

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



## **Governor Minutes**

**Meeting title:** Full Governing Body

**Date:** 17<sup>th</sup> October 2023

**Time:** 5pm – 7pm

**Location:** Hamble Primary School

<b>Present:</b>	Eileen Ball (EB)	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Natalie Emmett-Callaghan (NEC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Claire Hewitt (HT)	Headteacher
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair

<b>Apologies:</b>	Lee Benson (LB)	LA Governor
	Andy Howells (AH)	Parent Governor

**In attendance:** Zoe Coote (Clerk)

**The meeting started at 5.01pm**

### **Item**

**1 Welcome and apologies**

The Chair welcomed the Governing Body. AH and LB had provided apologies in advance which were accepted. RH had resigned from her post as parent governor since the last FGB. The meeting was quorate.

**2 Declarations of pecuniary interest**

There were none.

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

The Chair accepted an update from the recent Governor Conference as an additional agenda item.

**4 Correspondence**

There was none.

**5 Approval of Minutes of the meeting held on 19<sup>th</sup> September 2023**

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 19<sup>th</sup> September 2023 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.

CW said that the quarry proposal was currently on hold.

**7 Headteacher's report**

HT shared a written report shared in advance.

The school has had seven new starters since the start of term which is filling gaps in the year groups.

**A governor asked** if the school was at full capacity.

HT said there are still spaces in year groups.

**A governor asked** if the school had had any appeals for not being able to take any children.

HT said that only Yr5 doesn't have space at the moment so no children have been denied places.

**A governor asked** whether there were plans for the five children on reduced hours to increase their time in school.

HT said the approach varies depending on individual children, some are gradually increasing their hours.

**A governor asked** if there were any legal interventions in getting these children back in school.

HT said no – all of the five children are on reduced hours for SEN/SEMH reasons and their parents are all engaged.

Covid numbers have been increasing among staff over the past half term.

New government guidance has been shared with staff.

One LSA is leaving and the school is advertising the vacancy.

HT has set performance management objectives for staff to align with the SIP, linking to middle leader development and using technology across the curriculum.

The school is contributing a short editorial to the parish magazine.

Attendance is slightly down at 95.8% but is in line with the national average.

**A governor asked** whether the heating is working in school.

HT said the heating has not yet been switched on but is set to come on at the end of half term ready for return to school.

Two staff have completed training in swimming teaching. This could open up the option to hire in a pop-up swimming pool into school for short periods.

The Cluster school transition project is ongoing. It involves reviewing the previous year's transition. There is also a wider project with the HCC EdPsych team.

The MP Paul Holmes visited the school last month – the Chair and Vice Chair attended.

**A governor asked** how staff morale was ahead of half term.  
HT said staff were looking forward to the half term break.

## **8 SIP and governors' role in supporting**

HT has updated the SIP and circulated this to staff.

**Action: to discuss at the November FGB.**

## **9 Safeguarding**

CC gave an update as safeguarding governor.

CC has completed a safeguarding visit and completed the safeguarding audit tool with HT. This involved adding evidence to the portal and submission. Key actions submitted include:

- Developing a written pro forma for visitors/speakers so there is a procedure in place for checks.
- Building H&S into the science and DT curriculum.
- Support for children and families just below the threshold for early help from the school's parent support worker

CC reminded governors to complete the short safeguarding training from HCC Governor Services. HT reminded governors that they are able to access the safeguarding network. NEC said that the NSPCC resources are really helpful.

## **10 Policy approval and review**

### **10.1 Pay policy**

HCC have provided guidance to say that schools can adopt their pay policy in principle and to let HCC know if they do not wish to adopt it by 20<sup>th</sup> October.

Governors approved adoption of the pay policy in principle.

### **10.2 Adopt the scheme for financing schools**

Governors approved adoption of the scheme for financing schools.

## **11 Staff wellbeing**

Covered under item 7.

**12 SEN information for publication on website**

HT has completed the SEN information and it is available on the website.  
The PP report is complete and will be submitted by end of December.

**13 Governance**

**13.1 Monitoring visits**

CC has completed a H&S visit and will upload his report.  
CH said that LB had an English visit report to write up  
NEC will contact the Maths lead after half term  
CW will conduct a finance visit later this week and NEC will also attend.

**13.2 Whole governing body training**

CW and LW have discussed a governor development plan to align with the SDP.

One option could be for RH to could continue as an Associate Member; she would have to be associated to a committee.

**Action: clerk to check restrictions of Associate Members.**

The Chair has asked Governor Services for a facilitated session on pulling together a governor development plan and is awaiting a response. The aim is to have an annual monitoring plan as a result.

**A governor asked:** how many visits were required per year.

The Chair said to aim for two per school year – one at the beginning of the year and one towards the end.

Governors agreed that a structured monitoring plan would aid focus and would be valuable for new governors to understand the role.

The Chair and HT have brainstormed ideas with an aim to have a three year development plan for governors. This would include developing understanding of the curriculum across the governing body.

Chair will confirm the date for WGBT as soon as possible. If the option of the facilitated development plan is not viable the second option is to review the governing board's terms of reference to ensure they are still fit for purpose.

**13.3 Governor recruitment**

The Chair has submitted an advert for a co-opted governor to the parish magazine.

RH has submitted her resignation but there are some parents interested in the role of parent governor.

**Action: school to advertise parent governor vacancy and run elections after October half term.**

**14 Any other agreed business**

Signed by Chair: .....

Date: .....

EB gave feedback on the recent governors' conference. The key speaker from the DfE spoke on addressing educational disadvantage in schools including the concept of poverty proofing. HT spoke about how the school avoids stigmatising children in receipt of PP.

## 15 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Approval of policies for the coming school year.
- Received feedback from the safeguarding audit and monitoring visit.
- Planned whole governing body training.

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

- Received the HT report including an update on staff wellbeing.

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

- Approved adoption of the pay policy in principle.

## 16 Date and items for the next meeting: 28<sup>th</sup> November 2023 at 5pm

- List of staff to attend future meetings
- Update on the SIP and governors' role in supporting
- Revised budget
- Feedback from meeting with secondary governors

**The meeting finished at 6.06pm**

## Action log:

Item	Action	Responsibility
<b>Standing item</b>	Upload monitoring reports to GovernorHub.	ALL
<b>13.2</b>	Confirm restrictions on Associate Member posts	Clerk
<b>13.3</b>	Organise parent governor vacancy	HT
<b>16</b>	Circulate list of potential visitors to FGB from lead staff	HT

## 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

Signed by Chair: .....

Date: .....

<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>12<sup>th</sup> December (provisional – WGBT)</b>	1 <sup>st</sup> December	5 <sup>th</sup> December	8 <sup>th</sup> December	19 <sup>th</sup> December	26 <sup>th</sup> December
<b>23<sup>rd</sup> January Gobs 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 Gobs 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</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

Signed by Chair: .....

Date: .....