

Haselworth Primary School

Minutes of the Meeting of the Full Governing Body held on 23rd January 2013 6pm at the School

Present:

Aimie Williams (AW)	Chair (Parent Governor)
Shirley Faichen (SF)	Authority Governor
Paul Kilner (PK)	Parent Governor
Linda Martin (LM)	Staff Governor
Emma Steele (ES)	Staff Governor
Claire Wilson (HT)	Head teacher Governor
Diane Searle (DS)	Community Governor (6.25pm – 8.05pm)
Rebecca Williams (RW)	Vice Chair (Parent Governor)

In Attendance:

Jacky Dunn	LA Clerk
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Apologies:

None

Quorum:

Present

Agenda Number	Discussions	Action Points
1.a 1.b 1.c	Welcome. The meeting opened at 6.05pm and the chair welcomed governors to the meeting. Apologies. D Searle had informed the chair she would be arriving late due to work commitments. A quorum was present allowing the meeting to continue. Declaration of Pecuniary Interests. The clerk declared an interest in item 10 on the agenda.	
2.	Health and Safety. The chair confirmed this is now a standing agenda item. The main health and safety issues will be covered in agenda item 4.3 under the Building and Site committee meeting minutes.	
3 3.a 3.b	Minutes of FGB meeting held 12th December 2012 a) Approval: The chair reviewed the minutes of the above meeting, previously circulated and noted an error under agenda item 10, page 14, as not all governors are required to carry out safer recruitment training. Only C Wilson and S Faichen need to complete this training again. The clerk confirmed that the e learning has now been moved to the DfE site and was asked to forward the URL for this to these governors. There being no other amendments the governors unanimously agreed the minutes as a true record and the chair signed the minutes accordingly. b) Matters arising/actions update: Agenda item 1.b – the parent governor vacancy letters had been	URL for safer recruitment trg to CW & SF (clerk) Letters to parents re governor vacancy

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	sent out but no one had replied. It was agreed that the head teacher (HT) would send out letters again. R Williams said she was aware of someone who may be interested in the community governor vacancy and would pursue this further. The local authority vacancy would be filled by the county; the chair confirmed she would follow this up with governor services. Agenda item 2. – The meeting with the discovery centre had not yet been arranged to review booklists for the Haselworth Handful 2013, see action point. Agenda item 4. – • H&S is now a set agenda item on full governing board (FGB) and Building & Site (B&S) committee meetings. • Health & Safety (H&S) newsletters are now being kept as evidence of review. • Accident training still needs to be completed by the HT. • The B&S committee programme of works was amended to include monitoring. • The H&S meeting to complete Personal Emergency Evacuation Plans (PEEPs) had not been arranged yet; this still needs to be done. • Committee membership details had been updated, however not all meeting dates had been finalised. The opportunity was taken at this point to agree all dates as follows: F.G.B. – 27th March 2013 6pm, 22nd May 2013 6pm, 3rd July 2013 6pm. Curriculum & Data (C&D) – 8th March 2013 3pm, 3rd May 2013 3pm, 7th June 2013 3pm. Building & Site – 12th March 2013 3.30pm, 7th May 2013 3.30pm, 18th June 2013 3.30pm Resources – 15th March 2013 9am, 10th May 2013 9am, 21st June 2013 9 am. Strategic Planning & Evaluation Committee (SPEC) – 28th January 2013 4.15pm, 15th April 2013 4.15pm, 3rd June 2013 4.15pm, 8th July 2013 4.15pm. The clerk was asked to amend the meeting schedule template and forward to all governors. Agenda item 5.b – the programme of work for building and site committee was amended and approved at the last meeting. The link governors' template was amended by the chair to show the changes and approved. The School's Financial Value Standard (SFVS) meeting has now been arranged for the 1st February 2013. The Monitoring, Evaluating and Improving Special Educational Needs (SEN) Provision course had not yet been booked for A Williams and R Williams; this still needs to be done.	(HT) Pursue community gov. vacancy (RW) Contact governor services re authority governor vacancy (chair) Meeting with the discovery centre re booklists and Haselworth handful (KF & HT) Accident Investigation trg (HT) H&S mtg to review all matters and PEEPS (AS, chair & HT) Amend meeting schedule document (clerk) Book SEN course (RW & AW)
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	B&S committee meeting dates have now been booked as detailed in follow up actions above. Agenda item 6.a – the terms of reference (TOR) for the building and site committee was amended and approved at the last meeting. Agenda item 6.c – policy review has now been built into all the committee programme of works. The chair and HT had agreed that all policies would be ratified at FGB to ensure all governors had sight of the policies and could show understanding. Agenda item 7.a – the HT was pleased to inform the governors that they had successfully reclaimed the depleted funds from the children's centre refurbishment. The money has been refunded from central funds and there is a chance that more money could be forthcoming in April. This means that the school is now in a position to continue with the building project. The project manager has been appointed by Hampshire and should be completed during the summer holidays, ready for the start of term in September 2013. The governors expressed their thanks to the HT and M Leask for their hard work and diligence in getting these funds returned. Agenda item 7.c – all committee meeting dates have now been confirmed see follow up item 4 above. Agenda item 10 – the governor code of conduct has been filed in the school office, although D Searle still needs to sign this. The governor database on the governor services website has been updated by the clerk. P Kilner confirmed he now has access to the training on the governor services web site. The chair confirmed she was going to book E Steele, R Williams, S Faichen and herself on the Strategic Finance course at Bridgemark 25th March 2013. 6.25pm D Searle entered the meeting and was updated on the meetings progress by the chair. The chair confirmed she still required toolkit forms for L Martin and P Kilner. D Searle handed hers to the chair in the meeting and P Kilner asked if the chair could send the form to him again. Safer recruitment training is to be completed by the HT and S Faichen, see agenda item 3 above. The clerk is to send the URL for the online training to the governors. Seaford House was not put on the FGB agenda at the request of the chair and the chair now asked for an update from D Searle. D Searle explained that they have use of the community space until April 2013 and may get another year as well hopefully. At present the church is paying for the running costs, rates etc. and it is up to the community to make use of it, although audits are going to be required. P Kilner confirmed he has already set up a model making club with seven children so far. It is a matter of seeing how it goes. Agenda item 11 – SEN feedback has been put on the today's agenda under item 7.	Sign governor code of conduct (DS) Book strategic finance course (chair) Toolkit form to PK(chair) Toolkit form to chair (LM) Safer recruitment trg (HT,SF)
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4.	Committee Reports and Minutes	
4.a	Resource committee: the minutes of the meeting on the 10th January 2013 had been previously circulated. The HT summarised the minutes confirming the main item was the return of £21,000.00 (twenty one thousand pounds) from the children's centre refurbishment from central funds and this meant the new build could now go ahead. The school is getting quotes to buy a projector and screen out of the capital budget and also a partition for the SEN room. They would also like to look at improving the deputy head teacher's room. The HT tabled the latest SAP report, the budget summary having been previously circulated. Governor Question to the HT: The gas costs appear low? This is not all spent up front and is actually quite high as the site is open from 7am to 7pm for the children's centre and nursery and the school cannot be isolated. More will be spent over the year. No other questions were raised by the governors and the revised budget was unanimously approved as follows: Total expenditure: £728,451.60 (seven hundred and twenty eight thousand, four hundred and fifty one pounds, sixty pence). Total Income: £746,708.05 (seven hundred and forty six thousand, seven hundred and eight pounds, five pence). Proposed Balance: £18,256.45 (eighteen thousand, two hundred and fifty six pounds, forty five pence). The governors' attention was brought to SC009109 Update of the Statement of Financial Expectation which had been previously circulated. The update was reviewed by the governors and the chair asked for this to be discussed in more detail at the next resources committee meeting.	
4.b	Curriculum & Data Committee: the minutes from the meeting on the 11th January 2013 were reviewed having been previously circulated. E Steele asked for each governor to sign up to a working party as detailed on the minutes. • Spiritual Moral Social and Cultural (SMSC). This working party would complete the SMSC audit and policy and be led by E Steele. The working party was agreed as E Steele, S Faichen, P Kilner, Kate and Hannah. Next meeting 28th January 2013 5.15pm. The HT confirmed that E Steele would also be attending an SMSC course on the 3rd May 2013. • Curriculum Overview. This working party will look at the curriculum and where to put skills. The governors felt it would be a good idea to also involve the children in this. The working party was agreed as Lucie, Kim, David, L Martin and A Williams. Lucie will contact everyone and agree a meeting date.	SC009109 Resources Mtg agenda (chair)

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	100 Years celebration. This working party will coordinate the organisation of the centenary. The centenary fayre is on the 26th February 2013 3.15 – 5pm. The next meeting is booked for the 29th January 2013 3pm. The working party was agreed as C Wilson, A Williams, L Martin, R Williams, Kim and Natalie. There is also a list on the staff room notice board where people can sign up for things. A laminated poster has been produced and governors were asked to take copies with them and put them up somewhere prominent if they can. The Evening News would be doing a piece on the fayre, Bay House is going to inform ex pupils and hopefully some will be able to come and the working party is coming up with a list of who else to invite, such as the mayor etc.	
4.c	Building & Site Committee: The minutes from the meeting held on the 21st December 2012 were previously circulated. P Kilner confirmed they had reviewed the accident book and adopted the new procedures. The welding had now been carried out to the metal fence at the front of the school. Governor question to P Kilner: Is the adventure playground slippery surface now ok? I will be checking with A Smith the site manager, I think it is fine now but I will check. There are a few actions on the minutes and these will be followed up at the next meeting.	
4.d	Strategic Planning and Evaluation Committee (SPEC): The minutes for the meeting on the 7th January 2013 had been previously circulated. The chair confirmed that the committee had now held its first meeting and had looked particularly at link governors, the need for governors' visits to link to the School Improvement Plan (SIP) and enhancing the curriculum. Also the need to develop links with the local community, especially parents. D Searle agreed to be link governor for year 3 and the chair explained the format of visits and paperwork used. It was agreed that all governors would try to come in on the same day each term and carry out their link governor duties, focusing on a particular element of the SIP. - Monday 11th February, linked to "enhancing the curriculum to ensure rich and relevant experiences helps the children on their learning journey." This is also the first day of the launch of the history project week which is part of the centenary celebrations. Governors do not have to be at the school all day and can come in at any time. The HT will e mail everyone the week before to finalise numbers and times and where possible book governors in for a school lunch. - Monday 20th May, linked to "improving the quality of teaching and learning to increase attainment and progress	Update link governor template (chair) E mail governors re visit day (HT)

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	in Maths and English.” There would also be a governor assembly on the 20th May to explain to children what is happening. The chair thanked all the committees’ chairs and members, for their full reports.	
5.	Head Teachers Verbal Report The HT tabled a report on the Impact of Leadership and Management at Haselworth Primary. The Leadership and Learning Partner (LLP) came in last week and worked on charting what the main issues are for the school and linking back to the SIP. The report shows Initiative and Impact for each issue. Since September the HT had identified various areas as needing to improve and a lot has already been achieved although some initiatives must be allowed time to work and be shown as sustainable. There is still a lot more to do. “Development of learning culture,” this is starting to improve, but there are still some gaps in children’s understanding. The HT explained she had carried out a learning walk last week and the quality of the LSA work was very positive. The children were definitely showing engagement in their own learning. The majority of children have made a sub level improvement in reading, writing and mathematics within a term, which is at an accelerated rate. By the end of the year I expect us to be above floor targets and closing the gap/arresting the decline, on national standards. Governor questions to the HT: How is the progress of Specialist Leaders in Education (SLE)? I commissioned two. Hannah who is from Alverstoke Infants, to work alongside Year R, Linda and Caroline. She has identified a lot of good practice already and her expertise has proved very useful. The second SLE was not so successful and was commissioned for Year 4. I stopped it quickly and looked at another. From a recommendation, I asked the administration officer at Baycroft to come in and show us how to present our data more positively. It is all about finding the good news in the data and was really useful. Lots of good ideas and we have put some information together since then. A question from the report by Charlotte Homeward (she was with the foundation stage leader), on how progress is tracked in Year R. She said she was not sure who was meant to track this in the school? The short answer is Hannah and I are looking at it. There is no clear guidance from Hampshire on how we should track our data. We are now therefore doing this by hand and have updated it to the	

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	30th September. Hannah and I looked at each child, their progress and what to do. We identified six children where their progress was not where it should be and used this to ask why and what to do. The majority of children were in 30-50 month band and now in the 60-40 month band. Unfortunately the new software is not up to the job, hence us having to track by hand. At this point the HT presented the chair with a certificate and badge for four years service as a governor. All governors congratulated her.	
6.	Chair update:	
6.a	Governing Body SEF: this has been completed. The positives are that most areas are scored at two and some at three. This is mainly because the new initiatives have only recently been put in and we are not yet able to demonstrate consistently for a level two. D Searle just needs to sign the code of conduct when she is next in the office.	
6.b	Link governor update: as in agenda item 4.d D Searle is to be link governor for year 3.	
6.c	Governor training: We need to agree the level of governor training we want from governor services for 2013/14 and decide whether to take the full or selective access option. The governors discussed the costs of the training and the cost effectiveness of each option. It was felt that full advantage had been made of the training this year and it worked out cheaper and better value to continue with the full access and e learning option. The form was signed by the chair, to be sent to governor services by the clerk. Whole governing body (WGB) training was discussed in full with the chair reading out all the options and descriptions of the training available. It was agreed that the governors would like to explore the "Governors and pupil premium" workshop with an element of SEN. The chair will contact governor services and see if they could tailor something for Haselworth to be delivered at the school, preferably by Claire Williams the LLP. The chair confirmed that she is completing the National College of School Leadership course for developing chairs of governors and was able with the HT's help to qualify for a scholarship. Jo Pryce-Jones from governor services is her mentor and she is also linked to two other chairs in Gosport. As part of this the chair requires some evaluation from governors and asked if she could have volunteers to do this for her.	Forward training selection form to governor services (clerk) Contact governor services re WGB trg (AW) Contact governors for completion of evaluation forms (AW)
6.d	Governor Skills Audit Forms: covered previously in the meeting. To be completed by P Kilner and L Martin.	
6.e	Governor Vacancies: discussed at agenda item 3.b.	
6.f	Governor questionnaires: the chair referred to a Governor survey results report previously circulated. There were three elements to	

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	this, pupils, parents and staff. - The pupil council was asked to take questionnaires back to their classes and ask questions. A show of hands was used. The conclusion was that although familiar with governors on site, they are still not sure of why we are there and what we do. The chair sent a letter via the school council, thanking them for their input and giving brief feedback. There are plans to have governor assemblies and an annual governor day to help with their knowledge. 35 parents were interviewed at the last parent's evening by A Williams, R Williams and P Kilner, who also served tea and coffee. 19 parents/guardians had comments or queries. The results were encouraging but we still need to work hard on parental engagement. A governor newsletter is now going out to parents and one was sent with feedback from the questionnaires. The website when ready will also be valuable. The governing body now has its own school e mail address which is checked weekly by the chair. Governors need to be more visible and present at social events, also perhaps run coffee mornings and the possibility of a waterproof suggestion box in the playground, for people who do not use computers. The governors discussed various ways to improve their contact with parents including: I. Professional letter box in reception and the playground. II. A film for the children on parent's evenings, to stop them getting bored. III. Serving tea and coffee at parent's evenings. IV. Next meetings are on the 6th and 7th of February volunteers are required. 31 Staff questionnaires were handed out for completing anonymously and 15 replies were received. The results were very positive. As a result of feedback we have pinned up on the staff notice board the governor newsletter with pictures of all the governors, this is next to the minutes from FGB meetings which are always placed there. The chair has also sent a letter to them thanking them for their responses and reminding them the minutes are available for them to read. The e mail address for the governors has also been provided to all staff. All the documents are ready to go in the governor secure zone on the web site when it is ready.	
7.	SEN Governor feedback: R Williams tabled a report on the work she has been doing with SEN. There are currently 27 pupils on the SEN register, 13 with school action, 11 with school action plus and 3 with statements. There are four children with statements in progress and R Williams confirmed she had been able to provide good support with these parents due to her own experience and knowledge. The identification procedure	

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	document can be sent separately to those governors who would like to have it and this was requested by C Wilson and P Kilner. Learning Support Assistants (LSAs) class placements have been changed to allow more effective deployment of the LSAs and their skills. All years have an LSA in the morning and all LSA's are doing interventions in the afternoons. The LSAs are now responsible for recording data and tracking the progress of the pupils they are working with; this makes them more accountable and allows are to see which programmes are effective. On Friday 25th January an SEN consultant is coming into Haselworth, presenting training on "questioning skills and promoting independence" to the LSA's. The back page of the report outlines the areas we are looking at. Word Recognition and Phonic Skills Test (WRAPS) have all been done and will be repeated again before half term. We can then monitor to see if the interventions are working. R Williams expressed a concern with the impending Ofsted review, because as a small school if they commented on an SEN pupil it could breach confidentiality, due to it being obvious who was being spoken about. The HT and chair assured R Williams that they would make this concern clear to Ofsted, but all shared information and data would be confidential and anonymous. The governors then discussed how to promote the specific support R Williams and all governors can provide. Ideas included: • The HT would look and see if she could find a leaflet on the parents' partnership website regarding SEN governors. • The chair suggested a profile pro-forma to feature a governor and their role. Promote governors and spotlight what they can do. • The school newspaper could interview governors. • Advertise governor roles more. The HT confirmed that the SEN policy needs updating ready to go to the C&D committee meeting. The chair expressed how impressed she was with the work R Williams is doing with SEN and thanked her for her report.	Procedure guide to be sent to PK/CW (RW) Review parents partnership website (HT)
8.	Haselworth Centenary Celebrations Update: This has been covered mainly under item 4.b on the agenda. The governors discussed places they could put up the flyers. Ideas included: • Bay House • Children's Centre – also on their face book page. • Seafeld community house It was agreed the HT would laminate more flyers.	
9.	Policies to be ratified: all policies were approved in committees and are presented to the FGB for ratification. The documents were	

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	previously circulated. • Governor Allowances Policy • Governor Training Policy • Procedures for Induction of New Governors • Staff absence policy • Art and Design Policy • Literacy Policy • Religious Education Policy The governors unanimously ratified all policies with no amendments. The chair will sign and arrange to file in the school office.	Sign all policies and file in school office (AW)
10.	Decide if the governing body wishes to remain in the LA clerking service 2013/14: The clerk declared a pecuniary interest and left the meeting at 8pm to allow governors to decide this matter. The clerk was called back in at 8.03pm. The chair confirmed the governors had decided to continue with the clerking service for 2013/14 covering 6 governing body meetings at 9 hours per meeting. Total hours from 1st April 2013 to 31st March 2014 54 standard hours = 54 hours. The form was signed by the chair and passed to the clerk to file and inform governor services.	Inform governor services of decision and file paperwork (clerk)
11.	Correspondence: The clerk tabled • Hampshire Governor - Winter 2012/13 • Forecast Snow 18/1/13 • SC008977 Access arrangements for end of KS2 assessment 2013 • SC009055 Racist incident annual data collection • SC009024 Revised exclusions guidance • SC008996 Changes to census 2013 • SC009146 Sleepovers within schools • SC008945 New H&S Templates P Kilner asked for SC 008945 New H&S Templates to be placed on the next B&S agenda for review.	Agenda item B&S committee (PK)
12.	AOB – Items for next agenda: None	
13.	<u>Date of Next Meeting</u>	

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	The date of the next FGB was agreed for Wednesday 27th March 2013, 6pm at the school. D Searle informed the chair that she may be a bit late for this meeting, due to work commitments. No other business being raised the chair thanked the governors for their time and input and closed the meeting at 8.05pm	
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