

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 21st January 2020

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present: Pamela Aspinell (PA)
Lee Benson (LB)
Kelly McGrath (KM)
Nicky Rickman (HT)
Darren Robertson (DR)
Christian Walton (CW)
Lynn Whitaker (Chair)

In attendance: Zoe Coote (Clerk)

Apologies: Clare Hall (CH)
Johanna Walker (JW) (Vice Chair)

Absent: None

The meeting started at 5.30pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body and accepted apologies from CH and JW. The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

PA noted that the May FGB meeting date may need to be pushed back in order for the budget to be approved. This was accepted by the Chair.

4 Correspondence

There was none.

5 Chair's term of office

The Chair's term of office as a co-opted Governor is due to come to an end in February 2020. The Chair put herself forward for re-election as a co-opted Governor. The Chair left the room and Governors voted unanimously to re-elect the Chair as a co-opted Governor. The Chair re-joined the meeting.

6 Approval of the minutes of the meeting held on 19th November 2019

The minutes of the previous meeting dated 19th November 2019 were agreed to be a true and accurate record and were signed by the Chair.

7 Approval of the minutes of Extraordinary FGB meeting held on 18th October 2019

The minutes of the Extraordinary FGB meeting dated 18th October 2019 had previously been approved via email.

8 Matters arising from the minutes

The action log was updated.

9 Headteacher's verbal report

HT outlined the school's proposed Inset days for 2020/21:

- 3rd and 4th September 2020
- 20th November 2020
- 12th February 2021
- 21st June 2021

A Governor asked whether the school coordinates Inset days with the local secondary school. HT advised that the school always shares the planned dates with the local secondary.

Governors approved the proposed Inset days for 2020/21.

As part of the recent LLP visit, two subject leaders carried out mini Ofsted 'curriculum conversations'. HT is now replicating this with other subject leads.

A Governor asked what would be considered the strong subjects during an Ofsted visit. HT advised Science, History, Geography, PE, computing, for example. The less strong subjects would include Music, RE, DT and Art, however there is still a lot of good work in these subject areas.

A Governor asked whether Governors would be able to answer questions on these curriculum areas. The LLP report suggested that Governors come in for a short session on other subjects.

A Governor asked whether it would be useful for the subject leads to come to FGB so all Governors can be updated at once. HT advised that there is more value in seeing this being delivered in the classroom. The Chair suggested having a couple of these 'curriculum conversations' as soon as possible to maintain momentum. HT suggested using the subjects on the SIP as a starting point to keep the focus on school improvement.

A Governor noted that theme days and theme weeks are useful from a parent's perspective and could be an opportunity for Governors to speak with subject leads and for children to share their books with Governors. Governors agreed this was a good way forward.

Action: HT to send theme week dates to FGB.

HT is also updating the school self-evaluation against the Ofsted framework and will share this ahead of the March FGB.

Action: HT.

Staffing update

Miss Megan Cade has been employed to cover the teaching commitment of Mrs Josie Spooner (Yr4). Miss Cade has one term of her NQT year to complete, the school will be supporting her with this.

A Governor asked how long the cover would be for. HT advised until the end of August.

A Governor asked whether this would be enough to complete the NQT year. HT advised yes, there is only one term left to complete.

Miss Robyn Fitzgerald has been employed to cover the teaching commitment of Mrs Sarah Lewis (Yr1). Miss Sommer Ledger (Yr2) has successfully passed the first term of her NQT year.

A Governor asked that the HT pass on congratulations from the FGB. Miss Sophie Churcher will be returning from maternity leave after Easter, she will be back three days a week for the summer term, then full time in September. During the summer term she will be covering the teaching commitment of Mrs Naomi Morgan (Yr3) who will be leaving to start maternity leave.

The SENDCo has taken on the Acting Assistant Head role as maternity cover. HT proposed giving a Teaching & Learning Responsibility Payment (TLR) of £1000 as a gesture.

A Governor asked whether this would impact the budget. HT advised not. **Governors approved this payment.**

Year group numbers

The school has 60 pupils in both Yr1 and Yr3, with 45 children in Yr2, with two on the waiting list. HT has approached HCC admissions team to take 60 pupils in Yr2 and this was approved. This also allows the school to apply for the budget for growing schools on an annual basis. There are therefore now 47 pupils in Yr2, with capacity of 60 and one Yr1 place on offer. There are no other places in the school which is a healthy position. **A Governor asked** what the total number on roll is. HT advised it is 345. The school is likely to fill its 45 YR spaces in 2020/21.

A Governor asked whether the school is likely to be asked to take 60 pupils in YR. HT advised that the school has not been asked to take 60, so it is assumed that it will remain at 45.

A Governor asked whether a change in the school's Ofsted rating would change this. HT advised that the school already has a good local reputation and that an Ofsted rating alone would not change the published admission number.

Yr4 residential

The residential is booked for June 2020 and will be held on the school grounds following liaison with HCC to ensure all safety regulations would be met. Pupils will sleep in the school hall and take part in circus skills course followed by a presentation at the end of the trip. This arrangement provides a low cost option to parents.

Governors approved the proposed residential trip.

10 LLP report

The Lead Learning Partner visited the school on Friday 10th January to carry out the annual review. The report had been shared with Governors ahead of the meeting. The report was positive, with the actions generally reflecting what is already in the SIP. Governors noted that this was reassuring. The school remains a low priority for LA support and HT has been asked to share copies of curriculum materials for use in a training course, which Governors agreed was very positive.

11 SIP update

Governors were asked to provide evidence for the impact section of the SIP ahead of the meeting. Governors noted that the SIP was already comprehensive and that any further additions would be expanding on the existing content.

Action: JW to provide evidence.

PA has met with SENDCo and validated the SEND elements of the SIP. PA will attend the theme week.

KM attended a Maths meeting with JW and has another planned. LB agrees with the English content of the SIP and has also met with the computing Lead.

Action: HT to add this to the SIP.

12 School Financial Value Standard (SFVS) approval

The SFVS needs to be approved at the FGB on 10th March to ensure that Governance around finance is well managed.

Governors discussed the requirement for Governors to consider the budget six times per year. HT advised that the School Business Manager has sought advice from HCC Finance and the budget does not need to be seen by FGB six times, but committees would be enough.

A Governor asked whether the HT's budget reviews are minuted anywhere and could be shared. HT advised not but can include in her written report. PA and CW review the budget five times a year with the School Business Manager, so an update as part of the HT's written report would provide six.

Action: CW and PA to draft SFVS and discuss with School Business Manager, before sharing with Chair and HT. Provide final draft to FGB by 3rd March 2020.

Action: HT to add budget update to written report once per year.

13 Monitoring visits

13.1 Update GovernorHub Calendar

The Chair reminded Governors to record their school visits on the GovernorHub calendar. This includes monitoring visits but also attendance at theme weeks, plays etc.

A Governor asked whether previous visits needed to be added, Chair advised not – just future visits.

A Governor asked whether Governor profiles would be added to GovernorHub. HT advised they would not as they will be on the school website from now on.

Action: Clerk to remove profiles from GovernorHub.

13.2 Governor/parent involvement

The Chair recently attended the Chairs' Network Meeting and discussed parent engagement with other Chairs. It was noted that the FGB appears to be more active in parent engagement than many others, which Governors agreed was very positive.

The Chair noted that two or three of the eight parents on the last Year R show-around asked about Governors which was a positive indicator.

Governors agreed to continue with previously outlined plans for engagement.

13.3 Visits

LB updated that the IT working group met on 7th January and signed the Terms of Reference. The group will meet half termly to begin with and then move to termly. The IT Lead has advised that the IT policy will need to be agreed at the next meeting (date to be confirmed). The working group are holding an online safety training event for parents on 10th February.

A Governor asked who else was on the working group. HT advised the membership was broad, including support staff and office staff.

Action: LB to go through the policy with FGB once it is approved and to provide reports following visits.

A Governor asked whether there was any crossover with the policy and the HCC IT SLA. HT advised not and that the School Business Manager is chasing HCC for an update on the IT SLA.

HT advised LB that the IT Lead would need to ensure a letter goes home to parents ahead of the training.

Action: LB to advise IT working group.

CW advised that he met with the School Business Manager today as part of a Health and Safety visit. His notes are with the School Business Manager for review and another visit is booked for April.

CW and PA also discussed the budget with the School Business Manager. They advised that maintenance is having an impact on the school budget. The school has looked at additional maintenance spend and will monitor and go back to contractors where appropriate. The maintenance SLA with HCC covers less and less and so this area could stress the budget in future years. HT noted that other schools are having this issue and flagging it with HCC.

A Governor asked whether there had been any vandalism over the Christmas holidays. HT advised very little.

Governors noted that the new contract cleaning arrangements were going well.

KM carried out a Maths visit with JW before Christmas.

A Governor asked who would be covering the Maths Lead's maternity leave. HT advised she would be acting Maths Lead during this time.

PA has carried out a SEN visit and LB has carried out an English visit with JW.

Chair will carry out a safeguarding visit on 11th February.

Action: JW to provide reports on English and Maths visits.

14 Ofsted Framework

Governors were asked to read the guidance document ahead of the FGB and identify any gaps in their knowledge.

A Governor asked how the school covered 'preparing learners for life in modern Britain'. HT advised she would cover this as part of an update on the Equalities Act at the next FGB.

Action: Clerk to add to March FGB agenda.

A Governor asked whether it would be worth going through what the school is doing on each point in the Framework. The Chair suggested this could be run as a FGB training session instead of the formal training offered as part of the Governor Services SLA.

A Governor noted this could be used as a baseline and revisited regularly.

Action: FGB to attend training at the school 5.30-7.30pm on Tuesday 3rd March. Clerk to add to GovernorHub

Action: Clerk to convert PDF document to Word and share with FGB by 3rd March. All to add comments to each section.

15 Hampshire Governor Services – Advice, Support & Training Subscription 2020/21

The decision to continue the subscription was approved.

16 Agree clerking requirements for 2020/21

The decision to continue with the current clerking requirements was approved.

17 Whole governing body training

Covered under item 14.

18 Safeguarding

HT has asked SENDCo to provide additional training on the additional vulnerabilities of pupils with SEND, this will be covered with both teaching and support staff. This is a reminder but will provide a good opportunity for staff to focus specifically on the additional vulnerabilities of SEND pupils within the school.

19 Governance

19.1 Approve terms of reference for pay committee

Deferred until March FGB.

Action: Clerk to add to March agenda and recirculate TOR.

19.2 Governor expenses policy

An example policy had been circulated to Governors ahead of the meeting.

A Governor asked whether there needed to be rates specified in the policy. HT advised that this was not a final version but an example that the school could adapt.

Action: Clerk to ask Governor Services for guidance on expenses rates and add approval of the policy to March agenda.

19.3 Governor development plan

The Chair proposed a working group to draft a development plan and report back to FGB. KM and DR agreed to take this on.

The Clerk advised that there is a 14 question FGB Health Check questionnaire on GovernorHub.

KM has completed her Governor Induction; DR is yet to book.

Action: All Governors to complete the GovernorHub Health Check. Chair to share previous examples of development plans. KM and DR to speak to other Governors to understand their experience and to put together a pro forma detailing areas they need to better understand.

20 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Reviewed the SIP
- Planned for improved understanding of Ofsted Framework
- Planned evaluation of FGB and Governor development plan

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 monitoring of wider curriculum areas
- Staffing update
- Reviewed LLP report

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

- Discussed budget and financial management
- Planned for considering the budget

21 Any other agreed business

PA and CW, as the Finance Committee, proposed moving the date of the May meeting to ensure that the budget could be submitted before May half term. Governors discussed options and agreed to hold an Extraordinary FGB on 19th May to ensure the budget can be reviewed and submitted before the deadline without impacting future FGB meeting dates. The proposed timetable is:

- 12th May: PA and CW to meet with School Business Manager
- 15th May: circulate draft budget to Governors
- 19th May: Extraordinary FGB
- 22nd May: deadline for submission.

Action: HT to confirm timings with School Business Manager. Clerk to add dates to GovernorHub.

There being no other business, the meeting closed at 7.36pm.

Date of the next meeting: 10th March 2020

Action log:

Carried from June	Attend safer recruitment training	JW
Carried from July	Complete governor health check proforma ahead of next meeting	ALL Clerk
Carried from September	Upload register of pecuniary interests to website.	Clerk
Carried from September	Add signed TOR to GovernorHub.	Clerk
Carried from November	All Governors to read PPG documents on website.	Clerk/ALL
Carried from November	Update meeting timetable with key decisions.	Chair
Carried from November	HT/Chair to share benchmarking document for upload to GovernorHub.	HT/Chair/Clerk
Carried from November	HT to share CH's details for GovernorHub.	HT
9	Share theme week dates with FGB. Share school safeguarding self-evaluation	HT HT
11	Provide evidence for SIP update HT to update SIP with feedback from FGB.	JW HT
12	Draft SFVS. Provide final draft to FGB by 3rd March 2020. Add budget update to written report once per year.	PA/CW HT
13.1	Remove Governor profiles from GovernorHub	Clerk
13.3	Update FGB with IT policy once its approved and ensure a letter goes home re: parent training. Provide reports on English and Maths visits.	LB JW
14	Add Equalities Act as an item for HT on March FGB agenda. Add Ofsted training evening date to GovernorHub. Provide feedback on Ofsted Framework document ahead of March meeting.	Clerk Clerk ALL
19.1	Recirculate pay committee TOR for next FGB agenda	Clerk
19.2	Ask Governor Services for guidance on expenses rates and add approval of the policy to March agenda	Clerk

Signed by Chair:

Date:

19.3	Complete the GovernorHub Health Check Share previous examples of development plans. Draft development plan	ALL Chair KM/DR
21	Add Extraordinary FGB to GovernorHub	Clerk

Signed by Chair:

Date: