

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 19 November 2019

**Time:** 5.00pm - 7.30pm

**Location:** Hamble Primary School

**Present:**

Pamela Aspinell (PA)	<i>(Arrived during item 3)</i>
Lee Benson (LB)	
Kelly McGrath (KM)	
Nicky Rickman (HT)	
Darren Robertson (DR)	
Christian Walton (CW)	
Johanna Walker (JW)	<i>(Arrived at item 3)</i>
(Vice Chair)	
<b>Lynn Whitaker (Chair)</b>	

**In attendance:**

Zoe Coote (Clerk)	
Josie Spooner (JS)	Maths and PPG Lead
Clare Wilding (CW)	Business Manager

**Absent:** None

**The meeting started at 5.00pm**

### **Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body. PA had advised in advance she would arrive late. The meeting was quorate.

**2 Updates from Maths and PPG lead *(brought forward from item 3)***

The Chair introduced JS to the Governing Body. JS circulated copies of *Hamble Primary School Pupil Premium Strategy Statement 2018/19* and *2019/20* for discussion.

**Action:** Clerk to upload documents to GovernorHub. All Governors to read.

JW, PPG Governor, joined the meeting and outlined the triangulation between PPG reports, the role of Governor visits and progress meetings with JS and other year heads to identify how the pupil premium is spend and its impact.

HT outlined the Emotional Literacy Support Assistant (ELSA) project through which LSAs receive additional training to support children.

**A Governor asked** how interventions such as ELSA are triggered. JS advised it can be through parents but it usually through class teachers making a request through the SENCo. There is currently a waiting list for ELSA.

**A Governor asked** how often the list is reviewed or updated. HT advised that it is updated continuously. While officially ELSA is a six week programme, some children have been involved far longer. The school is working on changing this as if there hasn't been an impact it might not be the right intervention for the child. JS advised that class teachers will also continue to monitor ELSA pupils as part of the package.

JS meets with learning leads to track attendance of pupils receiving PPG. PA joined the meeting.

Recurrent short incidents of absence are more of a concern than one-off, longer absences.

**A Governor asked** whether absences included lateness, and if so, what the school was doing to tackle lateness. JS advised that class teachers will pick this up, in addition, office staff are aware of serial late attenders. Staff have good relationships with families and will speak to them in the first instance. It is also logged through CPOMS.

**A Governor asked** whether the school has the same approach to both lateness and absence. JS advised yes, if the lateness was persistent. Both would result in a letter home. HT added that everything was relative to the individual child, and it was important to have conversations with the families before escalating to the formal stage.

JS continues to monitor attendance every half term and is seeing positive trends. To improve attendance it is important that children enjoy school.

PPG pupils are encouraged to join clubs and these are now offered throughout the day, including at lunchtime or during assembly time. This has seen an increase in sign-up from 50% to 85% of PPG pupils.

Supporting parents and relationship building is valuable, and if staff do not speak to parents at parents' evening they will seek to meet with them separately or make contact at the beginning or end of the school day.

**A Governor asked** why there was a difference between the PPG budget in the report and the PPG budget outlined in the school budget. HT noted that the difference between PPG in JS's report and in the school budget is minimal at £350 (three hundred and fifty). HT advised that the amount issued for the school's budget had been amended since the PPG report was written (in July 2019), and that the report states that budget is subject to change. JS clarified that PPG funding is provided to provide better outcomes overall. HT added that PPG funding isn't provided as a budget

'per child' but rather for the collective good, e.g. holistic experiences such as outdoor learning.

**A Governor asked** whether the school's total expenditure in this area was over the value of the PPG. HT advised it was likely that the school spent more, although it is difficult to be precise. The school has budget available to top this up if required.

JW has had two PPG meetings with Learning Leaders so far this year.

**A Governor asked** why Hamble Primary's KS2 PPG attainment was showing as above the national figures. JW advised that it is good practice to compare the school's results to National Non-PP progress/outcomes, rather than National PP progress/outcomes. JS added that it is difficult to compare the figures as the sample sizes are so different.

On behalf of the FGB, the Chair thanked JS for her time and contribution.

### **3 Revised budget and SLA renewals** *(brought forward from item 4)*

**3.1** CW circulated copies of the revised budget. JW advised that benchmarking needed to take place in November. HT advised it had been done and that CW would share.

**Action:** Clerk to update meeting timetable with key decisions.

CW talked through the updated budget including staff changes. The school is on track to stay within its supply teacher budget. General maintenance has been added to – the school is an ageing budget and staff are looking to HCC for support.

**A Governor noted** that the new courtyard area looks good and this was identified by prospective parents at the recent YR open mornings.

CW added that quotes for the outdoor equipment are being finalised. HT added that the Deputy Head had discussed options with the School Council and then met with the contractor who had provided pricing options to take back to the School Council.

**A Governor asked** what sort of equipment would be included. JW advised it would be a variety of climbing and balancing equipment.

**A Governor asked** how the school managed ad hoc vandalism costs. HT advised this was on a case by case basis – some would be covered by insurance, others dealt with as appropriate.

The school is meeting with HCC to discuss future-proofing the IT SLA. Staff have been asked to check spending in this area and share resources where possible.

**A Governor asked** why there had been such an increase in budget for 'educational supplies, stationery and materials'. HT advised this was due to the new curriculum, for example new theme books.

**A Governor asked** whether this budget would therefore be lower in subsequent years. HT advised it would be updated.

CW noted that the budget includes £3,500 (three thousand five hundred) in donations which would be used towards equipment. There is also additional income from recycling bins on school premises.

CW noted that the sports premium funding has been guaranteed for two years, although no details have been provided yet. In addition, the budget has been approved on the assumption of the continuing Teachers' Pay Grant – this is likely to be the same position of all schools.

**A Governor asked** where variation from the original budget is shown. CW advised it is shown as additional income calculations.

**A Governor asked** whether the school would be better off than when the budget was set in May. CW advised the school currently had a carryover of £102,000 (one hundred and two thousand). This is necessary for the following year, where it drops significantly.

PA added that CW had accurately brought out the key points of the revised budget. There has been a significant improvement in use of supply staff which has made a difference to spending. There are concerns over the ageing building but staff are in conversations with HCC. They have visited the school and identified no urgent actions.

**A Governor asked** how often HCC visited the school to identify potential building maintenance issues. HT advised that HCC Property Services do visit the school as an annual audit but that their budgets are limited.

**A Governor asked** whether the school needed to change its IT SLA. CW/NR are meeting with HCC's IT team to see what additional services they can provide however it is felt that there is security in staying with HCC.

**A Governor asked** whether HCC can be asked for more in terms of support and HT advised that HCC was also under budget restrictions.

Governors discussed and approved renewal of the following HCC SLAs:

- Hampshire School Staff Absence Scheme
- Hampshire School Library Service – Primary
- Insurance
- Occupational Health and Wellbeing Service
- Shared Services (Transactional HR and Pay, Finance and Cash Management)

**3.2** CW circulated copies of benchmarking data. Benchmarking takes place every year and the school is compared against statistical neighbours.

However the figures come with no context and would not account for differences in budget coding, for example.

**A Governor asked** whether Hamble Primary performs well in terms of cost per pupil. HT advised this information is meaningless without additional context of the other schools.

Action: HT/Chair to share the document for upload to GovernorHub.

On behalf of the FGB, the Chair thanked CW for her time and contribution.

**1 Welcome and introductions** (*continued from item 1*)

The Chair welcomed KM and DR as new parent Governors and advised of the recent resignation of a co-opted Governor. KM and DR introduced themselves to the FGB.

Action: Clerk to set new Governors up on GovernorHub. DR and KM to complete declaration of pecuniary interest.

The Chair advised that her term would be coming to an end in January 2020. There are also two co-opted Governor vacancies. Clare Hall will be joining as a new staff Governor from next term.

Action: Clerk to add to January agenda. HT to share CH's details for GovernorHub.

**4 Declarations of pecuniary interest** (*moved back from item 2*)

JW has completed her declaration on GovernorHub. No other declarations were made.

**5 Any other business** (since issue of the agenda)

There was none.

**6 Correspondence**

There was none.

**7 Approval of the minutes of the meeting held on 24 September 2019**

The Clerk noted a change to point 7.2 of the minutes regarding membership of the HT Performance Committee.

Action: Clerk to send Chair the final updated version. Add Extraordinary FGB minutes to January agenda.

**8 Matters arising from the minutes**

The computing working party is scheduled for 1 December.

JW provided apologies for the January FGB.

Action: Clerk to update agenda.

Signed by Chair: .....

Date: .....

FGB training will be planned in for a Tuesday evening in the Spring term (likely late March).

**Action: Chair to book and confirm dates.**

Due to membership changes, the order of Governor profiles for the school newsletter has been updated:

- December: PA
- January: LB
- February: KM
- March: DR

**Action: Chair to share examples with new Governors.**

Outstanding actions rolled over to the action log.

## 9 **Headteacher's written report**

Governors had read the HT report, shared beforehand via GovernorHub, and had no further questions.

## 10 **External data – Key Stage 2 headlines report**

HT provided and talked through two reports from Analyse School Performance (ASP): *Primary Inspection Data Summary Report* and *Key stage 2 three year average*.

Regarding *Primary Inspection Data Summary Report*, there were no reading or writing triggers. There were some triggers for absence or exclusion although no permanent exclusions. The Safeguarding Governor is aware.

**A Governor asked** why there was no EYFS attainment for 2019 showing on page 4. HT advised it could be because the data isn't validated yet.

Regarding *Key stage 2 three year average*, HT explained that trends were positive over the three year average. HT also explained that if attainment is high, progress will naturally plateau. The report supports the school's identification of the continued focus on KS1 Maths and Yr1 phonics

**A Governor asked** whether the report showed anything unexpected. HT advised it did not: it was as predicted.

**A Governor noted** that Governors need to know trends and expectations for next year including what the school is doing and links to the SIP. All of this information has been provided to Governors.

**A Governor asked** whether HT would be able to provide a crash course in data for the new Governors. HT would be happy to do so.

**Action: KM and DR to review data and let HT know of any questions.**

## 11 **Safeguarding**

Chair, as Safeguarding Governor carried out a visit this week and is currently writing this up.

## **12 Verbal committee reports**

### **12.1 Pay committee**

FGB agreed the pay policy, teaching staff pay award and school group size at the Extraordinary October FGB.

Action: Approve Terms of Reference for Pay Committee (in January FGB folder for adoption) and Minutes from October FGB.

Action: JW to set Pay Committee meeting before the end of term.

**A Governor advised** that the Chair should not be on the HT Performance Committee but can be on Pay committee.

LW agreed to step back in the next academic year. KM agreed to join the Pay Committee.

**A Governor asked** does the Pay Committee need to meet after the HT Performance Review. Chair advised yes.

**A Governor asked** whether it was necessary to audit performance management of non-teaching staff. Governors agreed it was worth considering.

### **12.2 Headteacher performance committee**

The review is taking place Monday 25<sup>th</sup> November

## **13 Governance**

### **13.1 Staff Governor vacancy**

This has been filled by Clare Hall.

### **13.2 Parent Governor vacancies**

Now filled.

### **13.3 Governing Body self-evaluation feedback**

Carried over to January FGB.

Action: Clerk to update January FGB agenda.

## **14 Governor/parent engagement**

This is covered in part through the action log.

**A Governor asked** whether DR could provide any advice on engagement through his work with Hound Parish Council. DR advised that making information available in various formats would help.

**A Governor asked** DR of his perceptions of the FGB as a parent. DR advised it was difficult to answer objectively as he had been interested in being a Governor previously.

The Chair would like to raise the profile of Governors with parents so they understand the role. Meeting and greeting parents might be an option. It

would be useful to understand perceptions of Governors before trying to change them.

**A Governor suggested** providing information points where parents wait for children at the school. It would need to be pictorial and updated regularly to show parents the impact of FGB.

**Action: Chair to discuss best practice at the forthcoming Chairs' Network Meeting.**

**A Governor suggested** that monitoring visits could be summarised and shared with parents.

Governors agreed that some changes have been made since the last FGB meeting and will continue to monitor progress in this area.

**Action: HT to share details of forthcoming school plays.**

## 15 Visits

JW recently completed a PPG visit and saw the evidence provided by JS earlier in the meeting. JW will be handing English visits to LB. EYFS will be monitored through other subject visits. Maths visit will be carried out on Friday 13 December. Maths will be handed over to KM when appropriate. CW has completed the H&S visit and will share the report shortly. PA's SEND report is now on GovernorHub.

## 16 Effective governance evidenced in this meeting

- Updated budget review.
- Updated on PPG
- Reviewed school data
- Updated on Governor visits
- Identified areas for parent engagement
- Adjusted membership of committees

## 17 Any other agreed business

None

There being no other business, the meeting closed at 7.38pm.

**Date of the next meeting: 21 January 2020**

## Action log:

<b>Carried from June</b>	Attend safer recruitment training	JW
<b>Carried from July</b>	Complete governor health check proforma ahead of next meeting	ALL Clerk

Signed by Chair: .....

Date: .....



<b>Carried from September</b>	Upload register of pecuniary interests to website.	Clerk
<b>Carried from September</b>	Add signed TOR to GovernorHub.	Clerk
<b>Carried from September</b>	Contribute evidence for the impact section of SIP at the January meeting.	ALL to provide before the agenda is circulated and bring to meeting
<b>Carried from September</b>	Add Ofsted Framework document to January FGB reading folder on GovernorHub.	Clerk
<b>Carried from September</b>	Send questions on inclusion, within the terms of the new OFSTED framework, in advance of the November meeting. Consider any other points within the document that they would like more clarification on.	ALL Clerk
<b>2</b>	Upload PPG documents to GovernorHub. All Governors to read.	Clerk/ALL
<b>3.1</b>	Update meeting timetable with key decisions.	Clerk
<b>3.2</b>	HT/Chair to share benchmarking document for upload to GovernorHub.	HT/Chair/Clerk
<b>1 (cont)</b>	Set new Governors up on GovernorHub. DR and KM to complete declaration of pecuniary interest. Add Chair's term to January agenda. HT to share CH's details for GovernorHub.	Clerk DR/KM Clerk HT
<b>7</b>	Send Chair the final updated September minutes. Add Extraordinary FGB minutes to January agenda.	Clerk
<b>8</b>	Update January FGB with apologies Book and confirm FGB training dates Share examples of Governor profiles with new Governors	Clerk Chair Chair
<b>10</b>	Review school data and let HT know of any questions.	KM/DR
<b>12.1</b>	Approve Terms of Reference for Pay Committee (in January FGB folder for adoption) Set Pay Committee meeting before the end of term.	Pay committee JW
<b>14</b>	Discuss best practice in parent engagement at the forthcoming Chairs' Network Meeting. Share details of forthcoming school plays.	Chair HT

Signed by Chair: .....

Date: .....