



Governor Minutes

Meeting title: Full Governing Body

Date: 26th January 2021

Time: 5.30pm - 6.30pm

Location: Via MS Teams

Present:

Pamela Aspinell (PA)	
Lee Benson (LB)	
Claire Hall (CH)	Staff Governor
Nicky Rickman (HT)	
Johanna Walker (JW)	
Christian Walton (CW)	(Vice Chair)
Lynn Whitaker (Chair)	

In attendance: Zoe Coote (Clerk)

The meeting started at 5.34pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body and outlined housekeeping rules for using the video call format. The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

JW noted that the School Financial Value Standard (SFVS) was currently on the agenda for the May FGB and should be brought forward. The Chair accepted this item. HT added that staff would shortly begin COVID testing; the Chair asked her to include this within discussion of her written report.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 24th November 2020

The minutes of the previous meeting dated 24th November 2020 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

6 Headteacher's written report *(brought forward from item 7)*

HT had provided a written report in advance which governors had read. HT suggested that she provide a weekly action log on GovernorHub between meetings to keep governors updated. Governors agreed this would be useful. Governors noted that the HT report highlighted the challenges faced by staff and the additional work they were completing.

HT added that staff had started uploading work for children at home on a Sunday evening to allow parents to prepare for the week ahead. Staff have also been door-stepping families and making phone calls to those not in school.

A governor asked how many of the tablets purchased by the school had been issued to date. HT advised around 40 of the 90 purchased.

A governor asked whether the school had received any government funded devices. HT confirmed that 22 iPads had been received.

A governor noted that as a parent, she had been very impressed with the school's response to home learning. The Chair echoed this.

HT has increased frequency of school newsletters to weekly to further support parents.

Further to the written report, HT added that staff have been invited to participate in 'rapid flow' COVID testing twice a week from this week. HT has written to parents of children in school to advise that this may result in staff absence at short notice, as staff will be testing in the mornings before school. The aim is to pick up asymptomatic cases and reduce transmission.

A governor asked whether there had been good take-up by staff. HT confirmed that the majority of staff had agreed, including supply and catering staff.

A governor asked whether there was any update with acquiring a new cleaning contract. HT advised that the school had gone out to tender for a new supplier.

A governor asked whether there was any risk that this would not be successful as during the last tender process the incumbent was the only tenderer. The Chair advised that the school could only follow the procurement process at this stage.

A governor asked if the school knew which company cleaned the local secondary school. HT advised that this was unknown but hopefully this company would be eligible as they are already working in the area.

A governor asked how the new security patrol on premises was working out. HT advised that there had recently been a case of a bench being moved across the school grounds but no litter or damage, so nothing to report as yet.

7 Safeguarding

Safeguarding had been covered in the HT written report, circulated in advance of the meeting. HT reiterated that safeguarding procedures continue as normal and the CPOMs system is working well. Staff are carrying out doorstepping visits to families who were hardest to reach in the previous lockdown and building rapport. The newsletter that is currently being sent out weekly has a text box at the bottom with safeguarding contact details.

8 Governance**8.1 Governor Services SLA 2021/22**

The Chair explained that there had been no price increase for the SLA next year.

The decision to continue the subscription was approved.

8.2 Clerking Service Requirements 2021/22

The clerk had circulated price banding options for different numbers of FGBs prior to the meeting. The school currently funds nine FGBs per year but for the past few years has only used seven meetings. The Chair proposed moving to eight FGBs per year.

The decision to move to eight FGBs was approved.

Action: clerk to notify Governor Services.

8.3 Whole governing body training

The Whole Governing Body training was not booked this year as the Governors felt that, in the current operating climate, they were working effectively and did not feel that a training session held virtually would be as useful as if it were held face to face. Therefore, they agreed, as an alternative to use the 'good school scorecard' referenced below in 8.4 as a training opportunity and a meeting was scheduled for 27th April 2021 to accommodate this. The Chair asked governors to consider potential training opportunities ready for next year.

8.4 Update from Governor Conference

JW provided an update from the recent Governor Conference (notes and slides available on GovernorHub). One key takeaway was that governors are responsible for understanding everything the school does to deliver the curriculum, including activities outside of formal lessons, and should be reflecting this in their monitoring and be able to talk about this in an informed way.

The conference speaker provided a 'good school scorecard' which JW suggested could be used as a future training activity, but suggested that instead of just scoring, Hamble governors provide evidence as well.

Governors agreed this would be a good activity to do together. A separate session will be held on Tuesday 27th April. The clerk will be able to attend using leftover allocation of hours (as under item 8.2).

Action: Clerk to add to GovernorHub.

The Chair thanked JW for attending and for her feedback.

HT added that she had received an email from a former pupil's parent stating that their secondary school teacher had praised the geographical knowledge and understanding of pupils from Hamble Primary School.

9 Governor recruitment

Despite ongoing recruitment for co-opted governors there have been no applications. Governor Services have advised that the current number of governors (seven) is the legal minimum for a governing body.

A governor asked whether the Chair had heard more from a previous contact? Chair advised she had not.

A governor asked whether there was a wider problem with governor recruitment at the moment. The Chair couldn't say for sure but noted that the secondary school seem to have longstanding governors so do not have a recruitment problem.

The Chair proposed holding off from parent elections until the summer term. The clerk has provided guidance from Governor Services on carrying out electronic elections when appropriate. The Chair believes the current membership is adequate for the current level of activity.

A governor asked what the risk would be if a governor resigns at this stage.

Action: Clerk to confirm with Governor Services and to add to next agenda.

JW suggested that the board may not longer be able to approve spend or payments, therefore presenting a risk to the school. HT advised that if this does become the case, the school would carry out parent elections as soon as possible.

10 Matters arising from the minutes *(moved back from item 6)*

LB has sent questions on the acceptable IT use policy to the IT Lead and is awaiting a response. HT added that the use of personal emails was the key query from governors and this is not a decision that the IT Lead can make. The policy is clear on this and it is up to the governing body to either decide that they are going to follow this policy, or justify not following it and have the governor part removed from it.

11 Any other agreed business

The School Financial Value Standard needs to be approved by 31st March. The Finance Committee are working on this and using the November budget as a basis. The school Business Manager has been engaged and is not

aware of any changes coming from HCC. The FGB may need to look at the school business continuity plan as it was last reviewed in 2017.

A governor asked whether the Finance Committee would be in a position to share the SFVS at the next meeting. CW advised yes they would, but is being sensitive to using the Business Manager's time. HT offered to help facilitate where possible and suggested a working group to look at the Continuity Plan ahead of discussion at the next FGB.

Action: CW, LW, HT and PA to look at the School Business Continuity Plan and report back at March FGB.

A governor asked whether the board needed to discuss the Health and Safety Policy provided in GovernorHub in advance. The Chair welcomed questions.

A governor asked who the 'facilities management trained staff' referenced in the document were. HT advised it was the school Business Manager, and can update the document accordingly.

A governor asked whether PAT testing should be completed every one or two years. HT advised it should be yearly and the school planned to get the new caretaker PAT test trained.

A governor noted that there is some repetition, e.g. legionella is covered twice. HT will feedback to the school Business Manager directly on these points.

12 **Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Engaged with external knowledge and planned to improve on this through a training activity.
- Assessed governor recruitment options.

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 the school's activities in remote education including proactive engagement with vulnerable families, training children and families on IT equipment and listening to parent feedback.
- Ensured that safeguarding is covered during lockdown.

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

- Approved the H&S policy.
- Progress report on the SFVS.

15 **Date and items for the next meeting: 9th March 2021**

Signed by Chair:

Date:

There being no other business, the meeting closed at 6.32pm.

Action log:

Item	Action	Responsibility
From November	Decision on use of personal email accounts	All
From November	Write piece for governor newsletter.	JW
Ongoing	Promote co-opted vacancies through local community hub and social media groups.	Chair/clerk
8.2	Notify Governor Services of new clerking requirements	Clerk
8.4	Add training session and papers to GovernorHub	Clerk
9	Confirm legal requirements for quorate and confirm at next meeting	Clerk
11	Review school Business Continuity Plan for next meeting	HT, Chair, CW, PA

Signed by Chair:

Date: