



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 29th January 2014 6pm at the School

Present :	Mrs A Williams (AW) Mrs C Wilson (HT) Mrs E Steele (ES) Mrs S Faichen (SF) Mr P Bleckly (PB) Mr P Kilner (PK) Mrs M Adams(MA) Miss N Alcock (NA)	Chair, Parent Governor Headteacher Staff Governor Authority Governor Authority Governor Parent Governor Parent Governor Staff Governor
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML)	Local Authority Clerk School Business Manager (left 6.05pm)
Apologies:	None	
Absent:	Miss H Tissington (HaT)	Parent Governor

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone and opened the meeting at 6pm.	
1.a	Apologies: It was noted that H Tissington was not present and no apologies had been received.	
1.b	Declarations of Pecuniary Interests: No further declarations were made at this time.	
2.	Finance:	
2.a	Budget Review: The budget revision reports had been previously circulated. M Leask confirmed that there are no big changes to the budget to be noted, although there would be some additional supply teaching due to staff sickness. The next report in March will be more accurate and M Leask confirmed that she continues to expect there to be a surplus of approximately £42,543.25 (forty two thousand, five hundred and forty three pounds and twenty-five pence). M Leask asked governors to note the following items: • 7691: Additional special educational needs (SEN) top up funding has been received. • 7242: Outstanding rent from the Nursery has now been paid. • 7418: Payment is still outstanding from the children's centre for services provided 2012/13 and 2013/14, despite numerous communications. The headteacher is attending a meeting next week regarding this • 7694: Additional allocation for an autumn term ever service child. Further pupil premium funds have been received since the report was printed. • 4494: The IT server is being replaced over half term • 4540: Educational supplies is underspent and may produce a saving	



Haselworth Primary School

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

2.b	• 5414: Day activities have not been used by all classes • 5415: The year 6's residential visit in May 2014 deposit has been paid in the 2013/14 financial year, due to the savings being made paying early and the need to ensure with the changes in visit dates that this is not paid twice in one financial year. Capital Budget Update: The capital budget had been previously circulated. M Leask confirmed that the current surplus is £31,486.64 (thirty one thousand, four hundred and eighty six pounds and sixty four pence). There are plans in place to spend these monies, including changes to reception and a cooking area within the lobby for the Sunshine class. There were no questions from the governors. Schools Financial Value Standard (SFVS): M Leask confirmed that she had met with A Williams and P Bleckly to review the skills matrices and start completing the SFVS review. A further meeting is booked for the 14th February 2014. M Leask confirmed that the SFVS report must be completed and approved by the 31st March 2014. The chair thanked M Leask for her reports. M Leask left the meeting at 6.05pm.	
3.	Resource Committee Minutes 17th January 2014: The minutes had been previously circulated. The headteacher said that she would like to cover a staffing matter at this point. The following discussion was confidential and is recorded on a separate document. The headteacher asked to cover agenda item 12 Fitness and Suitability For Work Policy out of order this was agreed. The headteacher confirmed that employment health checks are now part of recruitment and a new fitness and suitability for work policy was required. The draft policy was given to the staff to review and as no staff had any queries, the Hampshire model policy with an eleven-day trigger (three incidences in any year), was recommended to the governors for approval. <u>Governor questions to the headteacher:</u> Is this three incidences and eleven days or either? A total of eleven days within a twelve-month period and over three incidences. A serious illness would not be caught, as this would be one long period of illness for instance. Is this from January 2014? Yes from now. For existing staff the trigger is six days. The headteacher tabled the policy and the governors had some time to read through it. The governors unanimously approved the policy.	
4.	Confidential Minutes of Previous FGB Meeting 25th September 2013:	



