



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

## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 12<sup>th</sup> March 2024

**Time:** 5pm – 7pm

**Location:** Hamble Primary School

**Present:**

Eileen Ball (EB)	Co-opted Governor
Natalie Emmett-Callaghan (NEC)	Co-opted Governor
Claire Hall (CH)	Staff Governor
Claire Hewitt (HT)	Headteacher
Lynn Whitaker (Chair)	Chair
Annie Yuratich (AY)	Co-opted Governor

**Apologies:**

Lee Benson (LB)	LA Governor
Christopher Clark (CC)	Co-opted Governor
Andy Howells (AH)	Parent Governor
Christian Walton (CW)	Vice Chair

**In attendance:**

Zoe Coote (Clerk)	
Emily Mackay (EM)	Prospective Parent Governor

**The meeting started at 5.00pm**

**Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body and introduced EM to the governing body. AH, CC, LB and CW 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)

There was none.

**4 Correspondence**

There was none.

**5 Approval of Minutes of the meeting held on 23<sup>rd</sup> January 2024**

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 23<sup>rd</sup> January 2024 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.

**7 Headteacher's written report**

HT circulated a written report in advance and invited questions. CW had sent questions in advance.

The school currently has more children on reduced hours than previously. HT has taken advice from HCC's Inclusion team. Some of the children on reduced hours will be attending alternative provision.

**A governor asked:** If any more EHCPs had been approved yet? HT said that one is about to be approved and four are in draft with the SEN team. Two children have had their EHCP annual reviews early and are waiting for space in special schools.

HT will attend training on educational engagement run by HCC.

**A governor asked:** If the school had any new children with SEN? HT said yes.

The school's Caretaker is on sick leave, HT is working with EPS to support the situation. One teacher has been signed off work until Easter and is being covered by supply staff. The school has appointed one temporary LSA.

The PE Lead will attend the next FGB.

Staff recently held pupil progress meetings. Yr6 is predicted a combined 67% score, individual subject scores could be more.

**A governor asked:** What this year's Tr6 prediction was?

HT said around 65/66% so comparable. This year is a smaller cohort and reading predictions are better this year.

**A governor asked:** How has delivery of reading changed in the school?

HT referenced the presentation from the English leads at the last FGB.

There is also a new reading framework for reading.

The school provides good SEN provision. The acting SENCo has monitored some teachers who have received practical tools to use in the classroom and is holding them to account on their use of the support they have received.

Attendance is around the national average 94%. Term time holidays are the main issue but there has also been sickness in YR and Yr1.

**A governor asked:** Are HCC giving any guidance about attendance targets?

HT hasn't heard anything specific. The school is in regular conversation with some families. Reduced hours provision will also have an impact on attendance figures.

The school had to submit a violent incident report after an adult was hit by a child.

**A governor asked:** If the incident had been discussed with the H&S governor. HT said not yet – the school used the HCC risk assessment format and developed a behaviour response plan for the individual child as a result. This has been shared with all staff even those who don't teach them. It can also be included in EHCP applications.

The new hall flooring and new classroom carpets were installed during February half term. Over the Easter holidays the hall cupboards, curtains and staff room kitchen will be renovated.

There was a break-in at the school but there was no permanent damage. The children who broke in were identified and Police have visited the children's families.

The school Eco Team held a "No Idling" campaign in the car park last week.

**A governor asked:** Do children attending alternative provision need to be observed there? HT said LSAs have to attend with children and HT will attend one session. Some of these children also come to school for various amounts of time as alternative provision is part of a package.

**A governor asked:** For the child receiving tutoring at home – how is this funded and resourced? HT said this is delivered by an external tutor but funded by the school. There is an EHCP for this child in the assessment phase.

**A governor asked:** Have enough staff had physical restraint training. HT said yes – the staff member injured had received the training and was attempting to keep the child safe. The behaviour response plans have been introduced which parents have to sign as well. Parents then know when staff will intervene and when they won't.

**A governor asked:** HT said previously she was in talks with HCC about the impact of children joining from other settings. HT said this was ongoing. Staff recognise that moving schools is a difficult transition, some are starting to improve.

HT is looking at using additional space in the school to provide more inclusion.

Governors thanked HT for the full report and praised the new structure based on the SIP.

#### **7.1 LLPR visit**

The LLPR visited the school recently and HT shared the report in advance of the meeting. Feedback was very positive and highlighted the improvements in development that had been made. The report is a reflection of HCC's confidence in the school. EB attended the LLPR feedback session and found it very positive.

#### **7.2 Emergency response plan**

The school has to have an Emergency Response Plan which is renewed every 1-2 years. The main change is updating contact details. Governors need to approve the plan.

**A governor asked:** What would be classed as an emergency? HT said incidents such as a gas leak, bomb threat etc. It is used by the HT and school office and is based on a HCC template and updated with local details. The plan is comprehensive and includes information on who to contact, LA contacts, external providers who use the site etc. Governors approved the emergency response plan.

#### **8 Safeguarding**

CC had given apologies so could not provide an update.

CC is due to visit the school to review the site from a H&S perspective with the School Business Manager (SBM).

#### **9 Staff wellbeing**

CH updated that staff wellbeing has been positive. Illness was bad before half term and accommodating new pupils can be disruptive to classes. Appointing the new LSA has been useful. Communicating with staff who work with difficult children is very important – so they understand the process or timescales of the issues they have flagged.

There is an Inset day coming up on Friday 15<sup>th</sup> February with cluster schools at the secondary school. The cluster schools have shared costs and booked inspirational speakers. Staff are looking forward to it. Staff had a subject leader staff meeting with Bursledon Primary too which worked well.

#### **10 School's Financial Value Standard (SFVS)**

CW had shared report in advance. NEC said the SFVS form provided by HCC was similar to last year. It is possible to compare finance data to other schools but governors agreed this was not always useful as schools' situations can be so different.

Governors approved the SFVS. HT and Chair will sign for SBM to submit to HCC.

**11 Equality and diversity awareness**

**A governor asked:** If HT is still creating family friendly versions of the minutes? HT said she had not done so recently, but could start again. Need to be mindful of the time spent on them.

**A governor asked:** Whether the school had received any feedback on them? HT said the Ofsted inspector gave good feedback saying they could be shared on the school website rather than the full versions.

**A governor asked:** Could the school office update the minutes to save HT time? HT will look into options to create family-friendly versions of the minutes.

**12 Governance****12.1 Recruitment and membership**

The school invited applications for parent governors and EM was the only applicant. If EM joins the board there would be no vacancies.

**12.2 Sports Premium report – assigned governor**

HT said that the Sports Premium report needs to be signed off by a governor and submitted by the end of June – previously it was just shared with governors for information.

**Action:** Clerk to put on agenda for June FGB.

**12.3 Monitoring visits**

EB is due to complete a SEN visit after Easter.

**A governor asked:** Whether visits should take place once per term or twice over the school year? Governors agreed twice over the school year.

Reviewing the website and staff attending the FGB meetings also counts towards monitoring.

**Action:** For discussion at the WGBT and then revisit governor roles.

**12.4 GovernorHub replacement**

GovernorHub will be phased out from the end of March. The Clerk will move files over to the new platform. Historic FGB minutes can be stored on the school server.

**Action:** Clerk to keep monitoring visit reports. Provide FGB minutes to HT on hard drive and handover to Cover Clerk.

**12.5 Whole governing body training**

Training date is set for 21<sup>st</sup> March at the school. HCC have sent a self-assessment form for governors to complete in advance.

**Action:** Complete in advance.

**13 Any other agreed business**

HT has met with a local councillor today regarding the proposed quarry. The councillor has offered to speak on behalf of local schools at the regulatory committee meeting. HT will set up a Teams meeting with the councillor so

governors are organised ahead of the regulatory committee meeting. The meeting could be ahead of the local elections in May or later in the year in September/October.

Governors thanked the Clerk who is leaving. HCC have secured a Cover Clerk for meetings after the Easter holidays.

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

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

- Planned for the WGBT training
- Approved the school's Emergency Response Plan
- Planned for future storage of governance documents

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

- Scrutinised the HT report
- Heard feedback from the LLPR visit
- Received an update on staff wellbeing
- Discussed safeguarding
- Challenged the HT on attendance

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

- Approved the SFVS

#### 18 **Date and items for the next meeting: 14<sup>th</sup> May 2024 at 5pm**

- Update from the PE lead

**The meeting finished at 6.08pm**

#### **Action log:**

Item	Action	Responsibility
<b>Standing item</b>	Upload monitoring reports to GovernorHub. Natalie has uploaded Maths report.	ALL
<b>Carried from January</b>	Confirm requirements for E&D governor	Clerk
<b>12.2</b>	Add Sports Premium report to June agenda	Clerk
<b>12.3</b>	Discuss monitoring visit frequency at WGBT and update monitoring roles	Chair
<b>12.4</b>	Keep monitoring visit reports. Provide FGB minutes to HT on hard drive and handover to Cover Clerk.	Clerk
<b>12.5</b>	Complete self-assessment ahead of WGBT.	ALL

**Proposed dates for 2023/24:**

<b>Date of FGB Meeting</b>	<b>Draft Agenda CoG/HT/ Clerk</b>	<b>Agenda and Papers Circulated</b>	<b>Comments &amp; Apologies to be sent to Clerk</b>	<b>Draft Minutes to Chair/HT</b>	<b>Agreed Minutes to Governors</b>
<b>19<sup>th</sup> September Pecuniary Interests KCSiE Policy approval</b>	8 <sup>th</sup> September	12 <sup>th</sup> September	15 <sup>th</sup> September	26 <sup>th</sup> September	3 <sup>rd</sup> October
<b>17<sup>th</sup> October</b>	6 <sup>th</sup> October	10 <sup>th</sup> October	13 <sup>th</sup> October	24 <sup>th</sup> October	31 <sup>st</sup> October
<b>28<sup>th</sup> November Revised Budget</b>	17 <sup>th</sup> November	21 <sup>st</sup> November	25 <sup>th</sup> November	5 <sup>th</sup> December	12 <sup>th</sup> December
<b>23<sup>rd</sup> January Govs Autumn Monitoring /SIP Update</b>	12 <sup>th</sup> January	16 <sup>th</sup> January	19 <sup>th</sup> January	30 <sup>th</sup> January	6 <sup>th</sup> February
<b>12<sup>th</sup> March SFVS</b>	1 <sup>st</sup> March	5 <sup>th</sup> March	8 <sup>th</sup> March	19 <sup>th</sup> March	26 <sup>th</sup> March
<b>14<sup>th</sup> May Budget approval SIP Update Govs Spring monitoring</b>	3 <sup>rd</sup> May	7 <sup>th</sup> May	10 <sup>th</sup> May	21 <sup>st</sup> May	28 <sup>th</sup> May
<b>18<sup>th</sup> June Sports Premium report Governor Link Roles</b>	7 <sup>th</sup> June	11 <sup>th</sup> June	14 <sup>th</sup> June	25 <sup>th</sup> June	2 <sup>nd</sup> July
<b>16<sup>th</sup> July SIP Update/Provisional Data</b>	5 <sup>th</sup> July	9 <sup>th</sup> July	12 <sup>th</sup> July	23 <sup>rd</sup> July	30 <sup>th</sup> July