



Minutes of the Meeting of the Full Governing Body held on 27th March 2013 6pm at the School

Present :	Mrs A Williams (AW) Mrs R Williams (RW) Ms C Wilson (HT) Mr P Kilner (PK) Mrs E Steele (ES) Mrs L Martin (LM) Mrs M Adams (MA)	Chair, Parent Governor Parent Governor Headteacher Parent Governor (left 7.10pm) Staff Governor (left mtg 6.31– 6.45pm) Staff Governor (arrived 7.10pm) Parent Governor
In attendance :	Mrs J Dunn (Clerk) Mrs M Leask (ML) Mrs N Storey (NS)	Local Authority Clerk School Business Manager (left 6.30pm) Chair Gomer Infants School
Apologies:	Mrs S Faichen (SF) Mrs D Searle (DS)	Authority Governor Community Governor
Absent:	None	
Quorum:	Present	

Agenda Number		Action Points
1.a	Welcome. The meeting opened at 6.05pm and the chair welcomed the governors and Naryse Storey who is the newly appointed chair for Gomer infant school, to the meeting. The chair explained that N Storey who is also a learning support assistant at the school, had been invited to attend under the spirit of collaboration being encouraged by the Gosport educational improvement partnership (GEIP).	
1.b	Appointment of Parent Governor Moira Adams: The chair informed the governors that M Adams had been duly elected by the parents to the governing board and asked for governors to give their formal approval of the appointment. This was unanimously agreed. The governors introduced themselves and explained their roles within the governing body.	
1.c	Apologies. S Faichen and D Searle had sent in their apologies which had been accepted by the chair. L Martin would be arriving later and P Kilner informed the chair he would have to leave at 7pm. This was accepted.	
1.d	Declaration of Pecuniary Interests. E Steele declared an interest in the headteacher's report, agenda item 4, under the recruitment of a permanent deputy headteacher position. M Adams completed the annual declaration of pecuniary interests. There were no other	



	interests declared.	
2.	Minutes of the Previous Full Governing Board Meeting (FGB) 23rd January 2013:	
2.a	Approval: The minutes had been previously circulated. There were no amendments and the governors unanimously agreed the minutes as a true record of the meeting and were signed by the chair.	
2.b.	Matter arising/actions update: Agenda item 3.a: The clerk confirmed that she had forwarded the link for safer recruitment training to the headteacher and S Faichen as requested. The headteacher confirmed she had now completed the training and was waiting for her result. Agenda item 3.b, previous action point 1.b: The headteacher confirmed that the parent governor vacancy letters had been sent and a ballot held as there were two applicants. M Adams had been duly elected. R Williams confirmed she had passed the details of the person interested in the community vacancy to the chair, the chair requested the details again to follow up. The chair confirmed that governor services had passed details of a Mr Philip Bleckly to them for the authority governor vacancy. After a successful meeting with herself and the headteacher he will join the next FGB for a formal welcome and approval. The clerk thanked the chair for the copy of the application form and asked if identification had been seen. The chair confirmed it had not been seen and asked the clerk to arrange this. Agenda item 3.b, previous action point 2: The headteacher confirmed that the Haselworth handful would be going ahead this year and will be outlined at the Year R parent's day in May for launch in September. Kim had not yet set up the meeting with the discovery centre and this action would be carried forward. Agenda item 3.b previous action 4: The headteacher confirmed that her accident training was booked for September 2013. The chair confirmed she had met with the site manager A Smith regarding health and safety and would be meeting again with him to review personal emergency evacuation plans (PEEPS). A Smith had also met with the headteacher and they had agreed for a monthly meeting to review health and safety. M Leask was working with A Smith on the disaster plans and evacuation plans. The clerk confirmed that the meeting schedule document had been amended to reflect the changes in dates and circulated to governors. Agenda item 3.b previous action point 5.b: R Williams and A Williams informed the meeting that they had not been able to book the special education needs (SEN) course as it was for the next financial year. The chair confirmed she would monitor the booking and do so as soon as possible. The action point is to be carried forward. Agenda item 3.b previous action point 10: The chair confirmed D Searle has not yet signed the governor code of conduct and M Adams as a new governor would also need to read and sign this. M	Pursue community governor vacancy (chair) Obtain ID for P Bleckly and update database (clerk) Arrange meeting with discovery centre re booklists and Haselworth handful (KF & HT) Book SEN course for AW & RW (Chair) Sign governor code of conduct (DS & MA)

	Adams would liaise with M Leask for a copy to be signed and filed and the action point carried forward for D Searle. The chair confirmed that she had attended the strategic finance course with R Williams, S Faichen and E Steele. Some of it had been interesting such as ring fencing the funding for the sports partnership as Ofsted would monitor this closely. L Martin confirmed she had completed the governor skills toolkit and handed this to the chair. P Kilner asked for another form to complete and hand in. This action is to be carried forward. The headteacher confirmed she had completed the safer recruitment training. Agenda item 4.a: The chair confirmed that the update to the statement of financial expectations had been reviewed at the resources committee meeting on the 15th March 2013. Agenda item 4.d: The chair confirmed that D Searle had been added to the link governor template. The headteacher informed governors that the link governor visit day had been cancelled on the 20th May and would need to be re booked. This would be covered in the chair update later in the meeting. Agenda item 6.c: The clerk confirmed she had forwarded the training selection form for 2013/14 to governor services. The chair confirmed she had contacted governor services re whole governing body training (WGB) and this would be covered later in the chair update. The chair confirmed that the evaluation forms in connection with the national college of school leadership course for developing chairs had been completed by governors and thanked them for their assistance. Agenda item 7: R Williams confirmed she had not yet sent the SEN identification procedure guide to P Kilner and C Wilson. This action point was to be carried forward. The headteacher informed the governors that she had looked at the parents' partnership website for leaflets regarding SEN governors; unfortunately they did not have any on there. The chair confirmed that the strategic planning and evaluation committee (SPEC) was looking into this and would update the governors at a later date. Agenda item 9: The chair confirmed that all approved and ratified policies from the last FGB had been filed in the school office. Agenda item 10: The clerk confirmed that the LA clerking contract for 2013/14 had been forwarded to governor services. Agenda item 11: P Kilner informed the governors that the building and site committee meeting had been cancelled and needed to be re booked, however the new health and safety (H&S) templates referred to on school communication SC 008945 is on the agenda. There were no further action points from the previous minutes.	Skills toolkit form to chair by 19/4/13 (PK) SEN procedure guide to PK&CW (RW)
3 3.a	<u>Committee reports and Minutes</u> Resource Committee Meeting 15th March 2013: M Leask tabled updated budget reviews for 2012/13.	



	Report (1) shows planned budget against actual spend. The governors attention was brought to the following key items: • The heating oil costs have been higher than expected due to the adverse and unexpected weather conditions. £8000 (eight thousand pounds) had been planned for but £14,460.81 (fourteen thousand, four hundred and sixty pounds and eighty one pence) had been spent so far. Another delivery is expected costing approximately £6000 (six thousand pounds). • 35% of the heating costs are paid for by the nursery and children's centre. Governor questions to the business manager: You have an under spend of approximately £30,000, do you have to spend it or can you carry it forward to next year? The headteacher explained that it is important to spend this year's budget on this year's children. Some classes have not spent their allocation. How much was this allocation? £100 (one hundred pounds) per class, although £1,500 (one thousand, five hundred pounds) has been allocated for trips. We are hoping to book more visitors and trips during the summer term. Report (2) refers to the capital budget spend. This has a balance of £26,541.76 (twenty six thousand, five hundred and forty one pounds and seventy six pence). This includes £21,274.04 (twenty one thousand, two hundred and seventy four pounds and four pence) that has been transferred back by the county and is now available for the building project. The headteacher pointed out that it was only because the business manager shares the capital budget with governors, which is not actually a requirement, that the missing funds were noted and an appeal made for their return. M Leask was thanked for her diligence by the governors. The budget update was unanimously approved by the governors: Total income: £760,881.42 (seven hundred and sixty thousand, eight hundred and eighty one pounds and forty two pence). Total expenditure: £730,949.20 (seven hundred and thirty thousand, nine hundred and forty nine pounds and twenty pence). Balance c/f: £29,932.22 (twenty nine thousand, nine hundred and thirty two pounds and twenty two pence). M Leask confirmed that the budget for 2013/14 had now been received and was a work in progress. This would be presented at the next FGB meeting. M Leask and the headteacher informed the governors that they were organising WGB training on finance as it was felt that governors should have a good understanding of the budget going forward and be able to ask the right questions. This would be run	
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3.b	by Justeen White. The governors agreed the training for the 19th June 2013 at 6pm to run for 1.5 hours. The headteacher also stated that she would like the training to be offered out to other governing bodies to help with the cost of running it. This was agreed. M Leask referred governors to the completed Schools Financial Value Standards (SFVS) previously circulated; this was unanimously approved by the governors. There were no more questions for M Leask and the chair thanked her for her input. M Leask left the meeting at 6.30pm. The governors were referred to the resource committee meeting Minutes 15th March 2013: at this point E Steele declared an interest and left the meeting at 6.31pm. The headteacher outlined the possible class re-organisation from the meeting. • Year 6 • Mixed Years 4 & 5 • Mixed Years 3 & 4 • Mixed Years 1 & 2 • Mixed Year 1 Governor question to the headteacher: When you mix years together, how do you ensure a year group is not held back? Historically in a small school you have to have mixed classes and the teacher has to manage two sets of learning outcomes. Teachers are used to dealing with mixed ability children in the same class anyway and this is similar. They look at the curriculum needs of each year and manage that. Teachers work together in their planning time and ensure all the children's needs are met. The headteacher outlined the permanent deputy headteacher position to be advertised on the 28th March 2013. The discussion that followed was confidential and recorded as a separate document. E Steele returned to the meeting at 6.45pm. Curriculum and Data Committee Meeting 8th March 2013: The minutes and attachments for this meeting had been previously circulated. E Steele informed the governors that the curriculum and data	
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3.c	committee would be looking at the SEN policy as a matter of urgency, as it was due for review by the end of March 2013. It would need to be approved at FGB and placed on the school website. • SENCo/designated teacher report • Looked After Children (LAC) report These reports had been previously circulated. The chair informed the governors that the curriculum and data committee had agreed to appoint an LAC governor and this position had been taken on by the chair. It was felt that the governor role should link in with the SEN governor, but that there were advantages of having different people looking at these areas. This was unanimously approved. The following policy was discussed out of order at this point (agenda item 9), the policy had been previously circulated: • Lone Working It was noted for governors by the chair that home visits had been built into the lone worker policy. Governor questions to the chair and headteacher: Will this need updating for the new building? The policy covers persons anywhere in the building and where people are working in isolation, check ins have been built in. We are putting in a phone line to allow check ins to the office and for emergencies. Where did you get the policy from? There are model policies and guidance on the Hampshire governor website and we used this as a starting point. The headteacher confirmed that the policy would need to be shared with all staff and the home school worker, as the office will need to monitor. The item will be put on the inset day agenda. Would a mobile phone not have been better value? Some of the teachers have a school mobile already but we wanted to make sure there was always a signal for emergencies and cost wise it can be built into the existing network. There is always the danger of a mobile going missing as well. There were no more questions and the policy was unanimously ratified by the governors. Strategic Planning and Evaluation Committee (SPEC) Meeting 11th February 2013: The minutes had been previously circulated. There were no questions from the governors. The chair thanked the chairs for their reports.	SEN policy for approval FGB agenda item (clerk) Update link governor template to add LAC role (chair) Lone worker policy to be shared with all staff (HT)
4.	Head Teacher's Written Report:	



	The headteacher's report with attachments had been previously circulated. Ofsted: The headteacher gave the governors a review of the Ofsted inspection 29th – 30th January 2013. The report is held on the school's website. The official rating of the report was "Requires Improvement", the headteacher was pleased with this rating as the comments within the report clearly show the school is moving in the right direction. A monitoring inspection is expected within 6-8 weeks and the headteacher is confident that the school will achieve a good rating within 18 months. The headteacher asked all governors to read the Ofsted report in full. It gives clear areas of strengths and those to improve upon, which are reflected in the Getting to Good plan previously circulated. The 3 key objectives of the plan are: 1. Achievement 2. Quality of Teaching and Learning 3. Leadership and Management The action points within the plan show clear how to's and the timetable for the actions. Achievement: The pupils have been below floor targets for the last 2 years but they will be at or above floor targets this year. The predictions for Level 4 (L4) or above for key stage 2 (KS2) are: • 73% Reading • 67% Writing • 67% Maths • 67% combined 10/15 children are expected to achieve L4 or above in all three areas. With the small numbers however each child represents 7%. Progress: The school is below as floor targets are set at 92%. The headteacher outlined the key areas of her report: • County are providing an English adviser to come in April, to validate and agree judgments to ensure our data is secure for Year 6 and KS1. This allows time to work on any recommendations. • £5000 (five thousand pounds) has been secured from county to support high risk schools and provide 1:1 and small group tuition for target groups of pupils • An additional teacher to enable the school to split years 5	
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	and 6 for revision/booster sessions in the run up to SATs. • The current year 5 will use some of this funding to provide support where children are currently off track, ready for the start of year 6. • Data predictions for KS1 are a concern. Progress is being made, but extra support is required as they are starting from a low point. The local authority teaching alliance is being very helpful • The assessment for early years foundation stage (EYFS) changes this year with a new assessment criteria. The chart on page 5 of the headteacher report shows in house tracking by age, towards an early years learning goal. The national expectation is an entry point of 40-60 month band, whereas in fact our school and mirrored across Hampshire the majority come in at 30-50 months. Governor question to the headteacher: Has the curriculum already changed? In Year R it has changed, however the teachers need to get used to the new assessments and the children need to have the opportunity to show what they can do. Teaching and Learning: The headteacher outlined the key areas of her report: • The headteacher is currently carrying out lesson observations jointly with the local authority's learning and leadership partner (LLP) • £10,000 (ten thousand pounds) has been secured from the National Leaders of Education (NLE) Deployment Fund • Support from specialist leaders of education (SLE) for EYFS to maintain good provision with staff changes • Support from SLE in year 1 and 2 with a focus on year 2 ensuring challenging provision leading to rapid progress for all children and groups of children • Support from SLE in KS2 developing middle leadership capacity in teaching staff • 3 members of staff attended a multi-day course to improve the quality of teaching and learning. These staff to mentor another teacher to help improve their practice in turn. • Learning support assistants (LSA) received training from an SEN consultant in January to promote independence and develop questioning skills. 7.10pm L Martin arrived and P Kilner left the meeting. Behaviour and Safety: The headteacher outlined the key areas of her report: • 0 children are currently on the child protection register • 3 children on the register are no longer at Haselworth school • 3 children have come off the child protection register this term	
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	• 3 referrals have been made to children's services this term for an initial assessment • Attendance is at 93% although those below 70% are a real concern. Those at 80% or below and are having meetings to improve their attendance Governor question to the headteacher: Has the home school link worker been on their CPLO training? Not yet, we are arranging this. Leadership and Management: The headteacher referred governors to the getting to good plan for details about strategic development across the school. • The acting deputy headteacher is coming to the end of the making headway development course for new and aspiring deputy headteachers • The special educational needs coordinator (SENCo) has now completed her SENCo accreditation • The headteacher, acting deputy headteacher and school business manager (SBM) are all now attending at least one networking group to support leadership and management • The performance management cycle is underway for all staff. Interim meetings are planned for the half term • Staffing requirements for 2013/14 are being looked at The headteacher expressed her thanks to the chair and governors for their support and help with both Ofsted and the centenary celebrations. Governor questions to the headteacher: Could you explain in the pupil turbulence figures, the number of pupils leaving, does this relate to children moving house? Some of the children are from the Gosport area and have moved house. 1 child has completed a managed move and is now on that school's register so will appear on the next set of figures. There are more children coming into the school, either from other schools or due to moving into Gosport. Looking at making progress on the KS2 figures, the boys appear to be making more progress which is unusual, why is that? In that year group there are 3 statemented children of whom 2 are girls. There is not a gender issue within the school, we have small cohorts and it is hard to make real comparisons by just looking at the statistics. With the SENCo monitoring intervention programme, how are we tracking these children? The learning support assistants (LSA) are tracking. They have taken a base line in January and will review after 6 – 8 weeks and measure the progress. It needs time for the interventions to have a real effect. How does the home school link worker identify the families? There are some criteria to use and we complete the Boxall profile. Staff can raise concerns and then they are assessed. What happens with the children with less than 70%	
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	attendance? We can refer the children to the locality team but this means the parents have to agree to work with them. The school's job is to meet the parents and children and try everything we can to improve their attendance. There is the right to fine families but this can alienate them and we still have to show we are doing everything we can at the school. Fines do not help low income families, it is more helpful to engage them and give support. We use Jacobs Well food vouchers if appropriate and the children's centre being on site is really useful. Family Lives are also a good support. There were no more questions from governors to the headteacher and the chair expressed her thanks to the headteacher for her report. The chair also thanked the headteacher, E Steele as acting deputy headteacher and the staff for their hard work with the Ofsted inspection. Equalities Information and Progress Against Equality Objectives: The single equality statement (SES) had been previously circulated. The governors reviewed the statement and the chair referred governors to the single equality scheme policy to be approved in agenda item 8, there were no questions.	
5.	<u>Health and Safety to include an Update from the Chair:</u> The chair confirmed she had met with A Smith the site manager and they had concluded that the main issue was staff training requirements. There is a 3 year cycle and an annual Health and Safety inspection, which the chair had completed with the site manager. Some action points had been completed from last year's inspection and they are looking at how to improve risk assessments.	
6.	<u>Chair Update:</u> The chair said it was nice for the governing body's good work to be recognised in the Ofsted report and thanked the governors. It was now about preparing for the monitoring visit and the SPEC committee is considering any improvement areas. The committee will look at the self evaluation form (SEF) in the next meeting. The chair said she would like to create a separate getting to good plan for the governors. The headteacher congratulated the chair on being recognised for the work she has done with the school by governor services as they had asked her to mentor and coach other governors.	
6.a	Link governors update: After discussion, the link governor day was re booked for the 3rd	



6.b 6.c 6.d 6.e	June 2013. New governor visit form: N Storey asked why the governor visit form is signed by the headteacher and not the class teacher. The chair confirmed that this is under the governor visit policy and the decision was taken to share the feedback with the class teacher, but to avoid the situation where a governor may make a judgment on the quality of teaching, that the headteacher would read through the form first. The chair noted that the link governor visit forms are being monitored in the curriculum and data committee, but would like this to be moved to the SPEC committee as they were already considering these. The governors unanimously agreed. Governor training: The chair noted that governor training would be reviewed at the next SPEC meeting. The headteacher, E Steele and the chair are attending the pay briefing workshop on the 2nd May 2013. The chair confirmed she had made an enquiry to governor services about the whole governing body (WGB) training. The school had taken their full quota for 2012/13 and could book for 2013/14 from April. The chair had enquired if C Williams the LLP can deliver it, LLPs do deliver training but it depends on the topics and availability of the LLP. The training booklets for summer 2013 were handed to governors and asked to see if there was any training they would like. The clerk was asked to ensure missing governors received their copies. The chair explained to governors that she had reviewed the national governor's association website and was very impressed. It gives advice and excellent shared practice, the cost is £35 (thirty five pounds) to be a member or £75 (seventy five pounds) for the WGB. There is a further option of Gold membership at £250 (two hundred and fifty pounds), this includes legal advice. However, legal advice is available from county and governor services as the school has SLAs. The headteacher agreed with the chair's assessment and they recommended that the governing body agree to become members and pay the fee from the budget at £75 (seventy five pounds), this was unanimously agreed. Governor vacancies: This had been covered earlier in the meeting, there is 1 community vacancy unfilled at this time. HT Performance Management Action Plan: The chair updated governors on her National college course for chairs having completed the first unit and carried out a school	Deliver training booklets to SF, DS, PK & PB (clerk)
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	based enquiry. This was completed on headteacher performance management and referred governors to the HT performance action plan previously circulated with the agenda. This had proven very valuable and showed how much the governors should be taking the lead on this rather than the LLP. The next unit will be on governor skills audits. The chair informed governors that she would like to do another governors' newsletter introducing the new governors and asked for any ideas. Ideas put forward included: • Giving a breakdown of what each committee does • Spot light on the SEN governor The chair informed governors that she has been interviewed by the school newspaper and was very impressed with their questions.	Governor summer term newsletter (chair)
7.	<u>Annual Visit report from the LLP</u> The headteacher confirmed that the LLP Claire Williams had visited on the 13th January 2013, two weeks before Ofsted. They had looked at the schools SEF, which had been agreed by both the LLP and Ofsted. The county had agreed that the school was a priority for support and needed more time for the things that had been put into place to work through to sustained results. The LLP had carried out some joint lesson observation with the headteacher and will return in May to carry out some more. The chair confirmed that she receives copies of all LLP and county reports.	
8.	<u>Policies to be approved:</u> All policies had been previously circulated. • Single Equality Scheme • Accessibility Policy • First Aid • Administration of Medicines in school • Looked After Children (LAC) Policy It was noted by governors that an amendment was required in both the Accessibility and First Aid policy on page 1, for the name of the headteacher to be updated. The chair confirmed the amendments would be completed and with this amendment all policies were unanimously approved by the governors.	
9.	<u>Policies to be Ratified</u> All policies had been previously circulated. • Lone Working (discussed out of order under agenda item 3.b) • Visitor and Volunteer • Complaints • Spiritual Moral Social and Cultural • Geography Curriculum	



	• History Curriculum • Homework • Design and Technology All policies were unanimously ratified by the governors.	
10.	<u>Correspondence:</u> The following items were brought to the governors attention: Latest news • Pupil Premium Awards 2013 • RAISEonline Training, National College, Spring 2013  • 1 MB • Judges Role on Checking Criminal Records • Please note - Local Conference GT113A at The Hilton Hotel, Farlington has changed date from 5 July to Wednesday 10 July 2013 <u>School communications-Spring Term 2013 statutory</u> • Children's Services Health & Safety Team (CSHST) – 2013 Auditing Programme SC009279 • Admissions for Year R and Year 3 (September 2013) - Schools Allocation System Online (SAS Online) and Schools View SC009267 • School Admission Arrangements 2014 SC009251 • Injuries from hot surfaces and how to manage them effectively SC009231 • Schools IOSH Fire Risk Assessment Principles & Practice Training SC009191 The headteacher confirmed that she would be attending a pay changes briefing in May and was hoping to book E Steele and Lucy on this as well to give a bigger impact on the process.	
11.	<u>AOB – Items for Next Agenda:</u> A governor asked if the school had been entitled to any money for children that had to be taken onto roll and if so had this been received? The headteacher said this related to growing schools and had not seen anything and would ask the school business manager to look into it. It was also decided to include SEN governor and looked after children governor update as a standing agenda item	Check if monies have been received from the growing schools initiative (ML) SEN governor, looked after children and Child protection update as standing item on FGB ongoing (clerk)
12.	<u>Date of Next Meeting Wednesday 22nd May 2013 at 6pm</u> The next FGB meeting was confirmed and governors reminded to ensure apologies for absence were received by the chair and clerk in plenty of time.	



	The chair thanked the governors and attendees for their input and closed the meeting at 8.28pm.	
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