

**HAMBLE PRIMARY SCHOOL**  
**Hamble Lane, Hamble, SO31 4ND**



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 18<sup>th</sup> October 2022

**Time:** 5.30pm - 7.30pm

**Location:** Hamble Primary School

<b>Present:</b>	Eileen Ball (EB)	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor ( <i>arrived during item 6</i> )
	Liz Jarvis (LJ)	Co-opted Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair

<b>Apologies:</b>	Lee Benson (LB)	LA Governor
	Johanna Walker (JW)	Co-opted Governor

**In attendance:** Zoe Coote (Clerk)

**The meeting started at 5.30pm**

### **Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body. LB and JW had provided apologies which were accepted. The meeting was quorate.

**2 Declarations of pecuniary interest**

CW noted that he volunteers with the organisation Wet Wheels who may work with the school in the future. As a voluntary role this is not a concern but CW will declare for transparency.

**Action:** CW to update 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 20<sup>th</sup> September 2022**

The Chair went through the minutes and invited any feedback. The minutes were agreed as a true and accurate record.

**6 Matters arising from the minutes**

The Chair reminded all governors to upload their monitoring reports to GovernorHub.

AH and CW completed a finance monitoring visit today.

Governors discussed the issues with accessing school email accounts when they have more than one Outlook account. Governor Services had not been able to provide any solutions. It was suggested the issue could be avoided by logging into the school email account from a separate device to personal emails.

**Action: Clerk to ensure CH is signed up to DTG updates from Governor Services.**

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

**7 Headteacher's verbal report**

There are 360 pupils in school at the moment, with four more starting after half term. Two children were due to start in YR are now going to specialist provision. Following recent recruitment, the school has appointed an LSA who will provide class cover and PPA. No applications were received for the ELSA post. The school is buying two half days of ELSA time from Bursledon after half term and will run the advert again late in the spring term.

**A governor asked:** is there any harm in making the ELSA arrangement permanent?

HT said it depends on the needs of the school which changes depending on the children, for example Hamble might come to need an ELSA every day. The HT at Bursledon is happy to collaborate, for example the SENDCo went to work there today and there may be further opportunities to work in the cluster in the future.

**A governor asked:** How many vacancies are currently open? HT said none, only the ELSA is vacant but not currently recruiting. Two B grade LSAs are starting after half term.

HT said that the support requirements are dynamic as it can be difficult to know the requirements of children when they start in YR.

Staff performance management reviews are complete. HT will be out of school from 16<sup>th</sup> November following a knee operation. LLP is aware and HT will only be not contactable for three days, when AHTs will stand in.

The school's computing curriculum is going really well. The computer lead has written a new curriculum and is buying new resources. The curriculum will be delivered to staff after half term.

Mrs Spooner is taking the lead on the school's timber trail. The school has had a quote to get the work done and 60 trees are being delivered in March 2023.

**A governor asked:** where are the trees coming from?

HT said from the Woodland Trust.

**A governor asked:** Do they provide a watering programme? Will need to ensure they are watered every day through hot spells, including covering the summer holidays.

HT said the Woodland Trust provide all the instructions and equipment but the school needs to do the preparatory work for planting and maintain them.

**A governor asked:** Where will the trees go?

HT said most will go in the field behind the outdoor classroom, with some along the fence line between the car park and main entrance.

Five families are currently open to Children's Services, with a total of nine children. This is not a high level but more than the school is used to.

Behaviour has been good since the beginning of term with attendance at 96.4% across the whole school attendance.

**A governor asked:** have there been any issues with holidays?

HT said the main challenge is term time holidays. There is a focus on attendance from County and Ofsted, although much of this is due to school refusers post covid and anxiety around starting secondary school.

**A governor asked:** is the school issuing fines for unauthorised absence?

HT said yes. There is a clear link between attendance and achievement. The suggestions from government are what the school is already doing.

Governors agreed the situation is likely to get worse with a rising cost of living.

**A governor asked:** who makes the decision on issuing the fine?

HT said she makes the decision but in line with the guidance that such absence will only be authorised in exceptional circumstance.

**A governor asked:** is it ten sessions missed that triggers a fine?

HT said it's ten missed sessions within a hundred days.

**A governor asked:** how much is the fine?

HT said it's £120 (one hundred and twenty pounds) per child per parent.

**A governor asked:** has the school received any adverse reaction when fines are issued?

HT said most just accept the fine. Many will be aware of the fine but it is less than the cost of the holiday would be out of term time.

**A governor asked:** has there been any issues with separated parents being issued fines?

HT said in this case, if the other parent says they don't support the holiday, then they wouldn't be issued a separate fine.

**A governor asked:** what is the target for attendance?

HT said it's 97% across the school. Last year the school achieved around 93% but this included covid impact. Compared to national averages Hamble is in a fair position

**A governor asked:** is there any research about the educational benefit of holidays?

HT referenced the national data that shows children with higher absence rates are less likely to meet expected outcomes. It can also be unsettling for the child to take time out; their social time is impacted as well.

**A governor asked:** Does the school provide a learning journal for holidays?

HT said no – if the school issues work it could be seen to condone the term time holiday.

**A governor asked:** how teacher absence has been.

HT said one teacher currently has covid, and there are two LSAs off at the moment – this is much improved compared to last year.

Building work is taking place outside the YR area – the artificial grass is being replaced with a hard surface in half term.

The school's data system has moved to Arbor and assessments will move over as well. IT means teachers are more autonomous and need less support from the office.

**A governor asked:** has historical data been moved over?

HT said yes.

**A governor asked:** whether HT was aware of a flooding issue in the playground when it rains that was recently flagged on a H&S visit.

HT said yes, it is a drainage issue and the drains were inspected fairly recently.

**A governor asked:** can the school get any support from HCC on this?

HT said she believed this has been investigated but believe it was unfeasible due to cost.

**Action:** CC to add as an action for H&S report and HT to follow-up with SBM.

One of the AHTs has recently done a coaching course. The Maths and English leaders are attending training and two LSAs are also going on training.

**A governor asked:** what was covered in the LSA training?

HT it covered autism, communication strategies etc. Both LSAs said the training was really useful.

**A governor asked:** is there a plan to roll this out to more LSAs?

HT said the two LSAs in question are the newest to school and are working with children 1:1 all the time on behaviour. All LSAs have had Lego therapy training.

One AHT and an LSA are booked on Team Teach training on non-physical restraint.

The school is hosting an educational psychologist to cover anxiety training with parents across the cluster schools. Phonics and maths sessions for parents are booked for after half term for all year groups. Yr6 are going on their residential trip this week. Other forthcoming events include a rock band booked to come to school and a trip to the planetarium. New parent tours have been booked for the 2023 intake.

**A governor asked:** if the JLT would be involved?

HT said yes, Yr6 will do these. In the past few years, they have not been able to due to covid.

## **8 SIP and governors' role in supporting**

The Chair highlighted some broad themes that would be beneficial for governors to look at when they come into school. These include wellbeing, safeguarding and links to the SIP (including SEN children and support). The Chair asked governors to make sure they're familiar with this term's actions on SIP for their link topics before coming in for visits, and to identify what progress is being made.

**A governor asked:** is the latest SIP on GovernorHub?

HT said the three-year SDP is online. HT noted the SIP is a working document which will be updated regularly.

**Action:** HT to upload this year's SIP to GovernorHub.

A governor noted that having used HT's suggested questions on a recent visit, they do generate a wide range of feedback.

The Chair reminded governors that there is a lot of guidance for each link monitoring role on the Key.

## **9 Safeguarding**

### **9.1 Governor safeguarding training**

HT reminded governors that Ofsted will ask about what safeguarding training they have had. The Chair is the safeguarding governor and attends the start of year training for staff so receives updates on KCSiE. HT also provides an update on this at the first FGB of the school year, and provides safeguarding update for governors on GovernorHub. Governors are responsible for keeping up to date with this information and there is separate safeguarding training available from Governor Services if required.

HT said it is now recommended that governors read the whole of KCSiE, but it is only essential to read part 1.

The school subscribes to the safeguarding network which has started a section for governors. The cost of a subscription is £99 (ninety-nine pounds) for a year. CW noted there is sufficient budget available for this. Governors approved purchase of the subscription. The Chair will sign up and drive the governor training.

## **9.2 Safeguarding questions on monitoring form**

Covered under item 8.

## **9.3 Safer recruitment training**

The Chair said that the school needs one if not two governors trained in safer recruitment to support school recruitment. At the moment only JW has completed the training. HT added that some staff are trained, but having more governors trained adds robustness. One day session or webinars are available.

EB and CC offered to complete the training.

**Action: CC and EB to book onto the course.**

## **10 Policy approval and review**

### **10.1 Pay policy**

The draft Pay Policy came out yesterday and the SBM has updated the draft.

**A governor asked:** what is staff feeling about the pay increase?

HT said she hasn't received much feedback at this point.

**A governor asked:** will there be additional funding to support the increase?

CW said that the school has to fund it. The budget is starting in a healthier position.

HT said that HCC EFS has suggested that schools do not take the increase from other budgets, but rather to model taking it from the staff budget to show that the funding budget is in deficit. If schools do this to show impact it might generate action.

**Action: HT to pick this up with SBM.**

Governors discussed plans to approve adoption of the Pay Policy before the end of October deadline. RH only one from pay committee here. (JW and LB)

**Action: HT to share the updated Pay Policy. Pay Committee (LB, JW and RH) to review the draft together and write to the Chair to recommend adoption.**

The clerk will set up an extraordinary FGB meeting to be held virtually on MS Teams at 6.15pm on Tuesday 25<sup>th</sup> October so the governance board can approve the recommendations of the Pay Committee.

The Pay Committee also need to moderate pay increases for staff.

**Action: HT to discuss with SBM and discuss with Pay Committee. HT will email anonymised data to the Pay Committee for review by the end of the month.**

### **10.2 Adopt the scheme for financing schools**

The scheme for financing schools is a Hampshire scheme which the school does not deviate from. Governors approved adoption of the scheme for financing schools.

## 11 **Staff wellbeing**

Governors discussed staff wellbeing. HT said morale is generally ok in school although the last week of half term is always tough.

HT is planning to improve staff wellbeing as well as awareness of what governors and SLT do to take staff wellbeing into account and how decisions are made with their wellbeing in mind.

**A governor asked:** taking, for example, the guidance on timing emails to send during school hours – does the HT speak to staff about their workload in evenings and on weekends?

HT said not in this case because she doesn't mind how staff do the work, for example some stay late at school whereas others go home and log on later. Staff respect each other's time out of work. PPA and subject leader time can be done at home when required.

Staff relationships are good, and people generally feel supported. SLT are good at stepping in to support staff where required.

**A governor asked:** is it fair to say that staff wellbeing is one of the key focus areas and SLT support it?

HT said yes, and she can tell governors what SLT do to support it, but staff may not recognise it as such.

**A governor asked:** could HT issue an anonymous questionnaire to staff to obtain feedback from staff?

HT said yes, this is something to consider after half term.

**A governor asked:** given the relationship with cluster schools, could staff spend time in other schools to network with other teachers?

HT said yes, and the early years cluster is already set up. There is a staff meeting in November where subject leaders will all meet and share expertise. Other sessions for SLT and AHTs are being set up.

**Action:** HT to develop an anonymous staff survey.

**A governor asked:** how does HT think staff will take the survey?

HT said if it's anonymous, staff are likely to complete it.

## 12 **SEN discussion**

HT followed up from the July FGB when the SENDCo presented to Governors. Governors had been concerned on the impact on the budget of funding children while waiting for the EHCP process to complete. HT has discussed this with cluster school HTs and the SENDCo has contributed to an email to the Hampshire SEN team regarding experiences affecting all schools around not hearing back about referrals and delays, etc.

**A governor asked:** is there anything governors can do to support this?



HT said not currently. Bursledon have a governor leading on this so there is potential to link up. Hamble is in a relatively good position and has been able to recruit two new LSAs recently.

HT noted it would be worth reviewing the situation again, perhaps in summer term. Governors agreed to keep it on periodic review, with the SENDCo to report again mid-year and again at the end of the year.

**Action:** clerk to add to agenda.

**A governor asked:** is there an expectation from parents of what they get from EHCP and how do they perceive this?

HT said it is very clear what they get as it is very bespoke. Provision used to be in hours but is now banded.

### **13 Governance**

#### **13.1 Monitoring visits**

Covered under item 6.

#### **13.2 Whole Governing Body Training**

The Chair gave an update. Governor Services have capability to provide what the governance board wants to cover, but are yet to confirm the dates. The WGBT was scheduled for December but may get pushed to next term.

#### **13.3 Recruitment and Induction Governor**

Previously the board had a governor responsible for recruitment and induction and the Chair would like someone to take the lead on this again. CW had been informally carrying out this role and is happy to continue to take this role. Clerk will update this role in GovernorHub.

**A governor asked:** whether any of the newer governors lacked anything since joining.

CC suggested an induction programme of what to cover in the first year, for example.

**Action:** CW to develop an induction checklist.

EB said that it can be difficult to access the Governor Services training as a lot of the available dates are full. CW noted that there are always cancellations and suggested asking to go on a waitlist. It is possible if there is enough interest, Governor Services might put on another session.

**A governor asked:** if all new governors had been on an induction course? All new governors had.

**A governors asked:** if all new governors had completed their subject lead training?

EB and CC have booked onto theirs. CW recommended checking the Key for additional guidance to support link roles. CW added that if any new governors had issues, to contact him as he is happy to meet and discuss.

### **14 Any other business**



HT suggested that governors publish brief, family-friendly minutes from FGB meetings to raise the profile of governors and the work they do.

HT has created a draft from the last FGB and suggested sharing them through parent mail this week. The draft is on GovernorHub.

**Action: All governors to review the draft on GovernorHub and feedback to HT ASAP.**

**A governor asked:** whether there are any rules against rewriting the official minutes in this way?

**Action: Clerk to confirm with Governor Services.**

#### 14 **Effective governance evidenced in this meeting**

**Core function:** *Ensuring clarity of vision, ethos and direction*

- Ensured that monitoring incorporates safeguarding, staff wellbeing and reflects the SIP.
- Appointed a Recruitment and Induction governor.
- Planned to engage the school community through family-friendly minutes.
- Ensured governors are up to date with safeguarding training.

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

- Clarified SEN provision requirements.
- Made plans to support staff wellbeing.

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

- Made a plan to approve adoption of the Pay Policy.
- Adopted the Scheme for Financing Schools.

#### 15 **Date and items for the next meeting:**

**Extraordinary FGB: 6.15pm on Tuesday 25<sup>th</sup> October on MS Teams.**

- Approval of the Pay Policy

**29<sup>th</sup> November 2022**

- Assistant Headteacher to attend in HT's absence.
- Mid-year budget revision – AH and CW.

**The meeting finished at 7.21pm**

#### **Action log:**

Item	Action	Responsibility
<b>Carried from March</b>	Upload monitoring reports to GovernorHub.	JW
	CH to contact LJ re: handover of English	CH

Signed by Chair: .....

Date: .....

<b>Carried from July</b>	Follow up IT notifications with school business manager – carried	HT
<b>Carried from September</b>	Cover equalities and inclusion on next safeguarding visit – carried to next half term	Chair
<b>2.</b>	Update declarations on GovernorHub.	CW
<b>6.</b>	Ensure CH is signed up to DTG updates from Governor Services.	Clerk/CH
<b>7.</b>	Add playground as an action for H&S report Follow-up with SBM	CC HT
<b>8.</b>	Upload SIP to GovernorHub	HT
<b>9.3</b>	Book onto Safer Recruitment Training	EB and CC
<b>10.1</b>	Pick up Pay Policy budget with SBM	HT
	Pay Committee to review the draft together and write to the Chair to recommend adoption	LB, JW and RH
	Email anonymised data to the Pay Committee for review by the end of the month.	HT
<b>11.</b>	Develop anonymised staff survey.	HT
<b>12.</b>	Add SENDCo update reports to future agendas	Clerk
<b>13.3</b>	Develop governor induction programme	CW
<b>14.</b>	Review draft family-friendly minutes and feedback to HT	ALL
	Confirm this is acceptable with Governor Services	Clerk

Signed by Chair: .....

Date: .....