

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 24 September 2019

**Time:** 5.30pm - 7.30pm

**Location:** Hamble Primary School

**Present:** Pamela Aspinell (PA)  
Kelly Davy (KD)  
Nicky Rickman (HT)  
Christian Walton (CW)  
Johanna Walker (JW) *(Arrived during item 5)*  
**Lynn Whitaker (Chair)**

**Apologies:** Lee Benson (LB)

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

**Absent:** None

**The meeting started at 5.30pm**

### **Item**

#### **1 Welcome and apologies**

The Chair welcomed the Governing Body. Apologies had been received in advance from LB and were accepted by the governors. The meeting was quorate.

#### **2 Declaration of pecuniary interests**

Governors have completed declarations of pecuniary interest on GovernorHub.

*Action: JW to complete declaration of pecuniary interest on GovernorHub.  
HT to provide Clerk with editing access to school website. Clerk to upload register of pecuniary interests on school website.*

#### **3 Any other business since issue of agenda**

**A governor asked** whether the government's announcement of increased pay for teachers would affect the school's budget. The Chair noted that this would be discussed under item 7.2. HT advised that any pay increase would come from existing budgets and in line with Hampshire County

Council's (HCC) Pay Policy. HT advised that at this current time there had been no further information regarding additional funding.

**4 Correspondence**

None

**5 Approval of the minutes of the meeting held on 15 July 2019**

JW joined the meeting. The minutes of the previous meeting dated 15 July 2019 were agreed to be a true and accurate record and were signed by the Chair.

**6 Matters arising from the last meeting/action log**

Outstanding actions rolled over to the action log

**7 Election of Chair and Vice Chair of Governors**

Prior to the meeting, the clerk received two nominations for LW to remain as Chair and two nominations for JW to remain as Vice Chair. No further nominations were received. LW and JW left the room while voting took place. Governors were unanimous in electing LW and JW as Chair and Vice Chair respectively for a term of office of one year.

**7.1 Reappoint Clerk**

The clerk was appointed for another school year.

**7.2 Committees and working groups**

The Chair asked for volunteers for the Pay Committee.

**A governor asked** whether Parent Governors can be on the Pay Committee. The Chair advised that they can, but that ideally the Chair should not sit on the Headteacher Performance Committee.

JW and KD volunteered for the Pay Committee and it was suggested that LB might also take part.

**Action: Chair to confirm that LB is willing to sit on Pay Committee and Clerk to research and share suitable terms of reference for the group. Chair to set date for first meeting and attend this meeting.**

Chair, PA and CW to sit on HT Performance Committee. Next meeting is 25 November 2019.

**Action: PA already has a meeting arranged with Clare Wilding (Business Manager) on 5 November - CW to join this meeting and both to report back at November meeting.**

**8 Headteacher's verbal report**

Staff and pupils have had a smooth return to the school year. The school currently has no spaces for new applications, all available spaces were currently on offer.

**A governor asked** whether this was a result of recent admission appeals. HT replied that in part, yes. There are still children on the Yr3 waiting list.

**A governor asked** if the school were to achieve an Ofsted 'Outstanding' rating, would this impact the number on roll. HT advised that it would likely mean more demand for places. It would not mean that the PAN would be raised, however.

**A governor asked** whether there had been any damage to the school over summer. HT advised nothing to report.

## **9 Safeguarding**

### **9.1 HCC Policy to be adopted**

Governors approved adoption of HCC's Safeguarding Policy.

Governors have also checked and confirmed that the content of KCSiE is covered by the school's recruitment policy.

### **9.2 Safeguarding Governor**

The Chair has attended the Inset day this term in her role as Safeguarding Governor. The day covered a significant amount of safeguarding information with all staff and the Chair can now evidence the information that staff receive.

Action: Chair to carry out safeguarding visit for this term to arrange with NR.

### **9.3 Approval of Safeguarding audit**

The Safeguarding audit was submitted last term with the following actions:

1. Chair to meet with James Hudson (computing lead) regarding safe internet use.
2. LW to check what information temporary staff receive on her next safeguarding visit.
3. Add safeguarding as a standing agenda item (complete).
4. Review job description for designated safeguarding lead and reissue (complete).
5. HT to provide update on safeguarding in termly written report to FGB.

**A governor asked:** whether the audit and subsequent actions are in accordance with the new Ofsted framework. HT advised that there are. The Safeguarding audit was approved.

All governors agreed they had read and understood the document 'Keeping Children Safe in Education 2019'.

HT circulated copies of the school's Prevent Duty leaflet.

Action: Governors to confirm they have read and understood this document at the November FGB.

## **10 Review and approve Terms of Reference, policies and procedures**

**10.1 Terms of Reference and procedures**

HT is aware of a staff member interested in joining the FGB.

**Action:** HT to advertise staff governor vacancy.

**A governor asked:** whether any parents has expressed interest in becoming governors. Chair advised none yet.

**Action:** HT to ask school office to advertise for parent governors.

Governors approved and signed the Terms of Reference.

**Action:** Clerk to add to GovernorHub.

**10.2 Adopt governors' Code of Conduct, Keeping Children Safe in Education (new version)/Prevent**

Adoption of the documents was approved.

The Chair asked if HT would cover Part 2 of KCSiE which she had covered at the inset day with staff. HT advised that Part 2 is aimed at designated safeguarding leads but covered briefly the relevant issues.

Following on from this, governors asked the following questions:

**A governor asked:** whether there had been any local issues with County Lines. HT advised it tends to involve secondary age pupils, but staff were vigilant of the signs, and were aware that primary aged pupils could be targeted.

**A governor asked:** whether any children in the school could be considered at risk of FGM. HT advised it would not be appropriate to answer this specifically, however the issue is in staff's consciousness and the HT felt confident that staff would react appropriately if required to.

**10.3 Adopt the MOPP and any in-year revisions issued**

Adoption of the MOPP was approved.

**A governor asked:** were there likely to be any significant revisions. The Chair advised that any revisions were usually well notified and come through mid-year once run past unions.

**10.4 Adopt the MOFP and procedure**

Adoption of the MOFP was approved.

**10.5 Performance Management Policy and Capability Procedures**

The school's version is adopted from HCC's policy with no changes.

**A governor asked:** whether the document covers disciplinary procedures. The Chair advised this is covered in a separate policy.

Adoption of the policy was approved.

**10.6 Agree delegated powers to the HT**

HT spend is limited to £5,000 (five thousand pounds). Sums above this require three quotes to be taken to FGB for approval.

**A governor asked:** whether the amount needs to be higher. HT advised no.

**A governor asked:** whether the FGB needs to delegate approval of any policies to HT. It was agreed that spend is the key delegated power.

**Action: Chair and Clerk to confirm what policies can be delegated to HT.**

Delegated spend powers were approved.

**10.7 Publish updated document of governors' details and governors' attendance on the school's website**

Information for 18/19 is already on the website therefore this action was deferred to September 2020.

**10.8 Allegations against pupils**

This is covered in the Child Protection Policy.

**10.9 Pay policy – to be approved by 25 October 2019**

Covered under item 7.2. Governors will confirm virtual approval by 25 October.

**11 Governance**

**11.1 Governor vacancies and appointments**

Partly covered under item 10.1. In addition to the parent and staff governor vacancies, there are currently two vacancies for co-opted governors.

**Action: Chair to follow up with previous interested candidates from last term and to consider other recruitment options, e.g. approaching local firms as part of their CSR requirements.**

**11.2 Governor link roles**

The following link roles were agreed:

Safeguarding: Chair

Health and safety: CW

SEND: PA

PPG: JW, handing over to KD.

Maths: JW

English: JW suggested handing over to LB – chair to seek agreement from LB

HT has been asked to put together a computing working party to work on a Computing Action Plan and to feed into the Safeguarding governor. It was suggested that LB could support this.

**Action: Chair to confirm LB's involvement.**

Early years: there is no link governor but can be tagged onto English and Maths visits.

**A governor asked:** whether Josie Spooner (JS), Maths and PPG Lead could attend the next FGB to outline outcomes from last year priorities for the year ahead. Governors agreed to start the meeting at 5pm to accommodate this.

**Action: HT to invite JS to the next meeting. Clerk to update November FGB start time on GovernorHub and in correspondence.**

**11.3 Governor visits – approve monitoring schedule**

The Chair reminded governors to schedule their visits this term.

PA is meeting with Nancy Vost, SENDCo, next week and the School Business Manager in November and January. CW is meeting the School Business Manager next week and has a planned budget meeting with PA. The Chair has a safeguarding visit planned in early November, along with a pre-meet for the HT Performance Management meeting.

#### 11.4 SIP

The new SIP is now in the September FGB meeting folder on GovernorHub. It includes milestone data for this term and evidence for governors to progress at their next visits. HT asked whether there were any notes or comments on the document so far. PA advised her surname was misspelt. The Chair noted that documents from FGB meetings are now also saved in relevant folders on GovernorHub.

**Action: governors to contribute evidence for the impact section of SIP at the January meeting. HT to update spelling on SIP.**

#### 11.5 Approval of SEN information report (*brought forward from 11.6*)

The report was approved.

#### 11.6 Governor training: agree whole governing body training (*brought forward from 11.7*)

Governors had previously submitted their preferred options for governor training:

- Communicating with the community
- Working with parents
- New Ofsted framework
- Committee effectiveness
- School self evaluation
- Working as a team
- School improvement

Of these options, Communicating with the Community and Working with Parents were identified as priorities to take forward.

**A governor asked:** whether it was known what parents want from governors. It was felt that governors need to be more visible.

**A governor asked:** what the HT's relationship with parents was like. HT advised this was subjective. A governor noted that HT is visible and available compared to other schools.

**A governor asked:** whether there was any steer from parents on levels of engagement with governors. HT noted that the majority of parents are unlikely to have other experiences to compare to although there have been questionnaires in the past.

**Action: Chair to contact Governor Services regarding facilitating a session where governors can make an action plan for working with community and parents.**

It was noted that it would be useful to know what 'good' looks like for parent/governor relationships. Governors discussed ideas for further parent engagement and agreed the following actions:

- Governor/parent involvement a standing FGB agenda item.
- Governors to contribute profiles and photos to monthly school newsletter.
  - CW to provide by Thursday 26 September.
  - Chair: October
  - JW: November
  - KD: December
  - PA: January
  - LB: February
- Governors to attend parents evening:
  - CW and LW: 22 October 3.30pm – 6.30pm
  - LW and LB (suggested): 23 October 3.30pm – 5.30pm
- Governors to attend YR showrounds:
  - LW: 5 November 2pm; 19 November 9.30am; 11 December 2pm and 7 January 2pm.

**A governor asked:** what the dates for the school nativity were. HT will include the dates in her report to governors.

#### 11.7 **Ofsted framework** (*moved back from 11.5*)

HT and Chair encouraged governors to read the document, particularly pages 9-12, to ensure they are able to evidence the points it covers.

**A governor asked:** how do governors know that continued professional development works?

**A governor asked:** regarding the emphasis on inclusion – there is a lot going on in school, but how do governors know the impact?

In light of these questions, the following actions were agreed.

**Action:** Clerk to add document to November FGB reading folder on GovernorHub. Governors to raise questions in advance so HT can address at the next meeting. November will focus on inclusion, subsequent meeting focus to be agreed at November FGB.

The Chair reminded governors to ensure they read all relevant documents in advance of future meetings.

#### 12 **Impact of this meeting on teaching and learning**

1. Established school governance for the year ahead.
2. Addressed the gap in governor capabilities and a brief action plan.
3. Ensured governors approved policies for the coming year.
4. Confirmed governors had read and understood KCSiE.
5. Addressed monitoring aspect of SIP.



**A governor asked:** whether the wording of this agenda item needs to change to better capture what FGB contributes to the school.

**Action:** Clerk to identify how this is covered by other FGBs.

**13 AOB**  
None

**14 Date of the next FGB meeting: 19 November 2019**

There being no other business, the meeting closed at 7.26pm.

### Action log:

<b>Carried from June</b>	Submit PPG monitoring	JW
<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
<b>2</b>	Complete declaration of pecuniary interest on GovernorHub.	JW
<b>2</b>	Provide clerk with editing access to school website. Upload register of pecuniary interests to website.	HT Clerk
<b>7.2</b>	Confirm seat on pay committee	LB
<b>7.2</b>	Set date for pay committee Share TOR	Chair Clerk
<b>7.2</b>	Form budget working group and report back at November meeting.	CW
<b>10.1</b>	Advertise staff governor vacancy. Ask school office to advertise for parent governors. Add signed TOR to GovernorHub.	HT  Clerk
<b>11.1</b>	Follow-up previously interested candidates for co-opted governors.	Chair
<b>11.2</b>	Confirm participation in computing working party	LB
<b>11.2</b>	Invite JS to the next meeting. Update November FGB start time on GovernorHub and in correspondence.	HT Clerk
<b>11.4</b>	Contribute evidence for the impact section of SIP at the January meeting.	ALL
<b>11.6</b>	Contact Governor Services re: options for FGB training	Chair
<b>11.6</b>	Set governor/parent involvement as a standing agenda item. Attend parents' evenings and YR showarounds on the dates shown. Submit profiles and photos for the school newsletters on the allocated dates.	Clerk ALL ALL
<b>11.7</b>	Add Ofsted Framework document to November FGB reading folder on GovernorHub.	Clerk
<b>11.7</b>	Send questions on inclusion, within the terms of the new OFSTED framework, in advance of the November meeting. Consider any	ALL Clerk

Signed by Chair: .....

Date: .....



	other points within the document that they would like more clarification on.	
<b>12</b>	Suggest alternative wording for 'impact of teaching and learning'.	Clerk