



# **HAMBLE PRIMARY SCHOOL**

**Hamble Lane, Hamble, SO31 4ND**

<http://www.hamble-pri.hants.sch.uk/2091-index.htm>

## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 12<sup>th</sup> July 2022

**Time:** 5.30pm - 7.30pm

**Location:** Hamble Primary School

<b>Present:</b>	Eileen Ball (EB)	Co-opted Governor
	Lee Benson (LB)	LA Governor ( <i>arrived during item 3</i> )
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Claire Hewitt (HT)	Headteacher
	Johanna Walker (JW)	Co-opted Governor
	Christian Walton (CW)	Vice Chair
<b>Apologies:</b>	Rebecca Hallett (RH)	Parent Governor
	Andy Howells (AH)	Parent Governor
	Liz Jarvis (LJ)	Co-opted Governor
	Lynn Whitaker (Chair)	Chair
<b>In attendance:</b>	Zoe Coote (Clerk)	
	Nancy Donohoe (ND)	SENDCo

**The meeting started at 5.36pm**

### **Item**

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

CW chaired the meeting and welcomed the Governing Body. RH, AH, LJ and LW had provided apologies which were accepted. LB notified that he was running late. The school had received one application for the vacant role of parent governor from AH, who had been appointed. The meeting was quorate.

#### **2 Declarations of pecuniary interest**

There were none.

#### **3 SENDCo presentation**

ND gave an overview of the SEN Code of Practice 2015, the different types of special educational needs and disabilities, and how SEND education is provided in the school.

**A governor noted** that children with learning difficulties are still making progress. ND said this was correct, but this could be due to the support provided and it was important to keep these children on the SEND register.

**A governor asked** whether SEND includes dyslexia. ND said it would come under the 'communication and interaction' category, whereas dyspraxia would come under 'sensory or physical'. HT added that some children with autism could also come under the 'social, emotional and mental health' (SEMH) category. ND agreed that the autism spectrum is huge e.g. not all children have communication difficulties could have anxiety.

**A governor asked** at what point in the school journey do staff typically identify SEND. ND said that as SENDCo she will go to preschools along with teachers ahead of starting YR. Any areas flagged up from preschool would be carried on. Staff know the children very well. Children are not on the SEN register forever and staff try to promote independence. There are levels of support below the SEND register.

The school currently has 47 children on SEND register which is 13% of pupils. SEMH of children is very important – need to be in the right mental space to learn.

**A governor asked** how does 13% compare to other local schools. ND said this is lower than other local schools.

*LB joined the meeting at 17.48.*

ND added that no child has been added to the SEND register due to Covid, although existing issues may have been exacerbated by the pandemic.

**A governor asked** how many ELSAs the school currently has. ND said one, which is lower than before. HT added that this ELSA has one full day which is more consistent than the previous arrangement of two ELSAs delivering smaller sessions.

ND noted that while she is SENDCo, class teachers are ultimately responsible for the learning of all children in their class.

HT said that a significant amount of children on SEND register have not been with the school since YR. This could be because Hamble is a smaller school which is seen as less daunting for SEMH children. Legally the school has to take children with EHCP even if this means going over PAN.

**A governor asked** with reference to class teachers being responsible for SEND children's learning, whether ND was comfortable that all children are at the same level. ND does workshops with all teachers so they are well informed.

**A governors asked** whether ND was comfortable that all teachers have the appropriate skills and knowledge. ND said yes some staff are more

experienced than others in this area but she provides support and staff are open in approaching her for advice.

HT added that SEND is included in pupil progress meetings – staff update on the progress children are making progress rather than outcomes.

Eight children in the school have EHCPs with nine awaiting decisions. These are large documents and require a lot of evidence and paperwork to support. The school is already exceeding the funding for those nine children. Schools can allocate the funding to staff, equipment etc.

**A governor asked** how long the EHCP process takes. ND said it is supposed to take 20 weeks but takes a lot longer. The current wait is nearly a year.

**A governor asked** what impact this delay has on the children. ND said none, because the school provides the support anyway, however it could be argued that the impact is on other children through diversion of resources/staff.

Nationally the proportion of SEND pupils is 12.6% so Hamble is in line with this.

**A governor asked** if this figure includes special schools or just mainstream education. ND confirmed it is just mainstream schools.

A governor asked whether the school is more likely to receive EHCP than others locally. ND said this seems to be the case. HT added that the school is not receiving any out of catchment EHCP pupils. The numbers seem to be going up across all schools.

**A governor asked** if ND felt the school is giving all the support available. ND said yes, adding that precision teaching is new this year. All LSAs are trained in it.

JW added that she had witnessed some SEND interventions during visits, both in the class and outside of class.

**A governor asked** what's the biggest challenge at the moment. ND said the time taken and getting responses for EHCP. The school has made a lot of progress with parent engagement. HT added that resources are a big challenge and getting staff to support children. The school can't employ more people until EHCP funding is secured.

**A governor asked** how many staff the school is short, looking at numbers of current and expected additional EHCP children. ND said not all children would need 1:1 support, the school would likely need five additional full time LSAs. ND added that recruitment is so difficult even with funding available.

**A governor asked** what governors can do to get the EHCP process going – for example speaking to councillors or HCC.

HT said she does discuss the issue with the LLP and district manager. It is a national issue. ND added that the school has employed some people from surplus budget in anticipation of the funding coming, but this is not sustainable long term. The school has quite a high ratio compared to others.

Action: HT to speak to heads at cluster schools and district heads to establish support for a position paper that governors can progress.

ND and HT to put together a position paper for governors to discuss at 16<sup>th</sup> November FGB meeting.

Governors thanked ND for her input.

**4 Any other business** (since issue of the agenda)

HT advised that due to a knee injury she will require time off at some point, dates to be confirmed.

A governor asked whether the school would be reinstating music concerts which had been stopped due to covid. The concerts provided an opportunity for children to perform their skills, engage parents and raise funds for school.

Action: HT will discuss whether concerts can be reinstated with music lead.

**5 Correspondence**

There was none.

**6 Approval of Minutes of the meeting held on 17<sup>th</sup> May 2022**

CW went through the minutes and invited any feedback. Governors identified two errors.

A governor asked regarding item 13, whether the police would be coming back in for a visit. HT said yes, the school has contact and they were open about a return visit.

The minutes of the previous meeting dated 17<sup>th</sup> May 2022 were agreed to be a true and accurate record, subject to the above changes.

Action: clerk to update the minutes from 17<sup>th</sup> May as above and upload to GovernorHub. CW to sign digitally.

**7 Matters arising from the minutes**

JW noted that the governor conference was open for booking and has signed up.

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

**8 Headteacher's report**

HT had circulated her report in advance. One LSA has left (of two). The school will be carrying out interviews for the role of Assistant HT this week.

**8.1 Initial data headlines**

HT had shared the initial data headlines in advance and it very happy with the results. Data for phonics is better than national and LA averages.

A governor asked if this was down to the Little Wandle phonics system. HT said yes and due to the catch-up work.

**A governor asked** if HT knew the results for cluster schools that are also using Little Wandle. HT said they had started using the programme later than Hamble so it was too soon to say.

KS1 results were 66% combined, this is slightly lower due to writing scores but still above national and local authority levels. This could be reflective of covid lockdowns. CH noted that moderations in cluster schools found similar patterns.

KS2 results were 67% combined which is as predicted. The school has put two appeals in for reading as children missed by one mark. Overall the school's results were above national levels in everything and showed good progress scores for KS2, even taking into account covid.

Governors congratulated staff on the results and thanked them for their excellent work.

The HT report had updated that the Friends of School (FoS) would be winding down and could no longer support fundraising. The school business manager (SBM) is supporting this function in the interim. HT said it is not sustainable for teaching staff to support this in the long term and hopefully regular parent volunteers will come forward to support this as part of a PTA.

**A governor asked** whether this was an engagement problem specific to Hamble Primary. JW suggested that it could be because it is a different set-up to the traditional PTA and the links to the school were less clear.

SBM has been looking at examples of PTAs in other schools and will look to set up a Hamble PTA next year.

Governors thanked the SBM and Sophie Churcher for stepping in to organise the school's summer fayre.

**A governor asked** whether the school had been approached about obtaining the FoS funding balance. HT said the intention is that it will be used for the landscaping project. The SBM is also looking at ways for staff to bid for future project funding.

HT had shared the latest safeguarding posters shared in GovernorHub.

**A governor asked** if staff were finding the posters useful. HT said they were.

**A governor asked** if pupil attendance was an issue. HT said yes, but it is in line with national trends due to holidays. There has also been a sickness bug.

**A governor asked** if the spike in holiday requests was likely to be a one-off due to delayed covid holidays. HT said hopefully, but with the rising cost of living it is still cheaper to go on holiday in term time and accept the fines.

If families receive two penalty notices, they then go to court.

**A governor asked** if the school had had any families in this position? HT said yes one family.

## 8.2 Landscaping update

The landscaping work is in progress. A local building firm have said they can do some of the work a little over cost price.

**A governor asked** whether the final recommendations report had been received? HT said yes, the school has the final action plan.

## **9 Three-year strategic plan**

HT has developed the three-year strategic plan and discussed with the LLP. The plan was shared in advance of the meeting.

**A governor asked** whether HT felt the timelines were reasonable. HT said yes, she had been careful not to allocate all the actions to the first year. There are fewer actions in year 3, but this allows for delayed or arising actions.

**A governor asked** whether staff have seen the plan yet. HT said she wanted to share it with governors first but will share with staff at the September Inset day.

**A governor asked** whether the school had used the Trailblazers programme before, HT said yes, and it had been positive.

**Action:** HT will put an element of the plan on the agenda for each FGB.

**A governor asked** whether the plan was a working document. HT said yes, it needs to be flexible.

Governors approved the three-year strategic plan.

### **9.1 Mental health and wellbeing**

Covered under item 9.

### **9.2 Curriculum development**

Covered under item 9.

### **9.3 Outcomes**

Covered under item 9.

### **9.4 Technology**

Covered under item 9.

## **10 Policy review**

### **10.1 Performance management**

The performance management policy has some changes from the previous version, but it is the template version provided by Hampshire County Council. Governors approved adoption of the performance management policy.

### **10.2 Disciplinary policy**

The disciplinary policy is the same as the previous version.

**A governor asked** whether there needed to be a governor disciplinary panel as mentioned in the policy. HT said the panel would only be formed in the case that it is needed.

Governors approved adoption of the disciplinary policy.

## **11 Safeguarding**

Safeguarding was covered in the HT report provided in advance. The Safeguarding Audit needs to be completed by the end of September. HT will work on this over the summer and liaise with the chair.

Action: clerk to add update to September agenda.

## **12 Governance**

### **12.1 School email**

CW reminded all governors to only use their school email accounts for school business and to ensure they are checking them regularly. EB raised ongoing issues with accessing multiple Outlook Office accounts.

Action: clerk to follow-up with Governor Services and report back.

### **12.2 Governor planning meeting**

The Chair has been looking into dates to meet over the summer.

Action: Chair to confirm dates.

### **12.3 Monitoring visits and reports**

EB will attend school this Friday. CC and CW will be visiting during the school holidays.

### **12.4 Attending school**

The HT recently sent out a number of invitations to school events. The clerk will continue to share these events from the newsletter.

Governors have attended the recent Jubilee lunch, the school summer fayre and sports day.

### **12.5 Whole governing body training**

The Chair is working with Governor Services to confirm a date for whole governing body training.

Action: Chair to update at September meeting.

## **13 Any other agreed business**

There was none.

## **14 Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Approved adoption of policies
- Reviewed and challenged the school's three-year strategic plan and made plans to keep it on the agenda.
- Challenged the sustainability of SEND going forward and identified ways to support the school.

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 about SEND provision in school and how it compares locally and nationally.

- Reviewed end of year performance data.

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

- Identified future plans to support SEND provision in school.

## 15 Date and items for the next meeting: 20<sup>th</sup> September 2022

The meeting finished at 7.30pm

### Action log:

Item	Action	Responsibility
Carried from March	Upload monitoring reports to GovernorHub: EB to send report to ND, JW and LB to do before September meeting	EW, LB and JW
	CH to contact LJ re: handover of English	CH
Carried from May	Add school event dates and next year's FGB dates to GHub - ongoing	Clerk
	Send out July/August dates for governor planning meeting	Chair
3	Speak to heads at cluster schools and district heads to establish support for a position paper that governors can progress. Put together a position paper for governors to discuss at 16 <sup>th</sup> November FGB meeting.	HT/ND  Clerk – agenda
4	Discuss whether concerts can be reinstated with music lead.	HT
6	Correct the minutes from 17 <sup>th</sup> May and upload to GovernorHub for signing.	Clerk/CW
9	Put an element of the plan on the agenda for each FGB.	HT/Clerk
11	Add safeguarding update to September agenda.	Clerk
12.1	Follow-up on email access issues with Governor Services and report back.	Clerk
12.5	Update on WGBT dates at September meeting.	Chair

Signed by Chair: .....

Date: .....