

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 18th July 2023

Time: 5.30pm – 7.30pm

Location: Hamble Primary School

Present:	Lee Benson (LB)	LA Governor <i>left during item 7</i>
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Andy Howells (AH)	Parent Governor
	Johanna Walker (JW)	Co-opted Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair
Apologies:	Eileen Ball (EB)	Co-opted Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Headteacher
In attendance:	Zoe Coote (Clerk)	
	Nancy Donohoe (ND)	SENDCo/AHT
	Natalie Emmett-Callaghan (NEC)	Prospective co-opted Governor
	Felicity Martin (FM)	Prospective co-opted Governor

The meeting started at 5.30pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. HT, RH and EB had provided apologies in advance, which were accepted. The meeting was quorate. NEC and FM had joined the meeting with a view to joining the governing body as co-opted governors from September 2023.

JW will step down from the governing body at the end of the school term. The Chair and governors thanked JW for her contribution as a governor over the past 11 years.

2 Declarations of pecuniary interest

There were none.

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 20th June 2023

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 20th June 2023 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

6 Matters and actions arising from the minutes

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

Item 10.2: JW suggested meeting with cluster school governors to discuss how to support the school's leadership team in working more closely.

Action: Chair to add to governor improvement plan for next year.

A governor asked: whether the latest data had gone out to parents. AHT said yes.

A governor asked: whether it would be appropriate to provide some context to parents, given the Ofsted report was overall "Good" but data was very impressive.

AHT agreed that some of the positive verbal feedback from the inspector did not make the final report. The Ofsted report went out today via parent mail and will be on the school website once live on Ofsted website.

The Chair said that following the previous Ofsted report, the former HT wrote to parents to highlight the supporting context.

Action: HT to consider writing to parents.

7 Update from SENCo

AHT provided handouts and talked through SEND provision at the school.

AHT will be on maternity leave from September and will be covered by Robyn Fitzgerald (RF). EB supported this recruitment.

LB left the meeting at 5.46pm.

The number of children on the SEND register varies as the register is flexible. Currently 60 out of 374 children on the register.

A governor asked: who decides if a child has SEND requirements?

AHT said that she and the HT ultimately make the decision but it is based on a lot of factors.

12 children on the SEND register have an EHCP.

A governor asked: whether this was a lot more than previously? AHT said yes, but only two of those had been applied for by the school, the majority of

children joined with them in place. There are three children with EHCPs in YR, however two of these would be better suited to specialist provision.

A governor asked: how many children potentially need EHCPs but don't yet have them in place? AHT said potentially 11 children.

A governor asked: whether there are some children arriving in school without the EHCP funding in place? AHT said yes – there are 11 children whose applications the school is currently processing, but the additional provision is in place and being funded by the school. Not all of these 11 applications may be approved, but the need will still be there without the funding.

A governor asked: is there a risk that if the funding is not received the need won't be met? AHT said possibly: some support roles weren't advertised as 1:1 but have ended up being so due to recruitment issues.

JW highlighted that 1:1 support staff support children in extracurricular activities and not just in the classroom.

The number of EHCPs in Hamble Primary is lower than the national average, but the number of SEND children without this support is similar to the national average.

A governor asked: has the number of SEND children increased? AHT said yes, because the school's criteria have changed. Hamble has a good reputation for SEND in the area which attracts pupils. Unless the school can't meet the needs of SEND pupils, they will be accepted. Children with EHCPs in place are dealt with by HCC SEN team admissions.

Data for SEND children tends to be lower than those not on the SEND register. AHT said that it is difficult to compare year on year assessment data for SEND children and against the national trends due to changes in the SEND cohort and differing needs – the school's SEND register is flexible.

A governor asked: if the number of SEND children increases further, will this impact the school's data? AHT said that the school tracks KPIs for SEND children and Ofsted praised the small steps of progress by SEND children.

A governor asked: whether a particular child in YR with SEND is closer to getting the right provision. AHT said the HCC SEN team are trying to find alternative provision, and could involve the HCC Inclusion team.

A governor asked: whether the move to the Inclusion team move the funding? AHT said that child would still be on the school's roll, but the EHCP funding would be moved to the HCC SEN team to use.

A governor asked: whether Hamble would then have to pay for the alternative provision which could be a lot more expensive? AHT said it's likely

there would still be some expense, however the school is already spending the funding and is unable to meet the child's needs so it would be positive. Governors requested that RF keep them updated of any additional costs.

A governor asked: whether the parents support the child going to alternative provision? AHT said yes. Specialist provision could also be an interim before a new school is found.

Yr6 data shows low attainment in writing – reading and writing will be an area of focus for next year's SIP.

AHT recently held some workshops on anxiety with parents, including those not on the SEND register. These will likely be repeated between the cluster schools, with all parents welcome.

JW left at 6.16pm.

Rainbow room provision is going well. It is timetabled provision, part of the school day focussing on life and social skills.

A governor asked: whether this is quite a bespoke offering? AHT said it is, developed in response to needs of the children. Children are calmer and safer and staff are happier.

The SEND focus for 2023/24:

- New parent support worker/ELSA from September to work with more vulnerable families.
- Unmet communication needs
- Parent communication.

FM left the meeting at 6.26pm.

A governor asked: whether the budget was being monitored in relation to SEND provision. CW said yes. The money is being spent appropriately but will need to monitor what happens after September to understand the new cohort. The forecast for year 3 is in deficit but this often changes. If the school has to fund expensive provision this could be difficult.

NEC noted that lack of capacity in specialist schools is a national issue.

Action: RF to come to the November FGB to update the position once new children have settled.

A governor asked: what risk mitigations are in place for potential additional delays to the EHCP process? AHT said the school could apply for some back funding but is unlikely to be successful and provision will continue.

The school's budget is retrospective and set for the previous year's NOR.

JW rejoined the meeting at 6.35pm.

8 Headteacher's report

HT had shared a report in advance, AHT was available to answer any questions.

A governor asked: regarding the large influx of holidays in the late summer term. Some were repeat offenders, will any be going to court? AHT said no, any repeat offenders were a long enough gap since the last penalty notice.

Provisional data is looking great other than reading in KS2 which the HT report highlighted. Reading will be part of next year's SIP.

The leavers' assembly will take place this Friday – JW will be there as a parent. Yr6 children chose the play to perform this year from a shortlist.

8.1 SIP update

Taken from the HT report:

A full review of the SIP will actions/impact will be completed over the Summer prior to writing next year's and following all Pupil Progress and Performance Management meetings. This will be shared on GovernorHub when completed. Monitoring through work scrutiny, moderation activities and then end of year pupil progress showed that the targeted areas within the SIP did result in improved outcomes, especially in Phonics and Greater Depth outcomes across the school.

8.2 Provisional data

Taken from the HT report:

Provisional data is strong: above local and national averages in all areas apart from KS2 Reading "expected" which was lower. This was a widely publicised "difficult" test. Papers have been analysed to see if there is any scope for appeal but it seems not, as children had answered questions correctly but had run out of time and/or missed lots out. More in depth analysis will take place over the coming weeks and this will be used to inform next year's School Improvement Plan.

9 Safeguarding

Safeguarding governor CC met with HT last month and went through the safeguarding plan. The report is on GovernorHub and CC will attend the Inset day in September to complete safeguarding training with staff.

10 Governance

10.1 Monitoring visits and reports

- CC completed a H&S visit on 7th July with School Business Manager (SBM). SBM has gone out for quotes for external assistance for grounds maintenance while the caretaker is on sick leave.

Signed by Chair:

Date:

- CH reported that LB completed an English visit.
- AHT reported that EB has completed SEN and PP visits.
- JW will complete a Maths handover from September when roles are updated.

10.2 Whole governing body training

Governors previously agreed to focus on supporting staff wellbeing and parent engagement.

Action: Chair and CW to ask secondary school governors if they wish to join.

A governor asked: how are staff feeling at the end of term and following Ofsted? AHT said staff were feeling positive. Staff had been able to see the Ofsted report earlier than expected which was a good end to the year.

Governors agreed to fund lunch for staff on the first Inset day of the new term.

11 Update on quarry planning proposal from the working group

CW said that the regulatory committee meeting date has been delayed, possibly to 17th September. There will be two weeks' notice of the date. CW is in touch with the secondary school governors and seeking to get air quality monitor data from Eastleigh BC. CW is also working with the local residents group to engage Netley and Bursledon primary pupils who may go to the secondary school in future.

The letter to parents is drafted.

Action: revisit ahead of the next FGB on 19th September.

12 Any other business

The first three FGB dates are set for 2023/24.

Action: Clerk and Chair to work through the remaining dates and circulate to governors.

13 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Discussed staff wellbeing.
- Made provision for future governing body membership.

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

- Received the HT report.
- Received an update on SEND provision and challenged the data and funding position.
- Challenged the provisional end of year data.
- Heard the positive impact of Rainbow room provision.

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

- Raised concerns about SEND funding and what options might be for the future.

14 Date and items for the next meeting: 19th September 2023 at 5pm

- Policy review
- Confirm roles and working groups
- Declarations of interest
- Terms of reference
- Co-option of new governors

The meeting finished at 6.57pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from June	Meet with secondary school governors in September/October 2023.	CW/LW
	Confirm meeting requirements with Governor Services and put out survey over the summer.	Clerk/Chair
6.	Add to governor improvement plan: meeting with cluster school governors to discuss how to support the school's leadership teams in working more closely	Chair
	Write to parents with additional context on Ofsted and data	HT
7.	RF to attend November FGB as SENDCo to update	HT/Clerk
10.2.	Ask secondary school governors if they wish to attend WGBT	CW
11.	Revisit letter to parents regarding quarry proposal ahead of September FGB	CW/AH
12.	Circulate new meeting dates to governors	Chair/clerk

Signed by Chair:

Date: