

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 17th May 2022

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present:	Eileen Ball (EB)	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Headteacher
	Liz Jarvis (LJ)	Co-opted Governor
	Johanna Walker (JW)	Co-opted Governor (<i>Arrived during item 3</i>)
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair
Apologies:	Lee Benson (LB)	LA Governor
In attendance:	Zoe Coote (Clerk)	
	Josie Spooner (JS)	PP Lead PP Lead assessor

The meeting started at 5.30pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. LB had provided apologies which the Chair accepted. The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Pupil Premium Report session

The Chair introduced JS who is the Assistant Headteacher and the Pupil Premium (PP) Lead. JS presented an overview of the school's Pupil Premium Strategy and shared paper copies with the governors. The school currently has 82 children who attract the PP. In addition there was a covid recovery premium this year, although this is unlikely to be repeated next year. JW arrived at 5.41pm.

PP is about improving children's outcomes holistically and not just academically. JS outlined how the PP allocation is used in school, including:

- Ensuring teachers are the best they can be to benefit the children.
- Targeted academic support: some interventions were postponed due to Omicron – having to catch up again. HLTA is trained to provide this support/tutor.
- Loaning devices to mitigate the digital divide.

There is little to no difference in attainment between pupils and PP pupils in the school. Where there is difference it could be due to having a larger proportion of SEN for cognition and learning pupils.

The school ensures fair representation of PP pupils on pupil voice groups. Engagement of parents varies between PP and non-PP pupil families. JS also ensures that the school offers PE kit and fancy dress to PP pupils so they are not left out of non-uniform days.

A governor asked – given that the census which counts PP pupils takes place in October, does the amount of funding received reflect the number of eligible children which could change during the year? HT said that the number does change during the year, for example it is different pre and post covid due to families being furloughed, but this year the school is no worse or better off. The PP budget is starting again from May now.

HT and JS added that children remain eligible for PP for six years after triggering free school meals, which helps flatten out any variances.

A governor asked – out of the strategies presented, is there one more effective than others? JS said they all work in different ways and have been effective for lots of different reasons. Some areas such as outdoor learning tend to be more expensive but some low cost things like providing fancy dress are very powerful and make a long term difference. FoS also collect uniform and offer it to JS for PP eligible children before it is sold.

RH noted that these initiatives involve the school community in providing that support through uniform and fancy dress. It reinforces school pride in coming together, and reinforces recycling messages.

A governor asked if there is any particular strategy that the school needs to do more of or allocate more funds to. JS said that some children come in to school without breakfast. HT said that the school is looking at costs of funding PP eligible children to go to the breakfast club run by an external company. The school plans to put expressions of interest out to PP eligible families and see what days they want to come to ensure appropriate provision.

JW noted that it was important that the breakfasts provided are nutritious. HT agreed and said this would be key to the securing any contract.

JS added that the HLTA tutoring has made a difference, and if Government decide to continue the funding she would like this to continue.

A governor asked what advice JS would give to governors to ensure they are looking into PP on school monitoring visits. JS said that when monitoring, she would always look at PP children's books first as Ofsted will also compare top, middle and bottom attainment books for both PP and non PP children.

Action: HT to put together list of monitoring questions to ask teachers on visits, including on PP.

The Chair thanked JS and encouraged governors to familiarise themselves with the PP Strategy Statement after the meeting.

4 Any other business (since issue of the agenda)

There was none.

5 Correspondence

There was none.

6 Approval of Minutes of the meeting held on 15th March 2022

The Chair went through the minutes and invited any feedback.

The minutes of the previous meeting dated 15th March 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.

8 Headteacher's verbal report

A looked-after child has moved from the school to a new placement so there is the same number of children on roll. The school is set to receive 45 children in YR in September. Two Ukrainian children will join the school in the next few weeks, they will be in the same class in Yr4.

The school has seen an increase in holiday requests from families.

A governor asked how the school approached these. HT advised that requests are not approved and if a child misses ten sessions (a whole week) a penalty notice will be issued, in line with HCC policy.

HT is comfortable with the decision as Covid is not affecting holidays so much anymore and children have missed a lot of school due to the pandemic already.

A governor asked whether there are circumstances in which the school would approve absence requests. HT said yes, for example if there is a family wedding.

The school has issued some letters due to poor attendance – there has been some improvement as a result, but some families are still in liaison.

The current Yr3/4 Lead has asked to return to a class teaching post, which HT has agreed. The position was advertised internally and Georgie Walters has been appointed as the Year Leader from next year.

A governor asked if the position change was due to a wellbeing issue. HT said it was to improve work/life balance and to focus on class teaching. The school is advertising for two new LSAs to cover one retirement and one existing vacancy. The school is currently fully staffed for teaching.

The school's previous LLPR visit went very well and the school received positive feedback. The LLPR set targets around CPD for staff, and suggested moderating the foundation subjects assessment with cluster schools.

KS2 SATs took place last week and HT anticipates a 60-70% pass rate, which she expects will be standard for schools. HT thanked CW for his comprehensive visit report. CW added that he was impressed during his visit with the work the staff and children put in.

Of the 570 hours of tutoring available, 190 have been used so far. The school is now using HLTA to extend the tutoring time and ensure the hours are used by the summer.

The school recently marked NSPCC week with a Safeguarding assembly and JS gave a 'stranger danger' safety talk. There was a recent incident where a child slipped in the dining hall and as a result the School Business Manager (SBM) has completed a risk assessment with the dining school staff.

HCC have recently installed cavity wall insulation at the school.

The school have had a visiting farm in, as well as various visits to sports competitions. Yr3 have had a trip to the river at Minstead and Yr4 have started their PE swimming at the secondary school. This has been brought forward from Yr6.

In training and development, there has been cluster school moderation with the Early Career Teachers in Yr2.

HT asked Governors to approve a series of six half day induction sessions with the LLPR as part of the new HT programme.

The Chair agreed that it is important to give the HT the support she needs.

CW confirmed that the budget can support this.

Governors approved the HT induction sessions.

A Yr5 teacher is completing a three-day first aid training to take on PE lead next year.

8.1 **Inset days**

HT set out the Inset days that need approving for next academic year. 1st and 2nd September have already been agreed. There will be another on Monday 21st November, and two more in mid-March and mid-June 2023. These will not be tacked onto half terms. HT will confirm these in the next newsletter.

A governor asked if parents were supportive of Inset days being separate to half terms. HT said it is generally better for teacher training and often children do well with an additional day off between the half terms.

A governor asked if anything would be complete on the landscape plan before Yr6 leave. HT said she is visiting Droxford school next week and now SATs are complete the school can focus on landscape a bit more.

The HT and the Chair went to the recent parish council meeting about the proposed Cemex development. It is likely there will be no further news until end of this year. The council meeting also covered a Hamble 2050 vision – this is something the school would be interested in, particularly given the falling number of children in the village, with the school taking more children from Netley and Bursledon.

The HT and Chair also made some connections with local businesses Cooper Vision and Aero Structures which could be really useful for identifying support for school projects.

8.2 **SIP Update**

The SIP has been covered earlier in the meeting.

The Chair noted that she, CW and HT recently spent a day discussing a three-year plan for the school's strategy. HT is writing this up for discussion at the next FGB.

9 **Update on Senior Leadership Team**

HT had provided a report in advance comparing the roles of Deputy Head and Assistant Head and proposing a new SLT structure of two Assistant Heads rather than the previous structure of one Deputy and one Assistant.

A governor asked whether JS as Assistant Headteacher would be happy with the proposal. HT confirmed she would and that the expectations of current staff are understood.

A governor asked whether the new model would present a problem for career progression among staff. HT said that lots of schools have this model, with Assistant Head the step before Deputy Head. The model can be changed if needed, but the focus should be on the current needs of the school.

It was noted that previously the school had a different model again, with HT and one Deputy and no Assistants.

Governors were supportive of the structure, on the basis that it is what the school needs and it will not cause staff resignations.

HT has confirmed with education personnel that the school can run an internal recruitment process.

A governor asked how the change would be communicated to parents. HT said the structure had been informally in place since January but that the change would be communicated carefully.

Governors approved the proposal, and offered their support as required for the recruitment process.

10 Budget approval

CW met with the SBM in April to go through the budget. The school is in a good position, with a surplus up to year three, although with an in-year deficit in each year. However the budget doesn't include any additional funding that may come in. CW is comfortable that the school is spending what it needs to. The school could investigate opportunities to find additional funding, e.g. from local businesses. This could support projects to improve the working environment for staff.

Yr3 number on roll is forecast to be a bit lower which could impact funding. Gas and electricity budgets have gone up significantly – the school has budgeted what HCC have advised. This would mean a surplus if prices calm down but if prices continue to increase it could be an issue. Generally the school is in a good position and well run.

A governor asked what is HCC's view on such a large carry forward? CW said he has asked this a few times over the years and the view is that it's a good position and the money will not be taken back.

HT added that the LLPR raised this question and advised that the school needs to be seen to be spending what it needs to. There is a balance between a healthy position and not being challenged on the surplus.

CW said he always challenges SBM on what more could be spent to support learning in schools and is satisfied with the response.

Governors approved the budget.

11 Safeguarding

The Chair completed a safeguarding monitoring visit last week and will write this up. She has reviewed the actions from last year's safeguarding audit and the school is on top of all of them. One action is to do a visit to check staff understanding of what to do if they have concerns about safeguarding – this will be done before the end of term. The next safeguarding audit is due in September 2022.

HT noted that the local secondary school has stopped using CPOMS. Usually any information on children would automatically transfer to the secondary school when they move up. HT has talked the through process for securely

transferring data with the secondary school and has satisfied the Chair on this process.

12 Governance

12.1 Monitoring visits and reports

Chair has completed a safeguarding visit and CW has completed a SATs and a finance visit.

EB has completed a SEN visit and just needs to share the report with SENDCo.

LB and JW to upload their legacy reports.

12.2 Attending school

The Chair and CW have both been to recent celebration assemblies in school and encouraged other governors to do the same. Any opportunity to do extra bits and pieces to enhance understanding and experience as a governor is encouraged. Governors need to email HT in advance to let her know.

A governor asked whether there are plans for re-engaging parents with celebration assemblies. HT said that she wants to start inviting parents back in from September 2023.

The school also runs theme weeks which governors can attend, and there will be a Jubilee party in school next Friday from 1.30pm.

Action: Clerk to take dates from newsletter and add to calendar on GovernorHub.

12.3 Whole Governing Body training

The Chair is in touch with Governor Services about training, with the proposed dates of 13th December 2022. Next year's FGB dates have been scheduled for 2022/23 and will be circulated. The school pays for nine, eight have been scheduled for next year with one kept in hand.

12.4 Parent governor elections

The school has received one application for a parent governor and the office is processing this.

12.5 Review gravel pit objection

Covered under item 8.1.

The Chair proposed having a planning meeting in July/August to discuss what governors want to work on off the back of the school strategy, e.g. what does our governor induction look like. This will not include HT or staff governor as it will take place in the school holidays.

Action: Chair to send out possible dates to discuss.

12.6 Governor Services quality of service questionnaire

Governor Services have sent out a questionnaire regarding training provision. Chair proposes to respond to say that yes, on the whole the governing body is happy with the quality of service and feels it does provide value for money, based on the amount of training provided and how much it would cost to do separately. Governors agreed with the response.

13 Any other agreed business

CW has approached the police to see if they can attend school over lunchtime but has not been successful – this was an action coming out of the strategy. HT noted she has someone from the police coming to talk to Yr6 in the coming weeks so can raise this then.

A governor asked whether anything was planned for staff to mark the year end. Governors agreed to provide lunch for staff on their 20th June Inset day. Governors discussed the wider subject of improving staff wellbeing at work. Action: HT to ask staff their views on what would be beneficial.

CW and the Chair are coming to the new parent session in the next few weeks.

The Chair has been in touch with the Chair of FoS to identify if and where the two groups can support each other.

A governor asked how governors could help get parents more engaged with the school. HT said FoS has been making it clear that parents can help with events without being part of FoS, so it is a less daunting time requirement.

14 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Heard the PP Lead's report and provided insight and challenge on the PP strategy

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

- Approved SLT structure

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

- Approved the budget

15 Date and items for the next meeting: 12th July 2022

- CW to chair
- Three year strategic plan
- Initial data headlines from HT
- SENCo
- Staff wellbeing
- Landscaping update

The meeting finished at 7.12pm

Action log:

Signed by Chair:

Date:

Item	Action	Responsibility
Carried from March	HT to put Ofsted session slides on GHub	HT
	Upload monitoring reports to GovernorHub	EW, LB and JW
	Confirm training requirements for training governor –	Clerk
	Put PP lead in touch with EB.	HT
	CH to contact LJ re: handover of English	CH
3	Share list of questions to ask teachers to support monitoring visits	HT
12.2	Add school event dates and next year's FGB dates to GHub	Clerk
12.5	Send out July/August dates for governor planning meeting	Chair

Signed by Chair:

Date: