

Haselworth Primary School

Minutes of the Meeting of the Full Governing Body held on 3 October 2012 at the School

Present

Samantha Browne	Parent Governor
Revd Andrew Davis	Community Governor (from 1807 to 1935)
Shirley Faichen	Authority Governor
Paul Kilner	Parent Governor
Linda Martin	Staff Governor
Aimie Williams	Parent Governor
Emma Steele	Staff Governor
Rebecca Williams	Parent Governor (to 1935)
Claire Wilson	Head teacher

In Attendance

Mary Leask	Admin Officer
Penny Murrells	LA Clerk

Apologies

Diane Searle	Community Governor
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The meeting started at 1800

Agenda/ para No.		Action
1/1.0	Welcome and Apologies	
1.1	The chair introduced Penny Murrells, the cover clerk, who took the chair.	
1.2	Apologies had been received from D Searle and Revd Andrew Davis had informed the chair that he would be late.	
2/2.0	Declarations of Pecuniary Interest	
2.1	Forms were distributed and completed by the governors.	
3/3.0	Election of Chair and Vice Chair	
3.1	One self-nomination had been received for the position of chair, Aimie Williams. There were no further nominations and Aimie Williams was elected chair unanimously.	
3.2	One self-nomination had been received for the position of vice-chair, Rebecca Williams. There were no further nominations and Rebecca Williams was elected vice-chair unanimously.	
3.3	Aimie Williams took the chair.	
5/4.0	Membership of Committees	
4.1	A number of committees were held on demand, e.g. Discipline	

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	committees, admissions, etc. The HT recommended that a data committee needed to be formed. This was an Ofsted requirement. It was agreed to combine the data with the Curriculum Committee. It was also agreed to combine Personnel and Finance committees and to name the new committee Resources.	
4.2	Membership of the Committees was agreed as shown on the attached table. Diane was nominated and agreed as a member of the Buildings and Site Committee in her absence.	
4.3	There had been no Partnership Board Meetings with the Haselbridge Children's Centre. This was now managed by Action for Children.	
4.4	Revd Andrew Davis joined the meeting at 1807. He was informed of the decisions on committee membership and agreed with them.	
4.5	The chair reminded committees that they needed to meet at least a week before the FGB meeting. They should arrange their meeting times and submit minutes to the clerk.	
4/5.0	Election of Chairs and Vice-chairs of Committees	
5.1	The following governors were elected:	
5.2	Finance and Personnel Committee: HT to chair	
5.3	Curriculum and Data: Emma to chair	
5.4	Buildings and Site: Paul to chair	
5.5	Performance Management and Pay: Aimie to chair.	
6/6.0	Governing Body Membership	
6.1	The two potential parent vacancies had been filled by the chair continuing her term of office and Paul joining the governing body.	
6.2	The chair was taking advice about improving induction of new governors. A buddy system was suggested.	
7/7.0	Agree Delegated Powers	
7.1	The governing body had agreed the Terms of Reference of the committees and these were available in the front of the committee files. Each committee should review their TOR at the first meeting of the year and should build a timetable of business for discussion throughout the year. The HT had example TOR and timetables from other schools.	Committee chairs
7.2	The chair would e-mail Governor Services about the meeting dates for the new clerk.	Chair
8/8.0	Governor Roles	
8.1	The following were agreed:	

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8.2	• Local Governor Forum Representative: Governors had not attended. They agreed that it was a good idea to take it in turns. • SEN Governor: Becky Williams. • Training Liaison Governor: This was someone to keep an eye on the training and encourage governors to take up appropriate training. This was particularly important because the school had taken full access. Paul Kilner had experience of this and agreed to do the role. He could get more information from the Governor Services website and from the booklet which was distributed to governors at the beginning of each term. He would be able to see what training governors had done and had booked to do. • Governors discussed the problems of travel to courses for people living on the Gosport peninsula. Even if booked very quickly, courses were often full meaning travel to other centres which was a cost on the school. The use of the school as a venue could be explored. The chair would contact the chair of governors at Bay House about facilities for training. • Year Group Links: This was to link governors to classes. Governors were encouraged to visit their year group and link visits to the Strategic Plan. The HT should be contacted before visiting. Teachers and children could be asked for "wish lists". Visits would indicate a positive validation of the teachers and show governors were interested. It should be clear that it was not intended to be judgmental. Feedback on visits would be discussed at the next meeting. • The links agreed were: ○ Becky: Years 1 and 2. ○ Linda and Shirley: Year R. ○ Emma and Andrew: Years 5 and 6. ○ Samantha: Year 3. ○ Paul: Year 4. • The chair would be linked to all classes.	Chair
8.3		
8.4		
8.5		
8.6		
8.7		
8.8		Link governors
9/9.0	Timetable of Meetings 2012/13	Agenda next meeting
9.1	The following meetings were agreed:	
9.2	• 21 November 2012 (Andrew only available 1800-1900)	
9.3	• 23 January 2013	
9.4	• 27 March 2013	
9.5	• 22 May 2013	
9.6	• 3 July 2013	
10/10.0	Minutes of the Meeting held on 27 June 2012	
10.1	The minutes were agreed to be a true record of the meeting and were signed by the chair.	

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11/11.0	Matters Arising from the Meeting held on 27 June 2012	
11.1	Para 4: There was no further information on teacher assessments. The HT would chase this up and it would be discussed at the next meeting.	Agenda next meeting
11.2	Para 7: The keys were handed over.	
11.3	Para 9: Self-evaluation would be discussed later in the meeting.	
11.4	Para 11: The playground markings were in place and were being enjoyed by the children. There were plans for more markings in the small playground and on the walls.	
11.5	Para 14: The HT had spoken with Rod Constable who had advised that if the leaks were not causing damage and were not a danger or above a doorway, it would be better to leave the problem to be dealt with under the rolling programme for external decoration which would not be charged to the school.	
11.6	Governor Question: When will they be done? Answer: Probably in the next financial year depending on whether there were urgent needs from other schools. The work would also include replacing metal windows and refurbishing wooden ones. Replacement of glazing in the school hall would be a school cost and a quote had been obtained	
11.7	The HT updated governors on the building project. The school would be assigned a project manager within the next few weeks. The HT would visit other schools to see what was possible. For new governors it was explained that the plan was to build a small room for use by the school and community during and after school. It would not be as big as a classroom. The project manager would make recommendations based on the school's requirements.	
12/12.0	Finance	
12.1	Budget Revision The Admin Officer explained changes to the budget which were highlighted in green.	
12.2	Staffing: The admin staff had been regraded and there was a slight change reflecting changes to the clerking service and shared receptionist. £9K from the Pupil Premium had been used for the Home School Link Worker. £5K had been put towards ELSA. There was a new LSA in year 4 on a temporary contract to 31/8/13. £8K had been put into a supply teacher for years 5 and 6 who is top of main scale.	
12.3	There were changes in the teaching part of the budget. The HT and DHT were on different points from the previous post holders. A teacher had returned from secondment.	
12.4	In child care, £7K of the pupil premium has been used for the breakfast club; the volume of children has meant employing an additional member of staff until the end of October.	

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12.5	An additional £180 had been allowed for CRB checks on existing staff. The swimming pool was slightly higher than budget. Fixtures and fittings had changed. The school now has a purchasing card. The windows were cleaned and cost £50 more than planned. Under code 4494 an additional £3700 had been put into the line for purchasing the "Primary Website" installation, £2K from the pupil premium had been put into primary tracker to track targets. In codes 5394 and 5414 combined £8K has been used from the pupil premium for day activities and enrichment. Most of the SLA's have been paid for. Code 5971 Finance was less than budget.	
12.6	Under income there was a change in the funding for the PGSE student. The meals funding was coming in gradually and pupil premium was just over £37K. It had been completely allocated to appropriate areas. There was some income from the Nursery and Children's Centre.	
12.7	The revised budget for 2012/13 was agreed with a carried forward balance of £13,096 (thirteen thousand and ninety six pounds). The Governing body unanimously approved the 2012/13 budget with a total income of £737,601 (seven hundred and thirty seven thousand, six hundred and one pounds) and total expenditure of £724,505 (seven hundred and twenty four thousand, five hundred and five pounds). The print-out was attached to the spread-sheet.	
12.8	Governor Question: Did we receive any funding from "Keep on Talking"? Answer: No. We possibly should have received £1500. The Admin Officer would chase it up. It may be in the Children's Centre.	Admin Officer
12.9	The Admin Officer referred to the devolved capital, which was used for improvements within the school. The governors believed that in principle the capital should not be saved up, but used for the children currently in the school. There was a capital allocation each year. The current balance was £43,659 of which about £30K would be spent on the new build.	
12.10	Because capital allocations had been severely reduced in recent years the current advice was that funding could be kept back for a particular project. If there were plans for the money it was unlikely to be clawed back.	
12.11	Minutes of the Finance Sub Committee: The Children's Centre balance was just over £10K and the Admin Officer was liaising with the manager about the possibility of those funds being put towards the shared receptionist and the small build.	
12.12	School Funding Reform Consultation: The HT reported on a consultation about school funding. There were 3 options; option 2, which based funding on the deprivation index, was chosen and this would be most beneficial for this school. The outcome of the consultation would be reported later.	HT

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12.13	Number on Roll: The census date was 4/10/12. There would be 128 children on roll, 50 of which were on free school meals. This would be the basis of funding in 2013/14.	Agenda next meeting
12.14	Schools' Financial Value Standard: This was a new audit system to ensure that the school was managing its finances correctly and in accordance with Financial Management Standards. The Admin Officer would be meeting with Becky and Aimie to complete the matrix and would report to governors at the next meeting.	
12.15	School's Unofficial Fund Audit Report: Emma and Sam had completed the audit in July. Some changes to signatories in the TOR were needed. This was agreed.	
13/13.0	Head Teacher Update	
13.1	Primary Tracker: This was software for a whole school data tracking system. It was used and recommended by other schools and should save time in data analysis. Teachers put in data on a termly basis. It is a cloud system so teachers can work at home. It can inform teachers about the progress of vulnerable groups such as statemented children, school action and school action plus in subject areas. The APP system is built in and the school can develop further uses as experience is gained. The time-saving would allow more time to be spent on looking at the impact of teaching strategies. Reports could be produced for governors. Accountability for progress will be passed back to the teachers who would have more ownership of the progress of children. The inset day on 5 November would be for teacher training on the tracker. The Early Years part of the programme was not available because it was being updated.	
13.2	Website: The school was looking at the statutory documents that needed to be published on the website, eg. Admissions policy, how the pupil premium was spent. Primary Site were being asked to design and maintain a website. Their sites encouraged parental engagement and were user-friendly. Staff would be able to add photos and text to the site. A good website was a selling point for the school and an Ofsted requirement. It was suggested that governing body minutes could be put on the site but was agreed that an indication of where they were available was better. The school should be careful that any statement on the website was backed by hard evidence.	
13.3	Performance Management: The HT had attended a briefing about the changes to Performance Management and capability. Three documents were tabled: a flowchart, the Teachers' Standards and a quiz. The flow chart showed how the performance management process linked to the capability process. The process would still involve the setting of objectives, a mid-year monitoring meeting and annual review and setting new	

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	objectives. The difference was in the speed of moving to the capability process. Staff were expected to come to the meeting with evidence of how they had met their objectives. The difference between capability and conduct was emphasized. The deadline for teachers' performance management meetings was the end of October, ie before half term. The HT standards had not changed. There was no change to confidentiality; any data from performance reviews would be anonymised. The only time information was shared with the person's permission was with someone supporting that person.	
13.4	A model Performance Management policy was available and the HT could send it electronically to governors. She strongly advised that the school should adopt the policy which was agreed.	
13.5	The teachers' objectives would come from the teachers' standards. The standards tabled applied to all teaching and support staff. There were additional standards for teachers on the upper pay scale. The standards were broader than before and quite flexible. There was not an expectation to judge every teacher against every standard. There should be between 3 and 5 objectives set, which should fit in with the standards. There was no longer a need to complete 3 hours of observation; it could be less and must be carried out by a qualified teacher. There is no longer an informal capability stage and there was a minimum of 4 weeks between each stage. The aim was to deal with poorly performing teachers quickly. Support had to be put in place after the first capability meeting. Ofsted would want to see clear links to school priorities, evidence of the impact of performance management on the whole school teaching and learning, teachers able to state their objectives and that governors are aware of the performance management process and are sure it is happening. They would also want to see teachers being encouraged to improve practice even if they were meeting objectives.	
13.6	Governor Question: Does the HT have to do all staff including admin and mid-day supervisors? Answer: Yes, including admin staff. The principles of the teachers' standards adapted for the role were used for admin staff. The mid-day supervisors can be done as a group.	
13.7	It was suggested that in the past staff working less than 0.5 WTE did not have to have objectives but this did not apply now.	
13.8	Governor Question: Do staff automatically move up the incremental scale if they are meeting objectives? Answer: Yes. If they did not it would be a question of capability. If a teacher on main scale wishes to cross the threshold to the UPS then they have to provide evidence of what they are doing. It is not a "performance pay" system. Support staff progress on their own scale.	
13.9	The HT tabled a quiz about Performance Management. The quiz	

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	and model answers are attached to these minutes.	
13.10	Home School Agreement: The new Home School Agreement was tabled. A section about returning reading books had been added. The agreement would be sent home for each child, with a copy to be returned to school and another to be kept. In future it would only go to year R children. It would be put on the website as a reminder. It was agreed a further sentence would be added about PE Kit. Parents would also be reminded by notices that they would be contacted by the school about issues relating to their child's welfare.	HT
13.11	Revd Andrew Davis and Rebecca Williams left the meeting at 19.35.	
14/14.0	SEF	
14.1	The SEF was tabled. It was a work in progress and had been shared with Claire Williams the LLP.	
14.2	Governor Question: Where is Quality of Teaching? Answer: In Section 5. 100% was satisfactory, 56% good. This was from observations which were timetabled so teachers knew what to expect. Next time observations would be done without advance notice. Areas of development were noted: there needs to be more challenge and children should have more independence about their learning. There were a lot of positive points: the children have a positive attitude to school, the environment is friendly and welcoming.	
14.3	In section 6 the highlight referred to the parent questionnaire which was yet to be analysed. The children's survey was a "hands up" question time for KS2 children. 93% of children felt safe in school; children agreed that bullying was rare but was dealt with well. Governors agreed that behaviour was not a problem and children were able to deal with other children's bad behaviour. There would be intervention in English to try to secure the level 4-5 children.	
14.4	Governor Question: What about monitoring. When do we expect to see an impact. Answer: By half term. Some independent writing would be used to check what level had been achieved. It had been agreed to tackle writing before Christmas and Maths afterwards. Progress and plans for children not on track would be reported at pupil progress meetings this term. The chair asked to attend the pupil progress meetings; the HT would check whether this would breach confidentiality. A small group had been started to support writing in year 2 to try to gain level 3.	HT
14.5	The chair emphasized the importance of governors looking at the SEF and questioning and monitoring. They should feed into the SEF.	

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14.6	Governor Question: When is the next teacher training day on Safeguarding? Answer: 30 November. This was also open to governors.	
14.7	Governor Question: Do all governors need to be CRB checked? Answer: If governors are coming into school they need to be checked. If governors were waiting for a check they should not be alone with children. Mary would progress this.	Admin Officer
15/15.0	Policies	
15.1	Child Protection Policy: The staff had been trained in the procedures relating to the policy on the first day of term. They reported that it was clear what they had to do. The flow chart of what to do was in the staff room. Training would be repeated every year and was part of the induction of new and temporary staff. This was a HCC policy which the school would adopt. It could be sent electronically to governors. The HT was the Child Protection Liaison Officer (CPLO) and would undertake refresher training on 4/10/12. Emma was the deputy CPLO and would be trained in December. Linda was the governor for child protection and met regularly with the HT. The policy was accepted. Governors agreed that the safeguarding training was very important. Shirley and Aimie had done the safer recruitment training.	
15.2	Item 20 of the Agenda was taken here. Safeguarding Report: The HT would complete the report with Emma and Mary and will circulate the report to governors when it was completed. The chair had looked at the report and was confident the school would be ticking the right boxes.	Admin Officer
15.3	In response to a question the Admin Officer explained that all CRB checks for all staff were held together in the office and this comprised the Single Central Register.	
15.4	Behaviour Policy: The policy was tabled. This had been discussed with staff on the first day of term and the HT referred to the behaviour chart on the classroom wall showing a sun, clouds and a rainbow. This was repeated throughout the school. Children are on different parts of the chart depending on how they behave. There is also an escalation procedure via a behaviour diary and letters home. There was ELSA time to help children with extra needs. The policy was accepted.	
15.5	Marking Policy: A draft policy was tabled. The policy was about providing consistent feedback to children across the school. The children understood the “green for great and pink for think” system. There would be explanatory sheets for parents and supply teachers. It was helpful to have consistency across the school because children knew what to expect and staff knew how to mark if they moved across different classes. The policy was	

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	accepted.	
15.6	Governors questioned when they would see data from this. It was agreed that the Curriculum Committee should pick it up and look at children's books in the first meeting of the Spring term. Pupil conferencing could also provide some verbal feedback for the committee to consider.	Curriculum Committee
15.7	Presentation Policy: The front sheet showing the rationale for the policy, and the grid showing the expectations of each year were tabled. The aim was to have a consistent approach across the school and for children to take a pride in their work. The term "pre-cursive" was explained. Teachers also needed to use correct writing, either pre-cursive or cursive, as appropriate.	
16/16.0	Chair's Update	
16.1	The chair had attended the Gosport Improvement Partnership meeting which enabled chairs to share good practice. An Ofsted inspector had spoken on the new framework and what was expected from governors. Governors were expected to be self-evaluating and to have their own SEF. Ofsted will ask governors what they know about this so time needed to be scheduled to work on it. A tool-kit is available on the Governor Services website. It was agreed that a meeting would be held on 8 th October at 1.00 pm, possibly in the Children's Centre room. The Admin Officer would print off the self-evaluation and the chair would bring the paperwork to the meeting. The chair and HT were meeting weekly on Fridays so the chair could attend celebration assemblies. The HT was gathering evidence for Ofsted.	Admin Officer
16.2	The Chair wanted to update the governor welcome booklet. Also the booster groups needed to be reviewed. The children should show progress in a half term. Monitoring of progress and feedback on the marking policy would both be discussed at the next meeting.	Agenda next meeting
16.3	Training: The following training was booked:	
16.4	The chair - development for chairs training.	
16.5	Becky, Emma and the chair - Understanding Finance on 12 November.	
16.6	Becky and the chair – Understanding the Primary Curriculum. Linda would also like to attend this course. It was on 15 November, 1900 – 2130 in Fleet. Paul offered transport if he was able to get on the course.	
16.7	A working party was needed for the Haselworth 100 th birthday in February 2013. Governors discussed possible celebrities to invite. Sam offered to be part of the working party and it was proposed that the Nursery Parent Group could help.	
16.8	A coffee morning for McMillan Nurses had raised £147.	

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16.9	Governors commented that dates of events needed to be known well in advance. A discussion about the difficulty of involving parents followed; parent representatives would be able to be a link between the school and parents. Haselworth Handful: the Tea party was on 16 October at the Discovery Centre. 8 had completed the challenge and there were prizes. There had been some problems with access to the Discovery Centre and supplies of books. Linda, Sam, Aimie and Emma offered to go to the Centre.	
17/17.0	Correspondence	
17.1	All the correspondence was from School Communications and available to governors on the Governor Services Website. The clerk would circulate a list of relevant correspondence with the minutes.	
17.2	SC008638 Admissions: There was a new policy on admissions which would allow schools to admit children of forces parents, twins and other categories to make classes of over 30 without the need to employ a further teacher. There was some additional forces housing near the school but because additional children had been taken in year R this year the school could not accommodate any additional ones. Other local schools were more likely to be affected.	
17.3	Governor Question: Does this include children outside catchment? Answer: If the school has spaces, possibly, particularly if the school met the child's better than another. If families went to appeal the child was likely to get in anyway.	
18/18.0	Topic for WGB Training	
18.1	Because of the new emphasis on Governor understanding by Ofsted, it was agreed to take the "Using your School's Data to Improve Pupil Outcomes". The Admin Officer would book this.	Admin Officer
19/19.0	Manual of Personnel Practice and Manual of Financial Practice and Procedure	
19.1	Both these policies were adopted by the governing body.	
21/20.0	Any Other Business	
20.1	Governors were invited to the Harvest assembly on Friday 5 th October at 9.00 am. The HT would e-mail the chair with dates of other events and items for the next agenda.	HT
20.2	News about the coffee morning had not reached the parents of the pre-school who would have liked to have been involved. It was agreed that the newsletter should go to Shirley to disseminate to	

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	the pre-school. The HT would also meet with the Children's Centre and Nursery.	HT
20.3	Committees were reminded that they must book their first meeting at least a week before the next FGB meeting on 21 November.	Committees
20.4	The meeting closed at 2040.	