

Haselworth Primary School

Minutes of the Meeting of the Full Governing Body held on 12th December 2012 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

In Attendance:

Mary Leask (ML)	School Business Manager
Jacky Dunn	LA Clerk
Kim Foster	Staff (from 6pm – 6.25pm)
Alan Smith	Site Manager (from 6.25pm – 6.40pm)

Apologies:

Diane Searle	Community Governor
Rebecca Williams	Vice Chair (Parent Governor)

Quorum:

Present

Agenda Item		Action
1.a	Welcome. The meeting opened at 6.05pm and the chair welcomed the new clerk and Kim Foster to the meeting. Apologies. Apologies received and accepted from D Searle and R Williams. The chair informed the governors that S Browne and A Davis had resigned from the governing body, leaving parent governor, community governor and authority governor vacancies. Three in all. It was agreed that letters for the parent vacancy would be sent out in the new year Declaration of Pecuniary Interests. No additional declarations were made. The clerk asked if all annual declarations had been completed at the last Full Governing Body (FGB) meeting and this was confirmed.	Letters to be sent re parent governor vacancy January 2013 (HT)
1.b		
1.c		
2	Feedback on Haselworth Handful. K Foster tabled a report on the Haselworth Handful reading scheme. 8 children undertook the challenge this year with 7 out of 8 completing all 10 books, which is a good achievement. A quarter of the class had been reached out to and now had links with the library. It was a bigger cohort than last year and Kim is waiting for the statistics to compare this to the Gosport cluster of schools. The tea party went really well, with families, siblings, governors, teachers and the mayor attending. Only one child could not attend through illness. All children received either a medal and certificate and the majority a	

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	prize. Kim reported that the total budget had not been spent, having been allocated £1,000.00 (one thousand pounds) Only £525.97 (five hundred and twenty five pounds ninety seven pence) was spent leaving a surplus of £473.03 (four hundred and seventy three pounds three pence). The bulk of the spending was on books for the school and the prizes were cheaper than expected as they were reduced at the time purchased. There had been some issues with getting the books from the Discovery Centre, as it appears several schools used the same book list and she felt our school was the most responsive school. There had been talks with the Discovery Centre to report this back. They confirmed that all children were provided with a book even if an alternative had to be offered. It was not always clear if this was an issue with the books or that the children did not have their passports with them. It has been suggested that next year Haselworth will have its own booklist and that the passports will be held at the Discovery Centre rather than with the children, so preventing them getting lost or mislaid. The benefits of the additional link to the library for the children were discussed and the need to push for the books being used more in class. There was a good impact within the classes and some of the children who took up the challenge were not the ones you would normally expect to do so. The governors discussed if they wished to participate in the scheme next year and it was unanimously agreed to do so, as it adds great value. It was also pointed out by governors that some older siblings take part in the library's summer reading challenge and as it does not include children of school entry age, Haselworth Handful gave these children a similar experience. K Foster was asked to speak to the library regarding the booklists. It was agreed to arrange a date for the summer term and to again ask someone from the library to come to the parents meetings for the next school entry intake. The chair and governors expressed their thanks to Kim for all her hard work.	Booklists to be reviewed with Discovery Centre (KF) Arrange meeting to discuss 2013 (KF & HT))
3	<u>School Council Update.</u> K Foster tabled a report on the activities of the school council so far. They have been very busy and active. Year R are being given time to adjust to school life before becoming more involved. The council has been given school council badges and class folders to keep their school council work in. They have been working on: • 5 new school rules • Deciding the theme for school houses • Fundraising for Children in Need • Completing governor questionnaires in their classes • Fundraising ideas with each class They are also currently making signs for the toilets to help in improving hygiene. Future meetings are to look at: • A possible chill out space in the school • Wet play games – more are needed and we need to fundraise for	

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	these • School discos – this comes up repetitively from the children. More parent involvement is needed to help with organizing and running these. • Buddy bus stop – the use of this had tailed off and needed to be brought up again in the New Year. The school council can be ambassadors as governors mentioned that they did not think all children were aware of the bus stop or how to use it. Governors discussed the issue of separate changing areas for years 5 and 6, especially for swimming. The headteacher confirmed that due to a lack of space and the problem of supervision, teachers used their discretion to allow more developed children to change separately. Some parents had requested this on an individual basis already. Future projects where to look at the outdoor space, maybe having a hut built and fundraising for the centenary celebrations. The governors suggested the children looked at inviting people to the celebrations and maybe designing something to go into the local newspaper inviting ex pupils. Kim will take this forward with the school council and head teacher. The chair and governors thanked Kim and the school council for all their hard work. K Foster left the meeting at 6.25pm	
4	<u>Update on Health and Safety (H&S).</u> Alan Smith joined the meeting at 6.25pm. A Smith confirmed there were four major work areas to report on: 1) The skylights and decoration in the kitchen areas. There are issues with water leaks and flaking paint which has been picked up by the food inspectors. Now all completed. 2) A new ramp and steps have been built. Repairs have been made to the nursery floor and soft play room area. In addition the subsidence has been sorted out. 3) There are however signs of subsidence in other areas and he is monitoring these. 4) Repairs to the nursery flat roof due to rotten timbers have been completed. This had raised an asbestos problem, however all is now up and running. A Smith tabled a report on the Health and Safety Records required. This is a list of everything that is required and needs to be available for audits. The emphasis is on the fact we need to be able to evidence and document everything. On the report - up and running is in black, green means in hand and red is yet to be done.	Standing agenda

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	Red areas – Information. H&S must be on every Full Governing Board (FGB) and subcommittee meeting agenda as a standing item. The chair confirmed this for the FGB and requested this be built in to the building and site committee agenda. A Smith asked if H&S was considered for any events, for instance use of a BBQ must have a risk assessment and be documented. The headteacher confirmed that the school newsletters covered H&S, such as dogs on site, snow & Ice, cars, sickness bugs etc. It was confirmed that these should be kept as evidence. Training – A Smith confirmed that the headteacher should complete accident investigation training. All H&S training should be completed and evidence kept confirming it was done and teachers sign to confirm they have received it. Missing teachers to be caught up on return. Accident and incident monitoring forms should be completed and monitored to show if it is a one off or if there are trends forming and again all recorded. Governors should be reviewing this data. Governors commented this was usually done verbally and that forms are now needed. The headteacher suggested this be put on the work programme of the building and site committee and agreed unanimously. Accident reports would be reviewed at every meeting. Personal emergency evacuation plans (PEEPS) have been discussed before in relation to the chair's wheelchair access. The correct forms now need to be completed. S Faichen confirmed there would be a child in the nursery requiring a plan and the headteacher asked that different people have a plan to suit their personal needs. Governor question: Do we have a portable ramp and if not how much would it cost? A Smith said he would list out all the items required and items discussed today. It was agreed to then arrange a meeting with the A Smith, head teacher and chair for one Friday morning to go through all the documentation. Governor question: do we have a plan for snow and ice? Answer: The headteacher confirmed one was in place. A Smith thanked P Kilner for his involvement in the last site inspection; he confirmed another one is due and wanted to see how P Kilner could be involved as he appreciated his offer of help. The chair said she would like A Smith to attend the building and site committee meetings going forward, which he welcomed. The committee also needed to be re formed following resignations and asked for volunteers for the committee. It was unanimously agreed by the governors that P Kilner, C Wilson, D Searle, E Steele and A Smith would form the committee. Meeting dates will be forwarded to all members. The chair confirmed the H&S audit had been completed. The chair thanked A Smith for his detailed report and advice and he left the meeting at 6.40pm	item FGB and Building and Site committee (Clerks) Newsletters to be kept as evidence (HT) Complete Accident Investigation Training (HT) Amend building and site committee programme of works to include monitoring. H&S meeting to review all matters and PEEPS (AS, Chair & HT) Amend committee details (Chair) Inform all committee members of meeting dates (Chair)
5	<u>Minutes of FGB Meeting Held 3rd October 2012</u>	

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	hoped. 15.2 Safeguarding report: the report has been completed. 16.2 Marking Policy: The headteacher confirmed there is evidence across the board that the new marking system is being used by pupils and staff consistently. She feels there has been a good impact. 16.2 Governor Welcome Booklet: The chair confirmed she has been working on this and her plan was to put this on the school website when it is up and running. It would be placed in a governors' secure area for governors to read and she would also provide a hard copy. The chair has also worked on a 10 page glossary and jargon buster for everyone. 16.5 Training: R Williams, E Steele and A Williams had attended the "Understanding Finance" course and found it very useful. R Williams, P Kilner and A Williams had attended the "Understanding the Primary Curriculum" course and also found this very useful. Monitoring, Evaluating and Improving SEN Provision, booked for A Williams and R Williams on the 6th December was not attended and needs to be re-booked. The headteacher confirmed there was a specialist coming in next week, to help show E Steele and herself, how to find good news stories from both RAISE online and internal data. 18.1 Whole Governing Body (WGB) Training: "Using your School Data to Improve Pupil Outcome" This was attended on the 10th December 2012. The governors felt this was extremely useful and was good to look at in practice. 20.1 Events: the headteacher confirmed this is in her written report agenda item 9. 20.2 Coffee Morning: the newsletter was sent and the HT met with the children's' centre and nursery. 20.3 Committee Meeting Dates: Resource and Curriculum committees have met, building and site to book their first meeting. All chairs were reminded to book at least one week before the next FGB on the 23rd January 2013.	Re book SEN course (RW & AW) Building & Site committee meeting date required (PK) All committee chairs
6 6.a	<u>Committee TOR for Approval</u> Buildings and Site: The chair asked for this meeting to be booked and the TOR amended (as stated previously to reflect proper quorum) to be approved at their next meeting, and to be ratified at the next FGB.	Amend and Approve TOR next meeting (committee clerk)

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6.b 6.c	Governors confirmed for H&S to be added as a standing agenda item. Curriculum and Data: TOR approved unanimously. Resources: TOR approved unanimously. Governors discussed and agreed that policies should be slotted into the relevant committees, approved in committee and ratified at FGB when required. All committee chairs to liaise with the chair regarding policies.	H&S standing agenda item (committee clerk) Committee chairs to review relevant policies for inclusion on their agendas with chair.
7 7.a	<u>Committee Reports and Minutes:</u> Resource Committee: M Leask referred to the committee meeting minutes previously circulated. Points discussed by governors included: • Staffing hour's changes for some staff. • Pay scale adjustments for some staff. • Wizkids was decommissioned so saving some money • Children centre balance of £3,860 (three thousand eight hundred and sixty pounds) has now been received • The teachers' pay policy phrasing has been amended to reflect that additional payments for out of school learning activities will not be paid to teachers or support staff, as this is voluntary. If someone has to do it we pay for it, for instance the library club. M Leask had written to Mike Newman for funding for the playground and building project. However the capital budget has been depleted by £21,274.04 (twenty one thousand two hundred and seventy four pounds and four pence), which is an outstanding fee for the Children's Centre refurbishment 4 years ago. This means there is not enough money available for the building project. Unfortunately we had already got as far as appointing a project manager. Governors Questions to M Leask: Can we track it back? I have tracked it back as payment for an architect; it was not shown as a commitment, so as a school we were not aware of this amount being due. Can we look into it in more detail as it was 4 years ago? Plus as there is evidence of some subsidence going on in that area, was it done properly? I do need to look into it in more detail, see if there is any documentation and follow it up with county. The headteacher confirmed they would be looking into it in much more detail. M Leask referred Governors to the budget update previously circulated.	Follow up depleted funds to Children's Centre with county (ML)

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	Changes to the budget are highlighted in green on the report. Points discussed by governors included: • Caretakers and cleaners – hours changed between two members of staff which balanced out. • Toilet unblocking will need to be in the January revision • 4042 fixtures and fittings - relates to ongoing charges such as a new chain for the car park. • 4092 general refuse collection - this will need to be increased as we may need to revise the costs relating to the children's centre and nursery. • 4539 books – reduced as Haselworth Handful is now finished. • 4540 reduced as we are not spending money under this • 4650 duty meals - £65 to cover Christmas meal as agreed with the headteacher. • 5070 the cost of relocating telephones to the front office • 5414 day activities – this is to cover the sports partnership as agreed with the headteacher. • 5975 SAP training • 7418 Haselbridge Children's Centre income M Leask confirmed we are looking at a surplus of around £10,000.00 (ten thousand pounds). Governors were asked for any more questions, as none were asked approval of the updated budget was sought and to be amended on the SAP system. Governors unanimously approved the updated budget. M Leask tabled a "Benchmarking" report for the governors' attention, having recently attended a benchmarking workshop. It was explained how benchmarking can allow the school to compare finances and ensure resources are being used effectively and to achieve the best outcomes for children. It is especially good to benchmark against good and outstanding performing schools. As Haselworth's budget currently includes the Children's Centre this makes it harder to carry out comparisons, however in order to give an idea of the reports than can be run in the future, on page 2 there are comparisons for • Teaching staff • Supply teachers • Grounds maintenance • Water and sewage • Energy • Educational supplies The headteacher explained that as a small school the cost per pupil will be high, but comparing against all schools, it looks good. Energy bills are affected by the Children's Centre and Nursery on site, as they are open long hours and cannot be isolated energy wise. This is not a true benchmark but it is the best we can do at the moment. After April 2013 we will be able to see the comparisons.	
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7.b	The governors thanked M Leask for her hard work and informative reports. Curriculum and Data Committee: The minutes for the meeting held 26th October 2012 were previously circulated. E Steele informed the governors that the meeting times were changing to 3pm going forward. Points raised from the minutes for discussion by the governors included: • R Williams had fed back at the meeting on the curriculum course she attended. There are changes to the curriculum, being more child centered and skills based. • S Browne had fed back on the science audit in the summer term. • R Williams is planning to go to the LSA meeting on the 14th December. • S Browne had reported on the hearing of readers' work she was doing. At the next meeting the School Improvement Plan (SIP) will be reviewed as an ongoing piece of work and how this affects the curriculum and RAISE on line data. Pauline and Caroline will be presenting a report on the Keep on Talking programme. The chair thanked E Steele for her report and feedback.	
7.c	Buildings and Site Committee: the committee had not met yet. The new members to agree a date before the next FGB. P Kilner explained that he had walked around the school site with A Smith the site manager and noticed how some tree roots were causing damage. A temporary solution was found in moving benches to stop children tripping over them. L Martin confirmed that they had stopped the children playing in that area all together at lunchtime. P Kilner stated that the building was safe, although there are some small issues with water getting into the wooden fence posts which would need capping and trees coming through the wall. The Nursery has a loose handrail. These could be treated locally at minimal cost. The headteacher informed governors that any repairs must conform to H&S guidance and done safely. This was agreed. P Kilner informed the governors that he had gone through the risk assessments up for review with the site manager and had offered his services. The chair confirmed she was sure he would accept and appreciate the offer. The chair thanked all committee governors for their reports.	Meeting date to be agreed (clerk to committee)

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8	<u>Policy Terms of Reference to be Adopted</u>	
8.a	Appeals: Unanimously agreed by the governors Pupil Discipline: Unanimously agreed by the governors Staff Dismissal: Unanimously agreed by the governors	
9.0	<u>Head Teachers Written Report</u> The report was previously circulated. The headteacher went through the report and highlighted the following items: • 1st page covers information on the pupil numbers and teachers. • 2nd page covers achievements. From the data on here you can see the school is falling below floor standards for the 2nd year running and is lower than national expectations. With Ofsted due to come in this is a concern for both us and the county. Positives 1) Year 1 phonics screening test 2) At Key Stage 1 (KS1) the gap for Free School Meal (FSM) children against non-FSM children is less than the national figure. 3) At KS1 the gap between Average Points Score (APS) for pupils born in different terms is less than the national figure. 4) At KS2 Maths attainment (APS) has improved from 2011 to 2012 5) At KS2 pupils from ethnicity groups other than British (3 pupils) performed in line with, or above national averages (APS) Weaknesses 1) KS2 data is below floor standards 2) At KS1 there is a downward trend in all subjects. 3) At KS1 there is a gender gap with girls outperforming boys in all areas. 4) At KS2 the number of pupils achieving level 5 in Maths is significantly lower than the national average. 5) At KS2 there is a downward trend in Reading and Writing 6) At KS2 British boys with SEN who are eligible for FSM perform less well than other pupils. However looking favorably, the level 5 in Maths could be 35% which is really good. Reading is just under 30%, Writing 25% and English overall is at 25% and on track for level 5. The school intends for some children to sit for level 6 in Maths and English. This would show our faith in them and raise expectations. There is a small group of children working on this at home as well as at school. In year 6, 57% of children have already made 1 sub level progress in all areas this term. The picture at the present time shows progress.	

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	Governor Questions to the headteacher: For KS1 children, what is the picture for this year? 60% in year 2 have made 1 sub level or more progress, that's for reading, writing and maths this term. There are three statemented children in year 6? Yes. I looked at all the data for 17 children in year 6 and then again for 14 children having taken out the 3 statemented children in the equation. I did this for some of the data only as I do not want to discriminate. 25% will not get level 4 for good reasons; however they have still made progress. Are these children sitting for SAT's ? They can do, if they are capable of a level 3 then they should sit in. If we put them in do they need to do all three? No, there isn't a writing one; that is now through teacher assessments, just for spelling and grammar. They can do Maths on its own. We already have Learning Support Assistant's (LSA) in place as a reader for each child so they can get used to the format of providing additional support and one child is also provided with a laptop. • Page 3 looks at our objectives, levels of engagement and motivation. The children here are quite passive and we need to help them raise their level of challenge. We are working on a concept of "Mindsets", but have not been able to do a lot of work on this yet. Children, parents and governors need to have a change in mindset and move to growth. This will allow failure to be seen as a good thing, leading to challenge and success. E Steele and I have joined a working party with other Gosport schools to look at this in more detail. The idea is that talent can grow in everybody, unless they have a specific learning difficulty or medical reason not to. All children can achieve a level 4 or above by the time they leave this school. As part of our move towards higher teaching standards we have had another teacher come into Year R from a local school, who is highly skilled. This was really successful. We also had a Maths advisor come in, which was very successful for both teachers and LSA's. We are receiving additional funding as a school of concern. 60 children came to the winter warmers event, which was really good. • Page 5 behaviour and learning We have 5 golden rules, and a common language for learning, however we need to do more on this. E Steele analysed the parent questionnaire which was very positive. 503 free breakfasts were provided in the first half term and this number is still rising. We have not yet appointed a replacement for Miss Owen.	
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9.a 9.b	Mrs Hewitt will be going on maternity leave on the 18th March 2013 but only have one application so far. All the performance management has been completed, all observations were satisfactory and all have met their targets. Governor Questions to the headteacher: Has any Continuing Professional Development (CPD) been identified? I have put in some work with Specialist Leaders of Education (SLE's) to develop engaging and inspiring opportunities for learning, such as the Maths advisor. This has worked really well. I understand you have something in place for the common closure day? Yes in January, all Gosport and Fareham schools are participating and we are sending staff to various venues. We could not do the LSA one as fully booked, but we have been able to arrange for someone to come here instead. It is under £10 per head which is value for money and it is good to be seen as part of the local schools. How is the attendance data looking? RAISE online data is good and has been rising. This term attendance is down mainly due to the sickness bug, plus it is early in the year. It should even out over the term and all schools are affected by the short term period. We have joined a scheme under a sports initiative where 100% attendance, rewards children with a voucher for a free skating session. The home school link worker is also providing cups for 100% attendance on a weekly basis. School SEF: The School Self Evaluation Form (SEF) had been previously circulated. The headteacher asked if there were any questions regarding the SEF and explained it was being constantly updated. School Improvement Plan: The School Improvement /Learning Plan had been previously circulated. The headteacher asked if there were any questions regarding the plan and explained it was also being constantly updated. This report notes our overall effectiveness. We are in the category of requiring improvement, which is better than showing serious weakness. We have a huge capacity to get us to "Good" in the next 18 months. Our leadership and management is strong and we have good evidence to show the impact of new initiatives. No more questions were raised and the chair thanked the headteacher for her full and informative report.	
10.	<u>Chair Update including:</u>	

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	Governing body Self Evaluation Form (SEF) The report had been previously circulated. The chair explained she has been working on the governors' handbook. She has completed the link governors and needs to identify the purposes of the visits. The chair wanted to create a new committee - Strategic Planning and Evaluation Committee (SPEC). This committee is already in place in a lot of schools and would look at policies, the school's strategic plan, links back to governors' work, communications and then feedback to the sub committees. It would meet the week after the FGB and mop up any issues raised. It would also demonstrate stronger leadership The chair asked the governors for their agreement to set up this committee. Ideally, the membership should be HT, deputy HT, chair, vice chair, and chairs of subcommittees. It was unanimously agreed to set up the committee and the following governors agreed to become members: • E Steele (deputy HT) • C Wilson (HT) • A Williams (chair) • R Williams (vice chair) • P Kilner A date for the first meeting was agreed 7th January 2013 3pm. The chair explained how she had noted that the new governor support programme was weak. She wanted to ensure a letter is sent to any new governor from the chair, a welcome meeting arranged with the chair and headteacher and more materials which could be provided by the chair and clerk to the governing body. A mentor would also be provided for additional support. She has typed a document outlining the new procedures for inducting governors and continues to work on this. Policies are being moved forward and Governor Code of Conduct: Previously circulated. The chair asked if all governors had read this and asked for them to sign as evidence all are aware. This would be held in the school office. The policy was unanimously agreed by the governors. Governor Visit Policy and Feedback Previously circulated. The policy was unanimously agreed by the governors. The chair asked that forms be completed for all visits and given back to the headteacher for discussion. A folder would be set up to keep the forms which could be fed back to the FGB and Curriculum committees. Discussion regarding e mailing agendas and minutes to all governors going forward rather than by hard copy	File in school office (ML)
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The governors discussed using e mail to send out agendas and attachments rather than the use of hard copies for all. The chair wants to set up a governor secure zone on the school website allowing TOR, agendas and minutes to be stored there for easy access. If anyone still required hard copies this could be accommodated. Governors could also bring laptops into meetings and the headteacher offered access to school lap tops. The clerk at this point tabled the governor contact list and asked for governors to check that she had all their correct addresses, e mails and telephone contact details, to ensure both hers and the governor services database is up to date. L Martin requested to continue to receive hard copies. It was unanimously agreed to send out Agendas, minutes and attachments by e mail going forward. Governor training The chair confirmed governor training policy would be taken through to the SPEC committee. The chair informed governors that Sarah Speller from governor services had come into the school to meet with the headteacher, chair and vice chair and check they were all on track for Ofsted. Sarah Speller had informed her if she could get three other governing bodies together, courses could be delivered at Haselworth School. The chair will mention this at the next <u>Gosport Educational Partnership</u> (GEIP) meeting as it would be beneficial both in time and travel costs for our governors. There is a follow up strategic finance course 25th March 2013 at Bridgemary school 7pm – 9pm. A Williams, E Steele and R Williams to go. The chair asked that training now be booked through P Kilner as training liaison governor (TLG). P Kilner confirmed he had to cancel his new governor workshop due to work commitments and has not received his log on details. The chair advised how to access this. The chair confirmed she had completed the allegations against the headteacher child protection E learning and has typed up a procedure. Governor Skills Audit The chair asked if governors had completed their toolkits. More copies were handed out and all governors asked to complete and return to the chair by the next FGB. These are important as they link the governor SEF to the school SEF and is a requirement for Ofsted. We can then look at governor skills and identify any training needs. Safer Recruitment Training The chair asked that all governors re do this training and ensure the	Update governor database (clerk) Book training through TLG (all) Obtain TLG log on (PK) Toolkit forms to be completed and handed to chair by next FGB (all) Safer recruitment training (all)
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	certificates are filed in the school office. The chair confirmed that she had spoken to the town hall about the new purpose built community centre. The Children's Centre used to manage Seafeld house, but will not be doing so going forward. It was agreed that P Kilner would get involved in discussions as it will be of interest to the school. Discussions around pupil and governor questionnaires to be carried forward to the next FGB.	Agenda item next FGB (clerk)
11.	<u>SEN Governor Feedback</u> R Williams had not been able to attend the meeting so this item is carried forward to the next FGB.	Agenda item FGB (Clerk)
12.	<u>Policies for approval</u> All policies had been previously circulated. Pay Policy Unanimously agreed by the governors Charging Policy Unanimously agreed by the governors Data Protection Policy Unanimously agreed by the governors	
13.	<u>Discuss Published Admission Number (PAN) arrangements</u> The headteacher confirmed we would be back to 15 from next September. Although the school took 30 this year, the school needs to support this group for the next seven years and as the school has no room to expand it would not be possible to continue with this intake.	
14.	<u>Correspondence</u> The following items were tabled at the meeting: Governor resignations had been received from A Davis and S Browne. The list of school communications and correspondence was also tabled. The chair confirmed she currently receives a weekly update from the FGB LA Clerk to ensure recent communications are not missed. The clerk offered this to other governors, but all were confident they were able	

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	to review the governor services website for this information regularly. The headteacher receives all communications direct. <u>Pay and Performance Issues SC008803</u> <u>Headteacher performance management SC008826</u> <u>Outcome of admission policy consultation with schools SC008896</u> <u>Children's Services Health & Safety Audit Programme 2013-2016 & Annual Self-Assessment Return SC008901</u> <u>Safety in Physical Education and Sport SC008889</u> <u>Schools Financial Value Standard (SFVS) SC008987</u> <u>Admissions for Year 7 (September 2013) - Schools Allocation System Online (SAS Online) and Schools View SC009027</u> <u>Revised exclusions guidance for schools and governors including template letters SC009024</u>	
15.	<u>AOB</u> The chair had sent thank you letters to A Davis and S Browne for their support as governors. The head teacher also wanted to send a card – agreed unanimously. Haselworth School 100th birthday celebration is on the 26th February 2013. The Headteacher confirmed she is getting a gazebo. She wanted to invite Meridian news, various VIP's, parents and get an item in the Evening News. This was agreed. The head and chair are meeting the head, deputy head and chair of Bay House school on the 18th December and will see if they can provide a school band to play at the party. They will also be discussing the European day of languages, mutual advertising and media studies with them at that time.	
16.	<u>Date of Next Meeting</u> The date of the next FGB was agreed for Wednesday 23rd January 2013 6pm at the school. No other business being raised the chair thanked the governors for their time and input and closed the meeting at 8.30pm	