

HAZELDOWN PRIMARY SCHOOL

Governing Body

FGB 7 th February 2018 6.30pm - Part 1 Minutes						
Date/Time	7 th February 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Christopher Tribble	Associate	6.30pm-8.30pm	Laura Parfitt	Parent	6.30pm-8.30pm	
Luke Pattison	Staff	6.30pm-8.30pm	Krisztina Bartus	Parent	6.30pm-8.30pm	
Kirsty Prentice	Co-Opt	6.30pm-8.30pm	Sandra Reynold-Chavasse	Co-Opt	6.30pm - 8.30pm	
Dave Dawson	Co-Opt	6.30pm-8.30pm	Kelly Harnett	Parent	6.30pm-8.30pm	
Lee Goodenough	Associate (Deputy Head)	6.30pm-8.30pm	James Heike	Co-Opt	6.30pm-8.30pm	
Stuart Ludford	Associate (Head Teacher)	6.30pm-8.30pm	Sarah Leaman	LA	7.35pm - 8.30pm	

Apologies	Initial	Reason (Category of Governor)
Rivers	G	Parent

Absent without Apology	Initial

In Attendance	Initial	
Atkinson	M	Clerk

Minutes to
Attendees
Apologies

HAZELDOWN PRIMARY SCHOOL

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	Agenda	Led by
1	Apologies	Chair
2	New Governor	Chair
3	Register of business Interests	Chair
4	Agree minutes from last meeting	Chair
5	Matters arising from previous minutes	Chair
6	Review Terms of Office	Chair
7	Governor Training	Clerk
8	Chair Update	Chair
9	Head teacher's report	HT
10	School Improvement Committee	SLea
11	Portfolio Holder Reports	DD/JH
12	Next Meeting	Chair

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.	Apologies from GR sanctioned by all	All	7.2.18	
2.	Welcome to new governor Kelly Harnett Governors introduced themselves to Kelly.			
3.	<ul style="list-style-type: none"> • sign and return outstanding business interest forms: <ul style="list-style-type: none"> ○ KN was given a form to complete and return. • No business interests declared 			
4.	<ul style="list-style-type: none"> • Minutes of the 13th December agreed, DD advised a slight amendment on the year date of a finance course. MA to amend 	MA	7.2.18	
5.	Matters Arising - <ul style="list-style-type: none"> • One Drive - SL advised that this is up and ready to go. SRC asked if the way Google Drive is working is ok? Governors agree that things will be better when everyone uses One Drive. This will be an opportunity to archive some material and re-organise the folder system • It was requested that all governors to send their email preference for One Drive to SL, SRC and SL will take ownership of moving documents to One Drive. • DD advised that MS had asked what impact the reduced carry forward into 2018/19 budget would have on YR 4 5. DD advised that there would be no adverse impact as the carry over was expected to be reduced to zero by 	SRC/SL		

HAZELDOWN PRIMARY SCHOOL

Governing Body

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	year 3.			
6.	KB advised that she will step down as governor at the end of this term.	KB	7.2.18	
7.	<p>TRAINING Completed:</p> <ul style="list-style-type: none"> • Role of Chair - SRC 29/1/18 - SRC advised that she found the course really useful and took away from it that the governing body is working really well. It was pointed out that rehearsing the script that will be used for Ofsted was discussed at the SI meeting and is a current priority. • SRC advised that more structure is needed in meetings with strategy and operational streams. • Development areas - it was discussed that there needs to be a section of each meeting looking at long term strategy. • Governors were asked to email SRC with any information that they have learned on courses attended. <p>Booked:</p> <ul style="list-style-type: none"> • Safer Recruitment (online) - DD has started. LP has completed it. SL asked all to send him an email when they have completed the safer recruitment training and a copy of the certificate. • New Governors Induction - KP/LP & KN • Board Responsibilities for Staff - SRC 20/2 • Chair Updates - DD or SRC 1/3 • Head Teacher Appraisal - 5/3 SRC/SLe • Finance for Maintained Schools - DD 13/3 • Heads, Chairs, Clerks - 27/3 SR/SL <p>Proposed/suggested:</p> <ul style="list-style-type: none"> • Safer Recruitment Training (online) - ? • Finance for Maintained Schools - 13/3 Finance Governors • Chair Updates - 1/3 DD/SRC <p>SRC advised governors to attend training courses where possible. KH will pick up the personnel portfolio and will arrange to visit SL The Board responsibilities and new governor induction -MA to</p>	KP	7.2.18	
		MA	7.2.18	DONE

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	check with Babcock that they have space. Instead of SRC. SRC has drafted a letter to send to GR asking what his intentions are regarding his governor role with reply asked for by the end of half term.	SRC	7.2.18	
8.	Confirm portfolios for new governors - SL & KH will work on personnel, KP and KB for Community portfolio. SRC & SLE on Vulnerable Pupils.			
9.	<p>Headteachers Report</p> <ul style="list-style-type: none"> No report due for this meeting, SL provided a verbal update <p>SL advised that they interviewed this week and have successfully appointed an HLTA and a Cover Supervisor. These appointments are to save on supply and have consistency across the school. SL advised that they are currently looking at staffing for next year but cannot confirm anything until the budget is set. SH asked when will the budget be set? SL confirmed that it will be May.</p> <p>SL advised that there is a lot of work being done on GDPR at the moment with training courses, an audit has been completed and changes are a work in progress.. There will be some significant changes to make sure the school is compliant by May 2018. Sle asked whether a governor might be asked to take on the role of GDPR officer? SL said no that would not happen it would be someone employed by the school.</p> <p>It was confirmed that work on the GDPR is in hand,</p> <p>It was pointed out that governors will have to adjust personal practice in terms of laptops and paperwork off site. SL will put on a session regarding this for governors in the first half of the summer term, this will be part of the FGB that half term.</p> <p>SL advised that He and CT are working at Stokeinteignhead School to support with the HT's phased return as well as some school improvement work., JH asked what time commitment is involved with this? SL advised it varies but can be 2.5 days a week in total but they also come to Hazeldown and some moderation work is done together, it also helps with finance as there is a charge involved.</p>			

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10.	<ul style="list-style-type: none"> • Need to ensure that the vacancies are adequately covered and that the SI committee is fully staffed. - SL advised that one point already discussed was making sure any vacancies in the SI committee are fully covered. It is important that T & L assessment continues. SL advised that he has completed some online data assessment training, which he felt was very useful and will share the link with governors so that they can also do the training. It was advised that attendance figures are above the national data average. • Governors at the SI meeting felt it would be useful to look at questions in FGB meetings and jot down answers to refresh their minds ready for an Ofsted visit. • Ofsted prep - SLea & SRC will meet during half term to discuss questions for Ofsted. • It was confirmed that the start time of next SI meeting will be 6pm to allow the data/progress towards SIP to be carried out simultaneously rather than having an additional meeting. The SLT will be present. • LP advised that CT has championed subject leader files with a cover sheet and this shows what the children have been learning. She asked whether it would be a good idea to have these files somewhere governors could find and if anyone is doing a visit check them when they are in and check they are up to date? SLea suggested if each time a governor was able meet with an individual subject leader perhaps they could then look at the file? LPa advised that he personally likes his file to be kept in his room. Decision that it will be part of the visit process that the subject leader will have the folder available for governors to look at. LPa advised that he is taking part in NPQML and is looking at SOLE across the school and how it can be improved, he went on to show the SOLE books to governors and the recent improvements. JH advised that at his recent curriculum visit when he saw the SOLE books it all made sense. SRC said she would like to see the SOLE books across all the other year groups. SL advised that LPa has put a lot of work into this course and governors thanked him for his efforts. 			

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	<p>children but it could be an option. LP has concerns that this increase in numbers might put parents off choosing the school, over others locally who don't have mixed year groups. LG advised that you need to consider the needs of particular year groups.</p> <p>CT said that he is not sure how it would go down with staff. He pointed out that the nursery is still an option for discussion and that when he and KP went to local hub meetings, Hazeldown was spoken very highly of. He does not feel a blanket policy of a PAN of 34 would be ideal.</p> <ul style="list-style-type: none"> DD said as this is an Ofsted year should we be making any changes and maybe revisit the question in a years' time? SL advised that there is a census in October and January when they count the children. SRC advised that she feels as though we are putting a price on children's heads. LP would be concerned about recruitment and retention of staff with increased class sizes. SRC asked can private funding come into the school? SLe said no this cannot happen. SL advised that in terms of income generation there are other options to be explored. LP asked about 3 form entry is this possible? SL advised that you may not get to where you were aiming if proposed houses are not built locally and need to accept that there would be a number of years of temporary buildings and mixed aged classes during the expansion process.. Actions- KP will contact the local authority to check on what is happening with housing developments around the local area and projected pupil numbers/actions.. Governors would like to remain the status quo at the present time in terms of PAN numbers. 	KP	7.2.18	
12.	<p>Advance notice of Topics for next FGB:</p> <ul style="list-style-type: none"> Agenda to include GIP as part of SIP <p>Confirm dates for next meetings:</p> <ul style="list-style-type: none"> Portfolio holder Reports Due: 7th March School improvement Committee: 14th March at 6pm this will also include data meeting at 6-6.30pm Next FGB: 28th March 2018 			
Meeting Ends:		8.15pm		
Detail of next meeting:		FGB 28 th March 2018	Date/Time	6.30 pm

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SUMMARY OF DECISIONS/DISCUSSIONS				
<ol style="list-style-type: none"> 1. Welcome to new governor Kelly Newton 2. Minutes of the 13th December agreed and signed with one slight amendment 3. Governors to send their preferred email address to use for One Drive 4. KB to step down as governor at the end of this term 5. SRC to send letter to GR 6. Portfolios confirmed for new governors 7. Health & Safety policy approved 8. Start time of next SI meeting will be 6pm 9. KP to look at new housing developments around the area 10. Increase in PAN numbers discussed but decision to make no change at present 				
<p>These minutes are agreed by those present as being a true record.</p>				
Signed: (Chair of Committee)		Date:		