

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 20th October 2020

Time: 5.30pm - 7.30pm

Location: Via MS Teams

Present:	Pamela Aspinell (PA)	<i>Joined during item 3</i>
	Lee Benson (LB)	
	Claire Hall (CH)	Staff Governor
	Nicky Rickman (HT)	
	Johanna Walker (JW)	<i>Joined during item 3</i>
	Christian Walton (CW)	(Vice Chair)
	Lynn Whitaker (Chair)	

In attendance: Zoe Coote (Clerk)

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. The Chair advised that KM had stepped down from her role of Governor with immediate effect. The meeting was quorate.

2 Declarations of pecuniary interest

All governors have completed the declarations on GovernorHub.

3 Any other business (since issue of the agenda)

JW and PA joined the meeting. The Chair added the issue of governor recruitment. LB asked to add an update from the online safety group, which the Chair accepted.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 22nd September 2020

JW requested a correction to the wording under item 8. The Chair added a correction to the action log. The minutes will be carried over to the November meeting for approval.

Action: Clerk to update and circulate for approval.

6 Matters arising from the minutes

The Chair has been in discussions with the former LLP and the new LLP regarding the Headteacher Performance Committee and will continue to progress this. Having stepped down, KM is unable to continue her work on the Governor Development Plan and governors will need to revisit this at the next meeting. The action log was updated and is appended to these minutes.

7 Headteacher's written report

The HT's written report had been made available on GovernorHub in advance of the meeting.

A governor asked whether there would be an impact on the school budget, should the residential visit have to be cancelled without a refund being issued. HT advised that there hasn't been any progress on this beyond the written report – if a refund is not available due to COVID, the school will cancel the visit ahead of time to reduce this risk.

A governor asked whether any parents had asked for refunds.

HT replied no, as the visit is booked for June 2021 so it is still taken as going ahead at this point.

A governor asked whether there had been any progress with the cleaning company regarding responsibility for the theft and damage over the summer holiday.

HT advised the school is currently having conversations with HCC and Procurement to consider options and will be able to update at the next FGB.

A governor asked whether the school would be hosting any more student teachers.

HT replied yes, the school would likely be accepting students from the University of Winchester.

Governors noted it was encouraging to read about the mentoring and best practice sharing that HT and the Deputy Headteacher have been involved in within the local network of schools.

Further to the written report, HT added that in the past week school staff had begun to feel pressure as cases increase and staff themselves have been tested. Schools are expected to remain open and while all schools have systems in place, HT is still concerned about keeping staff, children and parents safe.

A governor noted that COVID is in the local area and the school can expect the situation to become more challenging. In addition, normal sickness at this time of year will compound the issues.

The Chair asked if there is anything governors can do to support the school. HT thanked governors for listening and supporting the school and asked if the

Chair could add a note to parents in the newsletter coming out of the end of the week.

Action: Chair to write note for HT to include in newsletter.

The Chair asked if HT had any update on the school security arrangements. HT noted that the school Business Manager had provided a written brief to governors beforehand. Security patrols would be ready to attend the school from October half term. The cost of this is under £5,000 (five thousand pounds) which falls within the HT delegated spend.

A governor asked what the Passive Infrared Sensor mentioned in the report would be used for.

HT replied it would trigger a floodlight and that the cost of this could come from the school's capital devolved budget. The company being used are recommended by HCC Property Services.

A governor asked whether the school has a service level agreement with the patrol company.

HT advised that this is covered by the contract with the company.

8 Safeguarding

8.1 Safeguarding audit

The Chair and HT have completed and submitted the school's safeguarding audit. The Chair has created some actions for the school to enhance the outcomes. HT noted that it is not possible to submit the report without generating some actions.

The first action was to ensure that governors are aware of their roles and responsibilities regarding safeguarding. To this end, HT has added some relevant links to the end of the written report.

Action: All governors to read the guidance on roles and responsibilities.

The second action was to review the safer recruitment questions. The school Business Manager and the Chair will review these together.

The final action was for the Chair to review the implementation of the RSE curriculum into the school.

9 Governance

9.1 Pay policy to be adopted

The Pay Committee have reviewed the Pay Policy.

A governor asked whether staff were moved pay levels last year.

HT replied no, the changes made last year were to ensure that the ranges were in line with the new school size groupings.

A governor asked whether the text under point 5.1.1 on page 13 should be adapted as it currently states '*Teacher Standards [INSERT IF APPLICABLE:] and Headteacher Standards*'.

Action: HT to remove reference to Teacher Standards.

HT outlined that all teaching staff performance management reviews had been completed ahead of the 31st October deadline. Support staff and HT performance reviews will be completed before the end of December 2020. Governors discussed how to review performance management reviews given that the previous school year had been disrupted by COVID and that there would be no end of year data. HT suggested sharing anonymised examples with the Pay Committee for review.

A governor asked the HT to also outline which parts of the process couldn't happen, what did happen and the HT's approach in the circumstances.

Action: HT to add anonymised performance management reviews to the Pay Committee folder on GovernorHub.

Governors approved adoption of the Pay Policy.

9.2 **Manual of Financial Practice (MOFP)**

Governors approved adoption of HCC's MOFP.

9.3 **Whole governing body training**

The whole governing body training needs to be booked by the end of December 2020, for delivery between January and March 2021.

Action: all governors to consider training options for discussion at the November FGB.

10 **Governor recruitment**

10.1 **Co-opted governor vacancy**

The Chair is investigating local advertising locations (e.g. Parish noticeboards). Before her resignation, KM had been looking into local social media groups.

Action: Clerk to advertise co-opted vacancy on Hamble social media posts.

A governor asked whether any former governors might consider re-applying.

Action: Chair to contact suitable previous governors.

10.2 **Parent governor vacancy**

Governors had previously agreed to hold off on parent governor vacancy to prevent overloading school office staff in the current circumstance, however this will be revisited in January 2021.

11 **Any other agreed business**

LB updated that the school's IT Lead has developed an Acceptable Use Policy which all governors need to sign up to. The key points for governors are that only school email addresses should be used for school business and to exercise caution around bringing devices into the school. The IT Lead had planned a parents' information evening into safe IT use – he is now looking into delivering this virtually in 2021.

Action: All governors to read the policy on GovernorHub and confirm by return that they have done so.

PA added that she had had a phone conversation with the school SENDCo who reported good communications with parents. The SENDCo also continues to liaise with agencies as appropriate.

A governor asked whether a phone call had been an effective medium in the absence of site visits.

PA replied yes, it had been a very constructive call and asked that the HT give her thanks to the SENDCo.

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

Core function: Ensuring clarity of vision, ethos and direction

- Received an update on the wellbeing of school staff and potential future challenges.
- Received information on the school's position regarding year group waiting lists.
- Discussed the outcomes of the recent safeguarding audit.
- Received an update on the school's community ethos and best practice/mentoring work in the local school network.

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

- Adopted HCC's Pay Policy.
- Established an approach for the Pay Committee.

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

- Received an update on security and keeping the school safe out of hours.

15 **Date and items for the next meeting: 24th November 2020**

There being no other business, the meeting closed at 6.18pm.

Action log:

Item	Action	Responsibility
5	Update September meeting minutes and recirculate for approval.	Clerk
7	Write a note to parents for the next school newsletter.	Chair
8	Read the guidance on safeguarding responsibilities in the October meeting folder on GovernorHub.	All
9.1	Remove reference to Headteacher Standards from point 5.1.1. of the Pay Policy.	HT
	Add anonymised performance management review to the Pay Committee folder on GovernorHub.	HT
9.3	Consider training options for discussion at the November FGB.	All
10.1	Advertise co-opted governor vacancy on Hamble local social media sites.	Clerk

Signed by Chair:

Date:

	Contact previous co-opted governors.	Chair
11	Read the Acceptable Use Policy on GovernorHub and confirm this by return.	All

Signed by Chair:

Date: