

**HAMBLE PRIMARY SCHOOL**  
**Hamble Lane, Hamble, SO31 4ND**



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 14<sup>th</sup> July 2020

**Time:** 5.30pm - 7.30pm

**Location:** Via MS Teams

**Present:**

Pamela Aspinell (PA)	
Lee Benson (LB)	
Claire Hall (CH)	Staff Governor
Nicky Rickman (HT)	
Christian Walton (CW)	
<b>Lynn Whitaker (Chair)</b>	

**In attendance:** Zoe Coote (Clerk)

**Apologies:** Kelly McGrath (KM)

**Absent:** Johanna Walker (JW) (Vice Chair)

**The meeting started at 5.30pm**

### **Item**

- 1 Welcome and apologies**  
The Chair welcomed the Governing Body and outlined housekeeping rules for using the video call format. KM had provided apologies in advance which the Chair accepted. The meeting was quorate.
- 2 Declarations of pecuniary interest**  
There were none.
- 3 Any other business** (since issue of the agenda)  
The Clerk suggested discussing provisional meeting dates for 2020/21, which the Chair accepted.
- 4 Correspondence**  
There was none.
- 5 Approval of Minutes of the meeting held on 19<sup>th</sup> May 2020**

The minutes of the previous meeting dated 19<sup>th</sup> May 2020 were agreed to be a true and accurate record. The Chair will sign and store this copy of the minutes until the school office is accessible again.

## **6 Matters arising from the minutes**

The action log was updated, with the Chair noting that many actions could not be carried out during the current circumstances and will therefore be paused until the school is accessible again.

## **7 Head Teacher's written report**

The Head Teacher's report had been circulated in advance, covering:

- Return to school
- Staffing
- Safeguarding
- Google classroom
- H&S risk assessments
- SIP
- Links outside our school.

Governors had been asked to submit questions for a response in advance where possible. Q&As are appended to the meeting minutes and are available on GovernorHub.

HT briefly summarised the rationale behind the proposed support staff restructure, as outlined in the written report. The first step in HCC's guidance on such a restructure is to gain FGB approval.

**A governor asked** the rationale in the written report makes sense, but will there be issues with staff moving to lower grades, and if so, does HCC offer HR support? HT advised that if the FGB approved the restructure, the next steps would be for the school to inform HCC who would then assign a case worker. HT continued that the focus was on the school's needs and voluntary solutions would be sought wherever possible.

The Chair confirmed she would be happy to support any interviews that take place.

**A governor asked** whether the school would offer any development opportunities if staff are close to C Grade posts during the process. HT advised that the school would do so and has also looked at apprenticeship roles as part of the proposed restructure. Performance management of staff has also been ongoing. HT is however confident that the required skills already exist within the school team and wishes to retain them.

**Governors approved the proposed support staff restructure.**

HT shared an interim SIP for autumn 2020 on GovernorHub in ahead of the meeting. Not much to add until the full return to school in September. **A governor asked** whether the school was looking at guidance for September. HT replied yes and that a letter going to all parents would be available on GovernorHub shortly. Plans are in place to keep year groups in bubbles with staggered start times in the morning. Social distancing and handwashing practices will continue to be adhered to. HT praised the staff for the work they have done and added that parents have also been very supportive.

## **8 External IT support**

A written update on the school's IT support had been shared beforehand on GovernorHub. By July 2021, HCC will reduce the level of IT support and services provided to all schools via their SLA. The yearly cost for support is under £5,000, it is recommended by the school that the provider is Agile.

**A governor noted** that the quote provided by Agile was close to the budget limit but otherwise the recommendation was reasonable. HT advised that the quote was lower than anticipated and within the available budget.

**A governor asked** whether it was worth governors approving the approximate costs outlined in the report for the server that will need replacing in due course. HT agreed it would be useful.

**Governors approved the contents of the IT support paper.**

## **9 Safeguarding**

An update on safeguarding formed part of the HT's written report, shared on GovernorHub in advance.

### **9.1 KCSiE September 2020**

A draft KCSiE is available in the September 2020 meeting and Safeguarding folders on GovernorHub. In September, governors will need to need to sign to declare that they have read and understood the final document. It is likely that there will be an updated version in early September. The Relationships and Sex Education (RSE) policy is also on GovernorHub to be approved in September. The updated Safeguarding and Child Protection policies are not being released by the LSCB (Local Safeguarding Children Board) until the autumn term.

## **10 Governance**

### **10.1 Governor development plan including training and health check**

The Chair updated in KM's absence. KM has been working on the development plan and will share it with the Chair. The final version will be

shared with governors during the school summer holidays for discussion in September.

**11 Any other agreed business** (*brought forward from item 12*)

The Chair hopes to hold the September FGB at the school where possible. HT advised that if this is possible it is likely that the meeting will take place in the school hall to allow social distancing. In this case governors should be mindful of impacts on cleaning staff, for example, and should bring their own drinks. PA offered her apologies for the September meeting date.

**Action:** The Clerk will finalise 2020/21 meeting dates with the Chair and HT and share the final list on GovernorHub. PA and CW to plan finance committee meeting dates with the School Business Manager.

HT added that the local MP will be visiting the school, along with the local secondary school next week. The HT agreed to the request as he was visiting the secondary school on the same day and very few children would be in school that day. Governors noted their thanks to HT and staff for all their work during the current circumstances. Children and parents seem to be adjusting well to the new arrangements.

**12 Effective governance evidenced in this meeting** (*moved from item 11*)

Core function: Ensuring clarity of vision, ethos and direction

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

- Discussed the contents of the HT's written report.
- Discussed the school's plans for pupils' return to school in September.
- Approved the rationale for the proposed support staff restructure.

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

- Approved the chosen supplier and budget for external IT support.

**Date of the next meeting: 11<sup>th</sup> September 2020**

There being no other business, the meeting closed at 6.10pm.

**Action log:**

<b>Carried from November</b>	Update meeting timetable with key decisions at next agenda setting meeting	Chair/HT
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Signed by Chair: .....

Date: .....

<b>Carried from May</b>	Share final development plan with Chair for review	KM
<b>11</b>	Finalise 2020/21 meeting dates and circulate on GovernorHub	Clerk

### **Appendix 1: Questions submitted in response to HT's written report, with answers provided by HT in advance of FGB meeting**

- 1 **A governor asked:** Additional 21 pupils triggering pupil premium grant – will we need to apply for additional funding Hampshire / do we need to make any budget adjustment?  
HT response: *No, this will happen automatically as part of the next budget allocation, information is taken from the January school census.*
  
- 2 **A governor asked:** What support, if any is planned for the teachers given temporary leadership posts for the next year, and does this temporary leadership fit with their career aspirations and development?  
HT response: *For 2 of the 3 this is something that they had identified as wanting as part of their professional development. The other is an experienced teacher, who happened to be in that year group, who said they were happy to take this on for a year. They will not be undertaking the role in the same way as other Year Leaders have been, it is more of an organisational role (this is reflected in the allocation of the TLR 3, rather than a TLR 2). There will be support for them through a CPD mentoring programme that will be run as part of the individualised (grouped) staff meetings next year.*
  
- 3 **A governor asked:** Are there any concerns around safeguarding for the children who are not in school?  
HT response: *Of course there will always be concerns for children that we have not seen for such a long time. Making contact over the phone does not allow the same opportunities as the relationships that are needed for a child to disclose something that may then trigger a concern. Staff are monitoring through phone calls, communication through Google Classroom, and we are also making use of staff that live in the village who may then have seen children/families out and about. Having provided Free School Meals as a weekly hamper for so many of the weeks since March has also been a good way to keep in touch with some of our more vulnerable families.  
The short answer is no, the longer answer is that we will always be concerned about the lack of opportunity for children to be safeguarded*

*through the comments that we pick up on which are only possible through the daily interactions with them in the school environment.*

*There is no-one that we are specifically concerned about and have not been able to action through contact with Children's Services. We continue to work with Children's Services for families with existing concerns (these children are in school so we are seeing them regularly). New involvement with Children's Services for a couple of other families has come for things such as police reports (two families).*

- 4 **A governor asked:** Has there been any indication of changes to the September numbers of new pupils ?

HT response: No.

- 5 **A governor asked:** Can we have an update on the support children who are moving to senior schools are being provided with?

HT response: *Usual transition activities linked to information sharing have continued as usual (data information about the children, safeguarding and SEND). The children have not been able to go up and visit but there have been virtual tours available, The Hamble School have provided transition activities (directly to the parents), they are holding Zoom meetings with each child to introduce themselves. There have been some individualised tours for pupils identified as being more vulnerable.*

*We have hosted a virtual cycling session with Bikelt Ray, our local Sustrans link person with our Year 6s to support with those who may be cycling up to school.*

- 6 **A governor asked:** Do we have any update or information regarding if / when OFSTED inspections may resume?

HT response: *Not until at least January 2021, although they will be visiting a sample of schools.*

*Further information can be found in Section 4 of this document*

*<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>*

- 7 **A governor asked:** Have the costs for setting up the Google Classroom come from our existing IT budget, and does this remain sufficient given that we need to spend ~£6k on a new server. As far as I can ascertain we already have IT committed costs of ~£14k (based on the report for Govs, not sure if this also includes Sharp costs) and also had aspirations to replace the reception computer.

HT response: *No, this was a government scheme. It has not been of any cost to us (except for the very small admin cost we have selected to pay to*

*have them role the children's information over for us each year).*

*Information can be found here: <https://www.adept.co.uk/dfc-funding-for-your-digital-education-platform-with-google-or-microsoft/>*

- 8**     **A governor asked:** Do we have any official indication of whether the curriculum will remain the same, or whether there will be changes next year?

*HT response: The DFE guidance states that the curriculum should continue to be 'broad and balanced'. This is excellent news for us, as this would always have been our intention. So there is no conflict and our curriculum will continue as planned.*

- 9**     **A governor asked:** Obviously it's very unlikely our progress scores are going to be what we would hope for over the next 4 years. What planning is being put in place for those that were higher achievers at the end of KS1, to try to keep them on target?

*HT response: I feel that the perceived 'gaps' have been perhaps overplayed somewhat. No-one can possibly know what the gaps will be, or how big, until we are back and working with the children in September. Quality First Teaching will continue to be our main way forward. Until all of the children are back in September it is not possible to predict what the gaps, and therefore the provision, will be. There will be earlier than usual Pupil Progress Meetings at the end of September, where all children will be discussed. We will have a clearer idea of the overall position then.*