

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 20<sup>th</sup> June 2023

**Time:** 5pm - 7pm

**Location:** Hamble Primary School

<b>Present:</b>	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>arrived during item 6</i>
	Claire Hewitt (HT)	Headteacher
	Johanna Walker (JW)	Co-opted Governor – <i>left during item 8</i>
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair

<b>Apologies:</b>	Andy Howells (AH)	Parent Governor
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<b>In attendance:</b>	Zoe Coote (Clerk)
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**The meeting started at 5.05pm**

### **Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body. AH had provided apologies in advance, which were accepted. RH had notified she would be arriving late. The meeting was quorate.

**2 Declarations of pecuniary interest**

There were none.

**3 Any other business** (since issue of the agenda)

The Chair agreed to discuss meeting dates for 2023/24 following the meeting.

**4 Correspondence**

There was none.

**5 Approval of Minutes of the meeting held on 16<sup>th</sup> May 2023**

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 16<sup>th</sup> May 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Item on staff survey: HT has not shared the results with staff as they are now likely out of date. Ofsted completed a staff survey. HT agreed to update staff at the coming Inset day that their feedback was received and that the next survey (likely after February 2024) would include separate versions for teaching and support staff.

CH passed on thanks for governors coming to help at the summer fayre.

**7 Ofsted visit update**

Ofsted inspected the school in June. The draft report is expected this week. CW updated on the governor meeting with Ofsted which was generally positive and noted the strong governing body.

**A governor asked:** how the staff felt following the inspection. HT said generally good.

Overall HT believes initial feedback from Ofsted was accurate and fair. Items noted for development are already in the improvement plan.

Governors thanks staff and those governors who were involved.

The Chair suggested marking the publication of the report with staff in September.

**8 Headteacher's report**

HT had shared a written report in advance and invited any questions.

There is still one member of staff on long term sick leave. HT is working with EPS on this. The school is advertising for a teacher from September on a temporary contract to cover this.

**A governor asked:** which class the teacher was usually in? HT said a Yr2 class which has had a long term supply teacher since February half term. The school will have two new LSAs from September and has reissued the advert for an ELSA.

Transition mornings are coming up. The school was moderated in KS1 after the Ofsted visit, all the work was agreed which is positive.

The provisional phonics outcome was 86% with one child left to do – the school won't know the pass mark until Monday.

Multiplication check results are much improved from last year. End of year assessments are coming up.

SATs paper results will be back before the next FGB.

**A governor asked:** how will we build Ofsted feedback into SIP? HT is meeting with the LLP next term and will develop the plan but knows what to include and will focus on monitoring and subject leaders. There are two experienced teachers starting who will bring a lot to the team. JW noted that it is a good sign that the school has recruited experienced teachers as some schools have struggled to do so.

There are issues with one child's challenging behaviour but meeting with the parent has been positive and there is an EHCP in the pipeline.

**A governor asked:** whether it is causing any disruption to the year group? HT said there is some but it is being managed.

**A governor asked:** will the school be able to resource the right support? HT said yes, provided the child is able to follow instructions. The child has only been with the school two weeks so behaviour is likely to settle down. The school may have to fund support until the funding is in place.

One child hit their teeth on railings and had to have baby teeth removed.

Two members of staff will begin the National Professional Qualification for Senior Leadership (NPQSL) next year.

CW said he met with the secondary school governors today who would like to work with Hamble Primary School governors on both governance issues and transition.

HT met with head of virtual school who is responsible for looked after children. They discussed transition. One issue is that some primary provision cannot be replicated at secondary school – something that the County Council needs to look into. There can be disparity in advice given by external agencies to schools.

**Action: CW and LW to meet with secondary school governors in September/October 2023.**

JW said that she would be stepping down from her role at the end of term.

**Action: EB and JW to meet to discuss handover of Maths link governor role. Clerk to update roles on GovernorHub.**

JW left at 6.05pm.

There will be two co-opted governor roles from July. CH suggested that governors could recruit from the secondary teaching staff.

**Action: CW to pick up with secondary governors.**

The Chair also recently got contact details from a potential new governor. If these leads don't come to any applicants, the board can advertise in the parish magazine or on local Facebook groups again.

## **9 Safeguarding**

The Chair has handed the role over to CC prior to Ofsted and HT has updated on safeguarding issues at the school.

## **10 Governance**

### **10.1 Monitoring visits and reports**

The Chair thanked governors for completing and uploading their reports. Governors thanked LB for his recent IT report.

Other forthcoming visits:

- English early July
- H&S in July
- SEN and PP this week
- Safeguarding audit to be completed.
- Provisional dates for finance working group – July.

**A governor asked:** whether the school evaluates the number of parents coming to theme events. HT said the school notes those who don't come then tries to follow-up to find out why.

RH said theme outcomes tend to be on the same day for each year group which could impact attendance. HT said it would be possible to consider alternative days and times.

The Chair requested that governors write a quick summary report if they attend assemblies or theme outcomes.

### **10.2 Whole governing body training**

Governors discussed options for the whole governing body training and agreed to focus on supporting staff wellbeing.

**Action:** CW to let secondary school governors know we will be focussing on staff wellbeing and see if they want to join. Chair to explore with Governor Services.

HT said it could be useful to issue an article on the school in the parish magazine.

**Action:** Chair to find a contact.

CW and Chair to put together an induction plan for new governors over the summer.

HT and CC to agree a date for safeguarding audit in September.

## **11 Update on quarry planning proposal from the working group**

The regulatory committee could be 17<sup>th</sup> July – the report will issue a week before but the date is not fixed yet. The secondary school have written a letter and CW is working with their governors on a response, ready to speak at the meeting.

An air quality monitor was installed at the secondary school last week. The secondary school is inviting Paul Holmes MP to visit to speak to pupils about their concern.

**Action:** HT to email Paul Holmes MP and invite to the primary school.

## 12 Any other business

Governors discussed the timings for future FGBs.

**A governor asked:** whether it is possible to have fewer FGBs and then separate curriculum focussed meetings.

**Action:** Clerk to confirm with Governor Services if this is possible and the number of meetings next year. Clerk and Chair to put out a survey over the summer with options including virtual/different timings etc.

**The July meeting will start at 5.30pm.**

## 13 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Discussed options for improving parent engagement with theme weeks.
- Made plans to improve engagement with secondary school on governance and transition.
- Made plans for recruiting new governors.

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

- Shared Ofsted feedback and what will be incorporated into next year's SIP.
- Heard updates on EHCPs.

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

- Discussed the impact of staffing on the school's budget.

## 15 Date and items for the next meeting: 18<sup>th</sup> July 2023 at 5.30pm

- Update from SENCo
- SATs results
- EB gave her apologies.

**The meeting finished at 6.35pm**

## Action log:

Signed by Chair: .....

Date: .....

Item	Action	Responsibility
<b>Standing item</b>	Upload monitoring reports to GovernorHub.	ALL
<b>8</b>	Meet with secondary school governors in September/October 2023.	CW/LW
	Ask secondary school staff to consider becoming governors.	CW
	Update governor roles in GovernorHub	Clerk
<b>10.2</b>	Let secondary school governors know we will be focussing on staff wellbeing and see if they want to join. Explore with Governor Services.	CW/Chair
	Find a contact for Parish magazine.	Chair
	Put together an induction plan for new governors over the summer.	CW/Chair
	Agree a date for safeguarding audit in September.	HT/CC
<b>11</b>	Invite MP to school.	HT
<b>12</b>	Confirm meeting requirements with Governor Services and put out survey over the summer.	Clerk/Chair

Signed by Chair: .....

Date: .....