

HAZELDOWN PRIMARY SCHOOL

Governing Body

FGB 18 th July 2018 6.30pm - Part 1 Minutes						
Date/Time	18 th July 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-8.40pm	
Peter Nottingham	Parent	6.30pm-8.40pm	Kelly Pitt	Parent	6.30pm-8.40pm	
Dave Dawson	Co-Opt	6.30pm-8.40pm	Christopher Tribble	Associate (Deputy Head)	6.30pm - 8.40pm	
James Heike	Parent	6.30pm-8.40pm	Sarah Leaman	LA	6.30pm-8.40pm	
Lee Goodenough	Associate (Deputy Head)	6.30pm-8.40pm	Sandra Chavasse		6.30pm - 8.40pm	
Stuart Ludford	Associate (Head Teacher)	6.30pm-8.40pm	Laura Parfitt		6.30pm-8.40pm	
			James Heike		6.30pm - 8.40pm	

Apologies	Initial	Reason (Category of Governor)

Absent without Apology	Initial
Rivers	G

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	Chair
3	Agree minutes from last meeting	Chair
4	<ul style="list-style-type: none"> • Matters arising from previous minutes Mill Lane development • Letter to GR 	Chair
5	Review Terms of Office	Chair
6	Governor Training	Clerk
7	<ul style="list-style-type: none"> • Make up of committees 	Chair
8	<ul style="list-style-type: none"> • Including staffing structure post Sept 18 	HT
9	<ul style="list-style-type: none"> • Finance Update 	SLe
10	<ul style="list-style-type: none"> • Update from last SIP committee meeting 	Sle
11	<ul style="list-style-type: none"> • Portfolio holder Reports • Finance • Premises • Safeguarding • Vulnerable Pupils • SIP 	SL
12	<ul style="list-style-type: none"> • Policies 	
13	<ul style="list-style-type: none"> • Ofsted Questions 	
14	<ul style="list-style-type: none"> • School Strategic Direction 	
15	<ul style="list-style-type: none"> • Confirm dates for next meeting 	
16	<ul style="list-style-type: none"> • Meeting Close 	

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1.	Apologies - No apologies			
2.	Register of business interests None declared.			
3.	Agree minutes of last meeting - These were agreed as a true record and signed.			
4.	Matters Arising - <ul style="list-style-type: none"> • Mill Lane development - Nothing more to report on this issue • Letter to GR - DD advised that Mr Rivers joined the board some time ago and now he has missed 6 meetings without apology, a letter will be sent to say that he is no longer a member of the board. MA to contact Devon Governor Services to see if they have a template letter • DD advised that another parent has applied to become a governor, and this will be followed up in September. • MA to check that all the governor positions are now filled 	<p>Completed</p> <p>MA</p>	<p>18/07/18</p>	
5.	Review Terms of Office - None due for review this term			
6.	Governor Training <ul style="list-style-type: none"> • Report on any training undertaken, booked or required - KP had Head Teacher appraisal course booked but could not attend due to unforeseen circumstances and will rebook. DD said that the skills set needs looking at and check who needs to do any training.			
7.	Chairs Update <ul style="list-style-type: none"> • Discussion regarding make up of committees. It was pointed out that the SI committee is a bit light on non-school based members. It was suggested that in September Terms of Reference needs agreeing again for all committees, so this can be discussed then. SI Committee Members - SL, LP, LPa, KP, LG, SR Pay Committee - DD & JH Headteachers Appraisal Committee -SLe, DD & KPitt			
8.	Headteachers Update - This has already been available to read. SL advised that the results have been pleasing. Governors discuss the request by CT for early release of his			

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	<p>contract, It was agreed by all to the early release. DD advised that he and SL have reviewed the clerk hours and advised that they need to be increased. This will be discussed with MA after the meeting and implemented.</p> <ul style="list-style-type: none"> • Staffing Structure - SL advised that he does not know the outcome of the FIPS submission, but originally aimed to appoint 3 new teachers. Due to the suitability of candidates it has only been possible to appoint 2. SL advised that he has a plan for the Autumn term to replace CT. Nic Gordon will be coming back to help with the teaching needs in YR 5/6 following the departure of CT. • LG will not have a teaching commitment in the Autumn term. <p>SL gives governors 3 possible scenarios to decide on and make a decision in September. SRC asked about the NQT teachers that are coming through, are some not interested in leadership? SL said that they are not always, everyone is individual.</p> <p>DD said that it would be helpful to have the 3 suggested models outlined by SL for governors so they could understand a bit more. One suggestion is to have a business manager, which would take some work from the leadership team that they are currently doing. Governors would also like to have SL's preference from the 3 models.</p> <p>LG will help SL put together his preference from the 3 suggested models for governors.</p> <p>PN said that it might be more helpful to have someone in the business manager role from a member of staff who is already in school, this would also be good for staff development.</p> <p>SL hands round the staff structure for September and will also produce a version including staff photos.</p>	AGREED	18/07/18	
9.	<p>Finance Update</p> <p>DD advised that the finance report was circulated some time ago, and it has been a very difficult time in terms of reporting, with the redundancies that have been made. There was a £9000 overspend due to the pp portion of the dinner money not being entered. The level of advice from DCC is not necessarily where it should be, it has been suggested that governors should write to</p>			

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	them about the concerns that they have. DD will draft a letter ready to send in September.	DD	18/07/18	
10.	<p>School Improvement Committee</p> <ul style="list-style-type: none"> • Update from last SIP Committee Meeting SLe advised that the minutes and reports are in the FGB file. Review of the governance aspect in the SIP - SLe advised which aspects were now felt to be embedded, which were all apart from the last one which was the Governor Mark, DD will be looking at this again before September to see if progress has been made towards achieving the standard. SL will update this section. <p>Sle advised that SL circulated the governor evaluation document and it was discussed at the SI meeting, this document must be read by everyone as it is very important in any inspection.</p> <ul style="list-style-type: none"> • Safeguarding - two complaints were sent in by parents and governors responded to these letters and have not heard anything since, so assume that the response was acceptable. <p>This week NSPCC have been in school to do their assembly. Portfolio holders have identified that all staff must sign to say they have read the SEND document. KP and KP have done some valuable research with parents. The committee spent time reviewing itself and its practice and members felt that it was working well. SL said that he has a few recommendations regarding policies.</p>			
11.	<p>Portfolio Holder Reports</p> <ul style="list-style-type: none"> • Personnel • Finance • Premises • Safeguarding • Vulnerable Pupils • SIP <p>DD advised that it is assumed that these reports would be read prior to the FGB and any questions asked before the meeting. Governors move to Part 2 Move Back to Part 1</p>			
12.	<p>Proposed policies for approval</p> <p>SL advised that there are a few that still need approving and he will bring these to the meeting in September.</p>			

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	<p>Lettings policy - SL advised that the costs have gone up</p> <p>Attendance Policy - SL advised that changes are pupils whose attendance is lower than 96% will not have the leeway for absence approval. SRC asked what is the schools position on an extra week of holiday in Oct half term? SL said that this comes up from time to time and needs agreeing a few years ahead. LP asked about the attendance letter that is sent out that references a fine is that from Governors? SL said that this letter is from DCC. And he will make it clear in the letter that goes to parents what the system is. PN asked how many fines are sent out? SL said that there are not many but he does not have an exact figure.</p> <p>Governors approve the following policies: Code of Conduct Policy (Safer Working Practices) Social Media Policy Appraisal Policy Attendance Policy Governor Visits Policy Standard Operating Procedures for Day Visits Standard Operating Procedures for Residentials Lettings Policy Management of Outdoor Education, Visits and Off-Site Activities Policy Managing Sickness Absence Policy Support Staff Appraisal Policy Supporting Students with medical conditions and the administration of medicine Policy</p>			
13.	<p>Ofsted Question Practice</p> <ul style="list-style-type: none"> • How has the governing board held the headteacher accountable for the current outcomes for pupils? - Data meetings, it is an item on the SIP, HT report and portfolio report will show robust questioning. Training that is undertaken. • What training has the governing board undertaken to ensure that it meets its statutory safeguarding requirements? - Safeguarding portfolio with two governors holding it. LP has just done the safeguarding training for governors. SL will be inviting governors to a safeguarding awareness session. Safer recruitment training. Observations during governor's visits. New signing in system which means you have to read the safeguarding script and also coloured lanyard system. Safeguarding team photographs are around school. • Can you discuss how you ensure that the SCR is fit for 			

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	<p>purpose? - Governors come in to check this regularly. Two members of staff double check this in September.</p> <ul style="list-style-type: none"> • Do all teachers and leaders progress up the pay spine every year? - recommendations from SL that come to the pay committee for approval following reviews. UPS staff are only eligible every 2 years. • Could you tell me the last time you challenged the school? Do you have evidence to show that you regularly challenge the school? - Governor meetings, portfolio reports, questions following reports, data meetings, restructuring conversations. 			
14	<p>School Strategic Direction</p> <p>SRC would like Teignmouth to be seen as an amazing place to not only live but children to be educated and wonders if Hazeldown sell this point enough. CT advised that he recently spent time with the DCC School Improvement officer and that Hazeldown is often discussed and held up as a school model to follow and consequently asked to help other local schools. SRc asked if all levels of staff feel this way about Hazeldown? SL advised that staff are pushed early in their careers but perhaps this is not documented enough. LG advised that the key evidence for the culture that Hazeldown has is, the staff members who have stayed in school for so long and enjoy coming to work, some staff who have left want to come back and work in the school again.</p> <p>PN said what does the school do that is different and how can this be encapsulated? SL said that adults are treated the same as children in terms of aspiration. SRC commented on the data meetings and how great the teachers come across in this, having the human element along with a business focus. LG said that the school has a lot of likeminded staff, who have enthusiasm for working with children and wanting the best for them.</p> <p>DD commented on the new Mill Lane development and what does the school see for this in 3 years time, how do we take that forward as a project. The development of the cricket club this is another area for discussion.</p> <p>SL advised that the SIP is a little bit behind but he is having a meeting on Friday with senior leadership to work on this.</p> <p>SRC mentioned school meals, SL advised that next term an alternative provider will be looked at.</p> <p>Sle mentioned pursuing a nursery provision. SL said that there is a local nursery who is keen to move onto the school site and run it.</p>			

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15	<p>Confirm dates for meetings</p> <p>Wed 12th September 6.30pm for the housekeeping meeting further dates to be decided for the year.</p> <p>Governors thanked CT for his input to the school and wish him well for his new venture.</p>			

Meeting Ends:	20.40pm		
Detail of next meeting:	12 th September 2018	Date/Time	6.30 pm

SUMMARY OF DECISIONS/DISCUSSIONS

1. Letter to be sent to GR regarding end of his governor role due to non-attendance
2. Governors agree the early release from contract for CT
3. Governors agree the increase of clerk hours
4. Proposed staff structure discussed for agreement
5. Letter to be written to DCC regarding their finance support
6. Governor evaluation document to be read by everyone
7. Proposed policies are agreed
- 8.

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

Signed: (Chair of Committee)

Date: