



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 4th December 2013 6pm at the School

Present :	Mrs A Williams (AW)	Chair, Parent Governor
	Ms C Wilson (HT)	Headteacher
	Mrs E Steele (ES)	Staff Governor
	Mrs S Faichen (SF)	Authority Governor
	Mr P Bleckly (PB)	Authority Governor
	Mr P Kilner (PK)	Parent Governor
	Mrs M Adams(MA)	Parent Governor
	Miss H Tissington (HaT)	Parent Governor
	Miss N Alcock (NA)	Staff Governor
In attendance :	Mrs J Dunn (Clerk)	Local Authority Clerk
	Mrs M Leask (ML)	School Business Manager (left 6.15pm)
Apologies:	None	

Agenda Number		Action Points
1	Welcome: The chair welcomed everyone and opened the meeting at 6pm.	
1.a	Apologies: None.	
1.b	Approval of New Governors: The chair introduced H Tissington the new parent governor and N Alcock the new staff governor and welcomed them to the governing body (GB). The governors unanimously approved the new governors.	
1.c	Declarations of Pecuniary Interests: M Adams, P Kilner, N Alcock and H Tissington completed an annual declaration of pecuniary interest form. No further declarations were made at this time.	
2.	Finance:	
2.a	Budget Update: SAP and excel spread sheet reports had been previously circulated. M Leask tabled a budget update and asked the governors to review the information. Updates highlighted included: 7242 Pre-school rent has now been received amounting to £12,313.36 (twelve thousand, three hundred and thirteen pounds and thirty six pence) for April – November 2013. The outstanding amount will be paid in instalments. No payment for utilities have yet been received. - The sports premium grant has now been received. - The coding for school meals has changed. - Licences and subscriptions have increased. - The school has requested five extra days on the service level agreement (SLA) for special educational needs (SEN) in respect of the Educational	



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	Psychologist (EP). - Planned expenditure for maintenance is being reviewed in the Buildings and Site committee. - Internal changes that are planned for the school will be partly funded from the devolved budget and partly from the revenue budget. - All staff changes are now in place including some unexpected changes. - The in-year surplus is healthy but it should be noted that this includes £62,000 (sixty two thousand pounds) for Pupil Premium (PP), which needs to be spent on the children. - Without PP funding and the income from the Nursery we could be looking at a deficit. Governor Questions to M Leask: Is this a good surplus? Yes, but it is planned for. As a best practice, schools should only take a maximum of 3% surplus forward to the next financial year. The budget should be spent on current children. Can the local authority (LA) claw it back? We have been told that they are going to look at doing so. Schools have to have a plan for how they are going to use any surplus and make sure this is minuted in meetings. We are planning to spend it on building maintenance and development and the new IT server. The chair confirmed that there is a school communication regarding claw back and that questions are being asked of schools keeping an excess surplus over a number of years. The governors unanimously approved the budget changes; to be entered onto the SAP system. 2.b School Devolved Budget Update: The devolved budget had been previously circulated. M Leask explained that the devolved budget can be used to enhance the building, staff areas and assets used outside of normal hours. It cannot be used for routine repairs and maintenance. There is a £31,496.59 (thirty one thousand, four hundred and ninety six pounds and fifty-nine pence) balance and plans are in place for this. Governor Question to the headteacher: Has the signage been replaced? Yes and I am very happy with it. 2.c Benchmarking Data: The benchmarking data report had been previously circulated. M Leask explained that the data is up to date as at October 2013 and was used to measure the similarity of Haselworth to other schools. She had also looked at outstanding schools to see where they use their money. Haselworth Primary school shows as blue on the charts. Governor Questions to M Leask: Have you used outstanding schools as a role model? Yes. Haselworth's energy and premises costs are high because of the Nursery and Children's Centre being	
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2.d	open 51 weeks per year. This has a big impact. Energy Use is High? It is an old building with an old heating system, no double glazing etc. and this has an impact. The headteacher commented that the number of teaching staff is high but pupil premium funds are used to purchase additional teaching staff and improve the outcomes for children. This is considered a justified expense. Schools Financial Value Standard (SFVS): The SFVS report had been previously circulated. M Leask explained that the governors are accountable for ensuring school funds are spent in the correct way and the SFVS must be completed by the 31st March 2014. It can go to the Resource committee for review and subsequent approval at the full governing board (FGB) meeting, but it requires 1-2 governors to work with her on its completion. It was agreed for A Williams, M Adams, H Tissington, and P Bleckly to assist with the review. M Leask will arrange the dates for January 2014. The chair thanked M Leask for her reports. M Leask left the meeting at 6.15pm.	Arrange date for SFVS reviews with AW, MA, HT & PB (ML)
3. 3.a 3.b	Resource Committee Minutes 15th November 2013: The minutes had been previously circulated. There were no questions regarding the minutes from the governors. Ratify Best Value Statement: The chair explained that it was good practice to consider this every two years and checked all governors had read the statement. The governors unanimously ratified the Best Value statement. Service Level Agreements (SLA's) – delegate authority to committee to approve by the 18th December 2013: SC 010326 SLA Renewals 2014-2017 had been previously circulated. The chair explained that some SLA's required an in depth review to ensure that the school is not paying for things twice, decide if we want part or full access and check we are fully utilising all aspects of the services offered. The chair detailed all the SLA's and outlined the following main points: • Education Psychology – this is a good deal and the school is paying for additional days. It can also be used for staff training at a reduced rate. Not all aspects had been fully used before. • Governor services – a big part of this is training and governors need to look at accessing more training and e learning to make the best use of it. The chair will raise in the next Gosport Educational Improvement Partnership (GEIP) chairs group meeting, the need for more local training to be offered, rather than having to travel to Winchester. A 2nd whole governing body (WGB) training session in Gosport would also be welcome	



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	• IT – David Hill is looking into that as we also pay Agile and do not want to pay twice. David will be giving us a recommendation based on his findings. • Music – we do access some of this but could make better use of some reduced rates. • Caretaking – we are concerned that we are not getting all that we should, such as visits to review what we are entitled to and the cost. The chair and headteacher confirmed that generally, the school needs to keep monitoring that it is getting everything it should. The learning leaders are to be given a breakdown of what is available within the relevant SLA's. Items will also be put on the school monitoring calendar and committee programmes of work. The headteacher said that although some seem expensive, having access to the legal services, staff absence scheme, personnel etc. can actually save the school money over the year. Governor questions to the chair: Do we have to pay these every three years? They are annual but the contract is for three years. Do they need to go into the budget? They are already accounted for within the budget. What is the GEIP? The GEIP was formed to support and help to improve the education of all children in Gosport. The headteachers and chairs meet regularly and share ideas, resources and training. All schools contribute an amount per pupil into a central fund. The chair said that any interested governors were welcome to come with her to the chairs group meetings. The governors unanimously approved delegating the authority to the following committees and headteacher, for investigating and approval of the SLA renewals 2014-2017, by the 18th December 2013. Building and Site: • Caretaking support Resources: • Education financial services • Education personnel services • Finance transactions and cash management • School staff absence scheme • Legal services • Insurance • Occupational health and wellbeing • Pay and contract support service • SAP training SPEC: • Governor Services • Inspection and advisory service • Teaching and leadership college Curriculum and Data:	Committees to approve SLA's by 18/12/13
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	• Music service • School library service • IT SEN governor and Headteacher: • Educational psychology The governors unanimously approved signing up to the Governor Services SLA with full access and e learning.	
4.	Minutes of the Previous Full Governing Body Meeting 25th September 2013: The minutes had been previously circulated, the confidential minutes were not tabled at this time and will be tabled at the next meeting. Approval: The minutes were approved unanimously as a true record and signed by the chair. Matters Arising/Actions Update: Agenda item 1.b: The chair confirmed that she had spoken to M Adams around attendance and fully understood the difficulties she had had with attending the meetings. The chair reiterated to all governors the need to send apologies for absence to the chair and clerk as soon as possible and on every occasion. Agenda item 1.c: The clerk confirmed that she had now received the annual pecuniary interest forms for all governors. Agenda item 3.b previous item 8: The clerk confirmed that the meeting dates had been circulated to all governors, but was aware that some dates had now changed. The chair asked all committee chairs to book their meetings for the year and inform the clerk for circulating to governors. Committees should meet a minimum of two weeks prior to the FGB. Agenda item 3.b previous item 3.c: The chair confirmed that the accident report forms and offsite activities risk assessments had been audited in the Buildings and Site committee meeting. It had been agreed to continue to review the forms in each meeting due to their importance. Onsite risk assessments and lone worker reports would be reviewed in the next meeting. At the suggestion of P Bleckly, a near miss book is being set up. Agenda item 4.c: The chair confirmed that the Health and Safety (H&S) audit had been signed. Agenda item 4.d: The clerk confirmed that P Bleckly had been added to the SPEC committee list. The chair confirmed that the Governor Code of Conduct is on today's agenda for review. The clerk confirmed that she had received the Ofsted questions for governors from the headteacher and had forwarded these on to the governors. The Chair confirmed these were also available to governors on the Governor Zone. There were no more matters arising from the minutes.	Table confidential minutes at next FGB (clerk) Agree committee dates for 2013/14 (all committee chairs) and send to clerk for circulating
5.	Committee Reports and Minutes:	
5.a	<u>Curriculum and Data Committee 21st November 2013:</u> The minutes had been previously circulated.	



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	There were no questions from the governors.	
5.b	<u>Buildings and Site Committee 22nd November 2013:</u> The minutes had been previously circulated.	
5.b.1	Health, Safety and Security: The headteacher confirmed that the critical incident plan is currently being completed by the site manager and M Leask. It is a big document. Governor questions to the headteacher: Does this run along the same lines as for fire incidents? It is similar but much more far ranging. A plan is in place but we need to ensure we use it and the HCC guidance. The chair thanked P Bleckly for suggestions following his attendance on governor H&S training. The committee will be setting up a "near miss" book allowing the school to monitor incidents and likely trends. Does the incident form for near misses give space for informing staff and other relevant people? The book will be reviewed in committee and if not immediately rectified then the staff would be told. Is there a maintenance book? Yes it is kept by the site manager together with a maintenance plan.	
5.b.2	Ratify School On-site Traffic Policy: The policy had been previously circulated. The governors unanimously ratified the policy.	
5.c	<u>SPEC Committee 30th September 2013:</u> The minutes had been previously circulated. The chair commented that at the last meeting they had reviewed the single equality statement and progress made on targets and objectives.	
5.c.1	Ratify Governor Visit Policy: The policy had been previously circulated. The governors unanimously ratified the policy.	
	8. Headteacher Written Report: The chair asked for this item to be covered now, out of order from the agenda, this was agreed. The headteachers written report had been previously circulated. The headteacher confirmed that the main issue across the school is with writing. The last Her Majesty's Inspector (HMI) monitoring visit on the 8th November 2013 said	



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that school leaders have arrested the decline and we are where we wanted to be. There has also been rapid improvement in teaching and learning. It was a very positive report and acknowledged how the school is moving forward.

The headteacher said she was disappointed that there were a low number of parent questionnaire responses, however overall the responses received gave a positive picture.

Governor questions to the headteacher:

Is there anything in place to support with the writing problems? This is on the development plan. We are getting in support from the county HIAS team and have an English advisor talking to the staff. Other people are in Early years (EY) and KS1 to develop writing. There is a lot of work going on with phonics and reading which then leads into writing. We have looked at motivating the boys in particular, whilst making sure the girls are also engaged. We are accessing a writing project and a spelling champion through the GEIP. Across Gosport the spelling, grammar and writing of children is weak.

When will you next be checking progress? Pupil progress meetings are termly and we have just finished this term's. We consider achievement and progress and if there is a need for further interventions to get children back on track. Or if there is a learning need. There are now high quality teachers within the classrooms.

As a parent I do not fully understand how phonics works or for instance how maths is taught. Would it be a good idea to teach parents so they can support at home? That would be very useful especially with read, write, Inc. I will look into that idea for next term, thank you.

The headteacher explained that all teachers are considered as leaders, especially the subject leaders and the Special Educational Needs Co-ordinator (SENCo). The SENCo is now off on maternity leave and is being covered by Kim Foster on a temporary basis, with support from the local authority (LA). The chair of governors, who is also the SEN governor is in regular contact.

The headteacher invited the governors to the Infant school Nativity play on the 10th December at 9.15am and the Christingle service at Holy Trinity Church on the 13th December at 1.30pm.

Where you disappointed with the poor turnout for the parent's evening? This is quite normal. We are trying to encourage parents to come in as it is important the children see that their parents are interested in their school and their education. We will look at trying different things such as holding meetings at a later time and getting the children to run a Bug club on the same night, as more parents seem to come to that.

As a parent I found it useful when you had someone to look after the younger children, could you do that again? That is worth knowing I will look into if we can do that again. I will make sure the parents know we are doing it as well.

8.a Published Admission Number (PAN) Arrangements: Previously circulated.



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The headteacher said that she wanted to address PAN and the big cohort of 30 children going into the Junior school in 2015. The headteacher had met the LA admissions team and there are not enough school places locally so Haselworth is being asked to take more. The school could increase from 15 to 20 and the LA has asked if we could do it now. The headteacher has said no as the school is currently bursting at the seams. From 2015 the budget changes and the school gets less of a lump sum and is awarded a budget based more on pupil numbers. This will be better for us long term. The headteacher said she is predicting the number of pupils will rise to 140 in 2021-22 from the 128 in school now.

Governor questions to the headteacher:

Will the increase in numbers negatively impact on the school structure, for instance H&S etc.?

Not hugely, the LA is looking into how we can use the space available. We cannot go up and we have no money for extra classrooms. The LA is very keen for us to do this, so we need to wait and see what they come up with.

Are there any plans to alter the building? There is no quick fix, we need to look at how we can best use the rooms. We would not be full until 2021. The chair said that it will be published in 2014 so we have to ready and looking at it now.

At this point the headteacher congratulated A Williams the chair of governors, on graduating from the National College's Chairs of Governors Leadership Programme. The headteacher presented A Williams with a certificate for passing the programme. All the governors congratulated the chair on her achievement. A Williams thanked everyone and said she was pleased to have heard from J Pryce-Jones from Governor Services who had also passed on her congratulations.

8.b School Self Evaluation Form (SEF): Previously circulated.

The chair thanked the headteacher for the school SEF which was very clear. The headteacher said that although the school still requires improvement, there is rapid and sustained progress being made. Another year of good data is needed to prove the "over time" requirement for Ofsted.

Governor questions to the headteacher:

Can you say we are "Getting to Good"? Yes we can.

What is P4C? This is Philosophy for Children and it is about getting them to think on a higher level. Each class has a session each week to discuss big concepts. It develops their speaking and listening skills as they have to consider what other people are saying and give the reasons behind their answers.

How do you approach this in the youngest children, for instance Year R? We might approach Year R a bit differently but they still participate. We look at big ideas and they learn about tolerance, respect and listening to others. It increases their vocabulary and in turn we hope they will use this in their writing.

Do you have hymns in assembly? We do in some, we always have a form of collective worship but not always singing. We bring in other religions such as the Diwali week, Chinese New Year and currently Advent.



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	There were no more questions from the governors and the chair thanked the headteacher for her report.	
6.	Chair Update:	
6.a	Governor vacancies: The chair confirmed that there are now two community governor vacancies. She is hoping to recruit Glynn Wright who carried out the pupil premium training recently as she has expressed an interest. All governors should continue to consider likely governors.	
6.b	Confirm Training Liaison Governor (TLG) Role: The chair confirmed that this item had been carried forward due to a lack of governors at the previous FGB meeting and asked for volunteers. A copy of the role profile was read out for governors. P Kilner expressed an interest in continuing the role as work commitments now allowed him to spend more time looking at training for the governing body (GB). The chair gave P Kilner a copy of the role profile for reference. The governors unanimously approved P Kilner as TLG. P Kilner confirmed that he will be looking at completing a skills audit, recommending training and e learning and booking governors on training as requested. The chair asked all governors to review the governor zone in the school web site as she regularly updates it with useful information. The clerk will continue to e mail the agenda and attachments for the FGB meetings, to ensure the required timescales are always met, but they will be placed on the web site as well.	
6.c	Governor Code of Conduct: Previously circulated. The chair went through the code of conduct non negotiables in detail with the new penalty system. The chair explained that this is to ensure all governors fully understand the importance of their role and carry out their duties effectively. The code had been shown to the HMI who had been very impressed and wanted to share this with other governing bodies. The chair said that the GB is seen as a strength of the school but she wants to help it improve and become an outstanding GB. An amendment was requested to page 6.11, to read "or vice chair and headteacher if concerns are regarding the chair". With this amendment the governors unanimously approved and signed the code of conduct.	
6.d	Governor Visits: The chair confirmed that the GB had previously agreed to link governors to subject leaders in order to fulfil the strategic and monitoring roles of the action plan. The governors agreed the following: • Maths – P Bleckly with C Wilson (HT) • English and Modern Foreign Languages – H Tissington with E Steele	



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6.e 6.f	- History and Geography – M Adams with K Foster - Science and ICT – P Kilner and D Hill - PE and Design and Technology – N Alcock with L Mulhall - PSHE – A Williams with N Alcock - Music – C Wilson with R Faye - RE – S Faichen with K Seager - Art – E Steele with K Ashman The chair confirmed that she would back up all governors to give support. The chair and headteacher said they would organise a governor day for the governors to come in and review each subject and if a governor is not able to make that day to organise a time with their link teacher. Governors can come in at any time for a visit but they must make sure they arrange this with the headteacher and link it to the Getting to Good action plan. The headteacher said it would be nice if governors could come in for the children's Christmas lunch on the 12th December at 12pm. She would send out an e mail to confirm arrangements. Governor Services SLA: The chair confirmed that this had been covered earlier in the meeting under budget and it had been agreed to purchase full access. Link Governor Updates: SEN governor: The chair confirmed that the SENCo is on maternity leave at the moment and she will be meeting up with K Foster in January to review. She is looking at the SEN local offer for the website with the headteacher on Friday. Looked After Children (LAC): The chair said that she will meet with K Foster in January 2014 to review this as above. Child Protection (CP) Governor: S Faichen said she had had a concern over the out of hours dance class as there was only one staff member present and this had been addressed. The headteacher said that the number had increased to three on the CP register and there continue to be a number of children they had concerns about. Pupil Premium Governor: The chair said that due to the HMI visit she had not been able to complete a report for this meeting. She is completing the PP Ofsted toolkit with the headteacher and spoken with the HMI for assurance. The HMI had stated that she was pleased the school was using the toolkit and although it takes a lot of time it is worth doing.	
7. 7.a	Governor Training: Feedback on Governor Training Undertaken: P Kilner tabled the training report from the Governor services website. The chair said that the information is not always correct regarding attendance and asked the	



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	governors to inform P Kilner if they attend a course so he can double check. M Adams confirmed she had attended the induction course and P Kilner agreed to get this corrected on the records. The chair asked the governors to ring up and cancel if they cannot attend a course and print off e learning certificates. The clerk confirmed that the new governors would be added to the governor services data base and would shortly receive a welcome e mail and an invitation to an induction course. P Bleckly gave feedback from an understanding H&S course. He said that it is the GB responsibility to check the headteacher is carrying out her duties. He found the course very useful and would recommend it to other governors. The chair said that she thought the WGB training on pupil premium was very useful and she would be looking into further WGB training. The governors agreed with this. The chair asked if the governors could share any hand-outs they receive from courses as this would be useful for everyone. It was agreed that a training folder be set up and held with the GB files in the staff room which the TLG governor can keep up to date and share in the FGB meetings. The chair thanked P Kilner for his report.	Set up GB training file in staff room (PK)
8.	Headteacher's Written Report: This item had been covered earlier in the meeting.	
9.	Policies/Terms of Reference (TOR) for Approval: TOR Staff Discipline and Dismissal. The TOR had been previously circulated. The clerk explained that she had noticed that the current TOR for the staff discipline committee, did not address the power to dismiss by the headteacher. If the GB wanted to delegate this power to the headteacher (where appropriate), it needed to be minuted at FGB annually. The clerk therefore recommended adopting the model TOR from the Manual of Personnel Practice and Procedures (MOPP), which she had amended to include an additional sentence covering this delegated power. All TOR are reviewed annually at FGB satisfying the review requirement. Governor question to the headteacher: Have the unions agreed this as it does not mention the right to be accompanied? It has been taken from the MOPP which has been agreed by the unions in Hampshire. Educational Personnel Services (EPS) would always give guidance to both the headteacher and the staff member if this situation were to arise and would ensure they had their rights explained. This is one of the reasons we buy into the SLA; to ensure we are covered legally. The governors unanimously approved the TOR delegating the power to dismiss	



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	where appropriate to the headteacher. Staff Dismissals Appeals TOR: The TOR had been previously circulated. The governors unanimously approved the TOR.	
10.	Correspondence: The chair referred the governors to the following: - SC010536 SLA Renewals - SC010392 Actions to Address High Levels of School Balances - SC010337 Changes to the Performance Management and Capability Procedures. The chair confirmed that the schools policy had already taken these changes into account as they were taken from the MOPP and are correct.	
14	Date of Next FGB Meeting: The chair confirmed the next meeting as Wednesday 29th January 2014 at 6pm. The chair thanked everyone for their attendance and input and closed the meeting at 8.05pm	