

HAZELDOWN PRIMARY SCHOOL

Governing Body

FGB 12 th Sept 2018 6.30pm - Part 1 Minutes						
Date/Time	12 th Sept 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Luke Pattison	Staff	6.30pm-8.40pm	Kirsty Prentice	Co-Opt	6.30pm-9.00pm	
Peter Nottingham	Parent	6.30pm-9.00pm	Kelly Pitt	Parent	6.30pm-9.00pm	
Dave Dawson	Co-Opt	6.30pm-9.00pm	James Heike	Co-Opt	6.30pm-9.00pm	
Lee Goodenough	Associate (Deputy Head)	6.30pm-9.00pm	Sarah Leaman	LA	6.30pm-9.00pm	
Stuart Ludford	Governor (Head Teacher)	6.30pm-9.00pm	Sandra Reynolds	Parent	6.30pm - 9.00pm	
			Laura Parfitt	Parent	6.30pm-8.35pm	

Apologies	Initial	Reason (Category of Governor)

Absent without Apology	Initial

In Attendance	Initial	
Atkinson	M	Clerk

Minutes to
Attendees
Apologies

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	Agenda	Led by
1	Apologies	Chair
2	Elect Chair & Vice	Clerk
2	Register of Business Interests	Chair
3	<ul style="list-style-type: none"> Agree minutes of last meeting 	Chair
4	Matters Arising from previous minutes <ul style="list-style-type: none"> Letter to DCC regarding support services Update on Gov Mark progression 	Chair
5	Review Terms of Office <ul style="list-style-type: none"> 	Clerk
6	Governor Training	Chair
7	Meeting Dates for 2018/19	Chair/HT
8	Portfolio Reports	HT
9	Governors Code of Conduct	Chair
10	of Reference	Chair/HT
11	Policies	SL
12	FIPS Update	SL
13	Structure Update	SL
14	Next Meeting	Chair
15	<ul style="list-style-type: none"> Meeting Close 	

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.	Apologies - No apologies	Chair		
2.	Elect Chair & Vice Chair Discussion regarding DD and SR taking a Co-Chair role. It was agreed by all that this model would be a positive step forwards. Governors formally elect DD and SR as Co-Chairs. Proposed by SLe and seconded by SL. SL raised the question as to whether a vice chair was still required with a co-chair model, feeling it was still necessary. There was no clear outcome to this. MA will check with DGS. Staff governors (SL, LG, LP, KP) declare an interest in the staff structure discussion later in the meeting. DD stated that he was sure everyone would be entirely professional and we were now aware that an interest had been formally declared.	Clerk All Agreed	12.9.18	
3.	Register of Business Interests - Business interests signed for 2018/19 by all.	All		
4.	Agree minutes of last meeting - Minutes of the 18 th July 2018 agreed as a true record and signed.	Chair		

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5.	<p>Matters Arising from Previous Minutes - It was discussed at the last meeting that a letter may be sent to DCC regarding the level of finance support that they are giving. DD has concerns about writing this letter and the content of it, not wanting to upset the relationship between the school and Babcock. KP asked who gives the advice is it a group or just an individual? SL said that it is usually an individual, who is part of a team and the advice does change slightly from person to person within that team. JH said that it might be better to criticize the processes not staff. SR said that the governing body should document that they are frustrated with the systems and processes but there won't be any positive outcome from writing a letter. SL is concerned about office staff who are spending considerable time putting right mistakes which are coming down from DCC. SL advised that he has logged his concerns through the feedback he was able to give during the FIPS process. Update on Gov Mark - DD has gone through the rag rating again and advised that there has been significant progress, he will bring this back to another meeting.</p>	Chair		
6.	<p>Review Terms of Office LP's term of office ends in October, she would like to stay on the governing body. It was discussed that Laura could potentially move to fill the co-opted vacancy, leaving space for a new parent governor. The decision was taken to run a parent governor election to this effect. If there are no interested parties, Laura could be the parent governor and we seek a co-opted governor., MA to put the letter together for sending out.</p>	Completed	12.9.18	
7.	<p>Governor Training PN needs to book onto new governors training. SRC will send induction information to PN. LP advised that she is booked on SEN training.</p>	Chair		
8.	<p>Meetings Dates for 2018/19 - Paper copies are handed round to governors. SRC asked for the dates to be put on the bottom of minutes. A date needs setting for the data meeting, it was decided that this would be 21st November at 6.30pm. DD asked if LP has any ideas of scheduling for the curriculum visits. LP advised that she will come in for a visit w/c 15th Oct.</p>	Chair/HT LP	12.9.18	
9.	<p>Portfolio Reports No reports are due</p>			
10.	<p>Governors Code of Conduct and protocol Governors agree the Code of Conduct and the meeting protocol which had previously been emailed out. MA to ensure the signed copy is in the governor overview file in the office.</p>	All Agreed	12.9.18	

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11.	<p>Terms of Reference SL wanted to draw to governor's attention that meetings must be quorate and now is the time to decide on this figure for each of the committees. Decision for it to be minimum of 6 for the FGB. MA will amend the terms of reference when they are agreed. SIP committee decision for the quorum to be - 4 Finance portfolio will be PN and DD jointly. 1st and 2nd Committees are the first three available governors who have no prior involvement or knowledge of the issue. and 2nd committee should be the next three available governors who have no prior involvement or knowledge of the issue. PN will sit on the pay committee. SL needs to know who would sit on the children's absence panel now we have updated the attendance policy to require governor agreement if attendance is lower than 96%.? It was confirmed that this would be JH, DD & LP will sit on it anonymously. This is the same panel as the staff absence panel. All the TORs for portfolio holders and committees were agreed. MH will update the documents and arrange for them to be signed and kept in the overview file in the office..</p>			
12.	<p>Policies SL was hoping to have the last few policies ready from last term but he will have them at the next meeting Home Learning policy needs approving with minor amendments. Spellings will be sent home on a Monday to work with Spelladrome, minor changes to wording and elaborating that sometimes homework will be sent home as a project. SLe said that as a parent there is nothing in the policy about what you can expect in terms of marking and feedback, LG will add an additional paragraph regarding this. SR said that she would like to reference celebration days. Governors are happy to approve this policy with the changes agreed at the meeting. LG to action and share with staff. SL will upload final version to google docs.</p>	All Agreed	12.9.18	
13.	<p>FIPS Update SL advised that the FIPS outcome was positive with a substantial payment towards redundancy costs from FIPS along with permission to go into a licenced deficit for the first two years of the budget. The school must not exceed this. Some additional monitoring statements have to be submitted through the next two years. DD said that governors need to be mindful that the deficit cannot be exceeded. Agreement to comply with the terms of the FIPS agreement: to set a deficit budget up to the £18,024 in year one and £11,369 in year two specified in the agreement document - governors are happy for this to be signed by the chair and returned to DCC.</p>	All Agreed	12.9.18	

14	<p>Structure Update</p> <p>DD thanked governors for their questions that were sent in. A copy of questions and responses has been emailed and will sit behind the minutes as a record.</p> <p>SL advised that ideally the staffing structure plan for the next five years (HCSS) needs to be sent to FIPS along with the first budget return to show that the school has considered staffing changes which have occurred since the FIPS outcome and how they will be managed in order to make the future structure sustainable in the long term. This means there is a time pressure to meet that deadline, but he does not want governors to feel that the decision is a rushed one. We can return for further discussion if required. SL has requested the finance officer meets with him and MH again next week to double check the updated five year plan. SL hands round paperwork, specifically an updated structure diagram, a summary of assumptions and decisions which have been made during budget planning and a copy of the updated explanation, with governor questions and his answers attached.. LP asked if the temporary TLR3 posts are there for specific staff members? SL said that some may better suited to particular individuals, but they will be open to all staff. LG said the key thing they have tried to get with the structure is safety and security for existing staff and development of them.</p> <p>Governors like the idea of having a school business manager, and discussion followed regarding whether this could be someone who already worked in the school.</p> <p>Governors agree to progress with the TLR3 posts, which are time limited and project specific.</p> <p>DD said if there are 3 non-teaching leaders would it not be creating what the school had before? SL said no it would be different people and different roles, specifically an AHT role focused on Teaching and Learning rather than the previously all-encompassing DHT role. PN said is there no compromise to the teaching of children with this new plan? SL said the quality of teaching and learning will actually improve due to direct support and professional development for teachers. This will achieve a higher overall outcome than adding in another teacher would.</p> <p>LP asked do other primaries of a similar size have as many senior leaders with the cost implication given that the school has lost so many TA's? SL said no, not necessarily, each school is different. DD commented that the 3 senior leaders had been instrumental in the improving the school. LP pointed out one of the concerns of parents is the reduced numbers of adults in the classrooms, LG said that the proof will be in the results.</p> <p>SR said governors need to think about quality of investment in the school.</p> <p>LP leaves the meeting at 8.35pm</p>	All Agreed	12.9.18	
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	<p>SLe said that she feels that governors have not seen the impact of all the staff that have left recently on the classrooms yet as it is only 2 weeks into the new school year. LPa leaves the meeting at 8.38pm.</p> <p>SR said that governors don't yet know what the impact will be with the loss of TAs and CT so governors cannot make an informed decision.</p> <p>SL responded to LPa's previous point with a comparison that the actual cost of an AHT would only potentially cover two TAs, and possibly only one and a half, which would not have a substantial impact on the number of adults in the school working directly with children.</p> <p>SL said that a direction needs to be agreed so that things can move forward. DD pointed out that if governors agreed to the business manager then that would free up some of SL time.</p> <p>Kelly asked how could you measure the impact of the loss of TA? SL said that it would be difficult as you wouldn't know if the impact was the loss of CT or the TAs.</p> <p>Kelly pointed out that governors agreed a structure last year with the redundancies needed prior to being aware of CT departure and pointed out that it was also discussed if a teacher is absent, you may not get the quality of teaching with agency supply staff, which is another area where where the extra teacher comes in. SR asked KP if things are different in her area since the changes have been put in place? KP said it is about getting the right people in the right role, she feels that things are going fine and perhaps governors need to speak to the teachers, to see how things are going.</p> <p>SLe said that some concerns go back to last year, with a sudden influx of children who were not able to make progress and now there are less support staff. KP said that some of the higher needs children that they currently have in the school are now in the process of moving them to specialised settings.</p> <p>Governors agree to progress with the SBM role.</p> <p>Governors are in favour of moving forward with the preferred structure, but with the proviso that we review the assistant head position once we have moved a little further through the term and seen the impact of working differently with less TAs and the temporary additional teachers. This decision was also subject to Charles checking the finances on 19.9.18.</p>	<p>All Agreed</p>	<p>12.9.18</p>	
<p>15</p>	<p>Next Meeting 17th October 2018 FGB 3rd October 2018 SI Committee</p>			
<p>Meeting Ends:</p>		<p>9.00pm</p>		

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Detail of next meeting:	FGB 17 th October 2018	Date/Time	6.30 pm

SUMMARY OF DECISIONS/DISCUSSIONS

1. DD and SRC agree to take on a co-chair role
2. Welcome to new governor Peter Nottingham
3. Discussion regarding a possible letter to be written to DCC
4. Governors Code of Conduct Agreed for 2018/19
5. Terms of Reference for committees agreed, clerk to amend as appropriate
6. Homework policy agreed with amendments
7. Governors agree to the terms of the FIPS agreement including a permitted deficit budget for the first two years and financial reports to FIPS at the dates specified in the FIPS agreement.
8. Decision to run a parent governor election
9. Agreement to move ahead with the preferred structure option and progress the SBM and TLR3 posts.

Meeting Dates 2018/19

FGB	SI Committee
17 th October 19 th Dec, 13 th February, 3 rd April, 22 nd May, 17 th July	3 rd Oct, 5 th Dec, 6 th Feb, 20 th March, 8 th May, 3 rd July,
Data Meeting: 21 st November at 6.30pm.	

These minutes are agreed by those present as being a true record.

Signed: (Chair of Committee)

Date: