



Date: 21 May 2019	Start time: 7.00pm	End time: 8.50pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Jill Phipps (JPH)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Andy Vincent (AW) Vice Chair
Cheryl Young (CY) from 7.25pm		Lisa Foster (LF)
Jon Flynn (JF)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		
Chris Newhouse (CN)		
Sarah Chase (SC)		
Tanya Clay (TC)		
Emma Palk (EP)		
Judy Hillier (JH)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies Prayer</b>	
	IW welcomed everyone to the meeting. Apologies were received and accepted from LF, AV and JPH. The meeting was quorate. SL led the prayer.	
<b>2</b>	<b>Register of pecuniary interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Minutes of previous meeting held on 2 April 2019 3a) Approval 3b) Actions and matters arising</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
<b>3b</b>	See action log	
	Matters arising from actions: Parent survey - It was decided to publish the 'you said, we did' results to parents via the newsletter.	JSP/EP
<b>4</b>	<b>HT report to include: Report from designated teacher for children in care Review of transition arrangements</b>	
<b>4</b>	The HT report was uploaded to the drive prior to the meeting and was discussed in detail. Attendance is in line with the national average, however, this is a focus in school. <i>Q Have you identified the groups that are non attending?</i>	

	<p><i>A Some are going on holiday despite parents being fined. There are higher absence rates with PP children and those with SEND.</i></p> <p><i>Q Has fining parents had a positive affect on attendance?</i></p> <p><i>A No, parents save money by taking their children on holiday in term time so it is not a deterrent. Children being absent from school has a direct affect on their learning.</i></p> <p>CY entered the meeting.</p> <p>Exclusion rates are higher than county or national figures. We are supporting the families involved and have help from the behaviour support team. The behaviour support team have confirmed that staff are following correct procedures and have been excluding appropriately. We aim to be inclusive for all children in the school. Where necessary we apply for an EHCP for children.</p> <p><i>Q Could we have cumulative numbers on the report for the whole year for exclusions?</i></p> <p><i>A Yes. JSP to add to the report.</i></p> <p>Staff are being cautious when predicting grades, so figures should be higher when results are finalised. It is difficult to gain consistency across teachers when scoring. Currently there are two different assessment frameworks, however next year there will be one, so predicting grades will be easier.</p> <p><i>Q Should we be putting more teachers into classes to bring standards up?</i></p> <p><i>A We have identified children who require extra support, and strategies have been put in place to help them. This is still an area of focus and as a team we will be evaluating this.</i></p> <p>JSP gave an update on his secondment. Swanmore staff would like to know if there is a regular evening when JSP will be in school and available to talk to. Wickham would like JSP to continue with the secondment until the end of the Autumn term.</p> <p><i>Q Do you think your secondment is benefiting the other school?</i></p> <p><i>A Yes</i></p> <p><i>Q If you stay on for the Autumn term, will there be a routine to the week?</i></p> <p><i>A Yes, there will be a general pattern of work.</i></p> <p><i>Q How do you think parents will feel regarding changes in Year 6 staffing?</i></p> <p><i>A It will be important to explain to parents the reasons behind the staffing arrangements. Communication to parents is vital.</i></p> <p>The Governors all approved the proposed plan for JSP's secondment to continue until the end of the Autumn term based on 2.5 days a week.</p>	JSP
5	<b>Approval of budget</b>	
	<p>AW detailed the three areas of risk for the coming year.</p> <ul style="list-style-type: none"> <li>• The variability of supply costs for staff absence.</li> <li>• The risk that Project Acorn will not produce the hoped for surplus</li> <li>• The risk that the government will not cover the increased costs of teachers' pensions beyond the current financial year.</li> </ul> <p>We are anticipating a surplus from Project Acorn and a grant towards the increased cost of teachers' pensions. We forecast a surplus of £18,451 at 5 April 2020. The budget takes into account JSP's secondment until the end of this term. If it continues, we will receive an extra £14K. It was discussed that Governors and staff could plan how to spend £50K of the surplus with a view to spending it after reviewing how successful Project Acorn is in the Autumn term. The details of the budget have been uploaded to the drive.</p> <p>The Governors formally approved the budget and three year plan. Governors thanked the staff for their hard work with this.</p>	
6	<b>Approve 3 year strategic plan</b>	
	See above.	
7	<b>Updates from the committees</b>	
	<p>F &amp; B – A written report was uploaded which AW discussed.</p> <p>Project Acorn – A report was uploaded to the drive. A successful meeting has taken place regarding the changes and RB is meeting with the manager of Creative Kids regularly.</p>	

	<p>Parents have been informed of the changes and a Year R induction evening is due to take place on 5 June at 7pm. Governors are welcome to attend.</p> <p><i>Q What is the maximum number of children that can attend the after school club?</i>  <i>A 40, however we don't want to turn children away – we will accommodate everyone.</i></p> <p>EP has a target group of parents who will trial the new online booking service. There needs to be a name for the new club. It was suggested children could help choose a name.</p> <p>C &amp; S – there has been no meeting since the last FGB.</p> <p>Personnel – there has been no meeting since the last FGB. BB put together a draft parent survey for all year groups. The information is on the drive and BB discussed the proposals.</p> <p><i>Q How often should we conduct the survey?</i>  <i>A It needs to be conducted annually. There is usually a good response at parents evening although the quality of responses could be poor due to time constraints. It was decided to survey in early November electronically, via survey monkey, rather than at parents evening.</i></p> <p>Comms – The newsletter has been sent out. Calvin has taken over the development of the website. The school prospectus is nearly complete. When the website is drafted, EP and JSP will meet to discuss details.</p> <p>Health &amp; Safety – We met today and agreed the health and safety policy, reviewed the health and safety report, we have had quotes for toilet cisterns and air conditioning. No accidents needed following up. Lunch time equipment provision was discussed. The information is on the drive.</p> <p>Link Governor update – already covered.</p> <p>Foundation Governor update – nothing to update.</p>	
<b>8</b>	<b>Governor training 2018/19 and review progress against the GB development plan.</b>	
	<p>The training report was uploaded prior to the meeting. JH confirmed that all Governors should receive a copy of the NGA magazine. Not everyone does, however all receive the email. JH explained that everyone now must book their own training on Governor Hub. Self evaluation and board effectiveness dates need to be booked.</p>	JH
<b>9</b>	<b>Correspondence</b>	
	None	
<b>10</b>	<b>Policies and procedures</b>	
	None to approve.	
<b>11</b>	<b>Chairs report</b>	
	<p>The Chairs report was uploaded prior to the meeting. IW discussed the report. SC's term ends in July and she has decided not to continue being a Governor due to other commitments. SC was thanked for all her hard work. Governors day – 20 June, AV is organising this. Sports day is on 28 June. FOSPS Summer fair is on 5 July, Governors to email IW if they are able to support this event. Governors and staff tea on 15 July - JPH is organising. The staff presentations will be discussed at the next personnel meeting. Long service awards will be 5, 10, 15, 20, 25 years.</p>	
<b>12</b>	<b>Any other business</b>	
	<p>School gate rota – TC will circulate the rota for the next half term. Three Governors are required.</p> <p><i>Q Are the walk a mile around the playground sessions still happening?</i>  <i>A Yes, however JF has plans to improve this.</i></p> <p><i>Q When do we get the SATS results?</i>  <i>A Year 2 are teacher assessed, so around 28 June. KS2 results come out at the beginning of July.</i></p> <p>It was agreed to use Governor Hub for document storage as well as Governor information from September 2019. JFY to transfer all documents from Google Drive to the hub over the summer holidays.</p>	JFY

<b>13</b>	<b>Impact of meeting</b>	
<b>14</b>	<b>Date of next meeting: 2 July 2019 at 7pm</b>	

Signed

Dated

**Glossary of Terms used in minutes and associated documents:**

FFT	Fischer Family Trust	FGB	Full Governing Body Meeting
FMSIS	Financial Management Standards in Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years R,1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
PTA	Parent Teacher Association	SEND	Special Education Needs & Disabilities
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SDP	School Development Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference
EHCP	Education Health Care Plan		