

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 15th March 2022

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present:	Eileen Ball (EB)	Co-opted Governor
	Lee Benson (LB)	LA Governor
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Acting Headteacher (<i>arrived during item 8</i>)
	Liz Jarvis (LJ)	Co-opted Governor
	Johanna Walker (JW)	Co-opted Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair

Apologies:	Tracey Barnes (TB)	Parent Governor
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In attendance:	Zoe Coote (Clerk)
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The meeting started at 5.32pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. The Chair notified governors that Tracey Barnes had made the decision to resign from her role as parent governor with immediate effect. The meeting was quorate.

2 Ratification of Headteacher Appointment Committee decision

The Chair updated on the Headteacher recruitment process following two days of interviews. Two candidates were taken through to the second day for a presentation and formal interview, one of which was the Acting HT. The decision at the end of the interview process is to appoint Claire Hewitt as Headteacher.

CH noted that all the staff are really supportive of the Acting HT and would be happy with the appointment.

Governors ratified the decision to appoint the Acting HT, Claire Hewitt as Headteacher.

RH thanks the appointment committee on behalf of all governors for the work they had done in progressing the appointment.

The Chair noted that governors would soon need to appoint a new Deputy Head.

The Chair handed over to the Vice Chair while going to notify the new HT of her appointment.

3 Declarations of pecuniary interest

There were none. CW reminded all to check their declarations are up to date on GovernorHub.

Action: governors to check their declarations are up to date.

4 Any other business (since issue of the agenda)

CW raised a health and safety point. CW raised the forthcoming LLPR review (17th March) and who would be required to attend.

CH advised that it would be the same agenda as the previously planned visit which had been cancelled due to the storm.

A governor asked what happens at the LLPR. CW said this is a visit from the HCC Learning Lead. They will carry out a review with the HT and then debrief action points to the Chair of governors. The LLP was also involved in the HT recruitment process.

JW noted that it would be useful for new governors to meet with the LLP to enhance their understanding of the school from a third party professional perspective.

5 Correspondence

There was none.

6 Approval of Minutes of the meeting held on 25th January 2022

The Vice Chair went through the minutes and invited any feedback.

The minutes of the previous meeting dated 25th January 2022 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

7 Matters arising from the minutes

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

EB had a useful meeting with SENCo and will write up her monitoring report.

LJ, EB and CC have completed their school visits.

LJ has reviewed the school website and sent some suggestions to HT, the office and clerk. HT noted that the school is working with Primary Site to change the website layout.

Action: LJ to look at Wellstead Primary School's homepage as an example and feedback.

The Chair and HT returned to the meeting. Governors congratulated HT on her appointment.

8 Headteacher's written report

HT had circulated a written report in advance via GovernorHub and invited questions and discussion from governors.

The HT noted that the school has accepted a new child with challenging behaviour but has concerns that the school may not be the safest place for them. HT plans to discuss this with the SENCo and HCC Inclusion team.

A governor asked how the child was placed at the school. HT said that he has an EHCP and is a looked-after child in foster care. HT has been in contact with the social worker and guardians as it has been an adjustment returning to full time education after being out of school since before Christmas. Initially the school felt they could accommodate the child based on the EHCP but now have concerns that mainstream education is not suitable.

A governor asked what are the options going forward. HT said she will call HCC Inclusion as a priority and see if they can get him access to special provision. The first step of this would be moving to a reduced timetable.

A governor asked how long the school could continue with the challenging behaviour. HT said that the SENCo would bring the EHCP review forward but there has been no violence towards other children.

A governor asked whether there had been any impact on the learning of other children. HT said that the behaviour can be disruptive and the class LSA is now 1:1 with the child.

A governor asked whether the school is being supported – HT said support is coming from outside agencies.

A governor asked whether sickness is becoming a problem again. HT said yes but not just due to covid. Currently lunchtime assistants and LSAs have been affected but no teaching staff are off.

A governor asked the HT about the half day suspension of a pupil mentioned in her report. HT said it was the same child as previously reported in the autumn, and the same behaviour. The YR child is eligible for behaviour support but not until Yr1.

A governor asked whether the term 'suspension' is replacing the phrase 'fixed term exclusions'. HT confirmed it is.

A governor asked whether the school's exclusions policy has been updated to reflect this and HT confirmed it had.

Governors noted that the school has lots of visits planned – HT said the school are eager to plan more trips post-covid.

A governor asked if there had been any update on the school's landscape plan. HT said the school is waiting for the final report which they can use to bid for funding and contribute to the five year strategy.

A governor asked what is in the landscape report. HT said the report splits the school's grounds into zones with options for developing e.g. play equipment, planting etc. and includes some quick wins and some longer term actions. The HT at Droxford Primary School has invited staff to look at their grounds as they have gone through the process recently.

CW noted that the school needed to do something from the landscape strategy before the current Y6 leave in the summer. HT said that the school council are currently shortlisting with all pupils in order to do something before the summer. The art lead is also working with pupils on some outdoor art at the front of the school as an art project.

A governor asked if the school had asked anyone from the local community for help delivering the work as the skills may be available. HT said the school is waiting to see what is in the final plan before asking for help in a targeted way.

CW added that advice from HCC is to get quotes for the work required then approach local business for donations.

A governor asked if the children have been involved in the work. HT said yet, the school council represents all year groups and teaching staff have been involved too.

Governors discussed a recent allergy incident noted in HT report. RH thanked the school on behalf of parents, reporting that parents had mentioned how well the school had dealt with it and it was well communicated. HT to feedback to the school Business Manager (SBM). CW has asked SBM to let him know when the allergy training is repeated.

A governor asked if the HT report should mention the storm day closure. HT noted that it was mentioned in the context of the rescheduled LLPR review but should be reported separately.

The Chair approved the decision on behalf of the governing body to close the school on 18th March 2022 due to Storm Eunice.

RH noted that communications to parents the day before the storm suggested that school would be open on the Friday. HT advised the school was following HCC advice but might communicate differently in hindsight.

A governor asked what would happen if the school was asked to take Ukrainian refugees. HT said that if there was space in the respective year group, the children would be admitted, but otherwise this is a decision for HCC admissions.

A governor asked whether the school had taken any Afghan or Syrian refugees. HT said they had not.
JW left the room at 6.15pm.

9 Follow-up questions on SEF and SIP

There were no further questions on the SEF or SIP.

A governor asked if governors needed to attend the rescheduled LLPR visit this Thursday. HT said yes – there will be a discussion about SEF and the governors' role in monitoring. The Chair and Vice Chair will attend the LLPR review.

10 Safeguarding (*brought forward from item 11*)

HT noted that Ofsted are checking how the school safeguarding audit is guiding monitoring in schools. This is something to review at next FGB or at the next safeguarding monitoring visit. Chair will pick this up during the next visit after the Easter holidays, as well as how safeguarding is embedded within the school.

Governors noted that the safeguarding information HT has been sharing on GovernorHub have been really useful.

11 Governance

11.1 Governor link roles and committee membership

The Chair outlined the need for link roles and committees for the benefit of new governors. The governing body currently has four gaps for monitoring and four gaps for committee membership. Ideally each governor would have one role/committee each.

The current vacant roles are:

- Pupil premium
- Wider curriculum
- Health and safety
- English

A governor asked what the monitoring roles involve. The Chair said it means coming into school, using the SIP, SEF and strategic plan to focus on the relevant areas and ensure school is doing what it says it's doing. It means working closely with the staff member responsible for the area. Once the visit is complete, write up a brief report and feed back to the governing body. Visits should be carried out once a term, ideally twice. Visits are important evidence to show governors keeping on top of what the school is doing and making sure it adheres to the strategic plan.

Governors agreed the following roles:

- LJ: English
- RH: wider curriculum
- CC: H&S
- EB: SEND and pupil premium
- JW: Maths
- LB: early years
- LW: safeguarding
- CH: training and development

Action: clerk to confirm training requirements for training and development role.

JW re-joined the meeting at 6.27pm. Governors agreed the following new committee members:

- RH: pay committee
- LJ & CC: HT performance
- EB: finance

Chair advised that there are available courses on all of these topics and recommended enrolling before September or as soon as possible.

Action: HT to the PPG lead in touch with EB. RH to liaise with HT on wider curriculum. CC to speak to SBM on H&S. LJ to liaise with CH as English lead for a visit. LB do a handover with LJ. HT to review English as may be two lead teachers.

11.2 Monitoring visits

JW fed back on her recent Maths visit. There is lots of great maths teaching but more support needed in structuring lessons. In terms of CPD, KS2 are part of a teaching research hub, while KS1 are part of a trial for mastering number. There is lots of parental engagement around Maths and lots of work building on Maths vocabulary, which was also seen during the HT recruitment days.

Staff have developed a Maths tracker diagnostic tool to identify children's learning gaps post lockdown. This allows staff to build in children's needs into everyday practice.

JW fed back on her recent pupil premium visit, prior to handing over to EB. Government are putting money into this area but there are rules to access it. Mrs Spooner and the SLT are managing this well. There is lots of work being done to manage attendance and make sure children catch-up post-lockdown. Staff monitor parents' evening attendance and follow up where required. JW noted that the school marking policy is quite innovative and something governors should be familiar with. By the end of this academic year, every child will have been given the knowledge to catch up from the three lockdowns.

Action: JW to write up visits and upload to GovernorHub.

A governor asked if the marking policy had been shared with governors. HT said it had been shared with parents but she will share with governors to allow better monitoring of books on visits.

Action: HT to share marking policy.

11.3 Whole Governing Body training

This year's allocation was used for HT recruitment training. The governing body needs to make plans for next year.

Governors agreed to pursue training on supporting staff wellbeing.

Action: Chair to look into training options.

HT will also run a separate session on Ofsted.

Action: Chair and HT to identify a suitable date for this.

11.4 Governor feedback from LLPR visit

The monitoring visit was postponed due to the storm and will take place this Thursday 17th March.

11.5 Governor profiles and communication

A reminder for new governors to provide the clerk with a photograph and short biography.

The Chair asked new governors to provide the school office with a passport photo so that their identity badges can be issued. Badges should be worn when visiting the school.

Action: new governors to provide photos to SBM/school office.

12 School's Financial Value Standard (SFVS) *(moved back from item 10)*

CW outlined the purpose of the SFVS for the benefit of new governors. CW has reviewed and updated the SFVS and been through it with HT and SBM. There were two outstanding questions around financial governance that have been addressed through the allocation of link roles and committee memberships in this meeting. CW is comfortable that the school is in a comfortable financial position and comfortable with an additional committee member. The Chair needs to sign the SFVS off by 31st March.

A governor asked if CW would update the SFVS to show the new finance committee membership before it is signed off. CW said no as the position is unchanged until EB completes the financial committee training. HT added that the SFVS looks at the school's position up to 31st March, so it is best left unchanged.

CW added that Q22 of the SFVS raised collaboration on sharing staff and joint purchasing. This is something that the school looked at with the cleaning contract etc but because of the school's location it was difficult. Governors are comfortable with the position on this.

JW noted that in the past the school has looked at using minibuses from the senior school. In addition the school shared a parent support worker but it wasn't financially viable for any of the schools involved to be sure they were getting what they needed from it.

CW added that the school and governors work hard to get value for money from the procurement processes.

Action: CW to add narrative around new governors. Chair – HT to check hardcopy signing with SBM. Chair to come in Thursday and sign docs with HT.

A governor asked if the benchmarking tool was used. CW said yes, and it was agreed with HT and SBM. This can be included in the context.

JW added that as a 1.5 form school it will always appear relatively expensive as the same amount of staff are needed as a two form school.

Governors approved sign-off of the SFVS by the Chair as discussed.

13 **Any other agreed business**

The suggested points on health and safety and the LLPR have been covered. The Chair asked if all new governors had toured the school. HT said all but RH have (due to sickness). All new governors have either booked or completed their inductions.

A governor asked when the HT appointment would be formally announced. Chair will write a letter to parents this week.

A governor asked when staff will be told – HT will email all staff tomorrow (16th March).

Governors recently put forward an objection to plans for a gravel pit in Hamble on behalf of the school. The next stages of the proposal will coincide with the next FGB meeting.

Governors discussed the new parent governor vacancy.

A governor asked how the school advertised vacancies. The Chair said co-opted vacancies are advertised on local social media groups, parish magazines, posters in the hub, church magazines and through HCC. Parent governors are advertised directly through the school.

HT noted that SBM will be going on Jury service two weeks in April so office staff will be low on ground.

Governors passed on their special thanks to LW, LB, CW and JW for their roles in the HT recruitment and noted that the children involved in the interview process were brilliant.

14 **Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Approved appointment of new HT.
- Agreed link governor roles and committee memberships to fulfil statutory duties
- Discussed health and safety incidents
- Head feedback from parents

Signed by Chair:

Date:

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 feedback from two monitoring visits

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

- SFVS agreed for sign-off

15 Date and items for the next meeting: 17th May 2022

- Pupil Premium Report session with PP lead
- Parent governor elections
- Budget approval
- SIP update
- Governor monitoring – visits and reports
- Gravel pit objection – review
- Update on deputy recruitment
- Five year strategic plan

The meeting finished at 19.10

Action log:

Item	Action	Responsibility
From January	Ask SENCo and Assistant HT to give PP presentation	Chair
	Agree dates for session on new Ofsted framework	Chair/HT
	Book in school visit	RH
	Upload monitoring reports to GovernorHub	LB and JW
7	Review Wellstead Primary School website	LJ
11.1	Confirm training requirements for training governor	Clerk
	Put PP lead in touch with EB.	HT
	Liaise with HT on wider curriculum.	RH
	Speak to SBM on H&S.	CC
	Liaise with CH and handover with LB.	LJ
11.2	Share marking policy	HT
11.3	Look into training options for whole GB training on staff wellbeing	Chair
11.5	Provide passport photos for ID badges	RH, LJ, CC, EB
12	Add narrative to SFVS	CW
	Sign off SFVS	Chair

Signed by Chair:

Date: