



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 25th September 2013 6pm at the School

Present :	Mrs A Williams (AW) Ms C Wilson (HT) Mrs E Steele (ES) Mrs S Faichen (SF) Mr P Bleckly (PB)	Chair, Parent Governor Headteacher Staff Governor Authority Governor (not present between 7.21pm – 7.35pm) Authority Governor
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML)	Local Authority Clerk School Business Manager
Apologies:	Mr P Kilner (PK)	Parent Governor
Absent:	Mrs M Adams(MA)	Parent Governor
Quorum:	(4 required 5 present)	

Agenda Number		Action Points
1	Welcome. The clerk chaired the meeting at this point and welcomed everyone to the meeting, declared a quorum present with four governors and opened the meeting at 6.15pm.	
1.a	Election of chair and vice chair – agree term of office: The clerk confirmed that A Williams had sent in a self nomination for the position of chair, the clerk asked if anyone else would like to stand for chair and no other nominations were presented. The clerk informed the governors that R Williams had self nominated for vice chair but had since resigned from the governing body due to personal reasons. The governors proposed P Bleckly for the position of vice chair which he accepted. A Williams and P Bleckly left the room for a short period and the governors unanimously approved their positions. A Williams and P Bleckly returned to the room and were informed of the governors' decision. The governors discussed the term of office and decided unanimously to a term of 2 years ending on the 30th September 2015. This would give the governing body (GB) some continuity and allow new governors to gain experience. The clerk was asked to update the governor services data base. The clerk passed the meeting over to the elected chair of	



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- The home school link worker (HSLW) has increased her hours on a temporary contract to the end of August
- Supply teachers budget has been left in case it is required over the winter months and to cover maternity leave
- Utility bills have been paid until the end of August
- The IT budget has increased substantially by £10,000 (ten thousand pounds) to cover the cost of a new server which is urgently required
- New Microsoft software is required to support the new server
- The ICT support company contract with Agile is to be renewed as it has proven very worthwhile
- The Year 6 residential trip in 2014 is to be changed to Osmington Bay in Weymouth and will be partly subsidised by pupil premium and fund raising
- The income from Nursery relates to a shortfall in the cost of utilities for 2012/13 and has now been paid
- Pupils on roll currently 129
- Free school meal (FSM) children currently 44
- Parents are being encouraged to apply for FSM's by Thursday to increase the pupil premium budget
- The revised carried forward amount has been substantially reduced from £79,966.26 (seventy nine thousand, nine hundred and sixty six pounds and twenty six pence) to £5,332.72 (five thousand, three hundred and thirty two pounds and seventy two pence). The main contributors to this being staffing, the new server and related costs and school trips.

Governor questions to the school business manager:

How does the 0.7 teacher translate into working days? This teacher will work three and a half days per week.

Is the petrol allowance set by the governing body (GB)? This is set by county.

4625 why do we need a public video screening licence? This is needed so we can show videos in the school sometimes, under copyright laws.

Where are we in the financial year? This is at 5/12's of the financial year.

How does that relate to the academic year? The financial year starts in April, whereas the academic year starts in September. The budget will cross over academic years.

5195 GEIP contribution what is this? The chair confirmed that this is the Gosport educational improvement partnership (GEIP), all school in Gosport contribute to this group who hold meetings for the heads and chairs. The GEIP provides training in various areas across Gosport as well as research and collaboration.



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2.b	How do the children benefit from this funding? E Steele and the headteacher confirmed that teachers and LSA's for early years (EY) have benefited from sharing good practice, collaborative work, action research and additional development and training. Data is also shared across the schools especially in reading, writing and maths allowing headteachers to see where there are especially good results and learn from each other. It can also identify common strengths and weakness so allowing collaboration. All this in turn benefits the children. Have we made sure we are not paying an IT service level agreement (SLA) with the county on top of that we pay to Agile? Actually we are and when we get the new SLA's in we will need to decide if we keep that as well. We can pick bits and pieces from the SLA that work for us, lots of schools do this. The year 6 residential trip to Osmington Bay, please tell us more about this. The headteacher explained that Osmington Bay is near Weymouth and the accommodation and the cost of coaches is a big rise on last year. It is very good for the children and is arranged after the SAT's week. It is great for team building and increases their self confidence; they always come back more grown up. The headteacher said that she would rather spend more on a better experience for the children and the cost is only slightly higher for the parents than Fairthorne Manor, but much better. The children are fund raising and the school is also looking for some donations from the community and funding from external sources. Can we help parents apply for free school meals? The headteacher confirmed that the school has sent out flyers. Governors suggested providing school laptops at the Year R parents meeting, and this was agreed as a good idea. The governors unanimously approved the revised budget and agreed for the changes as set out, to be applied. Planned revised total expenditure £816,640.86 (eight hundred and sixteen thousand, six hundred and forty pounds and eighty six pence). Planned revised total income £821,973.58 (eight hundred and twenty one thousand, nine hundred and seventy three pounds and fifty eight pence). Revised surplus in year £5,332.72 (five thousand, three hundred and thirty two pounds and seventy two pence). Capital Budget: The capital budget was tabled. M Leask confirmed that there had been no changes and the capital budget remained at £31,756.76 (thirty one thousand, seven hundred and fifty six pounds and seventy six pence). Governor questions to the school business manager:	
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2.c	Can we use the capital budget for anything in the school? M Leask confirmed that the capital budget can be used for improvements and refurbishments around the school but it has to enhance the building. A separate pot of money is allocated each year and the school should have a plan for spending it, although unlike the revenue budget it does not have to be spent that year. The headteacher confirmed that it had been previously earmarked for the new build and they were now looking into grants for other works. There were no more questions from the governors. The chair thanked the school business manager for her very thorough reports. Adopt the Manual of Financial Practice and Procedure: M Leask tabled an index to the Manual of Financial Practice and Procedure and explained how the manual was used and how it is accessed through the school. The governors unanimously approved adoption of the Manual of Financial Practice and Procedure. M Leask left the meeting at 7pm.	
3 3.a 3.b	Minutes of the Full Governing Body Meeting 3rd July 2013: The minutes had been previously circulated. Approval The minutes were approved unanimously as a true copy and signed by the chair. Matters Arising/Actions Update Agenda item 1.b: The chair confirmed that she had spoken to M Adams regarding non attendance at the FGB meeting and had arranged for paper copies of all documents to be provided. A further action point had been agreed at agenda item 1.b today. Agenda item 5.e: The clerk confirmed that chair and vice chair nominations had been received. The clerk confirmed that the committee membership list had been updated as requested. The chair confirmed that all committees had elected chair's at their meetings as agreed. Agenda item 8: The chair confirmed that the committees had agreed their meeting dates for the year except for the buildings and site committee. The clerk confirmed she had updated the GB list in full from the minutes provided and this would be circulated to all governors.	Circulate all meeting dates for 2013/14 (clerk)



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	Agenda item 3.c: The chair confirmed that the audits for the accident report forms and offsite risk assessments had not been completed by P Kilner. These are now required as a matter of urgency and are an agenda item for the next building and site committee meeting. This action to be carried forward. P Bleckly confirmed that he had received an e mail regarding his H&S course on the 3rd October 2013 but had not heard from P Kilner who also wanted to attend this course. Agenda item 5.b: The chair confirmed that Raising Attainment in Vulnerable Groups was booked as whole governing body (WGB) training for the 23rd October 2013 at 6pm. Agenda item 5.d: The chair confirmed that a poster for the community governor vacancy had been sent to all governors as requested. Agenda item 6: The chair confirmed that R Williams had been asked to book 2 spaces for the special educational needs (SEN) conference on the 26th September 2013, but as she had now resigned it was not clear if this had been done. The headteacher agreed to attend the conference as it was felt to be of great benefit. The chair asked governors to review the HCC training courses and see if there were any further WGB sessions they felt should be arrange as bespoke training. These would be charged for but would be of great benefit to the school.	Audits for accident report forms and offsite risk assessments Urgent (PK)
4 4.a	Committee Reports and Minutes: Resource Committee Meeting 13th September 2013: The minutes and Terms of Reference (TOR) had been previously circulated. • Approve chair: The chair was unanimously approved as A Williams. • TOR: unanimously approved. Approve/Ratify Policies: all policies had been previously circulated. • Charging and Remission policy: the policy was unanimously ratified. • Pay Policy: The headteacher explained that this was the model policy from Hampshire and had been personalised for the school. The policy was unanimously approved. • Performance Management Policy: The chair explained that this had been amended through the Manual of Personnel Practice (MOPP) following the pay changes and was again from the Hampshire model policy. The policy was unanimously approved. The governors asked to discuss the lettings issue in the Resource committee meeting minutes. S Faichen declared a pecuniary interest and left the room at 7.21pm.	



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4.d	the chair was meeting with him on the 27th September to sign it off, the headteacher would sign on the 30th September 2013. The chair said that as previously mentioned the audits for the accident report forms and offsite risk assessments had not taken place and were an urgent agenda item on the committee agenda. Governor question to the headteacher: Who is paying for the Nursery toilet repairs? It has gone back to Hampshire County Council (HCC) to see if it comes under the SLA; it is the same with our toilets. The headteacher confirmed that she would be agreeing a quote for the new external sign at around £300 (three hundred pounds) complete with the school logo. Strategic Planning and Evaluation Committee (SPEC) Meeting 8th July 2013: The minutes and Terms of Reference (TOR) had been previously circulated. • Approve chair: The chair was unanimously approved as A Williams • TOR: unanimously approved. The chair asked for another governor to be added to the committee following R William's resignation. P Bleckly was unanimously approved. The next meeting was agreed for Monday 30th September 2013 at 4.15pm. • Governor Code of Conduct (to include governor questions): This was previously circulated. The chair commented that she would prefer to go through the code of conduct with all governors present. It contains some clear expectations and non negotiables, with penalties outlined. It is important that the role of governor be fully understood, the workload is shared and people do what they say they will do. The chair therefore asked for this to be included at the next FGB meeting. The headteacher informed the governors that she had been given a set of questions from the deputy at Harrison that Ofsted had recently asked governors. She would send these out through the clerk. • Review GB Procedures and adopt the HCC Choices and Good Practice. It was unanimously approved to adopt the HCC Choices and Good Practice.	Add PB to SPEC committee list (clerk) Governor code of conduct FGB agenda item (clerk) Governors Ofsted questions to clerk for sending to all governors (HT)
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5.d	The chair asked that once the link governors have been agreed, governors should arrange their visits to the school with the headteacher. Visits could be arranged at any time but should link into the SIP. The chair said she will also be agreeing set days and themes with the governors. Link Governor Updates: • SEN/LAC Governor The chair confirmed that she is meeting with the SENCo who is also the LAC Designated Teacher in October • Child Protection Governor S Faichen confirmed she had had meetings today with the home school link worker, headteacher and Mary-Lou from the children's centre, to discuss vulnerable families and any joint concerns. The intention is to have these meetings each half term and share knowledge. • Pupil Premium Governor The chair confirmed she is looking at last year's spend, assessing the impact of pupil premium and will be bringing further information to the next FGB meeting. The clerk had recently sent out an interesting Q&A document from the DfE for 2013-2014 funding.	
6 6.a 6.b	Governor Training: Feedback on Governor Training Undertaken: The chair explained that the TLG role still required confirmation and this would be covered in more detail at the next FGB meeting. Confirmation of Whole Governing Body (WGB) Training: Raising attainment for Vulnerable Pupils has been confirmed for the 23rd October 2013.	
7	Headteacher Verbal Report: The headteacher confirmed that there are currently 129 children on roll which is higher than previously. The Infant classes are full with an increased number at key stage 2 (KS2). There are 5 classes plus an additional 0.7 teacher whose role includes 4 mornings as the pupil premium teacher for English, reading and maths in KS2. KS2 have English and Maths taught in pure year groups, giving clear focus and this will have a positive impact for them this year. Providing this separate class has led to an issue with utilising space in the school but they are managing well. The headteacher informed the governors that there are 2 staff going onto maternity leave and she has advertised for a Year R/1 full time class teacher and a SENCo for 1 day per week.	



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	Governor question to the headteacher: Are you advertising for an experienced SENCo? Yes, if we do not get one I will ask if there is a local school who have the capacity to second someone. The headteacher outlined the quality of teaching and learning monitoring process, with book sampling being carried out each Friday. There are high expectations and class observations have been completed by the leadership and learning partner (LLP). The headteacher said she is confident that the quality of teaching has improved greatly across the school and the children are showing much greater levels of engagement in their learning. There is an improved pitch and expectations within lessons leading to positive learning, more active pupils and improved behaviours. The headteacher confirmed that the annual child protection training took place for staff in September. The school is in the process of referring a number of families to the locality team, who are looking for some support. The home school link worker has moved to a full time position temporarily and is working with families to encourage them to seek support from the locality team. The headteacher confirmed that the teaching alliance has got specialist leaders in education (SLE's) in the school, and one is working with the deputy headteacher (DHT) on planning and work scrutiny as well as lesson observations. The DHT will be able to continue with this work within the school once the SLE has moved on. The headteacher confirmed she is negotiating for 1 more SLE to look at SEN and Year R/1. The headteacher explained that the team is set and ready to go with performance management. The SENCo and DHT attended a training seminar last week and the school business manager and headteacher have already completed the training. The teaching team will be completed by the 31st October 2013. • M Leask – administration team • A Smith – cleaning staff • L Mulhall – Learning support assistants (LSA's) • Headteacher – DHT, SENCo, dinner ladies and breakfast club • Deputy headteacher - teachers Governor question to the headteacher: Will the meetings be minuted? The paperwork is confidential; however I will be providing anonymised examples for the resources committee and Ofsted for moderation. The chair thanked the headteacher for her report.	
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8	Headteacher Performance Management: The chair confirmed that this had been completed with Clare Williams the LLP, S Faichen and A Williams. The pay committee had met today to agree the pay decision.	
9	Confirm Adoption of Manual of Personnel Practice (MOPP): This was unanimously adopted and approved by the governors.	
10	Review Child Protection Arrangements and Discuss Results of Safeguarding Audit: • Approve annual safeguarding report to LA The headteacher tabled the audit and explained the action plan: • Under the wider safeguarding issue for agencies to talk to each other and act promptly, she does not feel this is always the case. The headteacher has put herself up for the Common Assessment Framework (CAF) training in order to influence this more directly. • An annual pupil survey is on the action plan – “do you feel safe in school?” etc. The headteacher pointed out that the DHT is not safer recruitment, however S Faichen, A Williams and herself are trained but training the DHT would give additional cover. The headteacher explained that child protection is mentioned as being covered on performance management. The child protection policy has been sent to governors to ensure all governors are aware of their responsibilities. The headteacher confirmed as part of that she ensures that as headteacher she reports to governors on any child protection issues and all audits are completed. The headteacher asked governors to approve the child protection policy previously circulated. The child protection policy was unanimously approved. The annual safeguarding report to LA was unanimously approved.	
11	Receive Plan for and Approve Off Site Visits: The headteacher said that an annual plan for off site visits is not submitted to governors as teachers arrange them depending on termly topics and children’s needs. The chair of governors has access to Evolve and can ensure the risk assessments are completed for any trips if they are deemed to have an adventurous nature. The Year 6 residential visit does require GB approval and she would like to request this at this time. The governors unanimously approved the Year 6 residential visit.	
12	Policies for approval:	



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12.a	Anti Bullying Policy: The governors unanimously approved the policy.	
12.b	HCC Admissions Policy: The governors unanimously approved the policy. The headteacher confirmed the school's website had been updated with the policies. Governor question to the headteacher: Are we oversubscribed? No, but we do we have a lot of appeals and have a waiting list, particularly for the Infants. This a national issue. I fully expect local schools to have additional classrooms built as a result; we do not have the room to do so in this school building.	
13	Correspondence: The clerk brought the governors' attention to the following: • Governors' and clerks newsletter autumn term • School Governance (Roles, procedures and allowances) regulations 2013 • Governor services legislative update autumn term 2013 The clerk confirmed that she continues to send weekly updates to the chair on correspondence and school communications. School communications are sent to governors as and when they are highlighted as a priority. Governors should continue to monitor communications on the governor services web site.	
14	Date of Next FGB Meeting: This was discussed due to known governor absences and the date amended to Wednesday 4th December 2013 at 6pm. The chair thanked everyone for their attendance and input and closed the meeting at 8.40pm	