

HAZELDOWN PRIMARY SCHOOL

Governing Body

FGB 17 th October 2018 6.30pm - Part 1 Minutes						
Date/Time	17 th October 2018	6.30pm	Location		Hazeldown Primary School	
Governors Present	Capacity	Time arrived/ departed	Governors Present	Capacity	Time arrived/ departed	
Luke Pattison	Staff	6.30pm- 8.35pm	Kirsty Prentice	Co-Opt	6.30pm- 8.35pm	
Peter Nottingham	Parent	6.30pm- 8.35pm	Kelly Harnett	Parent	6.30pm- 8.35pm	
Dave Dawson	Co-Opt	6.30pm- 8.35pm	James Heike	Co-Opt	6.30pm- 8.35pm	
Lee Goodenough	Associate (Deputy Head)	6.30pm- 8.35pm	Sandra Reynolds	Co-opted	6.30pm - 8.35pm	
Stuart Ludford	HT Governor (Head Teacher)	6.30pm- 8.35pm	Laura Parfitt	Co-Opt	6.30pm- 8.35pm	

Apologies	Initial	Reason (Category of Governor)
Leaman	S	Professional Commitments

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	Register of Business Interests	Clerk
3	<ul style="list-style-type: none"> • Agree minutes of last meeting Sept 2018 	Chair
4	Matters arising from previous minutes <ul style="list-style-type: none"> • Vice-chair needed for FGB • Terms of Ref for committees agreed • Homework policy agreed with amendments • Impact of restructure needs to be reviewed - consider safety and security of staff and also impact on children • Decision to run and parent governor election - progress? 	Chair
5	Review Terms of Office <ul style="list-style-type: none"> • Confirm posts which are due to end this term 	Clerk
6	Governor Training	Chair
7	SIP <ul style="list-style-type: none"> • Update from last SIP meeting • SIP • Governor Mark • Annual Pupil Targets • Ofsted Questions 	Chair/HT
8	Portfolio Reports <ul style="list-style-type: none"> • Finance • H & S • SIP • Community Parent links • Curriculum • 	HT
9	Head Teachers Update <ul style="list-style-type: none"> • Update on funding consultation • Progress update on SBM and TLR3 posts 	Chair
10	Update	Chair/HT

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	<ul style="list-style-type: none"> • Update on neighbourhood concerns raised in October • Parents night - confirm attendance • Governor alerts- reminder to review 	
11	Policies	SL
12	Next Meetings	SL
15	<ul style="list-style-type: none"> • Meeting Close 	

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1.	Apologies - Apologies received from SLea sanctioned by governors.	Agreed	17.10.18	
2.	Register of Business Interests No business interests declared.	Clerk	17.10.18	
3.	Agree minutes of last meeting - September 2018 LG would like an amendment to be made to his wording around staffing, the minutes were agreed with this addition from LG to be added, he will send wording to clerk. Kelly would like her married name of Harnett to be used not Pitt, LPa pointed out that KH appears on the minutes as having left the meeting twice, this also needs amending.	All Agreed with amendments	17.10.18	
4.	Matters arising from previous minutes <ul style="list-style-type: none"> • Vice-chair needed for FGB - LP proposes PN this was seconded by SR and agreed by all. • Terms of reference for committees It was confirmed that these have already been updated and agreed. • Homework policy - LG advised that he has updated this and has amended a section on feedback to parents. LG said that teachers posting homework on the Learning Lab is inconsistent and some are putting it in the wrong place. and/or on the blog whereas others are not. SR agreed that it is sometimes difficult to find the homework for each class on the website LP suggested the summary at the bottom could put inside the front cover, LG agreed this is a good idea and will put this forward to teachers. • Impact of restructure reviewed - LG advised that the key thing we have tried to ensure with the proposed new structure is to continue to get the best possible outcomes for pupils. By delaying the move to having an AHT beginning during the 2019-2020 academic year, and instead of having three temporary TLR3 positions for the remainder of the 2018-2019 academic year, it 	All Agreed	17.10.18	

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	<p>means that there is not significantly turbulence to any of the classes this year - there would have been had we appointed an AHT in the Autumn Term as they'd have to had to leave their class and be replaced. The structure also provides staff with further development opportunities to aspire to achieve, specifically the AHT role; were the AHT role to be taken by a Team Leader, then a further Team Leader role would also become available.</p> <ul style="list-style-type: none"> • Decision to run a parent governor election - SL advised that a parent governor has come forward, DD will contact him. 	DD	17.10.18	
5.	<p>Review Terms of Office LP will renew her term of office as co-opted governor from today's date. All Agreed. MA to email relevant governor info to Martine for DFE website</p>	MA	17.10.18	
6.	<p>Governor Training PN advised that he has completed a webinar on finance. It was pointed out that CT had previously sent out a link to safer recruitment training, which governors are interested in taking part in, but the governors in receipt of the link are having trouble accessing. the training LG will contact CT to reactivate the link. SR is attending an ethical sourcing course next month. MA to email PN new governor training information again.</p>	LG Now Completed	17.10.18 17.10.18	
7.	<p>School Improvement Committee Update from last meeting - Key strands:</p> <ol style="list-style-type: none"> 1. Improve progress and attainment in READING across the school Increase the percentage of middle and high ability pupils achieving above 'nationally expected'. 2. Improve the quality of teaching and learning to be excellent, enabling pupils to make the best progress they can. 3. Further develop leadership at all levels and its impact across the school (to improve the quality of teaching and learning). Extend distributed leadership further across the staff team and continue to develop strategic governance. <ul style="list-style-type: none"> • SIP verbal update & FGB discussion • SL advised that the school has started using the Super 			

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	<p>North Star and advised that the SIP is driven by self-evaluation.</p> <ul style="list-style-type: none"> • SR ran through what the strands mean for the benefit of KH and PN who have not yet attended a SI meeting. • LP said that she is not comfortable with strand 2 as she pointed out at the SIP meeting, LG said that teachers have had to focus on getting as many children as possible at ARE and as such have not had time to perhaps focus on the other groups. DD suggested that it could perhaps be a wording issue? SL said that the wording came direct from his appraisal and an approved document used by all schools. • SL said there are a number of elements in the strategic government section which needed addressing and they have now achieved most of these. SR asked is there anything in this section that really needs looking at? SL said no all points have made improvement. Governors are happy to approve the SIP. <ul style="list-style-type: none"> • Governor Mark Review - DD explained to new governor PN what the governor mark is and also advised that he has done a rag rating of the whole thing and pointed out that there are improvements. JH asked if there is any way of showing the improvement on the document? DD said yes there is, he has put a star in places where he feels the body has moved forward, making it visually easy to see improvements. • Annual Pupil Targets - SL advised that targets were talked about at the SIP meeting. Printed target reports were handed out to all governors during the FGB meeting. For every year group 1,2 4 5 & 6, there are set targets, but not for YR 3 as FFT have not published their targets yet. SL briefly ran through this document with governors. SR asked whether waiting for government thresholds is frustrating for teachers? SL and LG confirmed that it is. <ul style="list-style-type: none"> • SL has updated the targets and emailed out to all governors. Governors agreed the proposed targets with the condition that they are sent to SLe for review first. <ul style="list-style-type: none"> • Ofsted Questions - What are the 4/5 key strand in the SIP? How have they changed from last year? DD said governors need to understand how this is different from last year. SR 			
		All Agreed	17.10.18	

asked what are the sources that feed into defining those strands? SL advised it is data, external advice through the HT appraisal committee, element of self-assessment through monitoring and review of the SIP, and that there is a range of information that needs to come together for this. The basic difference last year was outcomes in reading and progress in maths, this year progress in reading and attainment in reading. Attainment is the level they have got to, the other is the amount of progress the children have made. It was pointed out that progress is the most important thing.

SR asked if all of these targets are set so that the school remains at good? SL confirmed yes this is the case.

SR asked governors to review these questions to ensure that they are comfortable and confident in their understanding of the strands. This will help prepare for an anticipated Ofsted visit.

Key Strands

Improve progress and attainment in READING across the school

Increase the percentage of middle and higher ability pupils achieving above 'nationally expected' outcomes

Improve the quality of teaching and learning to be excellent, enabling pupils to make the best progress they can

Further develop leadership at all levels and its impact across the school (to improve the quality of teaching and learning).
Extend distributed leadership further across the staff team and continue to develop strategic governance.

Why is Hazeldown not outstanding - examples based on the school's self-evaluation? - DD commented on the spider diagram and how good this was, this document is available on the Google Drive. SL said the school is not yet outstanding partly due to pupil outcomes and the semantics of the statement good and outstanding. It was suggested that governors look at the grade descriptors from Ofsted, which he has condensed into one document. SL handed round the good

	<p>and outstanding teacher descriptions for governors to look at. SR said when governors come in to do visits should they bring the descriptions? SL they could be brought with them, but it is not essential. SL ran through these descriptions with governors.</p> <p>SL will put the self-evaluation on the website after re reading and checking. SL advised that there is a new Ofsted framework for 2019.</p> <p>What is the difference between good and outstanding rating in Ofsted? Governors were handed round these differences in a document</p>			
8.	<p>Portfolio Reports</p> <ul style="list-style-type: none"> Finance - DD has previously circulated his report. It was advised that this is the first budget monitor where everything has been put in and is known, reports must be sent in a bit more frequently. DD said supply teacher costs have increased since the last budget monitor. Questioned whether there was any link to and after the recent restructuring, could increase in sickness be linked to changes to classroom support levels now in place? is this why the costs are higher? SL said that this has been looked at and it has only been 5 weeks with the new system and we have made a few changes., The cover supervisor has been used for NQT release which will now be a fixed time and the additional teacher will now be covering illness for continuity. The number one priority, is for the NQT time not to move around as much as has been happening recently. LG said in this stage of the year with appraisals happening, you are going to spend more on supply, with not all teachers being able to be covered by the additional teacher. SL advised that this will continue to be monitored and amended accordingly if necessary. LG advised that there hasn't been high staff absence. SR asked whether teachers feel stretched? LPa said he was absent recently but as this was covered by the additional teacher, he was happy that his class was getting a good deal. PN asked whether there could be a different reporting format for governors who are monitoring finance? It was agreed that this will be discussed further at another meeting. LP asked what does extended schools mean? DD said it is breakfast club and after school club. LP said what is the figure set aside? SL said it is money set 			

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	<p>aside for possible redundancy costs as these are standalone clubs.</p> <ul style="list-style-type: none"> • H & S - SL advised there was a H & S audit yesterday which gave a pleasing outcome and the auditors were impressed. The visit highlighted a couple of legionella issues, one was regarding buying into the maintenance contract, the company providing this service are not currently attending their 6 monthly visits, so this will be looked at. The other issue was temperature testing which is done by the caretaker and requires a bit of additional training. There is some confusion with the county register as to whether there might be asbestos beneath windowsills, this will be looked at but SL advised that the windows have never been moved, so this shouldn't really be an issue. An external fire inspection took place recently and the school came out very well. • Community & Parent Links - KP asked whether governors could hand out slips to parents to sign up to parent view at parents evening. LP, DD, SR and JH can attend and will liaise with KP on exact dates. • Curriculum - LP will complete the schedule of visits using the SIP strands. LP will do the first visit 7th Nov, this will be a curriculum portfolio and visit and SR will do the next one with a focus on reading. 	<p>LP, DD, SR, JH</p> <p>LP</p>	<p>17.10.18</p> <p>17.10.18</p>	<p>7.11.18</p>
<p>9.</p>	<p>Headteacher's Update</p> <ul style="list-style-type: none"> • Update on funding consultation - SL advised that the funding formula has moved on and has been delayed a year, so they are consulting again. Hazeldown have opted for the delegated services. One of the key questions with the minimum funding guarantee, does the school want to stay as they are and get the same money next year, meaning the money saved could provide a bit more. Hazeldown have chosen to keep the amount as it is and put more into the high needs block. DAPH will vote in line with what everyone wants. • Progress update on SBM and TLR3 posts - it was advised that interviews are taking place tomorrow for the school business manager. The TLR posts are being advertised over half term. One teacher has resigned and will finish at Christmas. • Office staff - 2 office staff will be leaving at Easter to pursue a new business. • Pay committee needs to meet before 7th November, there is currently no pay policy from DCC. 			

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	<ul style="list-style-type: none"> ● Nursery - SL advised that the school needs to take some action, DCC want to know the following and asked the governors to agree that: <ul style="list-style-type: none"> ● Whether it will affect net capacity, - No ● Whether it will affect planned admissions numbers - No ● That it won't put pressure on existing classroom space, - No ● That no capital will be required from DCC to fund it. <p>Governors agreed this was correct and are happy to explore the Nursery proposal and revisit this at the next meeting.</p>	All Agreed	17.10.18	
10.	<p>Chair Update</p> <ul style="list-style-type: none"> ● Update on neighbourhood - <p>Conversation with Mr Holwill and SR took place on 11 Oct. On the call, Mr Holwill discussed neighbourhood concerns for the board to consider, including tree maintenance, property deeds, impact of potential letting of the school hall, noise pollution and audio pollution.</p> <p>The following items were actioned after the call:</p> <ul style="list-style-type: none"> ● Discussion with DCC to review school deed pertaining to height limitations of shrubs around school ● Request to generate a copy of the 22 August 2014 meeting minutes ● Discussion with the school and governors regarding the impact of letting of the school hall <p>In addition to the 11 Oct discussion with Mr Holwil, an email communication from Mr Watson was received on 12 Oct, Mr Watson requested a meeting with SL to discuss the concern about trees at Hazeldown.. SL met with BW meeting w/c 16 Oct. It was asked whether the minutes from August 2014 be provided in print.</p> <p>SL advised that he has met with Bill who lives opposite the school, to discuss trimming trees. He particularly wants 3 trees opposite the office to be taken down completely, SL has said no to this, as they are of sentimental value to the school but since this conversation, it has also been noticed that someone has been on to the premises and (badly) trimmed one of the 3 specific trees at the front of the school. This was not done by a member of staff or a contractor. SL was pleased that someone is keen to galvanise support from the neighbours and agreed to Bill getting some tree surgeon quotes, specifically with photos of what the size</p>			

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	<p>the trees would be after the proposed trimming and moving forward to three years from now. The neighbours also want the cricket club to trim their trees. Hazeldown will also contacted DCC to ask whether it is noted in the school's deeds that the trees should be trimmed.</p> <p>Governors are reminded to review their governor alerts that are sent around by the clerk.</p> <p>DD mentioned SOAP which was in one of the alerts, and that the chair should have received this, SL confirmed that he had this document and will send to DD. Decision to put this on the agenda for the Data meeting.</p>			
11.	<p>Policies: Art, Assessment, Collective Worship, Complaints, Curriculum, Design Technology, Feedback, Foreign Language, Geography, Healthy Eating, History, Home School Agreement, ICT Acceptable Usage, ICT, Literacy, Music, Numeracy, PE, PSHE, RE, Science, Sex Education. PN mentioned the healthy policy does not include vegans on page 3, SL will add this to the policy. Governors agree all the policies. Meeting closed at 8.35pm</p>	All Agreed	17.10.18	
12.	<p>Next Meetings FGB 19th December 2018</p>			
Meeting Ends:		8.35pm		
Detail of next meeting:		FGB 19 th Dec 2018	Date/Time	6.30 pm
SUMMARY OF DECISIONS/DISCUSSIONS				
<ol style="list-style-type: none"> 1. Decision to elect PN as Vice Chair 2. A new parent governor has put themselves forward, DD to contact 3. LP renewed term of office as Co-Opt governor 4. Governors agree annual pupil targets 5. SIP discussed and agreed 6. Ofsted questions discussed 7. Governors to attend parents evening agreed 8. Decision to progress with Nursery proposal 				

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9. Neighbourhood communications discussed regarding trees
10. All proposed policies agreed.

Meeting Dates 2018/19

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

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

Signed: (Chair of Committee)

Date: