



HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND

Meeting of the Full Governing Body
Tuesday, 14 May 2024, 5pm
Location: Hamble Primary School

MINUTES

Present:	Eileen Ball (EB) Lee Benson (LB) Natalie Emmett-Callaghan (NEC) Claire Hall (CH) Claire Hewitt (HT) Andy Howells (AH) Joined 5.27pm Emily Mackay (EM) Christian Walton (CW) Lynn Whitaker (Chair) Annie Yuratich (AY)	Co-opted Governor LA Governor Co-opted Governor Staff Governor Headteacher Parent Governor Parent Governor Vice Chair Chair Co-opted Governor
Apologies:	Christopher Clark (CC)	Co-opted Governor
In attendance:	Susannah D'Souza Sophie Churcher (SC) Left 5.30pm	Interim Clerk PE Leader

1 Welcome and Apologies

Apologies were noted and accepted.

2 Declarations of pecuniary interest

There were no declarations for this Agenda or any in addition to those already on the register.

3 Any other business (since issue of agenda)

No other items were raised.

4 Correspondence

There was none.

5 Presentation by PE Lead including Sports Premium Report
Appendix 1 Governors Presentation PE

SC gave a comprehensive presentation compiled from pupil voice and feedback to intent & implementation, leading to feedback now.

SC also advised Governors:

- £2k has been spent on table tennis equipment.

- A dodgeball set has been purchased to replace the one destroyed during the break-in.
- Four benches were condemned, so they have been replaced.
- Tyres on the track equipment have been replaced.
- National sports week is coming up in June and it aims to engage children in sport and to watch live sport. Hamble will have a few visitors including Kelly Simm, gymnast, who will perform in front of the children and lead some workshops. One of our children's parents Iwan Thomas, sprinter, has volunteered to talk about the Olympics. Some tennis coaches are also booked.

How do you measure PE?

It is around knowledge and skills progression, which is done through observations which are captured following each lesson, as per the headings on slide 17.

Has the whole budget been spent, and do you need any other resources to be able to use the whole site?

The budget has nearly been spent. Some additional items to note:

- A grant was applied for, and tennis and hockey equipment has been secured.
- Some of the sports premium of £18k, was used for training - Primary Physical Education Specialism & Subject Leadership (PESS level 5). Those teachers can now train gymnastics.
- Another member of staff (a learning support assistant (LSA)) has gained swimming qualifications. Therefore, the teacher previously used, does not have to be released from their teaching responsibilities.
- Year 6 have not had swimming opportunities due to covid, so a 6 week block for catch-up has been booked as many children could not swim. HT commented that she has to report to the government on competent swimmers.

Where are we at?

Hamble's current point is 78% so we have met national curriculum targets.

Why are we not at 100%?

This is because we have school refusers. Last year was 85%.

- The Sports Premium Report has been completed and was agreed by Governors for submission and publishing on the website.

AH joined the meeting at 5.27pm

Do you need anything else?

The school is in a good place at the moment; the next focus is special educational needs & disabilities (SEND) to increase participation.

SC left the meeting at 5.30pm

6 Approval of Minutes of the meetings held on 12 March 2024

Annex 1 Hamble Primary FGB meeting 12th March 2024

The minutes were ratified as a true record of the meeting.

7 Matters arising from the minutes

All items are closed.

8 Staffing and School Structure Update

This item is minuted separately as confidential.

9 Headteacher's written report Annex 2 HT report May 24

9.1 INSET days 2024-25 - to agree:

- 02.09.24 with a focus on safeguarding (ties in with secondary school)
- 15.11.24 to break up the long term
- 14.03.24 (joint with the cluster)
- 20.06.24
- 23.06.24 (staff to do 3 twilights for this day to give a long weekend)

Governors agreed to the proposed inset days.

Action: HT to advise parents.

Updates in addition to the HT's report:

- 2 Year 1 children are going to a specialist provision in September.
- We are still taking more children from local schools.
- It is anticipated that the school can advertise the vacancy of caretaker, with a to start in September.
- One teacher is currently signed off unwell and a meeting is scheduled this week to discuss a possible phased return.
Is cover having an impact on learning? The usual supply teacher is already known to the children, and she has also upped her hours in her other role as a higher level teaching assistant (HLTA).
How are we ensuring consistency? Cover staff are only delivering lessons and leaders are monitoring and planning. Cover staff continue to carry out assessments, and they are given time to do that within school hours. The LSA is consistent all week.
- During the Easter holidays, building work took place in the staff room, dining hall and alternative provision. The pump has also been replaced.
- A joint inset day took place at Hamble School with the cluster.
- Training took place around:
 - Staff and pupil resilience
 - How to make children more successful and independent
 - Start of transition
 - Training for Governors next year

With regard to the family link worker, what percentage of families are benefitting from the intervention?

HT Julia Foster (JF), Family Link Worker is compiling a spreadsheet, so everyone knows what is going on. Not only can staff make referrals, but JF has organised drop-in coffee mornings for families who want to find out more about help, and she also invites people like No Limits, the school nursing team, and Autism Hampshire. JF does this link role for two days per week and she is an emotional literacy support assistant (ELSA) for the rest of the week; her link days are full.

Are we doing enough of the link work?

JF has the flexibility to manage her own timetable.

How do we measure impact/value?

JF offers an individualised service, so it is difficult to gauge. However, we are seeing an improvement in attendance, and fewer parents are coming in saying that they are struggling. HT suggested that it could be added to the end of year survey, for any families that have used this service.

Are there any consistent themes?

Behaviour has been the major area that needs support. JF also deals with preventative measures and safeguarding referrals, so she is the pre-early help. There are some things that JF can refer to the school nurse, things like sleep, eating and toileting. Some issues are linked to special educational needs (SEN) and families are looking for a diagnosis, so JF can help with parenting strategies in the meantime.

- Orienteering is now in the curriculum. The monitoring is through assessments, and it is unit taught.
- Attendance has been steady with no suspensions since the previous Governors' meeting.
- The alternative provision is working well.
- Some teaching staff and LSAs have received training around Pathological Demand Avoidance (PDA) which is a sub-type of autism. This is displayed as an aversion to demands being placed on them as a child due to the pressure to respond or behave in a certain way. Children with this condition have no comprehension of hierarchy; praise does not work, and the child needs to feel as important or more important than the other person. It is thought that a handful of children at Hamble who are currently on reduced timetables, may have these traits. Staff were instructed not to set any expectation, and they were given useful phrases to use along with humour to take the emphasis off of the child.
- The Education Psychologist (EP) has given training on attachment, which links with behaviours, trauma and feeling safe.

What is the aim of the training?

It is ultimately about improving staff wellbeing by learning better techniques and everyone getting/giving the same message.

- Hamble has recently been working with other schools and staff recently visited Alver Valley Infant School in Gosport, to see how they transition into Year R as they have their own nursery. Hamble has also been engaging with local pre-schools, and sharing good practise around SEN as some children with extra needs are not being identified before they join Hamble.
- HT has recently met the new local police officer and PCSO. One child will be working with them due to some homophobic behaviour outside of school.
- Mini-medic sessions are due to take place for Years 4 and 5.

One item was minuted separately as confidential.

10 Safeguarding

CC has a safeguarding report ready to load into Hampshire Services for Schools (HSS).

Action: Clerk to find appropriate area to file.

11 Staff wellbeing

- This has been a busy time as Hamble is now at the business end of the year, and staff have been pulling together for Standard Assessment Tests (SATs).
- There has been lots of training for everyone and new processes put in place like tagging LSAs when there is an entry for a child they work with on Child Protection Online Monitoring System (CPOMS); they are kept in the loop, see responses/outcomes, and feel valued.
- Staff are pleased with the improvements to the staffroom.

12 Budget Approval

Annex 3 2024 / 2025 budget for FGB approval

CW stated that the key message is that the school is spending only what it needs to as the Year 3 forecast has never been so bad. Spend is reducing, and the school is lowering staffing however, income is also reducing. Although the school is in a good financial position currently, things are well managed and under control, but there is nothing else to cut without having a negative impact.

There is a budget review in November, which will bring more clarity. Recruitment for an admin person will free up the school business manager to think more about income generation.

HT commented that there may be a new government soon, so things may change in the next year. One big, unexpected expense was that the teachers' pay rise was not funded; teachers do not leave Hamble, so the payroll is getting expensive as most staff are at the top of grade.

Regarding possible extra funding sources, Hamble benefits from parents who work locally, so there may be opportunities there for donations, so we must look at what we need. For example, a piece of equipment could be sponsored by a local company.

CW recommended that Governors approve the budget, but do not lose sight of what the school and the Governing Body needs to do.

Governors unanimously approved the 2024/2025 Budget.

13 Equality and Diversity Awareness

HT commented that we must consider all of our stakeholders.

Action: EB will complete training and feedback to Governors.

14 Governance

14.1 Monitoring visits – CC completed a visit around SATs.

Action: Clerk to file on HSS

14.2 GovernorHub replacement – Governors are navigating their way around the new system, HSS. A few access issues have been identified and addressed.

- 14.3 Whole Governing Body Training Feedback and Actions – all Governors found the training useful and purposeful. The Chair has put together a Governor Action Plan which is in line with school's 3 year plan, and it will focus on what monitoring needs to be done.

15 Any other agreed business

- If Governors wish to book any training on HSS, approval from the Chair is not required as all training is covered by the service level agreement (SLA).
- All Chairs have been requested to remind their governing bodies that anything heard in the privileged position of Governor, must not be shared with anyone outside of the meeting, unless it is already public knowledge.
- HT advised that she has signed up to the Big Staff Meeting, which has a diversity and equality focus and all schools in Hampshire will attend online at the same time. Governors are welcome to attend if they are available on 05.06.24, from 3.45-5pm.

Action: HT to share link via email/WhatsApp if volunteers are not able to come into school.

- Sports Day is scheduled for 07.06.24, with a back-up date of the following Friday.
- Summer Fayre is 06.07.24; volunteers are required to run stalls if any Governors are able to help.
- Summer Production – date TBC.
- Transport Day – date TBC.
- Proposed quarry on Hamble Lane – a decision is expected tomorrow at the hearing in Winchester. Both schools will have representation and have organised a peaceful protest.

16 Effective governance evidenced in this meeting

- PE impact
- Staff wellbeing
- Impact of HT's report
- Approved Budget and raised awareness
- Staffing structure

17 Date and items for the next FGB meeting: 18th June 2024

The meeting concluded at 6.50pm

Actions

	Action	Lead	Timescale/Status
14.05.24/01	Item 9 Headteacher's written report Annex 2 HT report May 24 Governors agreed to the proposed inset days. Action: HT to advise parents.	HT	Asap
14.05.24/02	Item 10 Safeguarding CC has a safeguarding report ready to load into Hampshire Services for Schools (HSS). Action: Clerk to find appropriate area to file.	Clerk	Asap
14.05.24/03	Item 13 Equality and Diversity Awareness HT commented that we must consider all of our stakeholders. Action: EB will complete training and feedback to Governors.	EB	Next FGB 18.06.24
14.05.24/04	Item 14 Governance Monitoring visits – CC completed a visit around SATs. Action: Clerk to file on HSS	Clerk	Asap
14.05.24/05	Item 15 Any other agreed business HT advised that she has signed up to the Big Staff Meeting, which has a diversity and equality focus and all schools in Hampshire will attend online at the same time. Governors are welcome to attend if they are available on 05.06.24, from 3.45-5pm. Action: HT to share link via email/WhatsApp if volunteers are not able to come into school.	HT	Asap

Proposed dates for 2023/24:

Date of FGB Meeting	Draft Agenda CoG/HT/ Clerk	Agenda and Papers Circulated	Comments & Apologies to be sent to Clerk	Draft Minutes to Chair/HT	Agreed Minutes to Governors
18th June	7 th June	11 th June	14 th June	25 th June	2 nd July
16th July SIP Update/ Provisional Data	5 th July	9 th July	12 th July	23 rd July	30 th July