

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 14th March 2023

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 (<i>left during item 8</i>)
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Johanna Walker (JW)	Co-opted Governor (<i>present between items 7.2 and 12.1</i>)
	Lynn Whitaker (Chair)	Chair
	Christian Walton (CW)	Vice Chair
Apologies:	Liz Jarvis (LJ)	Co-opted Governor
In attendance:	Zoe Coote (Clerk)	

The meeting started at 5.33pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. LJ had provided apologies in advance, which were accepted. JW had advised that she would arrive late. The meeting was quorate.

2 Approve re-appointment of CW as a co-opted governor

CW's term of office as a co-opted Governor expires in March 2023. CW put himself forward for re-election as a co-opted Governor and has completed the personal declaration form.

CW left the room and Governors voted unanimously to re-elect him as a co-opted Governor for a term of four years. CW re-joined the meeting.

LB's term of office as LA governor is due to expire in June 2023. LB put himself forward for a term of four years as LA governor and his application was endorsed by the local HCC Member, Cllr Keith House.

3 Declarations of pecuniary interest

There were none.

4 Any other business (since issue of the agenda)

There was none.

5 Correspondence

CW has received an email from a Parish Councillor asking how the Parish Council can support the school.

HT agreed to invite the Councillor to the school for further discussion.

Action: HT and Chair to attend meeting with Parish Councillor.

6 Approval of Minutes of the meeting held on 24th January 2023

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 24th January 2023 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

HT had shared a family friendly version of the minutes in advance which governors also approved.

7 Matters and actions arising from the minutes

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

Item 7 – HT discussed escalating the oil issue with police with SBM but decided against it.

7.1 Update on local quarry proposal

CW and Chair went to the local area planning committee. Eastleigh Borough Council (EBC) are a statutory consultee for the proposal and have incorporated the school's concerns in their own objection. CW is also supporting the local residents' group and has visited the secondary school and shared the school's input with the head and deputy there.

CW has written to the HCC Education Committee to flag concerns about the impact on children's education. The Committee has responded to say it is not in their remit.

A governor asked: should the school push back on this?

CW has invited all members of the Education Committee to the school but this invitation has not been accepted.

CW is also in touch with EBC on air quality monitoring in the area – they are doing sampling in the area and CW has asked for the results.

Prior to the meeting JW had shared information on making the case that air quality is a safeguarding issue. CW has written to the parish council with a list of conditions that we would like them to submit to ensure that the children can get to school safely.

The Chair noted that the planning decision is due in May and objections can still be fed in up to this date. CW said there is a need to balance objections with considering how to manage the impacts on the school if planning is approved.

The Chair asked what additional help governors could give CW. Governors agreed to reform the working group of AH, CC and CW to pick up actions.

Actions:

- Look into air quality considerations.
- Ask Education Committee for their terms of reference.
- Look into additional Grampian conditions – these are pre-requisite conditions to be put in place before the quarry goes ahead
- Speak to staff to establish what the impacts would be in class if the quarry did go ahead.
- Send a governor update to parents covering the application and onsite drainage issues.
- Consider asking parents to lodge their own objections (e.g. at the forthcoming Arts evening on 29th March).

A governors asked: if parents had raised the issue with the school.

HT said she has written to parents and some parents who live locally have said they are generally supportive of the school's position.

HT noted that the school is signed up to a University science project on air monitoring, the secondary school is also signed up.

7.2 Drainage on school site

JW joined the meeting. Governors discussed the ongoing drainage issues on the school site. There are three main issues:

- Drainage in the huts are not fit for purpose
- Surface waste drainage in the playground
- The pit is overflowing and leaking sewage from a lifted manhole cover.

CW and HT walked around the site with HCC. HCC contractors are due to provide a plan for the repairs today but so far this has not been received.

HT said the head of Emcor visited the school today and spoke with SBM – the pump is due to be repaired Friday 17th March.

A governor asked: if the pump was being replaced or repaired? HT believes it is repaired.

Governors voiced concerns that the school's complaints aren't being escalated. Office staff have gone home with migraines and children have had to eat lunch in their classrooms to avoid the smell. HT has flagged this with Environmental Health.

Action: CW to follow-up with HCC and copy in the local School Improvement Manager (SIM) Catherine Redgrave.

A governor asked: if the school could get a private contractor to address the issue. HT said HCC are now funding the work (a tanker is pumping out the tank twice a week) rather than the school funding it and there are issues with using non-HCC approved contractors.

A governor asked: if the school can ask for reimbursements, e.g. for the cost of additional temporary classrooms if the huts become unusable.

Action: CC to carry out internal risk assessment.

Governors thanked CW for his work on both the quarry proposal and the drainage issues.

8 **Headteacher's written report**

HT provided a written report in advance and invited questions from governors. Following the last FGB, the updated Rainbow Room provision started after half term and has so far been well received by staff and children. There have been fewer incidences of SLT having to support behavioural issues and LSAs have more time to complete their roles. Children are getting provision to reach their soft targets on EHCP. SENDCo has coordinated children's attendance and is adapting as required.

At her recent visit, the LLPR asked about monitoring to assess the impact of the Rainbow Room – HT said it was still quite early but the school keeps it under constant review with an official review after one term.

CH said that children are getting used to the new routine but have taken it in their stride generally. 1:1 staff seem happy with the arrangement and there has been a positive impact on other children in the classroom too.

A governor asked: is the school also extending ELSA provision under the sharing arrangement with Bursledon Primary?

HT said the school will need to consider staffing budget but would like to advertise for a ELSA. HT attends an attendance network with HCC schools and goes to parental engagement group run by the LLPR. All schools in the group have a family liaison officer in post – it could be an option to combine this role with the ELSA role to reflect the needs of the school.

HT has asked SBM to write this into the budget and is looking at role profiles. The Chair thanked HT for her report.

RH praised today's Rock Steady performance. RH left the meeting at 18:37.

8.1 IT equipment upgrade

HT said there is an IT changeover happening at Easter with the classroom boards being replaced. The new ones have a computer built in so there is no need for additional laptops in the classroom. SBM will manage the changeover as well as changeover of teacher laptops and tablets. CH said it will enhance staff wellbeing.

The school landscaping work will also be completed over Easter.

A governor asked: if there will be staff training for the new boards. HT said there is already a board in YR which could be trialled at the next Inset day.

8.2 Feedback from LLP visit

HT had uploaded the report from the LLP visit to GovernorHub in advance and invited any questions from governors. HT was pleased with the report and feels it reflects the day accurately.

CW and the Chair attended the school on the day and agreed it was very positive.

9 Staff wellbeing

HT said that the drainage smell has been a major issue for staff. The new Rainbow Room provision has helped teachers and LSAs. One teacher is on sick leave until at least Easter. Staffing levels are ok. CH said HT has been supportive of the team and built in time for additional workload. Children have adjusted well to the absence. HT will communicate the absence to parents now she knows the timescales. Industrial action will take place on 15th and 16th March.

A governor asked: if the PAN is still 45, and if there will be two forms in every year group? HT said there will be two forms in every year group until the current YR gets to Yr4, then the school will return to mixed age classes. The school received 54 first choice applications for 2023 intake but will only take 45.

10 School's financial value standard (SFVS)

AH and CW have met to go through the SFVS. AH has updated the form and agreed it with HT and SBM – all are happy with the version that AH shared in advance.

SBM has updated the school's business continuity plan to reflect the updated leadership structure.

Governors approved the SFVS for submission.

The Chair needs to sign the SFVS and SBM will submit it by the end of the month as a PDF.

11 Safeguarding**11.1 Safeguarding governor role**

The Chair said that she needs to step down from the role. CC volunteered to take on the role.

Action: Chair, CC and HT to meet and discuss the role after Easter.

11.2 Equality and diversity awareness

The Chair noted that governors need to be conscious of the impact of activity in terms of equality and diversity awareness, e.g. when sending out a letter, making it accessible and providing it in additional languages etc.

12 Governance**12.1 Monitoring visits**

CW has attended a pupil progress review meeting as part of HTPM and found it very informative.

A governor asked: if pupil progress reviews are accessible to everyone? HT said yes depending on the staff member in question.

CW has completed a monitoring visit for the sewage issue.

JW left the meeting at 18:54.

The Chair flagged that CW is doing a lot of work for the governing body and asked governors how else they could come into school to support the HT.

Five governors attended the Rock Steady concert today and found it really positive. CH will put these events and theme outcomes on the governor WhatsApp group from now on to keep governors engaged in school community.

Action: Clerk to check governor profiles on website are up to date.

13 Any other business

A governor asked: if the trees for the landscaping work had been delivered. HT said yes they have arrived and the outdoor learning leader will be marking out their positions over the next couple of days. There are 60 trees which can be planted with children before Easter as part of outdoor learning and a couple of parents have said they can help too. LB said he may be able to support. The trees are a mix of rowan, cherry and silver birch which were recommended by the Woodland Trust.

LB has completed the EYFS training and signed up for pupil wellbeing training in May. EW completed SEND and has booked onto the pupil premium

training. CC needs to finish the H&S module. AH has two finance webinars coming up.

Action: Clerk to check governor training records on GovernorHub and share with CH.

HT reminded governors to make use of the safeguarding network as the school is paying for access. SATs week starts w/c Tuesday 9th May – HT asked for one governor to come in and monitor one day during this week.

Action: Governors to confirm attendance.

14 **Effective governance evidenced in this meeting**

Core function: Ensuring clarity of vision, ethos and direction

- Reappointed a co-opted and LA governor for a further term of four years, ensuring continuity for the governing body.
- Agreed actions for the working group on the quarry planning proposal.
- Appointed a new safeguarding governor.

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

- Challenged the HT on staff wellbeing, particularly in light of ongoing drainage issues.
- Heard the outcomes of the recent LLP visit.
- Discussed the new Rainbow Room provision.

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

- Approved the SFVS.
- Approved the IT equipment upgrade.

15 **Date and items for the next meeting: 16th May 2023**

- Inset days
- SIP update
- Budget

The meeting finished at 7.08pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from January	Share results of staff survey with staff	HT
5	Meet with Parish Councillor	HT and Chair

Signed by Chair:

Date:

7.1	<ul style="list-style-type: none"> • Look into air quality considerations. • Ask Education Committee for their terms of reference. • Look into the Grampian case where a quarry proposal was turned down. • Speak to staff to establish what the impacts would be in class if the quarry did go ahead. • Send a governor update to parents covering the application and onsite drainage issues. • Consider asking parents to lodge their own objections (e.g. at the forthcoming Arts evening on 29th March. 	JW, AH, CC and CW
7.2	Follow-up drainage issues with HCC	CW
	Carry out drainage risk assessment	CC
11.1	Meet to discuss Safeguarding governor role	CC, Chair and HT
12.1	Check governor profiles on website are up to date.	Clerk
13	Check governor training records on GovernorHub and share with CH.	Clerk
	Confirm attendance during SATs week	ALL

Signed by Chair:

Date: