for Year 2 SEN children Reading progress was 0.2 higher; writing the same and Maths progress was 1.0 higher. Year 6 SEN children progress in Reading was 3.1 higher, in Writing 2.4 higher and in Maths 2.4 higher. The new data shows that in some years and subjects, progress was slightly better than reported and much higher in Year 6. The chair said that the data shows where targeted interventions are making an impact. Year 3 Reading is being targeted with FFT intervention.	
10.c	Pupil Premium Governor Update: The chair explained that she had met with K Ashman on Monday and that this role will pass to K Foster from September. They had looked at target tracker to consider the progress of pupil premium children against non-pupil premium children and if the gap was being narrowed. The chair said that a problem had been seen with target tracker in that it is only saying there are 30 pupil premium children, when there are actually 60 plus. E Steele said that all staff are aware and have a print out of the correct data to work from. It was appreciated that the chair had been looking at this as it highlighted the system issue at an early date. The chair said she would report back at the next FGB meeting.	
10.d	Child Protection Governor Update: S Faichen said that she had met with the headteacher and that there are currently five families on the child protection list. There are two families on the children in need register, seven families referred to the Troubled Family programme and three families with the locality team. Some further assessments are under way. S Faichen confirmed that the headteacher had attended Managing Staff for Children	

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	in Need and has been actively involved in setting up the Early Help Hub. K Foster has been appointed as the inclusion leader. S Faichen reiterated the importance of all governors reading the Keeping Children Safe in Education document circulated and discussed earlier. The chair thanked S Faichen for her report.	
11.	Governor Training:	
11.a	Feedback on Governor Training: N Alcock confirmed that she had attended the governor induction course and had found it extremely helpful, clarifying the role greatly. She confirmed that she will copy off the handouts and place them in the training file. The course was recommended for all governors. Following a question, the clerk confirmed that all new governors should attend induction as it is important to fully understand the role and a willingness to attend training is a requirement on the application form. P Bleckly confirmed he had completed the e learning on Governor Discipline Committees (GDCs) and attended a workshop on the new curriculum. Both had been really good. The clerk confirmed she had attended the GDC course at PETA and recommended this to governors who may be involved in these committees, if they prefer to learn in this way, although the on line course is also very good. Handouts will be copied off and filed for governors.	
11.b	Training Needs Report: previously circulated. The chair confirmed that this report was compiled by her for the GEIP and details which courses are available on the Gosport peninsular. The report has been sent to the GEIP chairs group.	
11.c	Training Review and Value for Money (VFM) Report: previously circulated. Governor questions to the chair: Is the value for money report meant to relate to the last financial year? Yes, it is for 2013/14. The report details a number of course for May 2014 onwards, is that relevant. No, it is not clear if these courses are included in the calculation for value for money. It needs clarification. The clerk was asked to check this with P Kilner.	Clarify with PK which courses included in the VFM report (clerk)
12.	Policies for Approval:	
12.a	Re-Adopt Manual of Personnel and Practice (MOPP): The MOPP was unanimously approved for re-adoption.	
13.	Correspondence: The chair confirmed that she has added important school communication documents to the governor zone for governors to read. The clerk referred the governors to: National College of Teaching and Leadership course for aspiring chairs	

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	leaflet. • SCO11256 Revision to Pre-Employment Check Process • SCO11238 Outdoor Education, PE and DfE SLA for Schools E Steele confirmed that alternative provision had been made for a child with a high level of specific SEN regarding the Osmington Bay trip. They had visited Osmington Bay to carry out a risk assessment and it was felt that this child would not be able to get the best out of a visit. They will instead have a learning experience tailored to their needs. E Steele confirmed that under SEN, transition is being dealt with for the transfer to secondary school and inclusion partnership agreements (IPAs) are in place. Contact and arrangements have been organised where required.	
14	Dates of Next FGB Meetings: The next meetings were confirmed as: • SPEC 19th May 2014 • Buildings and Site 16th June 2014 • Curriculum & Data 23rd June 2014 • Resources 27th June 2014 • FGB 9th July 2014 6pm The chair thanked everyone for their attendance and contributions. The meeting closed at 8.20pm.	

ACTION SUMMARY

Agenda item	Action Required	Responsibility
5.b previous action 5.b:	Book Understanding Finance Course for H Tissington 17 th June 2014	Clerk
5.b previous action 5.b	Book Induction Courses	H Tissington and M Adams
5.b previous action 5.b	Review all training courses have been booked correctly and where required. Report at next FGB meeting	P Kilner
7.b	Ensure all clerks to committees are aware of need to create separate confidential minutes as appropriate	Chair
8.a	Look into heat resistant blinds/coverings for Nursery doors	Chair
9.a	Link governors to make arrangements for visits with contact staff for week commencing 7 th July 2014	All
10.a	Staff governor vacancy poster for staff room (September 2014)	Chair
11.c	Contact TLG to clarify value for money information. Agenda item next FGB.	Clerk

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