

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 19<sup>th</sup> May 2020

**Time:** 5.30pm - 7.30pm

**Location:** Via MS Teams

**Present:**

Pamela Aspinell (PA)

Claire Hall (CH)

Staff Governor

*(Arrived during item 3)*

Kelly McGrath (KM)

Nicky Rickman (HT)

Johanna Walker (JW)

Christian Walton (CW)

(Vice Chair)

**Lynn Whitaker (Chair)**

**In attendance:**

Zoe Coote (Clerk)

Clare Wilding (BM)

School Business Manager

**Apologies:**

Lee Benson (LB)

**The meeting started at 5.30pm**

**Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body and outlined some housekeeping for using the video call format. Due to the current circumstances, the meeting would be limited to essential business only. LB had provided apologies in advance which the Chair accepted. The meeting was quorate.

**2 Declarations of pecuniary interest**

There were none.

**3 Outcome of Second Vice Chair Election**

CH joined the meeting. Following an election by email, the Chair confirmed that CW had been elected as second vice chair of the FGB.

**A governor asked** why the election was being held as they had no prior knowledge of it. The Chair advised it had been recommended by Governor

Services as part of the response to Corona Virus and details had been circulated in advance.

**Action:** Clerk to ensure that correct governor email addresses are being used for correspondence, or use the GovernorHub noticeboard.

- 4 Any other business** (since issue of the agenda)  
There was none.

- 5 Correspondence**  
There was none.

- 6 Approval of Minutes of the meeting held on 10<sup>th</sup> March 2020**  
The minutes of the previous meeting dated 10<sup>th</sup> March 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.

- 7 Budget approval** (*brought forward from item 8*)  
CW had circulated the budget to the FGB prior to the meeting. BM had nothing further to add beyond this but noted that Corona Virus is an emerging situation and governors should be prepared to review the budget again. A governor noted that the budget was very clear and thorough.  
**A governor asked** whether a reference to £10k IT allowances referenced HCC removing the *service* or the *funding*.  
**Action:** BM to amend.  
**Governors approved the budget.**

- 8 School Financial Value Standard (SFVS) update** (*brought forward from item 10*)  
BM confirmed that the SFVS was submitted to HCC on time. Governors thanked BM for her time, who left the meeting at this point.

- 9 Head Teacher's written report on the school's response to COVID 19**  
The Head Teacher's report had been circulated in advance.  
The Vice Chair noted the effort made by school staff in providing home school materials to pupils. The resources have been excellent quality and engaging. Staff have been writing letters to children and keeping in contact with regular emails. The Chair echoed these comments and noted that the school had been outstanding in the support provided to both pupils and teaching staff, and asked HT to pass the governing body's comments on to staff.  
HT had additional updates to add to the report since it was circulated.  
Plans are in place for YR, Yr1 and Yr6 to return to school from 1<sup>st</sup> June.

The school has surveyed parents to gauge the number of returning pupils. Responses have varied but the school must plan for all pupils to be in school. YR and Yr6 will be back four days a week. The school is again polling parents on whether they would prefer Yr1 to be back in four days a week with different teachers or two days a week with their usual teachers.

**A governor asked** how staff morale was currently. HT advised that staff do have some understandable concerns but have worked as a team and been brilliant. HT can't thank staff enough for their work.

CH added that staff are understandably concerned about being in school but the situation is being well managed by SLT. Staff are supporting each other and being with the children picks up their mood.

HT is continuing to work on risk assessments and planning for 1<sup>st</sup> June.

The Chair thanked both HT and CH for their work and feedback.

**A governor asked** whether there had been any staff or pupil illness at the school. HT advised not but there are contingencies to swap staff in and out of school if they are affected. CH noted that governors have been commenting on the school Facebook page which staff really appreciate.

## **10 Safeguarding**

The Chair noted that the school continues to consider the need for safeguarding. HT added that safeguarding continues and the school remains in touch with HCC Children's Services.

## **11 Governance**

### **11.1 Approval of pay policy**

The draft pay policy had been shared on GovernorHub in advance.

**A governor asked** whether the policy had been updated with the new school category. The Chair advised it had.

**Governors approved adoption of the Pay policy.**

### **11.2 Governor development plan including training and healthcheck**

KM has been working on the governor development plan, the majority of which is complete.

**Action: KM to share final version with Chair for review.**

## **12 Matters arising from the minutes *(moved back from item 7)***

**A governor asked** whether the FGB needed to ratify any decisions in the budget, for example, the school working with the IT supplier Agile. HT advised that the briefing meetings that had been set up were cancelled due to the Corona Virus. The school has been working with a company called Agile, who have been setting up the school's Google Classroom. They have provided the school with a quote that will be brought to the next

meeting. The money assigned within the budget is there to cover this cost, whichever company the school goes with.

**Action: FGB to approve IT support budget at next meeting.**

The action log was updated, with the Chair noting that many actions would be paused during the current circumstances.

### 13 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Confirmed election of a second vice chair.

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 school's response to Corona Virus.
- Checked safeguarding arrangements.
- Received updates on staff wellbeing.
- Received updates on how staff are supporting home learning.

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

- Approved the budget.
- Approved the pay policy.

### 14 Any other agreed business

**A governor asked** in giving thanks to HT and staff, whether any more support was needed from the governing body. HT advised no, but thanked governors for trusting her to work more directly with the Chair in the current circumstances.

There being no other business, the meeting closed at 6.09pm.

### **Date of the next meeting: 14<sup>th</sup> July 2020**

Due to the May meeting being delayed to accommodate the budget, governors agreed to move the next meeting to July.

### **Action log:**

<b>Carried from June</b>	Attend safer recruitment training	JW
<b>Carried from November</b>	Update meeting timetable with key decisions at next agenda setting meeting	Chair/HT
<b>Carried from January</b>	Provide reports on English and Maths visits.	JW
	Complete the GovernorHub Health Check	ALL

Signed by Chair: .....

Date: .....

<b>Carried from March</b>	Locate template Terms of Reference for Finance Committee and check what financial information needs to be on the school website.	Clerk
	Share biography with HT	KM
	Read Ofsted framework document on GovernorHub and add in comments.	ALL
	Complete a PPG visit.	JW
	Approve draft expenses policy	HT/Chair
<b>3</b>	Ensure correct email addresses are used	Clerk
<b>7</b>	Amend budget re: IT support	BM
<b>11.2</b>	Share final development plan with Chair for review	KM
<b>12</b>	Approve IT support budget at next meeting	ALL

Signed by Chair: .....

Date: .....