Haselworth Primary School

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

4.a	Approval: The minutes were tabled to those governors who had been present at the meeting and time given for them to read them through. The chair apologised that they had not been tabled at the December 2013 meeting. The minutes were approved as a true copy and signed by the chair.	
4.b	Matters Arising: There were no questions arising.	
5.	Minutes of Previous FGB Meeting 4th December 2013: The minutes had been previously distributed.	
5.a	Approval: The minutes were approved as a true copy and signed by the chair.	
5.b	Matters Arising: Agenda item 2.b: The chair confirmed that she, M Leask, M Adams and P Bleckly had met to complete the SFVS checks as agreed. The H Tissington had been unable to attend. Agenda item 3.b: The chair confirmed that the committees had approved the service level agreements (SLA's) as delegated by the full governing board. Agenda item 4: The chair confirmed that the confidential FGB minutes for the 25 th September 2013 had been tabled and approved at today's meeting. Agenda item 4 previous item 3.b: The chair confirmed that she had provided the clerk with details of all committee meeting dates for the year. Agenda item 7.a: P Kilner showed the governors a training file that he was placing in the staff room, with the governor filing. The governors should place certificates and training outputs in the file for future reference. The clerk suggested that the governors could record key points on a feedback form, to be held in the file. The governors thought this was a good idea and could capture "things I didn't know" and would share knowledge across all governors. The clerk and P Kilner agreed to investigate feedback forms. There were no more matters arising from the minutes not already covered in the agenda.	Investigate training feedback forms (PK & Clerk)
6.	Headteacher Verbal Report: Getting to Good Plan: The headteacher tabled the updated Getting to Good school improvement plan. The headteacher said she was pleased with the latest report which was showing many green areas. The governors were referred to page 9 of the report, key points included: • There are a number of initiatives in place. • A lot of work has been carried out with spelling and the spot light sessions are fully embedded. • More work is needed for the impact of the Keep on Talking (KOT) project to	



Haselworth Primary School

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

	be seen coming through. • The staff have participated in a lot of continuing professional development (CPD) and everyone is working hard to ensure the impact is seen in class. The impact needs to be seen to make all the extra work worthwhile. • The school is looking at 70% at Level 4+ and aiming for 80%. Many of the children in this cohort joined the school after key stage 1 (KS1) and if you considered home-grown children (those with the school from Reception) the figure would be between 80% and 85%. The children who have recently joined have some catching up to do and as the numbers are low, the percentage for each child is high. • The progress in the autumn term is on track but the momentum for KS1 into KS2 needs to be maintained. The headteacher referred the governors to page 12 of the report, key points included: • New objectives have been recently added at Christmas; see 2.5, to improve the provision and practice across early years foundation stage (EYFS) to ensure all pupils make good progress. • Some children in EYFS have specific needs in that classroom and there is a lot to do, but there is good authority support. This was not an issue when Ofsted visited last year. The headteacher said that under key objective three, "improving the impact of the leadership and management of subject leaders and the special educational needs coordinator (SENCo) on school improvement", they need to ensure that every member of staff is accountable for their area of expertise. The governor link day on the 30th January and the curriculum working party that has been set up are important to support this. The current SENCo is on maternity leave and K Foster is the acting SENCo. The next step is to look at the structure and provision of SEN across the school. The headteacher referred the governors to the "Behaviour and Safety" objectives on page 14, key points included: • The whole school is looking at a common language for learning. • Attendance and punctuality continues to improve but will always need a high focus. • The curriculum working party will be looking at a topic map in the summer. • More parents are attending parent evenings and the web site is being used more. • Book swaps are working well and are raising the profile of reading for enjoyment. Photographs of the children reading are being posted to the website (where permissions allow). The headteacher referred the governors to the last two pages of the report showing draft data. The data requires moderation but has been prepared by the teachers to support the need to be more rigorous and robust and the need to share this across the school. The minimum expected average point score (APS) by the end of KS1 is 15 APS, equating to level 2B. At the end of KS2, it was 27 APS equating to level 4B. This is now 29 Aps and level 4A.	
--	---	--



Haselworth Primary School

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

	Attainment and progress is tracked each half term (see page 16) Year 6 maths for instance shows 15 APS at KS1 which equals 2B and is where it needs to be. The next column at the end of Year 5, the average is 20.9 APS which equates to level 3B and is not quite where it should be (should be 3A). The targets were then set for this year and by the end of the autumn term 22.2 APS was required and 22.6 APS was achieved which exceeded the target. In order to get 2.2 APS each term more than a sub level progress is required each term which is a big ask for Year 6. In KS2 the average the children make is 1.3 points a term (equates to 2 sub levels a year) and in the Infants 1 sub level a term. The younger children are expected to progress more quickly. The headteacher confirmed that the school is setting very aspirational targets. The teachers have been asked to update target tracker and then the figures will be moderated to make sure the assessments are accurate. <u>Governor questions to the headteacher:</u> Do these figures include statemented children? Yes, we have to expect the same progress although their attainment may be lower. Can you provide the governors with a guide to help make sense of all the figures? I could provide you with an explanation to go with the report if that would help. This would also help the staff. Have you shared this information with the learning support assistants (LSA's)? Yes, they will need this information as well. Predicted pupil Numbers and Their Budgetary Impact: The headteacher confirmed that 34 applications had been received although it is not known how many of these are first place requests. The school will be full. The headteacher said that the best use of school space in the short term is to add a teacher in KS 2 and have the children in smaller groups. In the long term, there may be a need to revise the idea of increasing the numbers and look at spreading out, as the main barrier to learning in Haselworth is the space for children to go and do things. Next year 17 children are leaving and 15 will be coming in, but the budget will not be affected by the fall in numbers. There is no particular pressure from the local authority at the moment to increase numbers, although it is known that Gosport has a problem with a big increase in children starting school and many are being asked to consider taking more children. The headteacher confirmed that the budget is reasonably healthy, with pupil premium being a big contributor. If that were to stop, it would have a big impact on such a small school. This should be kept in mind. It may be possible to consider a few more children but we would need to consider the impact on achievement and progress, as these numbers would have to be sustained from Year R to Year 6. Do we have a lot of children leaving? Yes, there is a lot of movement, but a few are coming in as well, it tends to be 1 in 1 out. We need to consider those children who have been here for all their schooling (known as home-grown) as there are less than half in Year R already who started with us and we are not comparing like with	Provide data explanation sheet for staff and governors (HT)
--	---	--



Haselworth Primary School

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

	like. Is it possible to see the data for those home grown children? Yes, Ofsted will take this into consideration to an extent especially for those joining in Year 5 and 6 and what levels they joined at. Progress is important. The headteacher confirmed that for the rest of this year the year groups would be split up and have two pupil premium teachers. Staffing levels next year will be reviewed once the impact of this is evaluated. The school could stay with 5 classes or 4 officially and spread the children out in the mornings. The chair thanked the headteacher for her report.	
7.	Curriculum and Data Committee Meeting 14th January 2014: The minutes had been previously circulated.	
7.a	English Leader Report: The report had been previously circulated.	
7.b	Discussion: Working Party on Language for Learning: E Steele explained that the "Language for Learning" has been put to all the staff and children and they were coming up with words associated with their learning, What makes a good learner with key words and phrases. The governors were shown the lists the children had come up with so far and asked to participate in a session for the governors to come up with their own words. The school council will review the lists, decide on some key words, and create avatars, pictures, or animals to go with the words and what they would look like in practice. <u>Governor question to E Steele:</u> How is the school council made up? 2 children from each class are voted in each year and they meet every couple of weeks. They are given various tasks which they take back to their class to work on, this gives the pupil voice. The chair said it has been useful for the governors to hear the pupil voice and they have used questionnaires (hands raised) to consult them in the past. E Steele said the Year 6 had written up their own list and Year R who had not come across many of the words before had been encouraged to increase their vocabulary. An idea was to choose a symbol to go with a word, for instance in another school where they had been doing some nature work they chose Wellingtons to go with "Being Ready", as in being ready for the weather. "Determined", had a shelter picture as they had worked on a shelter which needed to be rebuilt and this had shown them how to be determined. "Reflective", had been a campfire as this was when they had sat and considered what they had done that day. Haselworth children would choose their own pictures. At this point the governors had spent some time coming up with their own list of words and where shown a video clip called "Stuck on an Elevator" which had been shared with the children. The governors said that they thought the video was excellent and clearly showed in a humorous way that the children needed to think of what they needed to do to think themselves out of a situation and not wait to be	



Haselworth Primary School

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

7.c	shown what to do all the time. Ratify: Handwriting Policy: the policy had been previously circulated. The policy was unanimously approved. The chair thanked E Steele for her reports.	
8.	Building and Site Committee Meeting 20th January 2014: The minutes had been previously circulated. P Kilner went through the report with the governors. <u>Governor question to the headteacher:</u> If Action for Children does not agree to contribute towards the alterations to the shared office, will it still go ahead? In a recent meeting they said that in principle they still want to go ahead and there is the possibility of support from the local authority. Rod Constable has appointed a project manager and been into the school. The headteacher said that she will be meeting the site manager as there are a number of maintenance jobs still to be done. An updated copy of the maintenance plan will be sent to the Buildings and Site committee for consideration. The chair confirmed that the Health and Safety audit is booked for Tuesday 4th February and will be brought to the FGB for approval. The chair thanked P Kilner and the headteacher for the update.	
9.	SPEC Committee Meeting 9th December 2013: The minutes had been previously circulated. Governing Body Self Evaluation Form (SEF): The GB SEF had been previously circulated. The chair confirmed that the SEF had been revised; no areas were marked as requiring improvement and some areas had moved to outstanding. This is very good and shows how far the GB has come.	
10. 10.a	Chair Update: The chair confirmed that an interim headteacher performance review had been completed and progress had been reviewed on her objectives, A further review was booked for May. Governor term dates and vacancies (2 community governors): The chair said that she had not had time to contact potential community governors yet and encouraged everyone to consider likely candidates. The chair would look at recruiting before the next meeting. The clerk informed the governors that E Steel's position as staff governor was due to expire in September 2014. The chair said that she hoped E Steele would wish to continue in post and the clerk confirmed that she will ensure all the paperwork is sorted in time.	Move forward on recruiting community governors (chair and all)



Haselworth Primary School

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

10.b	Governor Visits and Planning for Link Governor Day 30th January 2014: The chair passed around additional copies of the link governor visit day guidelines and subject reports that had been previously circulated. The chair went through the guidelines with the governors and the following points were discussed and agreed: • Hopefully governors will be able to see some teaching of their link subjects when they come in. If not they should review the displays, look for examples of their link area, and talk to the staff and children. • Governors should try not to stay too long in class (around 10-15 minutes) in order not to be too disruptive. • The governors can come in at any time throughout the school day for as long as they like. • If a governor cannot speak to their link teacher then make sure an additional date has been agreed to come in. • Governor badges should be worn. • Forms must be completed by all governors. • Draft feedback reports should be completed by w/c 10/2/14 to the headteacher. • Meet with the learning leader to share the report by w/c 24/2/14. • Reports to be sent to the curriculum committee for review by 6/3/14. • Quotes can be used for the Governor newsletter. • No more than 3 governors in a class at a time. Tell A Williams where you are going so she can coordinate the visits and make sure they are spread out.	
10.c	Ensure the GB has at least one safer recruitment trained governor (excluding the headteacher): The chair confirmed that she had been trained. S Faichen said she had been trained but was unable to find her certificate. P Kilner said he would contact governor services to ascertain when she completed her training. It was agreed that E Steele would complete the on line safer recruitment training when she is able, to provide additional cover.	Clarify S Faichen safer recruitment training (PK)
10.d	Link Governor Updates: • SEN Governor The chair confirmed that she had set a date to meet up with the acting SENCo w/c 10th February and they will be reviewing the personal education plans (PEP's) and short-term action plans. The annual SEN report would be presented at the next FGB meeting. The chair is arranging to complete the SEN local offer. • Looked After Children Governor: The chair confirmed that the annual report will be presented at the next FGB meeting as above. S Faichen confirmed that she had met with the headteacher and they had talked through the children and families with child protection issues. They had discussed the training that had been completed and the headteacher is managing the staff for safeguarding.	SEN/LAC annual report FGB agenda item (clerk)



Haselworth Primary School

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

10.e	The headteacher explained that the Early Help Hub is being launched in Gosport on the 11th March and she would be attending. In addition, she had met with the troubled families coordinator today. Some families would be offered additional support. • Child Protection Governor: See above report from S Faichen. • Pupil Premium Governor: A pupil premium governor report had been previously circulated. A Williams confirmed that she had met with K Ashman who is now overseeing pupil premium and she had been very impressed. An action plan is in place and the direction is clear. They will be meeting on a termly basis and will look at pupil progress next time. K Ashman is currently researching best practice for monitoring pupil premium and has a list of every child in the school. She has circulated this to all teachers asking them to complete with details of intervention strategies, home school link worker (HSLW) involvement, after school clubs etc. This will ensure no one has slipped through the network of support and check if they could benefit from anything else. A KS2 learning structure questionnaire has been developed and she will be adapting this for KS1. The chair confirmed she has asked K Ashman to share this with the curriculum working party. E Steele and K Ashman had visited Bay House school to track the progress of 2 year 7 former pupils who received pupil premium and are preparing a report on their findings. <u>Governor questions to the headteacher:</u> Does the money for forces families (FF) come in with pupil premium? Yes, the school business manager sent out a request to all parents, as they need to self-declare. The census in January gave a snap shot and we sent a flyer to all parents asking them to pop into the office. Do you have to self-declare if you foster children? Yes. Free school meal (FSM) children receive funds if they have claimed in the last 6 years and it is 3 years for FF and children in care. GEIP Feedback: The chair read through an e mail sent out by the chair of the Gosport Educational Improvement Partnership (GEIP) (J Heath) regarding a request for more governor training on the Gosport peninsula. The chair said that she had sent a copy of an e mail she had sent to governor services, regarding the lack of training, to the GEIP chairs group previously. The reply from governor services said that they felt that any more training would undermine the formal training programme and they had already added to some extent by increasing the number of courses held on the peninsula. J Heath had asked GB's to carry out an audit of training requests for Gosport to see if sufficient spaces are being made available. She also wanted to know how many parent governors had not been able to attend the "Parents as Governors" workshops. The next meeting of the GEIP chairs group is the 27th March and the chair asked for P Kilner to do an analysis of training in preparation.	Training audit for 27/3/14
------	---	----------------------------



Haselworth Primary School

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

	Chairs had been asked to bring another chair to the next meeting as a challenge to increase attendance and that a working party was looking at the issue of recruiting community governors.	(PK)
11.	Governor Training: The clerk tabled the latest Training Directory, which was handed to P Kilner.	
11.a	Feedback on Governor training Undertaken: No feedback was received. P Kilner referred the governors to the training file to be held in the staff room with the governors' files. He requested that hand-outs from training sessions and certificates should be filed in here. P Bleckly confirmed that he is booked on a primary curriculum briefing. A Williams asked to be booked on the same briefing and for P Kilner to arrange this. The chair said that she was looking to book and pay for a couple of extra whole governing body training sessions and this would be discussed at the next meeting.	Book AW on primary curriculum briefing for same date as PB (PK)
11.b	Skills Audits: P Kilner confirmed that he had received some skills audits and asked for the remainder to be given to him as soon as possible. The training folder set up will hold the forms for easy reference. The chair thanked P Kilner for his report.	
12.	Policies for Approval: Fitness and Suitability for Work Policy: The policy had been tabled and approved under agenda item 3 previously.	
13.	Correspondence: The clerk referred the governors to the latest Governor and Clerk newsletter. The clerk continues to update the chair weekly on school communications and send out relevant correspondence to all governors as required.	
14	Date of Next FGB Meeting: P Bleckly said he would like to congratulate the headteacher and staff on the Christmas play, it had been very enjoyable. Christmas dinner had been nice as well. Thank you. The chair confirmed the next meeting as Wednesday 19 th March 2014 at 6pm. The chair thanked everyone for their attendance and input and closed the meeting at 8.21pm	

ACTION SUMMARY

Agenda item	Action Required	Responsibility
4	Investigate training feedback form for next meeting	PK and clerk
6	Provide data explanation sheet for governors and teachers	Headteacher



Haselworth Primary School

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

10.a	Consider and follow up community governor vacancies, to feed back at next meeting	All
10.c	Find out when S Faichen completed safer recruitment training	P Kilner
10.d	SEN/LAC annual report to next FGB	Chair and clerk for agenda item
10.e	Complete an audit of training for GEIP on 27/3/14	P Kilner
11.a	Book A Williams on the same curriculum briefing as P Bleckly	P Kilner