

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 6th July 2021

Time: 5.30pm - 7pm

Location: Via MS Teams

Present:	Pamela Aspinell (PA)	
	Lee Benson (LB)	
	Claire Hall (CH)	Staff Governor
	Nicky Rickman (HT)	
	Johanna Walker (JW)	<i>Arrived during item 6</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. The meeting was quorate. The Governing Body took a moment to express their condolences following the recent death of Yr6 (Dolphin Class) teacher James Hudson. Mr Hudson had taught at Hamble Primary School for over 20 years and will be remembered by many generations of pupils for his approachability and humour.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

HT added that the dates for next year's FGB meetings had been circulated with the agenda, which the Chair accepted.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 18th May 2021

The minutes of the meeting of 18th May 2021 were agreed as a true and accurate record of the meeting and will be signed electronically on GovernorHub.

6 Matters arising from the minutes

JW joined the meeting.

The action log was updated and is included with these minutes.

CW has completed the piece about the role of governors to be shared with new parents before the summer. Governors agreed it would also be useful to share this with existing parents.

Action: CW to reshare with HT

7 Head Teacher's written report

HT had circulated a written report via GovernorHub in advance of the meeting.

HT added a staffing update that three new members of support staff have been appointed for years R, 2 and 4 starting from September 2021.

Following the sad loss of James Hudson, Miss Mole will cover Yr6 next year. Miss Fitzgerald will be re-joining as a teacher from September so the school will be fully staffed.

A governor asked: whether there would need to be any more recruitment.

HT replied no there wouldn't – all teachers are capable of teacher different year groups and under the current arrangement, the Yr6 teacher for the rest of this year and next year has both Yr6 experience and experience of the school. In addition, the Deputy HT will be focussing on working with Yr6 next year.

HT added that there will be no mixed year groups next year. In future classes may be mixed again so it is sensible not to overstaff at present.

HT brought the school's proposed outdoor education visits to the attention of governors for approval. The school has secured a cancellation slot for a two day booking at Minstead next year for Yr4 pupils. In future years, the plan will be for Yr2 to have an overnight stay on school grounds, Yr 4 to stay at Minstead and Yr6 to have a residential at a outdoor education centre, e.g. Runway's End.

A governor asked: whether the Yr2 residential is a new initiative. HT replied yes.

Governors approved the planned outdoor/residential visits.

A governor asked: whether there was anything Hamble governors needed to discuss following the report of 10th June on Ofsted's survey into sexual harassment in schools. Two of the 32 schools surveyed were primary schools. HT replied that the school community should always be aware of this issue. The school's approach is that from YR consent and appropriateness are built into the school ethos and is also covered in safeguarding training. This approach is also shared with parents. The school has a duty of care

around using correct terminology for the body. This is part of teaching pupils about healthy and respectful relationships.

8 Safeguarding

The Chair is yet to do a safeguarding visit this term. HT advised that while the audit tends to be completed in the summer term it is not required until the autumn term.

Action: HT to work on safeguarding audit and send to Chair for review for submission in the autumn term. Chair to book in safeguarding visit at next available opportunity in the autumn term.

9 Governance

9.1 Changes to teachers' pay

The governing body has been notified by Hampshire County Council of proposed changes to teachers' pay structure under its pay policy. At this stage, governors are required to confirm whether the school intends to apply Hampshire's pay structure from September 2021. The Pay Committee will need to meet early in the autumn term to formally agree the policy.

HT clarified that the changes mean removing the half points in the pay scale.

Governors agreed to apply the Hampshire County Council pay structure from September 2021.

The Chair noted that the policy needs to be approved by 15th October but it may not be made available by the County Council in time for the FGB meeting on 21st September. The Pay Committee will need to be available to meet between these two dates to approve the policy once it is released.

Action: Clerk to confirm adoption with Hampshire County Council.

9.2 Ofsted: update from Chairs/Vice Chair network webinar (CW)

CW gave an overview of the recent webinar which focussed on the ethos of governance throughout the pandemic. Having reflected on the year and the shared experiences of other governing bodies, CW believes that Hamble Primary governing body has done well to retain governors while so much else is going on and in providing support to the school. CW shared a copy of the webinar slides in advance of the meeting showing what Ofsted are focussing on now that they are restarting inspections. Governors agreed that they had evidence for the points raised but this would be something to consider. Ofsted have released a new version of the school inspection handbook including a summary of the changes. Inspections are planned to resume in autumn 2021.

9.3 Follow-up from Good School scorecard review

Governors agreed to carry this action over to the autumn term.

10 Governor recruitment

Parent governor recruitment will take place during the second half of next term.

Governor visits

JW noted that she has completed two visits to discuss Pupil Premium Grant (PPG) monitoring and Maths with Mrs Spooner. From next year, an Ofsted question around PPG will be: what is the school's focus to recover lost learning following the pandemic, and what is the evidence base for PPG interventions. JW learned that all teaching staff have been bought a copy of the book 'Addressing Educational Disadvantage' from Essex County Council, as this particular book captures well the priorities the school is currently working on. The key approach is to build up pastoral care and this is exactly what Mrs Spooner has been doing in her role of pupil champion. The approach is also currently being looked at by Hampshire. JW learned that the school is facing new challenges due to the pandemic, for example 77 children now attract PPG and 64 receive free school meals – many of these are as a result of job losses and families facing new challenges at home.

The school's approach, which echoes that of Essex, is to be hands on – for example if parents don't attend parents evening, they are given every opportunity to talk to the class teacher or SLT.

Regarding Maths, JW learned that staff have a detailed programme about where every child is to capture the different levels of catching up in each year. There was no new learning in the first four weeks back to allow teachers to identify leaning gaps and revisit learning.

CW has carried out a finance review with PA and the school Business Manager. There are no concerns from a finance perspective.

11 AOB

The Chair stated that the FGB meeting dates for next year are now appended to the meeting agenda. This includes a date in December for whole governing body training. The aim is for FGB meetings to be back in school from September.

JW added her thanks to HT for the Q&A circulated to governors following the death of Mr Hudson and asked how staff were coping with the news. HT advised that last week staff had mostly been in shock but are now focussing on working through what needs to be done. HT is very grateful that there is such a strong school community, including the parents who have been lovely and caring. Staff are continuing to get through a difficult time. CH added that everyone is being supportive – it helps that staff are very close outside of school walls and are sending messages and being there for each other. Staff are all doing the best they can for the children as well. The Deputy HT has stepped in to cover Mr Hudson's class. The children knew her from Maths and she knew their families so staff felt this was the right thing to do.

Signed by Chair:

Date:

JW noted that, speaking as a parent, there had been an incredible atmosphere of resilience, calm, continuing and support in both the staff and the school as a whole.

The Chair asked the HT to pass on governors' thanks to the school community and to let them know that governors are here to support them.

A governor asked: whether there is anything governors need to do to enable staff to attend the funeral if it is during school hours. HT advised she has raised this with the Chair and with HCC. There is still no date for the funeral, but if it is during school time and staff wish to attend, she will need governor support to contact the school community etc.

12 **Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Learned what the school's approach is to recover lost learning following the pandemic and PPG interventions.
- Agreed plans to continue governor recruitment next year.
- Heard how the school embeds learning around healthy and respectful relationships from YR and within safeguarding training for staff.
- Highlighted an increase in pupils receiving PPG to monitor in the future and heard how Hamble is using approaches being shared as best practice elsewhere in the country.

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

- Heard how the school is managing staff changes and continuity for pupils following the sudden loss of a staff member.

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

- Agreed to adopt the HCC pay policy from September 2021.
- Approved school visits and trips for next year.

16 **Date and items for the next meeting: 21st September 2021**

There being no other business, the meeting closed at 6.24pm.

Action log:

Item	Action	Responsibility
From November	Write a piece for Governor newsletter on Hamble's success in sharing best practice with other schools. To tie in with parent governor recruitment in the autumn term.	JW

Signed by Chair:

Date:

Ongoing	Promote co-opted vacancies through local community hub and social media groups.	Chair/clerk to push over the summer
From March	Add details of IT spend into GovernorHub for reference.	LB
From May	Send Clerk top five criteria for monitoring/evidence from Good School scorecard review session.	All
6	Share piece on role of Governors with HT.	CW
8	Submit safeguarding audit in autumn term. Complete safeguarding visit.	HT/Chair Chair
9.1	Confirm with HCC that the governing body will apply the HCC pay policy	Clerk

Signed by Chair:

Date: