

HAZELDOWN PRIMARY SCHOOL

Governing Body

FGB 23 rd May 2018 6.30pm - Part 1 Minutes						
Date/Time	23 rd May 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Luke Pattison	Staff	6.30pm-8.30pm	Kirsty Prentice	Co-Opt	8.30pm-8.30pm	
Dave Dawson	Co-Opt	6.30pm-8.30pm	Kelly Pitt	Parent	6.30pm-8.30pm	
Lee Goodenough	Associate (Deputy Head)	6.30pm-8.30pm				
Stuart Ludford	Associate (Head Teacher)	6.30pm-8.30pm	Sarah Leaman	LA	6.30pm - 8.30pm	

Apologies	Initial	Reason (Category of Governor)
Tribble	C	Family Commitments
Parfitt	L	Maternity Leave

Absent without Apology	Initial
	G
Rivers	
Heike	J

In Attendance	Initial	
Atkinson	M	Clerk

Minutes to
Attendees
Apologies

	Agenda	Led by
1	Apologies	Chair
2	Register of business Interests	Chair
3	Agree minutes from last meeting	Chair
4	• Matters arising from previous minutes Mill Lane	Chair

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	development - KP LP sabbatical - agree	
5	Review Terms of Office	Chair
6	Governor Training	Clerk
7	<ul style="list-style-type: none"> • Chair Update Change to Agendas - No AOB unless at the Chair's discretion • How to get items on the agenda • Emails to the Clerk • SATs week 	Chair
8	<ul style="list-style-type: none"> • Head teacher's report Verbal update - No Head Teacher's Report due for this meeting • Sports Premium Document 	HT
9	School Improvement Committee Update on the outcome from FIPS/the re-structuring process	SLe
10	<ul style="list-style-type: none"> • Update from last SIP Committee Meeting & Data Review • Absence request procedure suggestion • GIP - Ofsted Questions Review Session <ul style="list-style-type: none"> ■ EYFS, Middle Leaders ■ Management and Leadership ■ Parents and how their views are gathered. 	Sle
11	<p><u>Proposed policies</u> for approval</p> <ul style="list-style-type: none"> • Finance • H&S <p>Reports deferred from March meeting</p> <ul style="list-style-type: none"> • Finance • Premises 	SL
12	Confirm dates for next meetings	

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1.	Apologies from CT. No apologies received from JH or GR. Clerk to amend attendance for SRC and LP who are on sabbatical and maternity			
2.	Register of business interests None declared			
3.	Agree minutes of last meeting - Agreed as a true record and signed.	All Agreed	23.5.18	
4.	Matters Arising - <ul style="list-style-type: none"> • Mill Lane development - KP - an email has been sent to them and will be uploading a document to Google Docs with information. It was agreed to have an hour at the next meeting to discuss strategy moving forward. LP sabbatical - it was confirmed that LP is on maternity leave, all agreed for her to take a sabbatical and will review in September. Next month GR will have reached 6 months not attending meetings without any apology, so it was agreed to write a letter to him next month.	Agreed	23.5.18	
5.	Review Terms of Office - no terms of office are due to end this term. SL advised that the parent register of interest to become a governor finished on Friday and there has been one that has come forward, DD will follow this up.	DD	23.5.18	
6.	Governor Training <ul style="list-style-type: none"> • Report on any training undertaken, booked or required - KH is booked on the HT appraisal. SLea has done her GDPR training • Agree process for governor training doc - this is a wider document that sits on the website and has been discussed at length, this document will be held by the clerk and will be sent to Maxine once per term for updating to the website. 			
7.	Chairs Update <ul style="list-style-type: none"> • Change to Agendas - The way to bring items to the FGB agenda is through the Portfolio reporting system, Portfolio reports should not be repeated at meetings 			

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	<p>but relevant or unanswered questions raised from them should be advised to Chair / Headteacher for inclusion at FGB. The exception to this would be from Chair of the School Improvement Committee, as not all Governors are members of the SIP. No AOB unless at the Chair's discretion - the clerk will take ownership of the agenda, draw up a skeleton and send to the chair and HT for amendment. AOB should not be regularly on agendas but any items governors have that could be on AOB should be at the discretion of the chair for addition.</p> <ul style="list-style-type: none"> • Emails to the Clerk - DD advised that emails may not be answered straight away and just to be aware of this and if anything is urgent then perhaps note this in the email subject line. • SATs week - LP advised that the week went very well, it was very successful. KH said that the children seemed very relaxed when she was in school along with DD. Results will be out on the 10th July. KH asked what were the children's thoughts on the week LP advised that they were very enthusiastic. 			
8.	<p>Headteachers Report</p> <ul style="list-style-type: none"> • Verbal update - No Head Teacher's Report due for this meeting - SL advised that moderation with Watcome Primary has been done this evening and the school is also being moderated as part of the DCC sample this year on the 11th and 12th June. • Governors agreed to move to Part 2 - • Governors agreed to move back to Part 1 			
9.	<p>Finance Update</p> <ul style="list-style-type: none"> • Update on the outcome from FIPS/the re-structuring process - SL advised that he was supposed to hear from FIPS last week but didn't, he got a response this week which was non-committal in terms of money at this stage but that we should go ahead with redundancies and the selection process after half term and appoint the new temporary teachers. It was advised that we make sure these posts are temporary, which we would have anyway. 			

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	<p>Once we know how much the process actually cost, we will put in a Stage 2 FIPS request and they will base the decision on that. The initial request could only contain a best and worst case scenario. They have decided they want to know an exact cost before deciding. Friday was the deadline for the voluntary redundancy requests. 10 people have made voluntary requests, which we are hoping to accept.</p> <ul style="list-style-type: none"> SL advised that there were no responses to the consultation and no alternatives suggested therefore governors were not needed to meet to discuss this. DD asked once this is all sorted will these posts will be lost from September? SL confirmed yes that is the case. DD asked why have other schools got more money for redundancies from county? SL advised that the finance officers report that there is not always a clear reason why some schools receive financial support and others don't. DD asked if the leadership team are happy with the way things are going? SL said yes they are, given the difficult circumstances around the situation. 			
10.	<p>School Improvement Committee</p> <ul style="list-style-type: none"> Update from last SIP Committee Meeting & Data Review SLea said she would like to draw governors attention to the parent questionnaire which was very good and it is important that this information is put on the parent view site, they need to be prompted to do this. <p>Safeguarding - the school and governors have received a couple of complaints about the use of a NSPCC video used in assembly, 2 complaints to the governing body have been responded to directly and the others will be addressed following a portfolio meeting. KH said that as a parent she doesn't have any issues and doesn't think there is a safeguarding issue with this, but as a parent she would like to know where the complaints came from. Several Governors echoed parents desire to be informed before such material was shown to children. SL advised that he has booked the NSPCC to come in and run two assemblies and some workshops to provide further information to parents and support the children's understanding even more. Letters will go out to parents before this takes place.</p>			

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	<p>KP advised that she will be doing a questionnaire with parents regarding their understanding of our learning values.</p> <p>A coffee morning in September was suggested which governors could attend. Suggestion for a governor to attend the evening induction session with new parents in July.</p> <p>Attendance data for spring term showed a small drop from the previous year and is getting closer to last year's data. Some of the lowest attendance pupils have now left the school and will remain a high focus within the school. SL advised that Devon do fine parents for 10 unauthorised absence.</p> <p>Term time absence can only be approved for exceptional circumstances and all requests go to SL for approval. SIP committee suggestion is for SL to approve these if attendance is above 96% if not then the request will go the governors for approval. All AGREED and SL will amend the attendance policy. The panel for these requests will be the SIP committee. - ALL AGREED.</p> <p>At the moment if absence is not agreed it just goes back to parents with unauthorised on the form. SL will check with the EWO the wording of the absence form and it was suggested that a bit could be added which states the request has been referred to the panel</p> <ul style="list-style-type: none"> • GIP - Ofsted Questions Review Session See attached questions. 	<p>AGREED AGREED</p>		
11.	<p>Portfolio Holder Reports</p> <ul style="list-style-type: none"> • Finance - DD advised that the governors fund is in a healthy position and he has just signed a request to buy YR 6 leavers hoodies, this does cost quite a lot and in time there won't be enough money to cover this, options are not to do this or that governors will contribute an amount. LP suggested that parents are told in September they will have to purchase their own hoodie. KP asked about children whose parents will not buy a hoodie, LPa said this could be covered by PP. KH said there needs to be a decision maybe that governors agree to donate a certain amount. SLe asked if the PTA could help with finance for this Lpa said this is an option also an enterprise project which the children have done has 			

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	<p>raised money which might help. Sle said that her preference would be to ask the PTA to help buy the hoodies and the governors fund to donate to something else. DD will go back and read the criteria for the fund and come back to governors with ideas. DD said that he has had an email from the charity commission regarding safeguarding and will circulate to governors, he will draft a brief document.</p> <ul style="list-style-type: none"> H&S - There was an action plan about dishwasher servicing this is not completed in the plan. Fire drills have been done. Lock down procedure drill has been done. Display screen user risk assessment not done yet. Lower car park has been remarked. Caretaker is being monitored by CCS the new cleaning company. 			
12.	<p>Proposed policies for approval SL advised that with the restructuring the policy cycle is a bit behind, some GDPR policies need to be agreed these have been taken from the ICO or solicitors via the Exeter consortium. Breach and escalation procedure Cookie Policy FOI publication Scheme IT Policy Privacy Privacy Standard Accessibility Plan SL proposes that governors agree these policies. SL advised that tomorrow a letter will be going out to parents regarding GDPR and re-signing for consent.</p>	All Agreed	23.5.18	
13.	<p>Next Meeting Date 18th July 2018</p>			

Meeting Ends:	20.15pm		
Detail of next meeting:	FGB 18 th July 2018	Date/Time	6.30 pm

SUMMARY OF DECISIONS/DISCUSSIONS

- Agreed that LP will be on a sabbatical & letter will be sent to GR after missing 6 meetings

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	<ol style="list-style-type: none">2. Time will be allocated at the next FGB to discuss the Mill Lane Development3. A new parent governor has expressed an interest, DD will follow this up4. Governors were advised how to get items put on the agenda moving forward5. Agreed approval system for term time absence requests6. Policies due for review were approved7. A letter will be sent to parents regarding the new GDPR regulations8. Discussion regarding the purchase of leavers hoodies			
	These minutes are agreed by those present as being a true record.			
	Signed: (Chair of Committee)	Date:		