

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 25th January 2022

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

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|-----------------|------------------------|--|
| 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 Head Teacher |
| | Liz Jarvis (LJ) | Co-opted Governor |
| | Johanna Walker (JW) | Co-opted Governor (<i>arrived during item 1</i>) |
| | Christian Walton (CW) | Vice Chair |
| | Lynn Whitaker (Chair) | Chair |

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| Apologies: | Tracey Barnes (TB) | Parent Governor |
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| In attendance: | Zoe Coote (Clerk) |
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| Apologies: | None |
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The meeting started at 5.30pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. As there were several new governors in attendance, the Chair advised them of the importance of confidentiality within their roles. All members of the governing body briefly introduced themselves. Apologies were accepted from TB.

Since the last FGB, the previous HT (NR) has moved to her new post. The former Deputy Headteacher, Claire Hewitt, is acting up into the role of HT and attending FGB as ex-officio HT until summer 2022.

JW joined the meeting.

The Chair noted that the former SEN link governor (PA) resigned from the governing body in December 2021, but that PA was happy to carry out a handover with the newly appointed SEN governor (item 11.4). The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

There were three items, all accepted by the Chair:

- Changing the date of the July FGB meeting.
- The school website
- The School Financial Value Standard (SFVS).

4 Correspondence

There was none.

5 Appointment of co-opted governors

The Chair outlined that the two new Parent Governors had been elected by parents but that the three new Co-opted Governors needed to be formally appointed to the Governing Body.

Appointment of CC, LJ and EB to the governing body was approved.

6 Approval of Minutes of the meeting held on 16th November 2021

The Chair went through the minutes and invited any feedback.

A governor asked whether the meeting start time was correct. The clerk advised it was later than usual due to the separate session on HT recruitment beforehand.

A governor asked whether the safeguarding software discussed at the November FGB had been purchased. HT said that this purchase was going ahead.

The minutes of the previous meeting dated 16th November 2021 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 written report

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

HT noted that the Covid situation in school was constantly changing in terms of number of children being out of class. The school is currently managing staff absence but is at capacity. The SENCo and deputy head have been covering classes and supply teachers hard to come by at the moment even though the school has budget to cover supply. Some of the school

improvement work is having to be put back due to SLT being in the classroom.

A governor asked how long teaching staff are out of school for. HT said ten days.

A governor asked if the isolation rules were different for teachers. HT advised not but that staff were still testing positive on the required days meaning they had to isolate for the full ten days.

A governor asked what the tipping point would be for staff absence and what the school would do in this situation. HT advised the point would be if there were not enough adults to safely cover classes. If this were the case the school would contact DfE and perhaps send a class home – however this is a worst case scenario and to date the school has been managing effectively by merging classes and using LSAs to cover absence when needed.

A governor asked if there was a maximum number of children per teaching staff member. HT advised not but there was a maximum for numbers of children off, where there is national guidance to inform parents, for example. The rules allow children to come to school if their sibling is isolating but some parents are keeping them off as a precaution.

A governor asked if the deputy HT is still contacting children who are off. HT said yes – if the family is not engaged with the school after a couple of days the deputy HT will call them. Five of the pool tablets are currently on loan to families who need them.

A governor asked how staff are dealing with the pressure. CH said that staff are being flexible and turning their hands to new things when needed. SLT are doing the same which is seen by staff. Communication between staff has been really good and staff are able to say if anything is too much.

The school has recently appointed a 1:1 support assistant in Yr2.

Action: Chair will ask SENCo and deputy HT to come and give a PP presentation to the board.

8.1 School self-evaluation

HT had shared the School self-evaluation (SEF) in advance through GovernorHub. The document should be constantly reviewed and shows where the school is in relation to Ofsted criteria.

The Chair told new governors that the school had been inspected in June 2019 as a short one day inspection. The school was judged to be Good but was due a second in-depth inspection within 18 months. Inspection is expected to be imminent particularly with a new acting HT.

A governor asked how often schools are usually inspected. HT said usually every five years for a good school, but the 18 month timeframe was because the inspection indicated the school could be Outstanding.

HT talked through paper copies of the self-evaluation. Particular areas of note include the curriculum which is the school's strength. Everything is in curriculum for a reason and in a place for a reason. National curriculum is broad, and schools can choose what they do but Hamble has strands that link through.

The Chair and Vice Chair noted that prospective HT candidates who had toured the school remarked that behaviour was very good.

A governor noted that the colour monster was a useful resource which allowed children in class to show their mood at the beginning of the day. HT noted how behaviour is a form of communication for children.

A governor noted the effort that staff put in to make sure all children have the same access to the co-curriculum and to make sure children are engaged.

Some of the extra curriculum clubs are getting started again for the first time since Covid, for example the science lead is starting up the Eco Team again and the school is hoping to start getting parents back into school soon.

The school has introduced the new RSE policy since being inspected. This was statutory but the school introduced it a year early and following consultation with parents.

A governor asked if this is covered all the way through school. HT said yes, it starts in YR.

A governor asked if the school can use social media comments and feedback as evidence for Ofsted. HT said technically they could give access during the inspection but it would depend on the inspector.

The SEF includes leadership and management at all levels and including governors. CH noted that the school has built in time for subject leaders to talk to SLT and lots of CPD has gone into this.

HT noted that SEN is treated like a subject in school and suggested it would be useful to consider having safeguarding as a subject too so governors are able to evidence where it is within the whole school.

Action: all governors to read the SEF and bring any questions to next meeting.

8.1 SIP

HT introduced the SIP, advising that it used to be on one document with the SSF. HT has updated key priorities and shared with all school staff. There are three strategic priorities. The Chair notes that governors should look to pick out elements from the SIP when carrying out monitoring visits.

A governor asked if there were any concerns about not meeting particular actions. HT said there were not at this stage.

- 1) Language proficiency – embedding a focus on vocabulary. HT said that previously the school had been working towards an English as Additional Language award.
- 2) Covid 19 response
- 3) Curriculum development

HT had advised in the written report that she has applied for moderation training with HCC.

A governor asked whether HT would have capacity to do this. HT said that she is able to choose slots in line with her availability within a two week window. In addition, completing the training will be useful for the school in looking at moderating their own books.

HT highlighted work being done by Hamble staff with other schools. CH has done phonics work for other schools; the science lead and deputy HT have presented to the Wildern school centred initial teacher training (SCITT) and HT will present to 30 schools from the Liverpool school improvement programme (similar to HIAS) later this week on vocabulary.

Governors noted that the vocabulary work carried out in school is really good and that it is a credit to the staff and school to be invited to these events.

A governor asked whether there has been a longer term impact of covid on children's physical health due to extended screen time during home learning, and if so, is there a plan to address this. HT answered that staff recognised this at the time and were mindful to not always set screentime home learning and instead to allocate some active tasks. This has not been so much of an issue now children are back in school as the regular PE and clubs are continuing. In particular most clubs have been outdoor and sports based due to social distancing. This is something to consider more in consultation with the PE lead. The school is getting the 'change for life' club started again, where an external sports coach does additional time with selected pupils, this can be either to focus on improving health or team work.

9 Headteacher recruitment

The Chair gave an update, confirming that she was not sharing anything that the acting HT did not already know. The Chair and Vice Chair have shown seven prospective candidates around the school in recent weeks.

The interview panel will be: JW, CW, LB and LW. The panel will be attending two HT Recruitment training sessions on 8th February and 1st March. The

closing date for applications is 14th February, with shortlisting taking place on 16th February and the selection days held on 14th and 15th March.

A governor asked if all governors needed to attend the training sessions.

Chair said this was not the case and only those on the panel need to attend.

10 Safeguarding

The Chair completed a safeguarding visit before NR left the school to ensure there was a comprehensive handover between NR and the acting HT. The Chair has also updated all the safeguarding reports on GovernorHub and the single central record.

10.1 Use of personal devices for school's social media

HT advised that access to Twitter is blocked on school laptops, but that the school has a Twitter account. HT requested that she be able to take school photographs on her personal phone to upload to the school Twitter account before deleting.

Governors agreed that this would be an acceptable exception to the school's acceptable use policy.

11 Governance

11.1 Governor services SLA 2022/23

The Chair described that the SLA with Governor Services is up for renewal. Although it is now a rolling SLA, the school needs to notify HCC if it wished to opt out. The subscription cost based on NOR is £1,610 (one thousand, six hundred and ten pounds).

A governor asked what the SLA includes. The Chair advised that it includes training, which will be very useful with five new governors, regular newsletters, support with recruitment, ongoing advice, conferences and GovernorHub. The school has sufficient budget and it is a relatively small price increase.

Governors approved renewal of the SLA for 2022/23.

11.2 Clerking service requirements 2022/23

The Clerking service provided by Governor Services is also up for renewal. The cost for 2022/23 is £1,920 (one thousand, nine hundred and twenty pounds). Last year the subscription included nine FGB meetings and while only eight were used, the Chair proposes keeping the requirement of nine for this year.

Governors approved the clerking service requirements.

11.3 Whole governing body training

This year's whole governing body training allocation is being used for HT recruitment training. The Chair invited discussion on suitable topics for next year.

Governors noted that previously they had requested a session on supporting staff mental health and wellbeing. A session on the new Ofsted framework

was also proposed. HT said that she would be happy to run a session on the new Ofsted framework at a future meeting as it would be useful for new governors to hear this sooner rather than later.

Action: All to discuss whole governing body training needs at the next FGB.

Action: HT to present a session on Ofsted at a meeting after half term – Chair to propose some dates.

HT also offered to book in school tours for the new governors.

A governor asked if there was a two week window, for example, where new governors could contact HT to visit the school. HT said she would put her available dates on GovernorHub for new governors to book in.

Action: EB, CC, LJ, RH and TB to book in school visits with HT.

The Chair added that some of the recent monitoring reports had not been added to GovernorHub.

Action: LB to upload English monitoring report and JW to upload Maths and PP reports.

11.4 Appoint interim SEN link governor

Reallocating roles and committee memberships will be covered in full at the next FGB, however governors need to appoint an interim SEN link governor as a priority. The SEN governor works with the SENCo and ensures all procedures are in place. The Chair has discussed this with the SENCo who is happy to support a handover, as is the former SEN governors. HT added that the updated SEF will also be a useful reference point.

EB said that she would be happy to pick up this role.

Action: HT to put EB in touch with the SENCo.

The Chair reminded all governors to ensure they used their school email addresses or GovernorHub for all governor and school correspondence.

12 Any other agreed business

The Chair said that the July FGB meeting date is currently set for 5th July but requested that it be moved to accommodate HT availability. Governors agreed to move the July FGB to 12th July.

This meeting will be chaired by CW as Vice Chair.

HT has reviewed the school website and all the statutory items are there but some governance pages need updating. HT suggested that a new governor could review with a fresh pair of eyes to look at what's needed. LJ volunteered to do so.

Action: LJ to review governance webpages and report back with suggested improvements for the admin team to update.

Action: Clerk to upload recent minutes and update governor details.

CW advised that the SFVS benchmarking data requirement is now all online and the qualitative questionnaire is separate. It has to be completed by the

end of March. Guidance from The Key states that it is for the HT and School Business Manager (SBM) who then present to the final version to governors. CW happy to work with SBM to go through it. CW will populate the questionnaire and share with SBM and HT.

Action: CW to report at next meeting.

The Chair added that there was no way of communicating with governors outside of email and suggested setting up a Whatsapp group as a contingency and only to be used for school business. Governors agreed and the Chair circulated a list for contact details to be added to.

HT added that she highlights a regular safeguarding focus of the month on the staff noticeboard and suggested putting it on GovernorHub monthly for governor training and monitoring purposes.

12 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Welcomed and appointed new governors.
- Approved support for the governing body through SLAs for the coming year.
- Identified governor training needs.
- Appointed SEN link governor.
- Heard an update on the HT recruitment.

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

- Questioned the HT on the SIP and SEF.
- Heard from the HT and staff governor about staff wellbeing.

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

- Ensured plans are in place to submit the SFVS by the 31st March deadline.

15 Date and items for the next meeting: 15th March 2022

- SFVS
- Questions on SEF and SIP
- Appointment of new HT
- Link roles and committees
- Whole FGB training
- Monitoring visits

Action log:

Signed by Chair:

Date:

| Item | Action | Responsibility |
|------|--|--------------------------|
| 8.1 | Ask SENCo and deputy HT to give PP presentation | Chair |
| 11.3 | Agree dates for session on new Ofsted framework | Chair/HT |
| | Book in school visits | EB, CC, LJ, RH and TB |
| | Upload monitoring reports to GovernorHub | LB and JW |
| 11.4 | Meet with SENCo | EB |
| 12 | Review school website and report back with suggested improvements. | LJ |

Signed by Chair:

Date: