



Governor Minutes

Meeting title: Full Governing Body

Date: 22nd September 2020

Time: 5.30pm - 7.30pm

Location: Via MS Teams

Present:	Pamela Aspinell (PA) Lee Benson (LB) Claire Hall (CH) Kelly McGrath (KM) Nicky Rickman (HT) Johanna Walker (JW) Christian Walton (CW) Lynn Whitaker (Chair)	<i>Joined during item 7.2</i> Staff Governor <i>Joined during item 4</i> (Vice Chair)
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In attendance: Zoe Coote (Clerk)

The meeting started at 5.32pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body and outlined housekeeping rules for using the video call format. PA had provided apologies in advance, which were accepted, but advised that she hoped to join depending on connectivity. The meeting was quorate.

2 Declarations of pecuniary interest

The Chair asked all governors to complete the declarations of pecuniary interests on GovernorHub before the next FGB, if they had not already done so.

Action: all Governors to complete declarations on GovernorHub.

3 Any other business (since issue of the agenda)

The Chair added the issue of governor recruitment. A governor requested planning for Headteacher Performance Management Committee and the Pay Committee, which should be covered until item 7.2.

4 Correspondence

There was none. KM joined the meeting.

5 Approval of Minutes of the meeting held on 14th July 2020

The minutes of the previous meeting dated 14th July 2020 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub, along with those of other meetings held remotely.

6 Matters arising from the minutes

The action log was updated and is appended to these minutes.

7 Election of Chair and Vice Chair of governors

The clerk read out the nominations as follows: LW for the position of Chair and Vice Chair nominations for JW and CW. JW stood down as a nominee leaving one nomination for each post. HT and the Chair thanked JW for all her work as Vice Chair to date. Nominees were moved to the virtual waiting room while voting took place. Governors were unanimous in electing LW and CW 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 Pay Committee currently comprises JW and LB. KM also volunteered to join the committee.

A governor asked what the role of the Pay Committee is.

JW advised that the Pay Policy will be released by HCC week commencing 12th October and that the Pay Committee will approve the policy, audit the Headteacher Performance Management Committee and ensure that the Pay Policy is adhered to.

Previously the Headteacher Performance Management Committee has comprised CW, PA and the LLP.

A governor asked whether the new LLP would have the same capacity to support this Committee as in previous years.

The Chair advised she would contact the outgoing LLP and ask whether he might be able to either support for this final cycle or shadow the new LLP to ensure consistency.

Action: Chair to confirm and feedback to the Committee. Chair to upload the school's personalised Pay Policy on GovernorHub when it is available, for adoption at the October FGB meeting.

A governor asked whether the policy would need to take into account any adjustments due HCC advice on COVID related performance.

The Chair advised not. HT added that nothing had been received from HCC relating to Performance Management Reviews and the current circumstances.

7.3 Reappointment of Co-opted Governor

JW's term as Co-opted Governor is due to expire in October. JW wishes to continue in her role. The Governing Body unanimously approved her reappointment.

8 Headteacher's verbal report

The HT had provided some informal notes in advance, to support a verbal update. The Chair asked if there was anything further to add. HT replied that there was nothing to add, the main points to note were that attendance has been good to date however there has been a huge amount of reactionary work due to providing remote work to pupils who may be self-isolating. The school has procedures in place to manage this but asked governors to be aware of the increased workload that staff are under.

A governor asked how staff were coping.

HT advised that staff were continuing to do good work while having to work more flexibly. CH added that staff are keeping each other motivated and the pupils are helping staff to keep going.

A governor asked whether the Senior Leadership Team were being supported and whether HCC or unions, for example, were supporting staff wellbeing.

HT advised that the unions are aware of the situation and reacting, for example there is now a dedicated phone number to report cases to DfE, which NAHT lobbied for.

A governor asked whether there had been any guidance on Ofsted visits this year.

HT advised that there wouldn't be any 'official' visits until at least January 2021. There would be some informational spot visits to see how well-prepared schools are for remote learning, however HT is confident that Hamble Primary School would be well prepared for this.

A governor asked whether there was any budget available within the school to support a temporary teacher, online resources, or pooling resources with other local schools to support the additional work that remote learning demands.

HT advised that remote learning has to mirror what is going on in the classroom, so it makes sense for the existing class teachers to do this work. All year groups have emergency two day plans that they can quickly put together if needed and online resources are available nationally.

A governor asked whether it might be possible to live stream classrooms as a means of remote learning.

HT advised not – the school is not set up for this and it might not be possible for all isolating pupils to access it in real time. There could also be safeguarding issues. There is a lot of interactive teaching which would be difficult to replicate within a live video as pupils would not have the resources

at home (such as pre-cut cards, worksheets, artefacts etc). Staff have adapted well to using Google Classroom.

A governor asked whether the school had an idea of what level of pupil absence would make it unmanageable to deliver Government's expectations, and whether there was any budget to support the school on this.

HT advised there is no clear alternative and that the remote learning does need to be set by the class teacher. The marking informs future lesson plans, so splitting the work out would not be useful. HT added that the school is sharing, and making use of, best practice with other schools in the Hampshire network.

HT also talked through the vandalism and theft of IT equipment that the school had experienced over the summer holidays. The school is considering hiring a security firm to make daily visits as a deterrent, following police advice that CCTV often doesn't result in any convictions. HT will update further at the next meeting.

A governor asked whether any of the stolen equipment was marked.

HT advised that as the items stolen were leased, the school was not able to mark them.

JW noted that this was an excellent example of the school's safeguarding/ GDPR practices relating to IT equipment, as the stolen items were wiped of any images and of personal information. Access to the internal school server and was deactivated for these devices as soon as was possible, and furthermore, was password and user name protected.

HT noted the provisional INSET days of 2nd and 3rd September 2021, which governors approved.

The governing body noted that staff are doing really well during a testing time. The staff feedback that pupils are also coping well reflects well on the values that the school is instilling in them.

9 Safeguarding

9.1 KCSiE September 2020

Chair asked all governors to read KCSiE (provided in advance) and declare that they had read and understood it in the declarations section of GovernorHub.

Action: all governors to read the document and complete the declaration.

The Chair noted that the Safeguarding Audit is due at the end of September. Chair and HT are meeting on 23rd September to complete and submit the audit.

Action: Chair to update on actions at the October FGB.

A governor asked whether governors should be visiting the school at this time. The Chair advised that HCC advice was that governors can still visit schools provided they follow risk assessments but added that governors should be sensible if the visit wasn't needed. HT added that virtual visits could be an option.

A governor asked how to fulfil H&S obligations without a site visit. HT suggested that the first port of call could be a virtual meeting with the Business Manager, Clare Wilding, followed by a visit if deemed necessary. JW added that there is a requirement for one walkaround visit per year, so this could be completed in another term.

A governor noted that the KCSiE document refers to the risk of online radicalisation, however noted that governors should be broader in their minds about what the emerging radicalisation risks were in the community and not just online.

9.2 Child Protection Policy to be adopted

Governors approved adoption of the Child Protection Policy.

9.3 Safeguarding Policy to be adopted

Governors approved adoption of HCC's Safeguarding Policy.

10 Policy approval and review

10.1 SEND Policy approval

Governors approved adoption of the SEND Policy.

10.2 Approval of the SEN Information report

Governors approved the SEN Information report. PA noted that her surname was spelt incorrectly on the document.

10.3 Behaviour Policy review

A governor asked whether the school had any behaviour concerns linked to pupils' anxiety around COVID?

HT advised that some pupils' existing anxiety issues had been heightened as a result. She had recently delivered a virtual assembly aimed to address this. This will be a continuing theme across the autumn term in the class assemblies.

There have also been minor incidences of language and behaviour resulting from pupils spending an extended period of time at home.

Governors approved the Behaviour Policy.

10.4 Exclusions Policy review

A governor asked whether the board needed to appoint three designated governors to support exclusions, as states in the policy.

HT advised that it would be more appropriate to appoint these governors as required, depending on availability and any links to parents.

Governors approved the Exclusions Policy.

10.5 RSE Policy Review

Governors approved the RSE Policy. HT said this has been in draft on the website since the summer term, as part of the consultation process.

11 Review and approve Terms of Reference and procedures

11.1 Terms of Reference and procedures

Governors approved adoption of the Terms of Reference.

Action: all governors to digitally sign the Terms of Reference on GovernorHub.

11.2 Agree governors' Code of Conduct

JW suggested that the word 'but' in item 5: 'We will be candid but constructive and respectful when holding senior leaders to account', be deleted.

Governors were in agreement.

Action: Clerk to update wording and recirculate.

Governors approved adoption of the Code of Conduct with this amendment.

11.3 Adopt HCC's Good Practice Guide

CW suggested that the Terms of Reference should reference the Hampshire Governor's Good Practice guide in addition to the DoE governor's handbook already referenced in the Hamble FGB Terms of Reference

Action: Clerk to update the link, reupload and notify governors.

Governors approved adoption of the Good Practice Guide.

11.4 Adopt the Manual of Personnel Practice and Procedure (MOPP) and any in-year revisions issued

Governors approved adoption of the MOPP.

11.5 Performance Management Policy and Capability Procedures

Approved as part of the MOPP

11.6 Agree delegated powers to the HT (limited spend)

A governor asked what the spending limit is.

HT advised £5,000.

A governor asked whether this amount was sufficient.

HT said yes.

Governors agreed the delegated powers.

12 Governance

12.1 Governor development plan including training and health check

KM has been working on the development plan and has a few final queries.

Action: KM and LW to discuss outside of the FGB.

12.2 Governor link roles

The Chair asked if governors were happy to continue in their existing roles.

Governors agreed to continue in the following roles:

LB: English

JW: Maths and Pupil Premium

PA: SEND

CW: H&S

LW: Safeguarding

12.3 SIP

The SIP was circulated ahead of the July 2020 FGB. HT has plans for the autumn term and will work on the SIP so governors can revisit it at the October FGB.

13 Any other agreed business (*brought forward from item 14*)

13.1 Governor recruitment

The Governing Body currently has three vacancies: two co-opted and one parent governor. The Chair invited views as to whether to recruit at the current time. Governors discussed the time taken to recruit previously and the need to advertise now to get governors in post as soon as possible.

The Chair has posted adverts on governor recruitment websites and will look into whether HCC recruitment can advertise governor vacancies.

A governor asked whether the posts could be advertised on local social media groups.

Governors agreed this was a good idea provided the comments section could be monitored or switched off.

Action: Chair to look into HCC recruitment opportunities, local parish noticeboard and local magazines. Chair to share advert with KM. KM to ask local social media groups to post on their pages.

Governors agreed to hold off parent governor recruitment for the current half term to avoid creating additional work for the school office.

A governor asked whether any more governor biographies are needed for the school newsletter.

The Chair advised that no further biographies are needed.

14 Effective governance evidenced in this meeting (*moved from item 13*)

Core function: Ensuring clarity of vision, ethos and direction

- Challenged the school policies and how they are being applied in the school.
- Approved policies for the next school year.
- Adopted key documents for the coming school year including terms of Reference, Code of Conduct etc.

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

- Challenged the school on what they're doing to meet Government COVID guidance and continuing education of pupils.
- Heard how the school is dealing with pupils' behaviour coming out of lockdown.
- Asked about wellbeing of staff and what further support might be needed.

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

- Agreed delegated powers for the HT and limited spend.

15 Date and items for the next meeting: 20th October 2020

Action: CW to meet virtually with the Chair ahead of the next meeting regarding Vice Chair role.

The Chair closed by thanking the HT and staff for all of their work.

There being no other business, the meeting closed at 7.02pm.

Action log:

Item 2	All governors to complete pecuniary declarations in GovernorHub.	ALL
7.2	Ask outgoing LLP to support Headteacher Performance Committee. Upload the school's personalised Pay Policy on GovernorHub.	Chair
9.1	Read KCSiE and complete the declaration on GovernorHub.	ALL
	Update on actions from Safeguarding audit at October FGB.	Chair
11.2	Finalise Code of Conduct wording and recirculate.	Clerk
11.3	Update ToR with Hampshire Good Practice Guide.	Clerk
12.1	Finalise the governor development plan.	Chair and KM
13.1	Look into HCC and local recruitment options. Share advert with KM.	Chair
	Advertise governor vacancy on local social media groups.	KM

Signed by Chair:

Date: