

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 16th May 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
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Johanna Walker (JW)	Co-opted Governor (<i>left during item 9</i>)
	Lynn Whitaker (Chair)	Chair

Apologies:	Rebecca Hallett (RH)	Parent Governor
	Christian Walton (CW)	Vice Chair

In attendance: Zoe Coote (Clerk)

The meeting started at 5.29pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. CW and RH had provided apologies in advance, which were accepted. The meeting was quorate.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

The Chair said that Liz Jarvis had tendered her resignation as co-opted governor since the last FGB meeting. The Chair accepted the following business:

- Recruitment of co-opted governor
- New English link governor
- Plans for JW's end of term as co-opted governor.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 14th March 2023

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 14th March 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.

6 Matters and actions arising from the minutes

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

Item 5: HT has replied to the Parish Council but not had a response.

In relation to training records, JW said that governors could record other training and development and not just those directly related to governance. EB has completed safer recruitment training – it would be useful for another governor to complete it ahead of JW stepping down. Governors noted CC's recent SATs visit report which was useful to receive. CC confirmed that during his visit the children seemed relaxed.

7 Update on quarry planning proposal from the working group

CW had sent an update to the Chair in advance.

Eastleigh Borough Council (EBC) were only able to supply one air quality monitor rather than two so this is being used by the secondary school. CW has written to EBC to ask if they could fund a second monitor and copied it in to Cllr Keith House. HT has not had an update from the school air monitoring project since signing up in April.

CW has received the Education Committee Terms of Reference and shared these with the working group as well as with the secondary school.

CW has started a list of mitigations to request if the proposal does go ahead. This has been shared on GovernorHub but the focus so far is on getting children to school safely rather than mitigations on the school site.

AH has drafted a letter template for parent objections. RH has provided feedback.

The Regulatory Committee is scheduled for June but may be delayed.

A governor asked: Do we want parents/pupils to attend in June?

HT said yes – once the date is confirmed she is happy to share with parents – it is likely to be an evening anyway if parents want to take children. CW would

be best placed to speak as part of the Parish Council 15 minute slot but parents and children could contribute.

HT said time was short to get parents to sign the objection letters. If the Regulatory Committee is pushed to July there could be more opportunities for sign-up. Otherwise governors could be available at the gate at drop-off and pick-up.

Action: AH to finalise the letter and speak to HT about notifying parents on parent mail and Facebook. RH can collate the letters once signed and submit. JW, Chair, AH and CC are happy to sit outside at drop-off/pick-up to speak to parents in the next couple of weeks.

Governors discussed other mitigations that the school might request if the proposal goes ahead.

JW suggested waiting for the Hamble residents group to submit theirs and using it as a reference.

Governors proposed the following potential mitigations against noise, air pollution and dust:

- Soundproof fencing.
- Air conditioning.
- External cleaning of the building.
- Moving the play area and YR garden.
- A school crossing patrol where lorries are due to turn.
- Reviewing the cleaning contract.
- Moving the front playground with replacement planting around the previous site/field.
- Sound absorption screens.

Action: HT to ask staff for their input. Working group to communicate this with secondary school so they mirror this. Working group to get together again before the scheduled Regulatory Committee meeting.

8 Headteacher's report

HT gave a verbal update.

Attendance is still above the national average but there are still holiday requests.

The school has interviewed for the position of acting SENCo to cover maternity leave. The School has appointed Robyn Fitzgerald, a current class teacher.

Two teachers are leaving the school to travel so HT is now recruiting for three teachers for next year. One will be an ECT on a fixed term to cover maternity leave and two experienced teachers. The school has had a lot of applications and will carry out interviews this week and next.

There will be interviews for the ELSA and parent link worker roles next week – some strong applications have been received. One teacher is on long term sick, HT is in touch with EPS on the matter. Currently there is a good long term supply teacher in place but they are not available following half term. One option is to appoint a current student teacher as an unqualified teacher for the final five weeks of term. This is better value than supply and the student knows the school.

The school was moderated in Yr2 KS1.

The school was partially closed for the latest strikes – Yr2 and Yr6 were open ahead of the SATs.

The school drains are repaired.

One staff member has completed swimming teacher training. Children will start swimming in Yr4 then catch up in Yr5 and Yr6.

AHT is interviewing at Winchester University for teacher training.

The school is reviewing wrap around care and external clubs to confirm it is value for money for parents. The school sent a survey to parents and is now looking at responses and seeing what else is on offer.

Governors agreed it was right to review provision from a fiscal perspective.

A governor asked: Does the school use just one provider?

HT said one provider is used for breakfast and after school club which has put its prices up. Other clubs are run by different companies.

A governor asked: Who provides music tuition? HT said it was provided by Hampshire Music Service, plus Rock Steady.

Some clubs can be funded through pupil premium. Currently several clubs are run by staff which limited numbers but private companies wouldn't have to do this.

A governor asked: As some clubs only go up to Yr2, would this change?

HT said this would be reviewed.

A governor asked: Would the school look at running its own breakfast club?

HT said the school wouldn't have the capacity – it can cause staffing issues if staff member isn't in etc. The school would have to give six months' notice to breakfast and after school club provider if changes are made.

The school is part of a transition project with cluster schools and the secondary. The Headteacher at the secondary is engaging well with transition and SEND requirements.

Yr3 and Yr4 went to Winchester cathedral today on a school trip. Yr1 went to manor farm. Yr5 and Yr6 will be going to Portsmouth after half term to look at coasts.

A governor asked: If attendance is above the national average, is it increasing?

HT said it's roughly staying the same.

A governor asked: Is this an issue for Ofsted?

HT said yes – a couple of children are persistent absentees which does skew the figures, as do unauthorised holidays. Illness before Christmas really impacted the figures. The school is taking action on unauthorised absence. HT has examples of having meetings with parents and seen attendance improve.

8.1 **Inset days**

HT shared the provisional Inset days for 2023/24:

- September 1st (safeguarding)
- November 20th (outdoor learning)
- March 15th (whole cluster day)
- June 21st
- June 24th

The March whole cluster day allows the school to combine payment and get speakers for the morning as part of a SEN behaviour session. The plan is for it to be hosted at the secondary school.

Governors agreed the provisional Inset days to be shared with parents in the next newsletter.

8.2 **SIP update**

The school is on track in terms of data predictions. Greater depth in Yr2 could be affected by not having consistent class teacher.

The new outdoor play area is complete and the trees are planted. HT is going to have a review meeting with the landscape strategy team just before summer.

The focus for teaching and learning this term is Greater Depth and challenging more able children.

The school will host NSPCC assemblies and workshops over the next two weeks.

There has been one half day suspension in Yr5. Two families are open to Children's Services and two families are under early help.

Chair noted that the school has a new LLP – HT had shared this on GovernorHub. He has visited the school already.

9 Budget approval

CW had provided notes to the Chair in advance. CW and AH have reviewed the budget with the school business manager. There is a larger deficit in year three however the budget remains well managed and CW and AH recommend FGB approve it.

AH said that gas and electricity prices have gone down 10-15% but water prices are going up.

A governor asked: How much is the school affected by inflation?

HT said lunch prices are going up but the school does not receive more money. The school subsidises each school meal by 48p (forty-eight pence).

A governor asked: Where is this unbudgeted money coming from?

HT said the school is using additional top up money from government. The school is fortunate to have the money but many schools can't and are asking parents for funding.

Governors approved the budget.

Action: Chair to sign and share with the school business manager.

JW left the meeting at 6.22pm.

10 Safeguarding

HT provided a brief update in her report. The Chair has passed the Safeguarding governor role to CC. CC will complete a visit before the end of term.

The Chair reminded all governors to log into the Safeguarding Network website when accessing resources – governors have been using the pages but not logging in. HT can assign training to governors through the platform.

A governor asked: How much does the network cost the school?

HT said it's around £200 (two hundred pounds) a year for staff, £100 (one hundred pounds) for governors. HT uses all the training and the calendar. The school has an annual safeguarding plan with monthly actions for governors and the school – the Chair and HT have gone through this with CC.

11 Governance

11.1 Monitoring visits and reports

Some reports have been uploaded to GovernorHub recently. Chair reminded governors to keep putting them online.

LB agreed to be the English Link governor.

Action: CH to update on changes in the past year.

11.2 Whole governing body training

The Chair has received a reminder to book whole governing body training.

A governor asked: Is there a training plan for new governors?

Chair and CW are meeting to discuss this soon to make the training and induction process more robust going forward.

The Chair asked governors how best to engage between FGB meetings to ensure momentum doesn't drop. Governors are encouraged to come in for assemblies, theme weeks etc.

Action: CH to share dates in advance.

The summer fayre will take place on 24th June. A request for helpers has gone to parents but not to governors yet.

Action: HT to ask SBM to share with Chair who will distribute to governors.

A governor asked: When is the next Rock Steady concert?

HT said in the summer term but date is not yet confirmed.

12 Any other business

The governance board has a vacancy for one co-opted governor and potentially another ahead of JW's plans to step down at the end of term.

Action: Chair and clerk to advertise. All governors to consider any potential applicants they may know.

CC raised a recent incident of a child bringing in a glass bottle and smashing it in playground. HT said parents had been notified and it was logged as a near miss.

The Chair requested that FGB meeting times are brought forward to 5pm in the future.

Action: All to note meetings will commence at 5pm from 20th June.

13 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Discussed mitigations in the event of the quarry proposal going ahead.
- Planned to support the school in opposing the quarry proposal.
- Made plans for governors to attend school in between meetings.
- Approved Inset days for 2023/24.
- Made plans to maintain a complete governance board.

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

Signed by Chair:

Date:

- Heard an update on the SIP.
- Received an update on the school's staffing.
- Challenged the school's attendance figures.
- Received an update from HT and governor on SATs.

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

- Approved the budget.
- Challenged proposals to review breakfast and after school provision.

15 Date and items for the next meeting: 20th June 2023 at 5pm

- HT refresher on Ofsted.
- Update on quarry proposal.

The meeting finished at 6.41pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from January	Share results of staff survey with staff	HT
Carried from March	Check governor profiles on website are up to date.	Clerk
	Check governor training records on GovernorHub and share with CH.	Clerk
7	<ul style="list-style-type: none"> • Finalise the letter to parents and speak to HT about notifying parents on parent mail and Facebook. • Collate the letters once signed and submit. • Attend school at drop-off/pick-up to speak to parents in the next couple of weeks. • Ask staff for their input. • Communicate mitigations with secondary school and meet again before the scheduled Regulatory Committee meeting. 	AH RH JW, Chair, AH and CC HT Working group
9	Sign the budget and share with school business manager	Chair
11.1	Handover English link governor	CH/LB
11.2	Share dates for governors to attend school	CH
	Share summer fayre helper invitation with governors	HT/Chair
12	Advertise for co-opted governors	Chair/clerk
	Note new meeting time of 5pm	ALL

Signed by Chair:

Date: