

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 10th March 2020

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present:

Lee Benson (LB)
Clare Hall (CH) (Staff Governor)
Nicky Rickman (HT)
Christian Walton (CW)
Lynn Whitaker (Chair)

In attendance: Zoe Coote (Clerk)

Apologies: Pamela Aspinell (PA)
Kelly McGrath (KM)

Absent: Johanna Walker (JW) (Vice Chair)
Darren Robertson (DR)

The meeting started at 5.34pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body and accepted apologies from PA and KM. The Chair welcomed CH to the Governing Body and Governors introduced themselves. The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

A Governor asked whether the FGB needed to discuss the school's response to Coronavirus. This was accepted by the Chair.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 21st January 2020

The minutes of the previous meeting dated 21st January 2020 were agreed to be a true and accurate record and were signed by the Chair.

6 Matters arising from the minutes

Under item 19.1, the Pay Committee approved the Pay Committee Terms of Reference. The action log was updated.

7 Headteacher's written report

HT talked through her written report, circulated in advance. It is likely that another pupil will be joining Yr2.

A Governor asked whether nine was a high number to be on the YR waiting list, HT advised that the waiting list for YR tends to be children who have been left on from admissions but have since settled in their current schools.

The FGB passed on congratulations to both Mrs Spooner and Mrs Lewis for the safe arrival of their new babies.

HT reminded Governors that SATs week is w/c 10th May.

Action: Chair to ask PA if she can visit the school during this week.

HT had also circulated the Primary Inspection Data Summary Report to Governors.

A Governor asked why the data for attendance was 17/18. HT advised this is the latest available data and it is always backdated in this way.

A Governor asked why some sections were left blank. HT advised that the reports are computer generated and the blanks meant that there was nothing significant to note under these headings and it is not a cause for concern.

The report includes some guidance on exclusions. HT noted that these were related to behaviour and pupils with additional needs who ultimately went into specialist provision. In addition, absence figures were triggered by a SEN pupil on a part time timetable.

The HT drew Governors' attention to the final page showing progress and attainment, which is above national averages in many areas. However the needs of individual pupils is of a greater focus to staff than school trends. CH agreed that staff do not want individual pupils to fall behind in any areas.

The school currently has three Education, Health and Care Plans (EHCPs) in progress.

Following the Governor Training session on 3rd March, looking at the new Ofsted Framework, HT had also shared the school's Assessment Policy.

Action: All Governors to read the document on GovernorHub and to approach HT with any questions. HT will review the Policy in September 2020. Clerk to put in Ofsted folder on GovernorHub.

DfE have released new Relationships and Sex Education guidance document which comes into force from September 2020.

A Governor asked if the guidance meant any major changes for the school. HT advised no, and it was largely being covered already. The new guidance means there will be an element of 'respectful relationships' threaded into their existing approach.

The school must carry out a consultation with parents on the guidance and parents are able to discuss this with the HT. HT will include a display on the new guidance at the online safety event on 31st March showing how it ties in with safeguarding.

A Governor asked if the new guidance contained anything likely to upset parents. HT advised that guidance on using the correct names for body parts can offend some parents but it is for good reason. The reason being linked to safeguarding and the need for pupils to use the correct names for body parts. The school already uses the NSPCC guidance.

Equalities act

This is part of the new Ofsted Framework. HT noted that the school's equalities objectives are a separate document to the approach to teaching the children about the Equalities Act in school. CH noted how staff link the Equalities act to planning and that themes incorporate influential people.

Action: All Governors to read the school's self-evaluation. LB to monitor objectives on the school's Equalities Policy and update with notes after next visit.

8 Monitoring visits

LB recently attended the history theme week outcome, full report to follow. LB also met with the Junior Leadership Team to discuss their project on behaviour in schools, linked to the Ofsted framework.

Action: HT to add dates for theme week outcomes and Pupil Voice sessions to GovernorHub.

9 Schools Financial Value Standard (SFVS) (brought forward from item 10)

CW provided an update on the draft SFVS and the process of writing it. There are few items which need confirmation from the school Business Manager. One action from the SFVS is that schools must account for charitable donations and the accounts must be available. Governors discussed the wider requirement for transparency and the role of financial oversight being communicated to parents. HT noted that there is a section

on the budget on the school website. In addition, when the budget is reviewed this can be noted in the school newsletter.

Action: CW will collate outstanding information from the school Business Manager and HT and add the draft to GovernorHub for Governors to review along with a note on the news page. If Governors have not commented or made amends by an agreed date, it will be assumed that they have approved it.

The school Business Manager will need to upload it by 31st March.

A Governor asked how many Governors need to sign off the SFVS. CW advised just the HT.

Action: Clerk to locate template Terms of Reference for Finance Committee and check what financial information needs to be on the school website.

The Chair thanked CW, PA and the school Business Manager for all their work on the SFVS.

10 Governor/parent involvement (*moved back from item 9*)

The Chair is attending the online safety event for parents on 31st March alongside LB. It was noted that there was no Governor biography in March's school newsletter. The rota has therefore been updated as follows:

April: KM

May: DR

June: CH

Action: KM for forward a brief biography to HT.

11 Ofsted framework

Governors had a separate session on the Ofsted Framework on 3rd March followed by a walk around the school. HT has since shared a mini guide on the new framework which Governors noted was useful.

Action: All Governors to read the document on GovernorHub and add in comments. The framework will also remain a standing agenda item.

12 Safeguarding

There have been no recent safeguarding visits but the Chair will attend the online safety event later this month.

12.1 Vulnerable groups

Action: JW to complete a PPG visit.

Action: HT to update on pupil progress at the next meeting.

13 Governance

13.1 Approve terms of reference for pay committee

Signed by Chair:

Date:

Completed under item 6.

13.2 Governor expenses policy

Advice from Governor Services is that schools can choose whether or not to pay expenses and can also choose the rate provided it does not exceed that set by HMRC. Governors agreed that the policy should be to not pay expenses but to keep this open to review so as not to discourage any potential Governors.

Action: Clerk to update policy template for sign-off by Chair and HT, then add to website/GovernorHub.

13.3 Governor development plan including training

DR and KM were not present to update.

Action: DR and KM to update at May FGB.

13.4 IT working group

LB had no further updates since the January FGB but will chase the working group to confirm the next meeting date and policy.

A Governor asked whether there had been any updates from HCC on the school IT SLA. HT noted that she had been informed that HCC will no longer be supporting IT in schools from the end of July. Many schools will be in the same position and HT is attending an Area Heads meeting later this month where three companies are presenting their services. The school Business Manager is leading on finding a new provider and will also attend, and has also met with cluster schools to discuss the matter.

A Governor asked whether HCC provided IT infrastructure as well. HT noted this was a valid question as many schools had committed to long term broadband deals with HCC and other providers and would likely want to be able to negotiate this alongside any IT support. HCC will still support some IT packages and programmes but at this stage it is not known what the impact on the school will be.

A Governor asked whether the current SLA includes equipment. HT advised no, this is rented separately.

Action: HT to update at May FGB.

14 Any other agreed business (*brought forward from item 15*)

HT has created a new file on GovernorHub for policies. GovernorHub will automatically flag when review dates are near so they can be added to the agenda as appropriate.

Corona virus

HT advised that the school is following advice from Public Health England. Guidance has been sent to parents, including a link with specific advice regarding schools. Any information the school has is shared with parents and there is a news item on the school website as well as handwashing advice.

A Governor asked what the continuity plans were for staff numbers. HT noted that there was nothing concrete in place at this stage.

A Governor asked whether the school was doing more work with children on handwashing or if cleaners were taking extra precautions.

CH advised that staff were balancing making extra effort without scaremongering.

A Governor asked if the school had received any advice on recording absence due to Corona virus. HT advised that this would likely be recorded as exceptional circumstances however there is no policy in place at this time. The Chair noted that HCC now provide official reasons on the IBC portal for reporting staff absence due to Corona virus.

15 **Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Outlined more interaction with children through the pupil voice groups.
- Discussed the school's approach to equalities.

Core function: Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of the staff

- Reviewed the HT's written report including data.
- Received updates on the school's response to Corona virus.
- Discussed the IT support SLA and ongoing actions for the IT working group.
- Discussed the school's Assessment Policy.

Core function: Overseeing the financial performance of the school and making sure its money is well spent

- Discussed the SFVS, ensuring financial probity and that the school is being well managed financially.
- Drafted a Governor Expenses Policy.

There being no other business, the meeting closed at 7.13pm.

Date of the next meeting: 19th May 2020

Governors agreed to move the May FGB to 19th May to allow time to review the school budget.

Action: HT to invite school Business Manager.

Action log:

Carried from June	Attend safer recruitment training	JW
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Carried from November	Update meeting timetable with key decisions at next agenda setting meeting	Chair/HT
Carried from January	Provide reports on English and Maths visits.	JW
Carried from January	Complete the GovernorHub Health Check Draft development plan	ALL KM/DR
7	Ask PA to attend school during SATs week Read the school's Assessment Policy on GovernorHub Clerk to put in Ofsted folder on GovernorHub. All Governors to read the school's self-evaluation. Monitor objectives on the school's Equalities Policy and update with notes after next visit.	Chair ALL Clerk ALL LB
8	Add dates for theme week outcomes and Pupil Voice sessions to GovernorHub.	HT
9	Review draft SFVS on GovernorHub. Locate template Terms of Reference for Finance Committee and check what financial information needs to be on the school website.	ALL Clerk
10	Share biography with HT	KM
11	Read Ofsted framework document on GovernorHub and add in comments.	ALL
12.1	Complete a PPG visit. Update on pupil progress at the next meeting.	JW HT
13.2	Update Expenses policy template for sign-off by Chair and HT, then add to website/GovernorHub.	Clerk
13.3	Update on Governor Development and training at May meeting	DR and KM
13.4	Update on IT SLA at May meeting	HT
	Invite school Business Manager to May meeting	HT

Signed by Chair:

Date: