



# HAMBLE PRIMARY SCHOOL

Hamble Lane, Hamble, SO31 4ND

<http://www.hamble-pri.hants.sch.uk/2091-index.htm>

## Governor Minutes

**Meeting title:** Full Governing Body

**Date:** 20<sup>th</sup> September 2022

**Time:** 5.30pm - 7.30pm

**Location:** Hamble Primary School

**Present:**

Lee Benson (LB)	LA 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
Johanna Walker (JW)	Co-opted Governor ( <i>arrived during item 9.2</i> )
Christian Walton (CW)	Vice Chair
Lynn Whitaker (Chair)	Chair

**Apologies:**

Liz Jarvis (LJ)	Co-opted Governor
Eileen Ball (EB)	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. AH had joined as a parent governor. EB and LJ had provided apologies which were accepted. JW had advised that she would be late. The meeting was quorate.

**2 Declarations of pecuniary interest**

There were none. Governors were reminded to complete the online declarations in GovernorHub.

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

HT has a date for an operation which will be 16<sup>th</sup> November 2022 and is likely to be off school for at least two weeks.

**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 action log was updated and is appended to these minutes.  
Music concerts will commence from Spring 2023.

**7 Election of Chair and Vice Chair of Governors**

The clerk read out the nominations as follows: LW for the position of Chair and Vice Chair nominations for CW. Nominees left the room while voting took place. Governors were unanimous in electing LW and CW as Chair and Vice Chair respectively for a term of office of one year.

**7.1 Reappoint clerk**

The clerk was appointed for another school year.

**7.2 Committees and working groups**

The clerk circulated a list of committee membership and link governors in advance.

EB has stepped down from the Finance committee. AH volunteered to join.

**Action:** AH to complete finance training courses through Governor Services.

**A governor asked:** Are there any other required committees? The Chair said no, but there are some that are formed for specific purposes.

**A governor asked:** Is there a landscaping group? HT said there isn't, the Action Plan is now in place and there is a group to support it. CW is no longer on the group now the plan is in place.

**8 Headteacher's report**

HT had circulated a written report in advance.

HT is meeting with HCC to look at forecast admissions. Yr2 and Yr3 are 45 place year groups: Admissions have said the school can increase which is manageable as the classes are staffed anyway. The long term aim is to go back to 11 mixed year groups classes.

**A governor asked:** Is it correct that there are 12 spaces in Yr5? HT said yes, it was agreed to go up to 60 in Yr5 a while ago.

A lot of new starters this year. Yr 6 is the only group with no waiting list.

Another child with an EHCP has started at the school.

**A governor asked:** How long does it take for funding to come through once an EHCP is signed off? HT said the funding is almost immediate, but there is a banding system which means the school still covers a proportion of the hours.

**A governor asked:** Does the school have to reapply every year? HT said no, the EHCP covers the child until they are 25. The application process is taking much longer than the 20 weeks.

HT met with cluster heads on Friday and this was part of the conversation. Hamble is in a comparatively good position but it was noted that this could change in the coming years.

**A governor asked:** Whether there has been a year on year increase in the number of children on EHCPs? HT said yes, this is the trend nationally though. CAHMS are outsourcing some of the tests, so diagnosis is quicker but the EHCP process is still slow.

The school lost some staff last term and is interviewing for HLTA and LSA posts this week. There have been no applicants for the vacant ELSA role but HT has investigated buying in time from an ELSA from Bursledon school one day a week.

**A governor asked:** How many vacancies is the school trying to fill in total? HT said four.

**A governor asked:** Do we need to train someone to do the ELSA capability in school? HT this is potentially an option but the training is very expensive. No one in school applied for the post. One option would be to run the advert again and if no takers see if any staff want the training.

**A governor asked:** Is it sustainable to bring in staff from Bursledon? HT said yes it is cheaper to fund one day a week.

**A governor asked:** Are Bursledon supportive of this arrangement? HT said yes it is mutually beneficial for both schools but need to ensure the support is there long term.

Governor discussed the results of the parent survey, which had been shared in advance.

**A governor asked:** Was the summary shared all the qualitative feedback or was there negative feedback that wasn't included? HT said all the feedback was included.

**A governor asked:** What is the school doing with the negative feedback, for example one comment that information is not always shared in a timely fashion. HT said all communications are shared on Facebook and through parent mail. The Year Leaders now also have access to update the class pages on the website which will be another source of information for parents. Parents also noted they needed more feedback on children's reports. As a result, parents and carers will be given out slips at the review meetings this term to show where the children are.

Governors congratulated the school on the positive feedback received, which mirrors that of the Ofsted questionnaire.

**A governor asked:** Are the data outcomes good? HT said yes, the data was shared at the last FGB and can now compare with local authority and national data. The only flag is that the expected standard or above is 67% combined but is higher than the local authority average.

HT is pleased with data for Yr6 considering the amount of school these children missed due to covid. Levels of greater depth in Yr6 were lower than the local authority and national averages and also compared to previous years. There are a good amount of children achieved expected standards but this has not converted to greater depth. Some of this will be due to covid, but is also cohort specific. Having look at the data, more pupils are likely to get greater depth this year.

**A governor asked:** Had the school noted this trend with this year group in previous years? HT said yes, it's been tracked throughout the years.

**A governor asked:** What was the response rate for the parent survey? HT said 129 responses, which is about a 30% return of 360 children (although not 360 families). It shows the general trends.

**A governor asked:** Does the school look at the response rate every year? HT said the survey runs every year but this is her first year in post and has not yet compared to last year.

There is an engagement problem with parents for both governors and staff. HT added that parents do give positive verbal feedback to staff and engagement with the school is improving, as seen at the summer fair. RH added that parents were pleased to be able to start coming in for assembly etc.

The Chair said that parents need better understanding in the role of governors in management of the school. Governors have included biographies in newsletters but could do more regular updates. HT suggested sharing children friendly governor minutes.

Parents do come to Friday assemblies now so an opportunity for governors to improve their visibility.

CW congratulated the school on the new website.

**A governor asked:** Whether the Assistant Headteacher is ok following the recent H&S incident when a light fitting fell? HT said the staff member is now back at school and being supported. HCC are taking the incident very seriously and are following up with the contractor. The H&S link governor will follow up with the school business manager at the next visit.

## 8.1 SIP

Carried.

## 9 Safeguarding

Staff had safeguarding training on the Inset day at the start of term and the Chair attended as Safeguarding Governor. HT gave a quick overview of what was covered. Staff read part A of KCSiE, then HT gave a presentation from the Safeguarding Network that the school subscribes to.

The key message is that safeguarding is everyone's responsibility. This includes lunchtime supervisors, kitchen staff, caretakers etc.

HT highlighted what is new this year. This includes a focus on the role of governors in supporting the designated safeguarding lead and training to equip them for this strategic role. HT and The Safeguarding Governor have looked at what to consider as part of monitoring visits. Online safety is a thread running all the way through the curriculum. Staff mapped out their curriculum and noted where they could include safeguarding.

Staff also discussed the cost of living crisis at the Inset day and how to identify possible signs of neglect and stresses at home.

#### **9.1 KCSiE September 2022**

Governors were reminded to read KCSiE and to indicate that they had read and understood it on GovernorHub.

#### **9.2 Annual safeguarding return**

HT and Chair/Safeguarding Governor have completed and submitted the safeguarding return. A few actions have been picked up to ensure a comprehensive approach.

**Action: HT/Chair to do a full report to governors on the effectiveness of safeguarding in school.**

**Governors to include Safeguarding to monitoring visits: how are you including safeguarding – especially on wider curriculum and online safety.**

The school has moved to the Agile IT system from the previous HCC system. One question is who is notified if staff have tried to use IT inappropriately and who does notification go to.

**Action: HT to confirm with school business manager.**

**A governor asked:** Is there something in place if children try to access inappropriate content? HT said yes, there is.

**A governor asked:** What do we do with the outcomes of the tool? Chair said she and HT had pulled together an action plan and fed back to HCC that the audit is complete and outline actions. HT said it was a useful process to audit what is in place.

*JW arrived at 6.28pm.*

### **10 Policy approval and review**

HT had shared the updated policies in advance. All are standard HCC policies, personalised for Hamble Primary School. The Behaviour Policy is not standardised.

#### **10.1 Child Protection Policy to be adopted (including Lower Level Concerns Policy)**

Governors approved adoption of the Child Protection Policy.

**10.2 Safeguarding policy**

Governors noted the depth of the Safeguarding Policy.

**A governor asked:** Is there any onus on the school to cover safeguarding with parents? HT said they keep parents with what the school is covering with children (e.g. NSPCC resources), there is now also a safeguarding tab on the website, which will be highlighted in the next newsletter. The school also wants to get someone in to talk to parents about online safety.

**A governor asked:** if PHSE was now called PDL? HT said yes, it sits under Personal Development Learning.

RH noted that as a parent, it is really helpful to know about assemblies, external speakers etc, so parents can use the same language.

Governors approved adoption of the Safeguarding Policy.

**10.3 Whistleblowing policy**

Governors approved adoption of the Whistleblowing Policy.

**10.4 SEND Policy approval**

Governors approved adoption of the SEND Policy.

**10.5 SEN information report for publication on website**

The report is now available on the website.

**11 Review and approve Terms of Reference and procedures****11.1 Terms of Reference**

Governors were reminded to review and adhere to the Terms of Reference on GovernorHub.

**11.2 Agree governors' Code of Conduct.**

Governors were remind and adhere to the governors' Code of Conduct on GovenorHub.

**11.3 Adopt the Manual of Personnel Practice and Procedure and any in-year revisions issue (Pay Committee and delegation of Pay Policy)**

Governors approved adoption of the MOPP.

The Pay Committee will read and confirm adoption of the Pay Policy.

**Action: Pay Committee to record adoption at next FGB meeting.**

**11.4 Agree delegated powers to the HT (limit spend £5,000)**

**A governor asked:** if this was a suitable amount? HT said yes.

Governors approved delegated spend to the HT.

**12 Governance****12.1 Monitoring visits**

The link governor roles were shared as:

- Development & training - CH
- Early years & IT - LB
- English - LJ
- H&S - CC
- Maths - JW
- PP & SEN - EB
- Safeguarding - LW

- Wider curriculum - RH

CH is looking into training courses for DTG in October and November. JW is signed up to do the Governors' Conference on 14<sup>th</sup> October but is now unable to make it. LW will attend instead.

**Action: CH to update training spreadsheet and to handover English to LJ.**

CC is coming to meet the school business manager on 10<sup>th</sup> October for a safeguarding visit.

RH fed back on her recent science visit. The format for science is the same throughout the school, although the way the learning is developed changes. RH saw that children have the opportunity to use their language skills in science subjects but can also their ideas in pictures and language. RH asked if there was anything the science lead needed and she replied that some more equipment would be useful. In Yr6 science is linked with other subjects, for example taking it into DT. RH will send her report to the science lead to check before uploading to GovernorHub.

**A governor asked:** What additional equipment is needed? HT said that science resources for the whole school are kept in one central cupboard. Ideally year groups would have their own boxes. Have spoken to science lead to set up year group resource boxes.

CW completed a finance visit over the summer. Everything is on track. Energy costs could be a concern – the school have budgeted for trebled costs but HCC have not yet issued any further advice.

**A governor asked:** How do energy costs and food costs impact school lunches? HT said that the school pays a set contract price, and parents pay for a proportion of meals too.

HT flagged teacher pay rises. This is positive for staff but the school does not receive additional money from government for it.

The Chair completed a safeguarding visit last week and will put it online. CH noted that it was good to have visibility of the Chair at the recent Inset day.

Governors discussed staff health and wellbeing. This will be a standard agenda item. Ofsted will ask staff about work life balance and what the SLT are doing proactively to support their wellbeing.

**Action: HT to share those questions.**

Governors agreed to start asking these questions on visits.

**A governor asked:** Would staff be comfortable answering these questions? HT said they can be phrased appropriately. HT has brought in a rule about scheduling emails so they're sent during work hours.

**A governor asked:** Did any more work take place on the staff room? HT said there is a new dishwasher and tea and coffee fund, but it is also on the strategic plan. Ultimately what makes a difference is work life balance.

**Action: Clerk to confirm if the board needs an RE link governor.**

JW is completing a course on children's mental health in own time. The SENDCo has arranged for the link educational psychologist to come and present to parents on managing anxiety.

**A governor asked:** Should PDL be picked up under the wider curriculum?

HT said it could be good to keep it separate to safeguarding. Governors agreed to hold PDL as a separate role, which AH will take up.

**Action:** AH to get in touch with HT and SENDCo regarding a visit.

**Action:** Chair to cover equalities and inclusion on next safeguarding visit.

**A governor asked:** Would it be possible to discuss the recent Yr6 Whatsapp group issue at the next FGB. It is a good example to show the school is following policy and procedure. HT agreed that parents contacted the school to notify them which shows they are aware of safeguarding and know the school will deal with it.

**Action:** AH to complete governor induction training and school tour.

The Chair encouraged all governors to come into school as much as possible.

## **12.2 Whole governing body training**

The date is confirmed on 13<sup>th</sup> December to cover the governors' role in supporting staff wellbeing. The Chair is chasing Governor Services to ensure they have a suitable presenter.

## **13 Any other agreed business**

There was none.

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

Core function: Ensuring clarity of vision, ethos and direction

- Approval of policies for the next school year.
- Assigned governors roles and committees, ensuring effective governance for the year ahead.
- Challenged the school policies and how they are being applied in school.
- Adopted key documents for the coming school year including terms of Reference, Code of Conduct etc

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

- Discussed school data presented by HT.
- Discussed the outcomes of the annual safeguarding return.

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

- Agreed delegated powers for the HT and limited spend.
- Delegated approval of the Pay Policy to the Pay Committee.



**15 Date and items for the next meeting: 18<sup>th</sup> October 2022**

- Approve the Pay Policy by the end of October.
- SIP and governors' role in supporting it.
- Position paper on SEN funding.
- Staff wellbeing.
- Safeguarding – Yr6 Whatsapp group.

**The meeting finished at 7.15pm**

**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
<b>Carried from July</b>	Speak to heads at cluster schools and district heads to establish support for a position paper that governors can progress. Put together a position paper for governors to discuss at 15 <sup>th</sup> November FGB meeting.	HT/ND Clerk – agenda
	Follow-up on email access issues with Governor Services and report back.	Clerk
<b>7.2</b>	Look into Finance training through Governor Services.	AH
<b>9.2</b>	Do a full report to governors on the effectiveness of safeguarding.	HT/Chair
	Governors to include <i>how are you including safeguarding on monitoring visits</i>	ALL
	Follow up IT notifications with school business manager	HT
<b>12.1</b>	Update training records	CH
	Share Ofsted wellbeing questions	HT
	Confirm if the board needs an RE governor	Clerk
	Complete PDL visit and meet with HT and SENDCo. Complete new governor training and school tour.	AH
	Cover equalities and inclusion on next safeguarding visit	Chair

Signed by Chair: .....

Date: .....