



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Ms C Wilson

Minutes of the Meeting of the Full Governing Body held on Wednesday 3rd July 2013 6pm at the School

Present : Mrs A Williams (AW) Chair, Parent Governor
Ms C Wilson (HT) Headteacher
Mrs R Williams (RW) Parent Governor (left 6.45pm)
Mrs E Steele (ES) Staff Governor
Mrs S Faichen (SF) Authority Governor
Mr P Kilner (PK) Parent Governor

In attendance : Mrs J Dunn (Clerk) Local Authority Clerk

Apologies: Mrs M Leask (ML) School Business Manager
Mr P Bleckly (PB) Authority Governor

Absent: Mrs M Adams(MA) Parent Governor

Quorum: Present

Agenda Number		Action Points
1.a	Welcome. The meeting opened at 6.05pm and the chair welcomed everyone to the meeting.	Contact M Adams (chair)
1.b	Apologies. Apologies had been received and accepted from P Bleckly (holiday) and M Leask, however it was noted that M Adams was not present and no apologies had been received. R Williams had informed the chair that she would have to leave early. The chair agreed to contact M Adams as she had missed the last two full governing board (FGB) meetings without apologies. The chair confirmed that regretfully L Martin and D Searle had resigned as governors due to other commitments, leaving two community and one staff governor vacancies. The chair wanted to thank both governors for their hard work and commitment to the school during their service as governors.	
1.c	Declaration of Pecuniary Interests. S Faichen confirmed an interest under budgets regarding the nursery.	
	5.e Officers and committees membership for 2013/14: The chair asked to bring this item forward as R Williams was leaving early. The chair tabled a list of governor roles to be renewed in September. The chair asked governors to consider the role descriptions in the governor handbook on the governor zone, and to note that link governors are now linked to subjects and subject	



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	leaders. Due to the resignation of D Searle, S Faichen had kindly agreed to become the child protection governor for the rest of this academic year. The chair asked for self nominations for the chair and vice chair of governors to be sent in writing (e mail is sufficient) to clerk by the 31st August 2013. Roles to be confirmed at the 1st FGB in the autumn term The chair requested that governors on committees and with specific roles committed to these positions fully. It was important that meetings and school visits were committed to. The governors discussed the committee membership for 2013/14. After discussion the following was agreed: Resources Committee: A Williams, C Wilson, M Adams and R Williams. Building & Site Committee: P Bleckly, C Wilson, P Kilner and A Williams. Curriculum and Data Committee: S Faichen, E Steele, A Williams and C Wilson. SPEC Committee: A Williams, E Steele, C Wilson, P Kilner and R Williams. Headteacher's Pay and Performance: R Williams, A Williams and the learning and leadership partner (LLP). Staff discipline, Pupil discipline and Staff appeals committees: would be formed on demand with non staff governors on a rotational basis. The governors agreed to confirm the chairs of committees in their first meeting of the autumn term together with confirmation of governor roles.	Nominations for chair & vice chair to the clerk by 31/8/13 (all) Update committee list (clerk) Confirm chairs of committees and job roles 1st meeting (all)
	8. Dates of Meetings for 2013/14: The chair asked to bring this item forward as R Williams was leaving early. After discussion the following dates were agreed, with future committee dates to be agreed at the next meetings:	Agree future committee meeting dates at 1st meeting (all)



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	<table><tr><td>Building & Site</td><td>Monday</td><td>2.30pm</td><td>9th September</td><td>2013</td></tr><tr><td>Curriculum & Data</td><td>Thursday</td><td>8am</td><td>12th September</td><td>2013</td></tr><tr><td>Resources</td><td>Friday</td><td>10am</td><td>13th September</td><td>2013</td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>25th September</td><td>2013</td></tr><tr><td>SPEC</td><td>TBC</td><td></td><td></td><td></td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>20th November</td><td>2013</td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>29th January</td><td>2014</td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>19th March</td><td>2014</td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>14th May</td><td>2014</td></tr><tr><td>FGB</td><td>Wednesday</td><td>6pm</td><td>9th July</td><td>2014</td></tr></table>	Building & Site	Monday	2.30pm	9 th September	2013	Curriculum & Data	Thursday	8am	12 th September	2013	Resources	Friday	10am	13 th September	2013	FGB	Wednesday	6pm	25 th September	2013	SPEC	TBC				FGB	Wednesday	6pm	20 th November	2013	FGB	Wednesday	6pm	29 th January	2014	FGB	Wednesday	6pm	19 th March	2014	FGB	Wednesday	6pm	14 th May	2014	FGB	Wednesday	6pm	9 th July	2014	
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2.	Minutes of FGB Meeting held on the 22nd May 2013:																																																			
2.a	Approval: No amendments were requested; the minutes were confirmed as a true record of proceedings and signed by the chair.																																																			
2.b	Matters arising/actions update: Agenda item 1.b: the clerk confirmed that she had contacted M Adams and P Kilner regarding non attendance at the last meeting. P Kilner had sent apologies but no reply had been received from M Adams. Agenda item 2.b: The chair confirmed that the summer newsletter had been sent out and she had adapted the “meet the governors” section on the website. Agenda item 3.a (3): The chair confirmed that approval of the capital spends budget had been added to today’s agenda. Agenda item 3.a (4): The chair confirmed that the terms of condition (TOR) of the unofficial fund had been amended as requested by M Leask and duly signed by the chair of governors. Agenda item 3.b: The clerk confirmed that the policy review planner had been updated and provided to the chair. Agenda item 5.d: The chair confirmed that the governor services questionnaire had been duly sent off. The chair confirmed that all committees had reviewed and approved their TOR, they will be ratified at the first FGB in the autumn term.. The clerk confirmed that all committee chairs had been sent the policy review planner to ensure policy review was built into their programme of works for 2013/14.																																																			



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3.	Committee Reports and Minutes:	
3.a	Resources Committee 14th June 2013 (all minutes and documents had been previously circulated) to include: I. Ratify Capital Spend: The chair confirmed that no monies had yet been spent from the capital budget. The capital budget is £26,541 (twenty six thousand, five hundred and forty one pounds) plus an allocation for this year of £5000 (five thousand pounds). The capital budget was unanimously approved by the governors. The chair confirmed that a revision will be presented to the FGB in September for approval. II. Budget Review: No information was presented at this time in addition to the committee minutes. III. Unofficial Fund: The chair confirmed that R Williams and L Martin had audited the fund, which was tabled at the meeting for governors. The audit guide had been used and was available for governors if they wanted a copy. Governors suggested that any fund raising should be explicit so that parents and governors know what the money is being used for. The audited report was unanimously ratified. IV. Policy to be ratified: • Lettings policy: The policy had been approved at the resources committee meeting, no questions were asked and the governors unanimously ratified the policy which was signed by the headteacher and chair.	
3.b	Curriculum and Data Committee 19th June 2013 (all minutes and documents had been previously circulated) to include: I. Policies to be ratified: • Sex and Relationship Education policy • Teaching policy • Acceptable Usage policy including internet and e mail • Learning policy • Collective Worship policy Governor questions: Could we have an update on the prospectus please? The headteacher confirmed that the prospectus should arrive early next week. I note that the child protection governor is no longer reporting to this committee? The chair confirmed that it had been agreed at the last FGB for this to be covered within FGB meetings rather than in committee, in line with the special educational needs (SEN), looked after children (LAC) and pupil premium governors. This would avoid doubling up on reports.	



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3.c	The chair confirmed that the sex and relationship education (SRE) policy would be reviewed again in the autumn term as a new programme was being purchased that would cover the whole school. There were no more questions from the governors and all policies were ratified and signed by the headteacher and chair. Buildings and Site Committee 17th June 2013 (all minutes and documents had been previously circulated) to include: I. Health and Safety: Governor questions: Has the health and safety audit taken place? The headteacher confirmed that the timing of the audit has changed and is required again by the 23rd July 2013. This has been booked in and will be completed on time by the headteacher and A Smith the site manager. Did the audit of accident report forms and offsite risk assessments get completed on the 24th June as detailed in the minutes? P Kilner informed the governors that this had not happened yet, but he will ensure it is booked in with M Leask for completion by the 12th July 2013. Has P Bleckly been booked on a Health and Safety Course? The chair confirmed that she had booked P Bleckly onto the “understanding health and safety in schools” course at his request, for the 3rd October 2013 at 7pm in Cosham. P Kilner said he would like to attend this course as it would useful in his role as chair of the committee and will book himself on. II. Maintenance Development Plan Governor questions to the headteacher: Does the site manager feedback on progress at each meeting? Yes he does update us. Have you any quotes as detailed on the plan yet? We should be getting these soon as we had someone in to price them up. S Faichen informed the governors that problems with the new nursery canopy are ongoing and very frustrating. R Williams left the meeting at 6.45pm. The chair confirmed that the site manager was looking at installing portable ramps in the near future. The headteacher explained that the caretaker and site manager had requested 33 hours overtime to attend to six of the key maintenance jobs as shown on the maintenance plan.	Book audits for accident report forms and offsite risk assessments with ML (PK) by 12/7/13 Book on H&S course 3/10/13 (PK)
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3.d	Governor questions to the headteacher: Is this 33 hours each? No, between them as they do not work at the same time as each other. Could they work together as this could mean getting some of the larger jobs completed more quickly and would be easier for them as well? The headteacher confirmed she would discuss this with them. III. Policies to be Ratified: • Restrictive Physical Intervention Policy The headteacher explained that someone needs to be British Institute of Learning Disabilities (BILD) accredited trained and she had been looking at the courses available. Although the cost of the training is reasonable there is a minimum group size of twelve, which would be too many out of the school at one time. The headteacher will contact other schools to investigate if the training could be shared or if there was anybody else available who could deliver the training. • School Security Policy There were no questions from the governors and the policies were unanimously ratified and signed by the headteacher and chair. Strategic Planning and Evaluation Committee (SPEC) 3rd June 2013: The minutes had been previously circulated. The chair confirmed that the governor code of conduct would be reviewed at the next meeting, for approval and signing by all governors at the September FGB. Governor questions to the chair: Did K Seager and L Mulhall manage to meet? E Steele confirmed they had and have put a date in the diary. There will be a theme week on Diwali and E Steele will bring a date to the next SPEC meeting to confirm. The chair confirmed that a review of the single equality statement had been completed, looking at progress made against targets and objectives. Progress was being made which is good. The chair thanked the committees for their informative reports and updates.	
4.	Headteacher's Written report: The report was tabled as agreed. The headteacher explained that the classes would be organised differently in 2013/14 with five classes:	



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	• R/1 • Years 1/2 • Years 3/4 • Years 4/5 • Year 6 Learning support assistants (LSA's) will be giving 1:1 support to three children with specific learning difficulties. The children are not statemented but without this support would not be able to have full access to the curriculum. The headteacher confirmed that attendance had improved throughout the year but 2-3 children had particularly low attendance, which had brought the overall figure down. Governor questions to the headteacher: Is the persistency spread across a number of families? No, attendance below 85% is considered as persistent. This was 16% in the autumn term and improved to 5.5% to date, but two children have very poor attendance. One has been referred to county but as they are under the compulsory school age they will not get involved yet, however it still affects our figures as they are on the school roll. Have we exhausted everything possible to get them to attend? Yes and the home school link worker (HSLW) have been involved. It has also been flagged up with children's services, which will look again when the child is of school age in the autumn term. There is an upward trend for attendance this year though? Yes it has improved enormously and this is down to the excellent work by the HSLW. The nurse has also been involved. Has pupil premium been used to support this? Yes some initiatives are partly funded by pupil premium and have had a big impact. The headteacher referred governors to the achievement data and explained this is now as accurate as it can be. The children are assessed in the first few weeks of starting school and should come in at the 40-60 month band; however the majority of Haselworth children come in at the lower 30-50 month band. The system has changed this year for the early years foundation stage (EYFS) in that children are expected to reach the early learning goal (ELG). There is no local or national data to make comparisons with yet and considering where Haselworth children start from the focus is on making good progress which a lot of ours have. As a new system it will also be impossible to compare against previous years. Writing does stand out though at only 17% achieving ELG, they are all moving up but progress has not been accelerated. Some of the ELG's are harder than the old level 1. How many children do we have in early years? 30 and one child equals about 3%.	
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	The governors commented on impressed they were at how many children had achieved ELG despite the low level of entry. The headteacher confirmed progress was above the expectation of 3 points in all areas which is necessary considering the low starting point of the children, however writing still stands out. It was pointed out that historically children came in at this low starting point but that progress had not been as good previously. Will there be early year's data coming out? Headteachers will share their data within Gosport certainly and then we can make some comparisons. When children start what data is provided? We have data from pre-school but we like to wait until they settle in and then make our own judgments. The headteacher informed the governors that she was encouraged by the predictions for key stage 1 (KS1). Level 2b+ is the national expectation, reading is a big success with some children reaching level 3, but writing again stands out. It is very difficult to convert Level 2 c to a Level 4 at KS2. There is a clear pattern of children progressing well and things are going in the right direction, although there is still a long way to go. Is this down to any particular intervention programme? There has been some very good work on phonics which has impacted reading. Our guided reading and phonic work was commented on favorably by Ofsted. In maths the work by Natalie and Barry Philips has been fantastic. Will the children moving from year 1 – year 2, benefit from the work Natalie has done? By having the basic skills in place they will benefit. Do you have the data on the year 1 phonics tests? 72-72% reached the expected level which is above the national average and broadly in line with last year. This is testament to the good phonics work carried out in the school. The headteacher explained that KS 2 data is still a predicted figure. She is quietly optimistic that the maths figure may yet improve on the prediction. It is hoped to achieve floor targets on attainment in reading and maths and writing is looking likely to be 100% for 2 levels progress. Reading is below last year, writing has improved and maths is in line or improved. Governors should note that 3 children are statemented in this cohort and their attainment will be lower as a result, however their progress should be as good as all children at least. If these 3 children are taken out of the figures for attainment, the figures much improve with 75% for reading and 83% for writing and math plus some level 5's. Do we have children achieving level 6? 1 child may, we will find	
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4.a 4.b	out next week. The headteacher confirmed that the targets this year were to reach floor targets and she is confident this will be the case in progress and may be the case for attainment as well. A large percentage of children are secondary ready which is down to all the hard work put in by the teachers and other staff. Do we have any data on the spelling and grammar tests? The data will not contribute to the SATs results this year, although it does go on Raise online. Do you know where we are compared to other schools? No, it is a new test and there is nothing to compare it to. Getting to Good School Improvement Plan Progress: The progress towards school improvement report was tabled by the headteacher. The headteacher explained the report is divided into issue, initiative, monitoring and impact and invited questions. Governor questions to the headteacher: Writing progress is looking good but is it enough? 1 sub level is not enough. We are starting to make progress which is good. The headteacher explained that with the work on moderation, teachers now have a more secure knowledge of where the children are and how to understand the data. This means data is also more reliable and they are picking up children who are falling behind far more swiftly. How soon into the academic year before you identify the children who need intervention? We identify them straight away. We should see progress straight away. Pupil progress meetings take place each term and will happen again before the October half term. Children will come into their new classes with the teachers knowing exactly who is on track and who is not. Impact of Pupil Premium Expenditure: The headteacher tabled a report on evaluation of pupil premium spending 2012-2013. The report shows how funding has been used across the school: • Part funding of HSLW • Part funding of emotional literacy support worker (ELSA) • Part funding for breakfast club • Part funding for extra-curricular activities • Primary Target Tracker • School Website • Staff Training	
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	2012-2013: Total allocation and spend £39,000 (thirty nine thousand pounds). 2013-2014: Total allocation £60,600 (sixty thousand six hundred pounds) total planned expenditure £63,000 (sixty three thousand pounds). The funding will be used for: • HSLW worker • Staff training • 1:1 support in Yr 5 & 6 • KS2 English and maths teacher • Breakfast club • Bug Club phonics based reading scheme • Day activities • Residential activities The headteacher confirmed that staff training had been allocated more funds next year, in line with the aim to improve the quality of teaching. More money is being spent than is received. The chair confirmed that this is a large amount of money and a great deal of importance is placed on evidencing the impact of how this money is spent. Governor questions to the headteacher: Is the Ofsted view that you need to demonstrate the benefits for pupil premium children? We must show a positive impact for these children but we do not ring fence the money. It cannot be used on initiatives that do not benefit those children for whom it was allocated. For instance by using some of the money on improving teaching quality, this has an impact on all children and has sustainable, ongoing benefits. Therefore this is good use of the funding. Please could you tell us more about the Bug Club phonics scheme? E Steele explained that this is an online scheme for children in year R through to year 6. It can be used at home and in school. There are updated and upgraded guided reading books and an emphasis on phonics. Children have a log on to access at home but they can only read books allowed by the teachers. They have a choice from their level plus a few on a higher level to encourage progress. There is a good focus on books for boys as well as girls and a good balance of fiction and nonfiction. Reading stamina books help to build up the length of time children are reading and covers the full range of levels up to level 6. The reading levels are clear and all children will be aware at what level they are reading and teachers can clearly see what children are reading and at what level. Governor questions to E Steele:	
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4.c	Is this also for free readers? They are still on the reading scheme. They can choose what they want from the library but all books are banded. Is there a danger they could go backwards and not push for harder books? The books are banded at the right level and although they are reading for pleasure we do keep track to check that they are still being developed. Do the free readers know what level they are on? Yes and the school has ordered a benchmarking set for the LSA's so they can assess what level they are on. They really are lovely books we are very impressed. There is a quiz on what children have just read and they have the incentive to collect "Bugs". With these bugs KS1 can furnish houses and KS2 can create avatars. What if the children do not have access to the internet at home? We will be opening the library for longer, they can use the discovery centre, they can access in class and we will generally look for opportunities so they do not miss out. Can teachers monitor what is happening? Yes teachers can monitor. The headteacher commented that she felt the £4000 (four thousand pounds) spent on the scheme was worth the money and a good use of pupil premium. The matched funding from phonics was used for the first time this year which greatly reduced the cost of the scheme to the school, as it would have cost far more than this without it. Note and Agree Dates for Professional Day closures for 2013/14: The proposed in-service training dates 2013-2014 were tabled. • 3rd September 2013 - H&S • 25th October 2013 – maths/pedagogy • 4th November 2013 – English/pedagogy • 31st January 2014 – curriculum development/pedagogy (Fareham and Gosport common closure day) • Summer term 2014 TBC (considering first aid/fire extinguisher training) These dates were unanimously approved by the governors. The headteacher confirmed her new heads review was booked for the 12th July with Claire Williams and thanked the governors for their support in her first full year at Haselworth primary. The headteacher also thanked E Steele for her support and hard work over the year as deputy headteacher.	
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	On behalf of the governing body the chair thanked the headteacher for her work over the year and the progress that she had made in moving the school forward, they had come a long way. The governors felt that the headteacher and deputy headteacher E Steele made a good team and extended their thanks to E Steele as well. The chair thanked the headteacher for her report.	
5. 5.a	Chair Update including: Link Governor Update: I. SEN governor: The headteacher confirmed that staff had completed Makaton training today ready for a child starting Year R in September. The training was excellent and will be used by staff throughout the school. A Statement has been requested for one child and confirmation is expected soon. Governor question to the headteacher: Will we train the children to use Makaton so they can communicate with the child? I spoke to Mary Lou in the children's centre and she agreed in principle to come in and do the same training with the children, starting with year R. There had been concern that using Makaton would stop the children from talking but in fact the opposite is the case. They tend to verbalise as they sign and have less anxiety. I. LAC governor: The headteacher confirmed the school has three looked after children (LAC), one in transition at the moment. The school has put positive arrangements in place for instance; the children meet in the children's centre as they feel more secure there. II. Child protection governor: The headteacher informed governors that no children had gone onto the register and one child has been referred and is being assessed. III. Pupil premium governor: The chair confirmed that this had been covered under the headteacher report however A Williams and the headteacher would be looking at the data of those children who are vulnerable as a group and see if they are making sufficient progress.	
5.b	Governor Training: The chair commented that the whole governing body (WGB) training on finance had been very interesting and useful to governors. The chair had contacted governor services regarding the WGB training for autumn and requested "improving attainment for vulnerable children". Glynnis Wright the trainer had suggested four dates and confirmed that she would include some pupil	Confirm WGB trg with governors services for the 23/10/13 (chair)



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	premium questioning within the session. After discussion the governors agreed the training for 23rd October 2013, the chair agreed to confirm the booking. The chair confirmed that she had now passed unit 2 of the National College of School Leadership (NCSL) chair course and had picked “strategies for monitoring” for unit 3. The governors congratulated the chair on her success. The chair confirmed that Lucy Mulhall had passed her special educational needs coordinator (SENCo) accreditation.	
5.c	Governor Visits: No points were discussed under this item.	
5.d	Governor Vacancies – staff and community: The chair confirmed that the school now had three vacancies: two community and one authority. The chair had created a poster to advertise the community vacancy and encouraged governors to come up with ideas on how to fill the vacancies. From the discussion ideas included • Contact the Discovery centre • A Williams to transfer to being a community governors as it was easier to fill parent governor vacancies • Print off a supply of posters for book bags • E mail the poster to governors to send to their contacts • Mail drop local businesses • Contact previous governors from the council to see if they could encourage/recommend anyone to stand • Whoever becomes a governor they must be able to attend the meetings, school visits and training	E Mail poster to governors to send on (chair)
5.e	Officers and Committee membership for 2013-14: This had been covered earlier in the meeting out of order	
6.	Correspondence: – to be tabled if any The clerk confirmed that resignations had been received from D Searle and L Martin as previously discussed. The clerk drew governors attention to : • SEN conference 26/9/13 • Governors’ performance management training October 2013 The clerk confirmed school communications and correspondence updates continue to be sent to the chair weekly.	



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	The governors discussed and agreed for two spaces to be booked for the SEN conference and confirmation of attendance would be agreed afterwards between R Williams, A Williams, C Wilson and E Steele. The chair agreed to speak to R Williams and discuss the possibility of them attending Performance Management Training.	Book 2 spaces for SEN conference (Chair) Discuss Perf. Mgt course with RW (chair)
7.	AOB – Items for next agenda: E Steele thanked R Williams for coming along to the Fairthorne Manor and Pizza Express visits. The headteacher commented It was highly unusual to accommodate SEN children on residential visits through day attendance and this was a really positive move instigated by R Williams, she wanted to thank her for helping to organising this. It was very successful and the school wanted to continue this approach. The schools were looking at visits for next year and are considering Avon Tyrrell and Calshott.	
8.	Date of Meetings 2013/14: This had been covered earlier in the meeting. The chair thanked the governors for their support this year and closed the meeting at 8.05pm.	