

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 24<sup>th</sup> January 2023

**Time:** 5.30pm - 7.30pm

**Location:** Hamble Primary School

<b>Present:</b>	Eileen Ball (EB)	Co-opted Governor
	Lee Benson (LB)	LA Governor
	Christopher Clark (CC)	Co-opted Governor ( <i>left during item 11.1</i> )
	Claire Hall (CH)	Staff Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor ( <i>left during item 10</i> )
	Johanna Walker (JW)	Co-opted Governor ( <i>arrived during item 4</i> )
	Lynn Whitaker (Chair)	Chair
	Christian Walton (CW)	Vice Chair
<b>Apologies:</b>	Liz Jarvis (LJ)	Co-opted Governor
<b>In attendance:</b>	Zoe Coote (Clerk)	

**The meeting started at 5.33pm**

### **Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body. LJ 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 accepted the forthcoming industrial action and flooding on the school site as additional items to be discussed.

**4 Correspondence**

A parent had emailed the school regarding the family-friendly version of the FGB minutes asking for acronyms to be included. There has also been an email from Fort Nelson staff following a Yr2 visit, complimenting the behaviour of the children. JW arrived at 5.35pm.

**5 Approval of Minutes of the meetings held on 29<sup>th</sup> November 2022**

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 29<sup>th</sup> November 2022 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

**6 Matters arising from the minutes**

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

**7 Headteacher's written report including SIP**

HT had shared a written report in advance. The school has received 47 first choice places for 45 available places so will be full next September. There was low attendance before Christmas due to illness among both staff and children but this is now picking up again. The school has a new caretaker in place.

The HT has updated the SIP and uploaded to GovernorHub. HT noted that some of the actions were listed as complete in the autumn term but the evidence for these still needs to be tracked in the coming months. The LLPR will visit the school next Tuesday – CW will attend on the day. HCC continue to focus on SEN provision.

Two children have had suspensions since the last FGB.

There was an incident on site with people trying to fraudulently gain entry to school to collect used cooking oil. Other local businesses and organisations were targeted. Police took a statement from SBM but couldn't progress due to lack of evidence. The school's processes were in place to prevent the people in question entering the school.

Governors agreed this should be followed up with the police due to safeguarding issues associated with people trying to enter the school building.

**Action: CW to liaise with HT and SBM to draft a letter for review.**

HT gave an updating on the landscape strategy update – a proposal for outdoor equipment to replace the timber trail was shared in advance for governor approval.

**A governor asked:** is there a risk that the new equipment would be impacted by the flooding issues currently being experienced onsite?

HT said HCC have been out to check the drainage but the area still floods every time there is heavy rain.

HT said there had been additional drainage problems with the huts – the drains had been blocked in the huts so Yr3 had to spend some time teaching in the hall recently.

**A governor asked:** who governors should escalate this with at HCC. HT said she will check with SBM.

**A governor asked:** if the school had to evacuate, would the flooded area be an escape route for anyone? HT said technically some people would need to cross the area to access the muster point, but there are other routes. However it remains a risk when it freezes and some parents collect from this area too.

**Action:** CC to pick up flooding/drainage issue with SBM as H&S issue.

Governors agreed if the school was investing in new outdoor equipment, the flooding would need to be addressed first.

**A governor asked:** does the new equipment need planning permission? HT said the company would have considered this and HCC would need to sign it off before it is used.

**Action:** HT to confirm the height of the fort.

Governors approved the plans for the landscape – pending getting the flooding drainage issues sorted.

HT said that the Christmas nativities went well. HT has attended a session on parental engagement with HIAS on how to engage hard to reach parents. Yr2s went to fort nelson on Friday and the staff have since emailed to say the children were well behaved. CH added that the staff told the children this while they were on site.

JW noted that Yr6 and some of the previous Yr6 swam in the county championships at the weekend.

## 8 **Staff wellbeing**

HT had shared results of staff survey in advance. HT said that while the results were generally positive, they also reflect that the survey took place at a time of high absence and staff having to cover a lot of additional work. One future learning would be to perhaps do one survey for LSAs and one survey for teaching staff.

HT said that currently some LSAs are having to provide 1:1 support when this is not the job they applied for. HT is discussing with SENCo how to support these staff and considering one staff member full time in the rainbow room to free up other staff for general classroom support.

**A governor asked:** are other schools doing anything similar to the rainbow room suggestion? HT is not aware of anything locally.

**A governor asked:** has the situation changed since the SENCo last updated governors? HT said the school has the money and has enough staff, the

issue is that the staff in question applied for LSA roles but are now having to provide 1:1 support.

**A governor asked:** do you think this is the root cause of some of the lower scores? HT said yes. The negative scores are about communication and change which would reflect this.

JW noted that private sector schools have dedicated resource which reflects HT's suggestion around the rainbow room, e.g. a head of pastoral, school nurse. HT agreed that dedicated resource is key as it would free up staff and address some of the issues flagged in the survey.

HT said they survey is a baseline and she will re-run it in the summer term. It is worth noting that most survey responses were 'agree' and 'strongly agree'. HT has spoken to SBM to look at budget for additional staff as her proposal would require backfilling a post.

**A governor asked:** are other staff members checking in on wellbeing as well as HT? HT said yes.

AH suggested following up the survey with smaller focus groups.

**A governor asked:** have the survey results been shared with the staff? HT said not yet.

**A governor asked:** if staff were able to provide a rationale for their scores. HT said no, in hindsight this could be included.

**A governor asked:** does every member of staff have the opportunity to have 1:1 time with their head of year each term? HT said not every half term but this is done termly.

JW left the meeting 6.17pm

**A governor asked:** if staff had anyone independent they could speak to about these issues? HT said that SENCo traditionally supports LSAs and continues to do so, although perhaps some staff don't feel they can.

The Chair noted that it would be worth sharing the results with staff and asking for input into what could improve their scores next time and what else the school can do to support them. Investing in more 1:1 time could help. Governors agreed that as the first survey this was a useful starting point and actually there was a lot of positive in there.

**Action:** HT to share the results with staff for feedback.

## 9 Safeguarding

The Chair has had to postpone the safeguarding visit and will reschedule ASAP.

HT has received advice that the Chair should not hold the position of safeguarding governor. The Chair will complete one more visit then look to handover the role.

**Action:** All governors to consider taking on the role and let the Chair know.

**A governor asked:** whether the safeguarding governor can have a child in the school? HT said yes, no names are shared with the safeguarding governors but the role does require commitment to regular visits and conversations with HT.

**9.1 Governor access to Safeguarding Network**

The Chair reminded governors that they all have access to the Safeguarding Network and to make use of the resources available.

**10 Update on local gravel pit**

CW has written a letter to object to the planned local gravel pit. CW said there is a planning committee on 15<sup>th</sup> March that the proposal could go to. 30<sup>th</sup> January is the deadline for objection although technically anyone can object up to midnight before the deadline on the 15<sup>th</sup> March and it will be considered. Highways haven't submitted their input yet which could impact the school's response.

CW added that the school should also object to the former airfield being included in the Local Plan as otherwise the problem won't go away. CW does not think the requirements needed to be included in the Local Plan have been met.

CW noted there was an opportunity to speak at Eastleigh Borough Council planning committee this Thursday 26<sup>th</sup> January. Governors agreed it would be worthwhile.

**Action: CW to email organisers and see if he and Chair are able to attend.**

CW suggested writing to the local county councillor for education to highlight the concerns over the impact on children's education over the next 15 years and ask the councillor to speak on the school's behalf.

HT plans to send out a tick box permission to parents to ask if they are happy for children to be involved in any publicity.

Governors suggested the option to engage local media. CW is in touch with the secondary school and the Chair has sent CW's letter to their respective chair of governors.

**Action: AH to look into local media contacts.**

AH left the meeting 6.34pm and JW returned at 6.36pm.

Governors agreed to form a working party of CW, CC and JW.

HT added that the school's Eco Committee and School Council have written letters to object.

JW asked if governors should write to the Secretary of State for Education. CW said this could help and added that he is not happy how the process is being carried out as feedback from statutory consultees is not available yet. Could write to head of planning to lodge this.

Governors thanked CW for his work on the letter to date.

**Action: RH to look into the recent quarry proposal at Five Oaks that was rejected and see what learnings are relevant to Hamble.**

**11 Governance****11.1 Monitoring visits**

RH updated on two recent monitoring visits.

There has been a change in delivery of Music this year which seems to be going well. The school is not using an external provider for KS1 because the teaching staff didn't feel they were seeing progression. The Model Music curriculum is being delivered – it includes exposure to different kinds of music, in the background etc. above statutory lessons. Staff are looking at an arts and music theme evening to allow children to promote their work and linking more with the community.

Rocksteady has been introduced following recommendations from other local schools. Money has been allocated for PPG children to access if they want to. Rocksteady allows one bursary place too. Children are able to do woodwind and brass music too – peripatetic lessons in KS1 and KS2.

RH asked during the visit about feedback about children coming out of lessons to participate in Rocksteady – the time moves so children are not always missing the same lesson each week. There will be a performance at end of each term.

RH also asked the Music lead if she felt supported; she said she was trusted as subject lead to take it forward.

In Art, art books go through the school with pupils so they can go back and look at what they've done in previous years (retrieval). A development area is how to push the children who can excel.

**A governor asked:** how is art taught to those children who think they cannot draw? RH said in early years not structured just exposure, lots of ways they can do art in the time. In the rest of the school it's picked up in their themes.

**A governor asked:** how are art skills developed. HT said that children are taught sketching skills, e.g. thickness of lines, stippling skills etc then they apply it as they go through school.

CC left the meeting at 7.02pm.

RH added that there are language sheets in the front of art books so children are familiar with the language. The Art lead has provided these sheets for all staff and goes to staff meeting so they know the terms too. Staff are encouraged to have their own art books.

CH added that the Yr1 1 theme outcome would take place next Thursday 2<sup>nd</sup> February at 2.30pm – playing board games that the children have made in DT.

JW attended the celebration assembly last week and saw good behaviour and engagement with the community through a speaker from the Volvo Ocean Race.

## **11.2 Governor Services SLA 2023/24**

The Chair said that the SLA with Governor Services is up for renewal.

Although it is now a rolling SLA, the school needs to notify HCC if it wishes to opt out. The subscription cost based on NOR is £1,660 (one thousand, six

hundred and sixty pounds). The school has sufficient budget. Governors approved renewal of the SLA for 2023/24.

### 11.3 **Clerking Service Requirements 2023/24**

The Clerking service provided by Governor Services is also up for renewal. The cost for 2023/24 is £2,022 (two thousand and twenty two pounds). Last year the subscription included nine FGB meetings and Chair proposed keeping the requirement of nine for this year.

Governors approved the clerking service requirements.

### 11.4 **Equality and diversity awareness**

To be updated after the next safeguarding visit.

### 11.5 **Whole Governing Body training**

The Chair updated that the WGBT date in December couldn't go ahead due to the preferred trainer not being available. Chair suggested getting support from Governor Services to assess the effectiveness of a governing body instead.

**Action:** Chair to progress.

## 12 **Any other business**

The flooding issues had been discussed under item 7.

Regarding the forthcoming industrial action, HT said the school shouldn't be affected. Staff don't have to tell HT if they plan to strike, although the majority of staff at Hamble are not part of the union taking industrial action. HT has notified parents through a parent mail that school will be open but might look a bit different if some staff do strike.

**A governor asked:** will there be enough staff to be open safely? HT said yes.

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

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

- Heard monitoring reports from Music and Art.
- Approved the Governor Services SLA ensuring support for the year ahead.
- Confirmed clerking support for the year ahead.

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

- Reviewed the results of the staff wellbeing survey and discussed next steps.
- Ensured the school will be staff during the forthcoming industrial action.

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

- Approved proposals for play equipment, subject to addressing onsite flooding issues.

**14 Date and items for the next meeting: 14<sup>th</sup> March 2023**

- Whole school approach to health and wellbeing
- SFVS
- Equality and diversity awareness

**The meeting finished at 7.16pm**

**Action log:**

Item	Action	Responsibility
<b>Standing item</b>	Upload monitoring reports to GovernorHub.	ALL
<b>Carried from September</b>	Cover equalities and inclusion on next safeguarding visit	Chair
<b>7</b>	Liaise with HT and SBM to draft a letter to police.	CW
	Pick up flooding issue with SBM	CC
	Confirm the height of the fort on outdoor equipment	HT
<b>8</b>	Share results of staff survey with staff	HT
<b>9</b>	Consider taking on Safeguarding role and let Chair know	ALL
<b>10</b>	Attend local planning committee	CW/Chair
	Look at local media contacts	AH
	Look into local quarry planning rejection and report back	RH
<b>11.5</b>	Follow-up on WGBT	Chair

Signed by Chair: .....

Date: .....