

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 21st September 2021

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present:

Lee Benson (LB)

Left during item 8

Claire Hall (CH)

Staff Governor

Nicky Rickman (HT)

Johanna Walker (JW)

Arrived during item 8

Christian Walton (CW)

(Vice Chair)

Lynn Whitaker (Chair)

In attendance:

Zoe Coote (Clerk)

Apologies:

Pamela Aspinell (PA)

The meeting started at 5.30pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. Apologies had been received from PA which were accepted. The meeting was quorate.

2 Declarations of pecuniary interest

All governors have been asked to update their declarations on GovernorHub.

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 6th July 2021

The minutes of the previous meeting dated 6th July 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 and is appended to these minutes. Regarding item 11.1 from the July 2021 minutes, HT advised that it may be more useful for governors to refer to the School Self-Evaluation Form (SEF) instead of the Good School Scorecard, as this is what Ofsted refer to. HT has already linked the school's SIP to the SEF.

7 Election of Chair and Vice Chair of Governors

The clerk read out the nominations as follows: LW for the position of Chair and Vice Chair nominations for CW. Nominees left the room while voting took place. Governors were unanimous in electing LW and CW as Chair and Vice Chair respectively for a term of office of one year.

7.1 Reappoint clerk

The Clerk was appointed for another school year.

7.2 Committees and working groups

Moved to item 12.2. to be discussed with governor link roles.

8 Headteacher's written report

HT had circulated her written report in advance. The school is still looking to appoint 2-3 LSAs following the support staff restructure. In addition, the school has two new students who require 1:1 support. Recent recruitment efforts have been unsuccessful, so the posts will be readvertised.

Currently teaching staff are having to provide work for children in isolation alongside teaching their classes, which is additional workload. Teaching staff, including Senior Leadership Team (SLT) staff, are also having to cover support staff absences due to testing and isolation requirements.

A governor asked whether the school is recording the impact of this additional work, in case questions arise about performance in future.

HT advised that the school records the absences, and the broad impacts rather than specifics.

A governor asked whether the school is losing a percentage of HT/SLT time as a result that could instead be spent driving work forward.

HT advised that the school was in a good position financially through the Pupil Premium and Covid Catch-Up which has allowed them to use supply staff in the short term rather than paying the cost of SLT/HT to cover the work.

A governor asked how the new Early Career Teachers (ECTs) were settling in.

HT advised there are two ECTs in post who are both doing really well. The new ECT programme provides two years of support instead of the one year provided under NQT. There is a mentoring and induction support requirement from existing teaching staff – two staff members have been released to support this and the requirement has been more than anticipated.

A governor asked whether the ECTs were enjoying working at the school.

HT and Staff Governor both said yes – the ECTs are settling in well and having two male members of staff provides a good balance.

HT talked through headline data from the end of 2020/21 academic year, which had been shared in advance on GovernorHub. HT noted that the children had missed 18 months of schooling, plus the current Yr6 have historically had lower scores throughout their time at Hamble.

A governor asked what the percentages meant. HT explained this was the proportion of pupils on track for the age related expectations (ARE) in each year group.

JW joined the meeting.

HT has created a folder on GovernorHub to show governors pupils' progress over the last two Covid years and how the school has tracked this. HT shared slides to demonstrate how children have received targeted teaching in different subjects to catch-up.

A governor asked if the KPIs used are what should be achieved according to the National Curriculum and are therefore comparable to other schools.

HT answered yes.

A governor asked whether pupils had experienced any anxiety or mental health issues around returning to school post-Covid?

HT replied there had been nothing outstanding – there have been some examples where pupils have specific needs or underlying anxiety, as well as the expected nerves of pupils joining YR.

JW noted that as a parent, children seem keen to return to school this term.

A governor asked whether parents were asking for guidance around whether to send children to school or not once they've been alerted by the NHS app, as the new guidelines can be unclear.

HT replied that there had been some questions but on the whole parents are generally cautious about sending children in if they've been notified of being a close contact.

A governor asked how attendance had been so far this term.

HT said that today (21st September) had been the lowest attendance so far, with 30 pupils off – 10 of these are Covid related. However parents are generally being more cautious around keeping children home and absence is generally lower in the autumn term due to the usual colds and sickness bugs. HT added that staff had spent a lot of time planning how to fill the gaps caused by Covid, but unfortunately staff and pupil sickness, plus isolation periods can impact these plans.

A governor asked if the school was doing everything it could to raise the current Yr6, which has historically had lower attainment scores.

HT replied yes, they are in small classes and receiving as much support as possible, not just to raise their scores but to prepare them for going up to

secondary school. HT noted that the greatest academic impact of school closures nationally has been seen in older year groups. They have missed the summer term which is where children learn independent application of what they have learnt so far.

A governor asked if the school had received any feedback from the secondary school regarding the latest intake.

HT said no, it is too early yet.

A governor noted that based on previous discussions with staff, her understanding was that the National Curriculum is not spread equally over years so some year groups will miss more than others.

HT advised this is correct, for example the maths curriculum in Yr3 has less content than other year groups, so teaching staff have different challenges in supporting and ensuring 'gap filling'.

A governor noted that the school is teaching at a specific child-led level to understand the gaps for each individual, not just the class or year group. The Staff Governor noted that Yr2 are currently focussed on phonics for some children as this is critical to reading which opens up all learning, as an example of this targeted catch-up approach.

HT added that the school is keen to ensure that the wider curriculum still has a strong focus, not just English and Maths.

HT directed governors to the Rainbow Book Box on display in the school. It contains books to support mental health which children are able to read. Class PHSE books also go in the box so they can revisit what they have done. Class PSHE books from each year group were available for governors to view outcomes from the RSE curriculum taught over the previous year.

Action: All governors to ask for an update on Yr6 when completing visits.

The HT report noted that the School Business Manager has been asked to move to a 52 week contract to have cover on site throughout the year. This would allow her to work on projects such as the IT provider while children are out of the school. The school is looking at to budget implications for this change and, if this is a viable option for the school, governors will be informed to enable them to make a final decision.

A governor asked if SBM was open to the change. HT said yes, she is currently considering it.

A governor asked how the IT admin work was progressing.

HT said that SBM and office staff are working on this. Previously James Hudson had been administrator and account owner for many of the IT programmes which they are working through.

A governor asked whether the school needs to review business continuity plans in future.

HT said that the school is working with the IT company Agile to resolve any issues. Moving forward this should put the school in a better position. SBM and the office team are working with Agile on this. One of the reasons the school bought into a company for IT support was to guard against one person being the sole holder of any information.

A governor asked if the school is covered from a child protection perspective due to the IT admin changes.

HT said yes, all day to day issues are in hand and nothing has changed on that basis, it's more the technical details that are being dealt with.

LB was call away from the meeting and left at 6.23pm.

HT added that the new suppliers Agile are sorting out a lot of issues with SBM and the office.

A governor asked whether the school had had any security issues over the summer.

HT said there had been no issues that she was aware of.

A governor asked if the HT felt the new security company was working as a deterrent.

HT advised that the school is due to revise the security arrangements in September but it's hard to know for sure that they are the reason for the lack of incidents. Governors noted that there had been a number of security incidents in the village over the summer, so the fact that the school had not had any suggests that the new arrangements have been effective.

HT added that the school is working with HCC's Landscape team to develop the school grounds. There will be a working party including parents to get involved and contribute to the plan. CW volunteered to represent governors on the working party.

Action: CW to email Deputy Head.

A governor asked whether governors needed to discuss a previous action from the Good School Scorecard review which was to discuss advances in learning technology within the school.

Action: Clerk to add to November agenda.

9 Safeguarding

9.1 KCSiE September 2021

Chair asked all governors to read KCSiE (provided in advance) and declare that they had read and understood it in the declarations section of GovernorHub.

Action: all governors to read the document and complete the declaration.

Governors have agreed that all school staff should read KCSiE part 1 and Annex A.

9.2 Annual Safeguarding return

HT reviewed and submitted the safeguarding return at the end of August. This was completed in consultation with the safeguarding governor. The action plan section was completed and this is to be picked up at next meeting.

Action: for discussion at next FGB meeting.

10 Policy approval and review**10.1 Child Protection Policy to be adopted (including Lower Level Concerns Policy)**

Governors approved adoption of the Child Protection Policy.

10.2 Safeguarding Policy to be adopted

Governors approved adoption of HCC's Safeguarding Policy.

10.3 Whistleblowing Policy

Governors approved adoption of the Whistleblowing Policy.

10.4 SEND Policy approval

Governors approved adoption of HCC's SEND Policy.

10.5 Approval of SEN Information report

Governors approved the SEN Information report.

11 Review and approve Terms of Reference and procedures**11.1 Terms of Reference and procedures**

Governors approved adoption of the Terms of Reference, subject to updating the date.

Action: all governors to digitally sign the Terms of Reference on GovernorHub.

11.2 Agree Governors' Code of Conduct

Governors approved adoption of the Code of Conduct.

11.3 Adopt HCC's Good Practice Guide

Governors approved adoption of the Good Practice Guide.

11.4 Adopt the Manual of Personnel Practice and Procedure and any in-year revisions (Pay Committee and delegation of Pay Policy)

Governors approved adoption of the MOPP.

The Pay Committee will read and confirm adoption of the Pay Policy.

Action: Pay Committee to record adoption at next FGB meeting.

11.5 Performance Management Policy and Capability Procedures

A governor asked whether the school had made use of this policy and whether it had been fit for purpose.

HT replied that they had been used and effective.

Governors approved adoption as part of the MOPP.

11.6 Agree delegated powers to the HT (limit spend)

A governor asked whether the £5,000 (five thousand) limit was still sufficient. HT said it was.

Governors agreed the delegated powers.

12 Governance

12.1 Governor recruitment

There are currently two parent and two co-opted governor vacancies. HT reported that the school office are going to hold a parent governor election before half term.

Governors discussed ideas for progressing recruitment.

Actions: CW to approach local businesses.

Chair to provide adverts for local magazines/papers.

Clerk to ask if vacancies can be advertised on HCC jobs pages, and to readvertise on social media groups.

JW to discuss with former governors whether they would be interested in returning.

Other options discussed include displaying governor pictures and bios on the school noticeboards and in the Mercury Hub, and approaching the Parish Council for nominations.

12.2 Governor link roles

The Chair asked if governors were happy to continue in their existing roles.

Governors agreed to continue in the following roles:

JW: Maths and Pupil Premium, plus Pay Committee

PA: SEND, plus Finance and HT Performance

CW: H&S, plus Finance and HT performance

Chair: Safeguarding

LB: English

Action: Chair to confirm with PA and LB that they are happy to continue roles.

Clerk to check if Staff Governor can fill the role of EYFS governor.

12.3 Whole Governing Body training

Governors had previously allocated the 7th December 2021 meeting for Whole Governing Body training. HT requested to move this to another date as she is attending a session on leading more than one school on the same date.

Governors agreed to change the date to Wednesday 8th December.

The Chair will contact Governor Services with the date and request training on the role of governors in supporting mental health and wellbeing in school.

13 Any other agreed business

Governors congratulated HT on being invited to the course on leading more than one school.

14 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Approval of policies for the next school year.
- Assigned governors roles and committees, ensuring effective governance for the year ahead.

Signed by Chair:

Date:

- Challenged the school policies and how they are being applied in school.
- Adopted key documents for the coming school year including terms of Reference, Code of Conduct etc
- Planned for recruitment of new governors.

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

- Discussed school data presented by HT and challenged whether more could be done to support pupils.
- Learned how the school is supporting staff and children in light of the impact of Covid.
- Heard how the new ECTs are progressing in school.
- Heard how the school is evidencing progress, including mental health and wellbeing.

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

- Agreed delegated powers for the HT and limited spend.
- Delegated approval of the Pay Policy to the Pay Committee.

15 Date and items for the next meeting: 16th November 2021

To allow time for the budget review, governors discussed the option to move the next FGB meeting to 16th November.

Action: Chair and HT to confirm this date with CW.

There being no other business, the meeting closed at 7.08pm.

Action log:

Item	Action	Responsibility
From November	Write piece for June issue of Governor newsletter.	JW
From March	Confirm with LB that you have read and accept the IT Acceptable Use Policy	JW
From July	Send Clerk top five criteria for monitoring/evidence from Good School scorecard review session.	All
2	Complete declarations of interest on GovernorHub.	All
8	Email deputy Head regarding school landscape working party.	CW
	Add discussion from Good School Scorecard review to November meeting agenda.	Clerk
9.2	Add safeguarding return to November agenda	Clerk
11.1	Digitally sign the Terms of Reference on GovernorHub	All

Signed by Chair:

Date:

11.4	Approve Pay Policy	Pay Committee
12.1	Approach local businesses for governor nominations. Provide adverts for local magazines/papers. Ask if vacancies can be advertised on HCC jobs pages, and readvertise on social media groups. Discuss with former governors whether they would be interested in returning.	CW Chair Clerk JW
12.2	Confirm roles with PA and LB Confirm if school governor can be EYFS governor	Chair Clerk

Signed by Chair:

Date: