

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 16th November 2021

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

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

In attendance: Zoe Coote (Clerk)

Apologies: None

The meeting started at 6.47pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. The meeting was quorate.

2 Declarations of pecuniary interest

There were none. All governors were reminded to update their declarations on GovernorHub if not already done so.

3 Any other business (since issue of the agenda)

There was none.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 21st September 2021

The minutes of the previous meeting dated 21st September 2021 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.

CW noted that he had been impressed with how children are articulating what they want and don't want in the school grounds as part of the school grounds landscaping project.

The Clerk confirmed that a staff governor can hold the post of EYFS link governor, provided the staff member is not responsible for EYFS, and will be able to comfortably hold the work area to account. HT and CH confirmed this would not be an issue.

7 Headteacher's written report

Since the September FGB, the Chair has accepted HT's resignation as she has accepted a new role with HCC. HT will formally leave the post from 31st December 2021. The Chair has agreed with Governor Services that the Deputy Headteacher will act up on a temporary basis until the role is filled permanently. Governors are in the process of meeting with the school's LLP to arrange Headteacher Recruitment, with the advert due to go live in January 2022 and interviews in March 2022.

HT circulated a written report in advance via GovernorHub.

Governors approved the HT proposal for the School Business Manager's contract to be converted to 52 weeks a year.

8 Budget approval

PA and CW provided the budget report on GovernorHub in advance of the meeting. All costs are accounted for and the school is in a good financial position.

A governor asked whether the budget position report included the HT recruitment costs.

CW advised it had not been taken into account yet but that there would be sufficient budget available to accommodate this cost.

A governor asked which budget pot the recruitment costs would come out of. HT advised that the Business Manager will look into this.

Governors approved the budget.

8.1 Approval of pay policy

The Pay Committee met since the September 2021 FGB meeting and adopted the Pay Policy on behalf of the Governing Body.

9 Safeguarding

9.1 Actions from annual safeguarding return

HT and the Chair carried out and submitted the annual safeguarding return in August and September 2021. There were some actions from this:

Signed by Chair:

Date:

- Purchase of safeguarding software with quizzes to test staff knowledge and provide training. The cost is around £300 (three hundred pounds) so it is accessible. HT will investigate further.
- Chair to undertake further random checks to ensure staff and volunteers know how to report safeguarding concerns.
- Checking all policies are in line with HCC policies (which is completed annually as standard procedure).
- HT noted that HCC have now produced a Low Level Concerns policy. *The Key* has a standard policy which the school has used to develop its own policy.

A governor asked what is classified as a low level concern.

HT advised it tends to relate to Codes of Conduct and staff awareness of what's going on in school. For any concerns the school would seek Local Authority Designated Officer (LADO) advice in the first instance.

10 Governance

10.1 Governor recruitment

Since the September FGB, adverts have gone out in local parish magazines and local social media groups and have received a good response with three applications for co-opted governors. The school office also advertised for Parent Governors and received two applications for the two available vacancies. Chair and CW are in the process of speaking to all applicants regarding the governor roles.

As PA has indicated her desire to step down as a governor, this will soon leave three co-opted governor vacancies so the Chair proposed that all three applications are taken forward.

Action: Clerk to contact Governor Services to confirm appointments and set up GovernorHub access ready for a January 2022 start.

10.2 Whole Governing Body training

The proposed whole governing body training session for December has been postponed as governors now intend to use it for Headteacher recruitment training. Governors are waiting for confirmation of a training date from Governor Services.

10.3 Pay committee membership

LB noted that the Pay Committee needs three members and currently there are only two (LB and JW). Governors agreed to revisit all governor roles and committees once all the new governors are in post.

11 Any other agreed business

LB noted that he had completed an English monitoring visit last Wednesday and will give a full update at the next FGB meeting.

12 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Ensured that the governing body is at full membership.

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

- Agreed plans for Headteacher recruitment.

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

- Approved the school budget.

15 Date and items for the next meeting: 25th January 2022**Action log:**

Item	Action	Responsibility
From September	Digitally sign the Terms of Reference on GovernorHub.	All
10.1	Process governor applications with Governor Services.	Clerk
10.3	Revisit governor roles and committees at next FGB.	All

Signed by Chair:

Date: