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Executive Headteacher: Emma Steele

**Minutes of the meeting of the Full Governing Body held
 Monday 17th September 2018 at 6:30pm**

PRESENT:

Jamie Fagan (JF)	Co-opted Governor/Vice
Karen Hooper	Co-opted Governor
Kerrie Mills (KM)	Co-opted Governor/Chair
Shellie Morris (SM)	Co-opted Governor
Emma Steele (ES)	Executive Head Teacher
Angela Tyreman (AT)	Co-opted Governor
Lucy Ward (LW)	Parent Governor

In attendance:

Kirsty Gunnell (KG)	Senior Admin Officer
Natasha Kafoor (NK)	Clerk
Rebecca Keen (RK)	New Co-opted Governor

Apologies:

Nerman Haba (NH)	Parent Governor
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Items in red - Action points
Governors questions/challenge in blue

Agenda Item		Action
1.	<p>Introductions. Welcome and Apologies for Absence: The chair opened the meeting at 6.30pm prompt. Apologies were received and accepted from NH. Rebecca Keen was introduced as a potential new co-opted governor and NK explained that as the application form supplied did not have references, RK should complete and return the appropriate form ASAP.</p> <p>Governors discuss the appointment. 18.32 RK leaves the room. 18.33 RK returns.</p>	RK/NK

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	<p>KM advises that RK has been unanimously voted as a co-opted governor on completion of the appropriate application form. NK advised that she will update CWA, when she has the references as requested in the application form from Governor Services.</p>	
2.	<p>Declaration of Pecuniary Interests: All members present signed a sign in sheet confirming attendance, and an annual pecuniary interest form.</p> <p>There were no further pecuniary interests declared.</p>	
3.	<p>Sign and accept Code of Conduct and Governor Visit Protocol: All members unanimously agreed that they had read and wished to accept the Code of Conduct and the Governor Visit Protocol.</p>	
4.	<p>Sign and accept Principles of Governance: All members unanimously agreed that they had read and wished to accept the Principles of Governance.</p>	
5.	<p>Agree and accept MOPP, including all in year provisions: ES confirmed that as the MOPP is still the 2017 edition and schools are still awaiting the Teaching Pay Award update. It was unanimously agreed that this item could be carried over to next FGB meeting.</p>	<p>NK AGENDA ITEM.</p>
6. i	<p>Agree minutes from the last meeting, including confidential minutes:</p> <ul style="list-style-type: none"> Minutes from Monday 16th July 2018. <p>The minutes were unanimously accepted and signed by the Vice Chair as a true record.</p> <ul style="list-style-type: none"> Confidential Minutes from Monday 16th July 2018. KM, AT and RK leave the room at 18.37 The minutes were unanimously accepted and signed by the Vice Chair as a true record. KM, AT and RK return the room at 18.39 	
ii	<p>Matters arising:</p>	

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	All matters arising are addressed as an agenda item.	
7.	<p>Committee Minutes:</p> <ul style="list-style-type: none"> • Standards It was acknowledged that the Standards Committee needed to set its committee members. It was agreed that KH, KM, SM, and ES would continue with Standards. The next meeting would be 21st September at 9.30am. • Finance and Premises NK explained that the minutes from 7/9/2018 would be available for sharing by the end of the week. LW Committee Chair updated the governing body briefly advising: <ul style="list-style-type: none"> - Chair of Committee LW had been agreed - Budget and Debt recovery had been discussed - Site walk around planned for future meetings - H&S action plan underway 	
8.	<p>EHT recruitment update: KM updated the governing body advising that there had been six applications and, the panel decided to pursue four candidates for shortlisting. Interview dates are set for 26/27/28 September. KM confirmed that Naomi Carter and Simon Francis from the LA had been assisting with the process and will be assisting in the interviews. KM stated that all involved were hoping for a successful outcome. But Governors were reminded that if a suitable candidate isn't agreed then the whole recruitment process will need to begin again.</p>	
9.	<p>Teaching School Update and Action Plan: ES confirmed that the Teaching School update would now be in November's FGB, due to the FGB being so close to the start of term. In addition, ES advised the governing Body that the new Teaching School Director as attended the Centre and had a centre tour. On 29th September the LEP and leads will meet to finalise the action plan as it is currently undergoing a peer review process.</p>	NOV agenda item
10.	<p>Budget Update: KG briefly updated the governing body: <ul style="list-style-type: none"> - That there is a lower percentage of children accessing 30hourfunding 2018-19 compared to 2017-18. - September PP deadline was missed but will know a figure in November. Confirming that she had budgeted for 10 PP </p>	KG update PP number.

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<p>i.</p> <p>ii.</p>	<p>and have 11 at present.</p> <p>SLT Budget plan for additional staff. **NK advised the governing body that she felt the conversation was not appropriate to discuss with staff members in the room, as the budget statement could impact on the EHT panel and potential salary's/pay awards/staff restructure should not be discussed with staff present**</p> <p>KG tabled three scenarios for governors to review. Explaining that in scenario one there were savings to be made by reviewing:</p> <ul style="list-style-type: none"> - MH leaving the Centre. - HOC role is costed at maximum scale and new EHT would likely begin far below this. <p>In reference to the second scenario. KG explained that whilst a saving of approx. £20,000 is saved from MH leaving. The budget saving has been used for additional staff. However, KG revealed that 2019-2020 is more promising.</p> <p>**NK again advised the governing body that she felt the conversation was not appropriate to discuss with staff members in the room**</p> <p>In reference to the third budget proposal the following was noting at being identified:</p> <ul style="list-style-type: none"> - 2 x 121 in Hive. - Part Time teacher: TLR 2/M11 (2.5 days) - Part Time School Business Manager <p>KG confirmed that this could be from January 2019 to support the new EHT or be delayed until April 2019.</p> <p>Governors discussed the potential savings against the budget proposals. ES reminds governors that applications for EHT/Deputy positions are only open at certain times of the year and offered to draft an advertisement for the roles. Governors agreed and thanked ES for her assistance. KM confirmed that the governing body cannot move forward until the SLT structure is decided and thanked KG for her work on this matter.</p> <p>Debt Recovery plan:</p> <p>KG explained to the governors that this item was an agenda item during the recent F&P meeting. KG briefly updated the governing body on actions being taken by staff to tackle late payments so</p>	<p>NOV agenda item.</p>
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	<p>that future debt is managed.</p> <p>As such the Governing Body unanimously agree to review the Debt Recovery Policy. A governor asked: Q: What is the current debt figure? A: Over £50,000 for the next seven years.</p> <p>Governors were shocked at the figure and governors expressed concern as the figure was assumed to be lower due to the extensive hard work in the past to reduce the figure. KG confirmed that as of, yet HCC have not processed the agreed figure from last year's budget. Governors had the following questions regarding this issue:</p> <p>GQ: Why is it going up? The governing body wrote off a large amount last year. A: An amount was budgeted for last year, but not removed by HCC, due to HCC staffing issues.</p> <p>GQ: It just gets written off? A: No, it's budgeted for out of the Centre budget.</p> <p>GQ: If the debtor has another child they wish to attend the Centre do you refuse if debt outstanding? A: Yes.</p> <p>KG revealed that HCC credit control has tried to recover some debts but had no success. Advising that The Haven office staff are sending pink reminder letters out with statements.</p> <p>GQ: Is this practise working? A: No...</p> <p>KG explained that there is a refundable deposit that parents make when they secure the Centre place and it was suggested that this be made non-refundable amount and make this an admin fee rather than deposit.</p> <p>The Governing Body agree that matter this will be reviewed at the F&P Committee. In addition, governors agreed to review the Debt</p>	<p>F&P agenda item.</p>
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	<p>Recovery Policy.</p> <p>The discussion then turned to consistent late payers, and the potential of introducing a late payment fee. QQ: Have you suspended services? A: Yes. Some pay, some ignore, some are able to set up payment plans.</p> <p>KG reveals that late payment fees are detailed in the policy, and after an in-depth discussion it was unanimously agreed by the governing body that the office team would write to all Centre users detailing how The Haven would now apply and enforce the terms and conditions. This would be for a trial period to see if this makes a difference to the Centre's debt.</p>	<p>May 2019 Agenda item.</p>																
<p>11.</p>	<p>Confirm and agree Link Governor Roles inc SFVS Governor: Governors discuss the link roles and the following was agreed:</p> <table border="0"> <tr> <td>DTG</td> <td>JF</td> </tr> <tr> <td>Training Governor (DTG)</td> <td>JF</td> </tr> <tr> <td>Policy Governor</td> <td>JF</td> </tr> <tr> <td>Safeguarding Governor</td> <td>JF/KM</td> </tr> <tr> <td>GDPR Governor</td> <td>NH</td> </tr> <tr> <td>SFVS Governor</td> <td>KM</td> </tr> <tr> <td>SENCO Governor</td> <td>KH</td> </tr> <tr> <td>H&S Governor</td> <td>LW</td> </tr> </table> <p>The governing body also agreed that the Pay Committee, Head Teacher PPR, would consist of LW, AT and JF.</p> <p>Any appeals committee would be pooled from all available/suitable governors.</p>	DTG	JF	Training Governor (DTG)	JF	Policy Governor	JF	Safeguarding Governor	JF/KM	GDPR Governor	NH	SFVS Governor	KM	SENCO Governor	KH	H&S Governor	LW	
DTG	JF																	
Training Governor (DTG)	JF																	
Policy Governor	JF																	
Safeguarding Governor	JF/KM																	
GDPR Governor	NH																	
SFVS Governor	KM																	
SENCO Governor	KH																	
H&S Governor	LW																	
<p>12.</p>	<p>GDPR Update: KG acknowledged that the action outstanding from July to send out the GDPR Privacy Notice to Parents had not yet been sent out. But confirmed she would prioritise for it to be sent by the end of the week.</p> <p>JF advised the governing body that he has been at the Centre</p>	<p>KG to send ASAP – November check</p>																

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	<p>and he is aware that the server used is too slow and that there are currently duplications of policies as well as items that can and should be deleted in line with GDPR such as pictures of previous children.</p> <p>ES confirmed that she has purchased an external hard-drive and would archive files that are no longer needed.</p>	
13.	<p>Governing Body Skills Audit/SEF: KG confirmed that she had not had a large number of responses to her email dated 10/09/2018 regarding the SEF. She extended the deadline for response to SEPTEMBER 20TH, 2018.</p>	
14.	<p>Governor Training: Governors had a lengthy discussion regarding the service purchased from Hampshire Governor Services. KM reminded governors that as the Centre subscribes to the full HCC service, all governors should be accessing training individually and as a whole governing body.</p> <p>It was decided that the WGB training focus would be on Self Evaluation. KM would update governors with times and dates.</p>	<p>KM book and share information.</p>
15.	<p>HT Verbal Report:</p> <p><u>Number on Role:</u> Nest - 99 Hive - 120 with 11 PP registered to date.</p> <p><u>Staffing:</u> ES confirmed that the term has started well, and all new children have established a good routine. KH has shared planning files, and ES advised the governing body that a lot of effort has gone into ensuring that the environment at Centre is right.</p> <p>Governors were advised that lunch times are improving. Currently there are less children. So, the process is smoother but there is potential for increasing staff ratio in future.</p> <p>ES confirmed that due to staff sickness and maternity leave it felt necessary to upscale one worker to a temporary Grade B role until 31st December. Advising that two further staff vacancies have been advertised. A SEN support role which saw a strong field of applicants, and then a further role, originally advertised as a temporary position which yielded no applicants but has since</p>	

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	<p>been advertised as a fixed cover. ES further confirmed that she has taken the decision to audit staff sickness levels due to a number of incidents. It was acknowledged by the governing body that NH previously agreed to assist with this.</p> <p>ES advised that there is a further Family Support role that will be removed. ES confirmed that it was a funded role but was not benefiting those families at The Haven, so the role will be changed and now will focus on those families at the Centre. The Outreach side of the role will finish in March and not continue.</p> <p><u>Allocations:</u> Governors were advised that allocations are progressing well. KG and the Nest manager have been showing interested parents around the Centre.</p> <p><u>Performance Management:</u> ES confirmed to governors that as there is the LLP review due before she leaves, she would like to complete this before her EHT role ends. It was agreed that there would therefore need to be a Pay Committee before 2019. It was also agreed that the Performance Management Review Committee would need to meet.</p> <p>ES discussed the policies and advised that he policies were now up to date. ES thanked JF for assisting. ES confirmed the review has been staggered to stop there being such a large policy review next September. JF confirmed that the he felt as though it would be easier next September and expressed his desire for a governor to take responsibility of the policies. JF offered to take on this role. ES also noted the governing body that she has activated the Compliance tracker on The Key to further ensure that the policy's stay in date.</p> <p>The safeguarding audit was referred to and all governors advised they had read, understood and unanimously accepted the document.</p>	<p>NK to update NH.</p> <p>Performance Management Review Committee agree to meet prior to next FGB</p>
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16.	School Development Plan: As per item 15	
17.	H&S Working Party Update: ES briefly confirmed that as well as having met with LW the H&S governor. The following has been agreed at the Centre: <ul style="list-style-type: none"> - H&S Working Party formed - Home Office Prevent training undertaken - Firemark Audit has taken place - Emergency Response Action plan has been reviewed and is now sitting with the H&S Working Party 	
18.	Policies: The following policies were unanimously agreed and accepted by the Governing Body: <ul style="list-style-type: none"> - KCSiE - Child Protection Policy & Procedures - Staff Disciplinary Procedure for Employees - Staff Grievance Procedure - Staff Pay Policy (and any in year additions) - Staff Performance Management and Capability Procedures - Supporting Pupils with Medical conditions policy - Whistle Blowing & protected disclosures - Model Policy on Acceptable use of ICT - Recruitment policy - Staff Code of Conduct - Teaching and Learning - Appendix one for Contractors 	
19.	Correspondence: There was no confirmed correspondence.	
20.	AOB: <ul style="list-style-type: none"> - NK reminded the governing body of the staff vacancy. ES confirmed that she would advertise the vacancy. - JF raised the current parking policy at the school and advised the governing body of a situation that has happened at the Centre where some parents have been caught driving in an inappropriate and dangerous manner. Governors had an in-depth discussion regarding the car park and appropriate usefulness. JF suggested a strong 	

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	<p>letter be sent on behalf of the Centre regarding the Car Parking Policy. KG confirmed a letter was sent from SLT in April. KG further reminded the governing body that the policy states permits must be used for the car park and are not currently being used. KG advised she recently again shared the car parking policy.</p> <p><i>Governors unanimously agree to send letter.</i></p> <ul style="list-style-type: none"> - JF also wished to raise the achievements of a number of staff members; Hannah Martin completed a childcare degree. Zoe Henley and Paige?? Have recently had babies. JF suggested that a token of thanks is sent to the staff members acknowledging their hard work. <p><i>Governors unanimously agree to the chair sending a token of thanks from the governor's fund.</i></p>	
<p>21.</p>	<p>Agree items for the next meeting – Monday 26th November @6.30pm:</p> <ul style="list-style-type: none"> - Teaching School Update - Budget Review - Policies: <ul style="list-style-type: none"> • Accessibility Policy (in line with SES) • MOPP • Behaviour Policy • Charging & Remissions Policy • Complaints Policy & Procedures • Data Protection – GDPR Policy and Privacy Notice (has this been updated since May?) • Freedom of Information Policy • Governors allowance Policy • H&S Policy • Single Equality Statement (Spring 1) • Special Educational Needs (Autumn 2) 	

There being no further business, the Chair thanked the governors for their time and the meeting concluded at 20.25

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