

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 29th November 2022

Time: 5.30pm - 7.30pm

Location: Hamble Primary School

Present:	Eileen Ball (EB)	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Johanna Walker (JW)	Co-opted Governor
	Lynn Whitaker (Chair)	Chair

Apologies:	Lee Benson (LB)	LA Governor
	Rebecca Hallett (RH)	Parent Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Liz Jarvis (LJ)	Co-opted Governor
	Christian Walton (CW)	Vice Chair

In attendance:	Zoe Coote (Clerk)	
	Nancy Donohoe (AHT)	Assistant HT

The meeting started at 5.36pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. LB, RH, HT, AH, LJ and CW had provided apologies which were accepted. Nancy Donohoe, Assistant HT attended on behalf of the HT. The meeting was inquorate, so governors were unable to vote on decisions on behalf of the governance board.

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 meetings held on 18th October and 25th October 2022

The Chair went through the minutes and invited any feedback. As the governance board was not quorate, the minutes will be approved remotely.

Action: Clerk to circulate minutes electronically for approval.

6 Matters arising from the minutes

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

CC noted that the date of the next meeting on the family friendly minutes was incorrect.

Action: Clerk to correct the date.

7 Headteacher's written report

HT had provided a written report in advance. AHT attended to field any questions in HT's absence

A governor asked: whether the school used the Hampshire library service?

AHT said yes, the school librarian knows the themes and will organise books termly.

A governor asked: whether this was providing enough books for the school.

CH and AHT said there is a good range of books available. If the school is using the same books every year it invests in its own set.

The Chair noted that the HT report stated there were no suspensions but that there is now a temporary suspension in place.

A governor asked: if every class has an interactive board.

AHT said yes, but they are in the process of being replaced.

A governor asked: if the school had enough budget to do this.

AHT said yes.

A governor asked: if the school collected feedback from parents as part of the meetings noted in the HT report.

AHT said yes, some questionnaires were handed out at the time. Staff have collated feedback on what was positive and what could improve next time.

The Education Psychologist came in to talk to parents about anxiety and got really good feedback. A lot of parents attended.

A governor asked: if AHT knew why so many parents attended?

AHT said it could be because it was a non-judgemental, safe space to hear from an expert independent from the school staff.

The Chair noted she had seen some positive comments on the school Facebook page.

The new parent briefings have been very well attended. JLT have been part of this and showing parents around.

A governor asked: how the Christmas market went.

AHT said it was very positive. The final amount raised has not been finalised yet but it was a great community event. The Chair noted that many non-parents attended, showing the extent of the school community. AHT agreed it was advertised very well. The SBM is going back to stall holders to gauge interest in attending the summer fayre.

The Chair thanked the AHT for her input to the meeting.

8 Mid-year budget review

CW had provided a finance summary in advance, which the Chair read out during the meeting.

- While the school currently has a healthy budget, years 2 and 3 look less positive, however compared to other schools, it is fully staffed and is forecast to be bottom line positive in year 1 & 2. Forecast for year 3 is £38k deficit.
- Should a similar level of PE grant be provided in years 2 & 3, the deficit in year 3 is estimated to reduce to approximately £8k, assuming nothing else changes.
- Hampshire have fixed energy costs until 31st March 2023 so the budget for gas and electricity should remain in surplus over the winter.
- The SBM has carried out a benchmarking review with similar Hampshire schools and our spending is broadly in line with other schools.
- Advice from the EFA is currently to focus only on the bottom line and to not worry about the in-year deficits, however the SBM is looking at ways that this can be reduced, although a number of costs are outside of the school's control.
- The next two years are likely to be financially very challenging. Note, HCC is likely facing a £200 million budget deficit over the next 4 years and it is unclear if or how this will impact school funding. *Since this was reported, HCC have separately communicated with Headteachers to clarify that they are not going to go bankrupt in a matter of months (as reported by some newspapers). They are highlighting to government that, based on current state, there will be a budget squeeze in the future if something isn't done regarding central government funding to councils.*

CW recommended that FGB approve the 2022/23 budget revision. Governors were unable to approve this, due to the meeting being inquorate.

Action: Clerk to share virtually for approval.

A governor asked: whether the PE grant that has been in place for several years could be lost.

Action: Clerk to raise this with CW.

A governor asked: whether there was any advice on if HCC might claw back money allocated to projects?

Action: Clerk to raise this with CW.

9 **Shared Services (IBC) Service Level Agreement (SLA) Renewal**

The HT had circulated the SLA and recommended that the school renew it for the coming year.

The governance board was unable to approve the recommendation due to not being quorate.

Action: Clerk to share remotely for approval.

10 **Safeguarding**

HT had included safeguarding in the HT report and there was nothing further to add.

11 **Staff wellbeing**

AHT said that school was very busy in the lead up to Christmas but staff wellbeing was ok.

A governor asked: how AHTs were getting on without the HT.

AHT said everyone is stepping up to help each other out in HT's absence.

12 **Governance**

12.1 **Monitoring visits**

Visits completed this week include English by LJ and PDL by AH.

JW gave a summary of her recent Maths visit report, including:

- How Maths links to priority 3 of the SIP. Maths attainment suffered the most nationally due to Covid.
- The importance of reading attainment in Maths in terms of comprehending the questions. Hamble is above national averages in this area.
- The school is sourcing tablets for children to access Rockstars for multiplication – funded from PP Grant.
- National maths week will be 14th -18th November.
- The school is moving towards 80/20 teaching where children are successful 80% time and challenged 20% of the time.

A governor asked: how is this measured?

JW said through the marking – teachers shouldn't be seeing 100% right answers all the time if children are suitably challenged.

One area for improvement in Maths is to sustain performance.

The Chair thanked JW for her report.

12.2 Whole Governing Body Training

The Chair updated that the WGBT scheduled for 13th December will not be going ahead as Governor Services were unable to provide a trainer for that date.

Action: Chair to put out dates for next year.

13 Any other business

Governors discussed the unpleasant smell in the school building which is caused by drains. AHT said that it was caused by leaking water in the boiler room. Someone has been to identify the cause so it should be fixed soon

A governor asked: whether the leak would be fixed or would there be more issues when it rains again?

Action: AHT to follow up with the caretaker.

A governor asked: whether the children were affected by the smell.

AHT said that the children hadn't really commented on it, and the building is generally very well ventilated during the day.

A governor asked: whether the school had received any feedback on the family friendly minutes.

AHT wasn't aware of any feedback. Governors agreed they were a good idea and suggested keeping them under review and perhaps reducing them to once per term to reduce the work required.

14 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Heard the HT report and questioned the AHT.
- Questioned plans to fix drainage issues in school.

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

- Heard a summary of monitoring visit reports.

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

- Heard the report on the revised budget and made plans to approve it.
- Plan to approve the Shared Services SLA.

15 Date and items for the next meeting: 24th January 2023

The meeting finished at 6.10pm

Action log:

Signed by Chair:

Date:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from September	Cover equalities and inclusion on next safeguarding visit	Chair
Carried from October	Develop anonymised staff survey.	HT
5	Share minutes from two previous minutes electronically for approval	Clerk
6	Pay committee to confirm approval of HTPM recommendations.	JW
	Correct the date of next meeting on previous Family Friendly minutes	Clerk
8	Share revised budget recommendation for approval	Clerk
	Provide answers to governor questions around budget clawback and PE fund	Clerk/CW
9	Share Shared Services SLA for approval	Clerk
12	Share WGBT dates for early 2023	Chair

Signed by Chair:

Date: