

HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND



Governor Minutes

Meeting title: Full Governing Body

Date: 19th September 2023

Time: 5pm – 7pm

Location: Hamble Primary School

Present:	Eileen Ball (EB)	Co-opted Governor
	Lee Benson (LB)	LA Governor
		<i>Arrived during item 8</i>
	Christopher Clark (CC)	Co-opted Governor
	Natalie Emmett-Callaghan (NEC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair

Apologies:	Rebecca Hallett (RH)	Parent Governor
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In attendance: Zoe Coote (Clerk)

The meeting started at 5.02pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. RH provided apologies which were accepted. LB was not present. The meeting was quorate.

2 Declarations of pecuniary interest

There were none. The Chair reminded all governors to confirm their pecuniary interests in GovernorHub.

3 Any other business (since issue of the agenda)

Governors accepted the quarry proposal as AOB.

4 Correspondence

There was none.

5 Approval of Minutes of the meeting held on 18th July 2023

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 18th July 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.

Action – me to update numbering

Item 6: HT did not write to parents with context around data and Ofsted as the Ofsted report contained appropriate narrative.

Item 12: the proposed meeting dates for 2023/24 are appended to these minutes and to the agenda template.

7 Co-option of new governor

Governors approved co-option of NEC to the Governance Board.

8 Potential change to governance board meeting structure

At the June FGB, governors discussed restructuring meetings to provide a focus on the SIP.

LB arrived 5.17pm.

Governors agreed to maintaining the meeting structure but to have one meeting a term focussed on SIP.

Action: Chair and Vice Chair to meet with HT and agree a plan for visiting staff members. The new SENCo will attend in November.

Governors agreed to permanently change the start time of FGB meetings to 5pm. This will support staff in attending meetings to present to governors.

9 Election of Chair and Vice Chair of Governors

The clerk received nominations in advance for LW to remain as Chair and for CW to remain as Vice Chair.

No further nominations were received. LW and CW left the room while voting took place. Governors were unanimous in electing LW and CW as Chair and Vice Chair respectively for a term of office of one year. The term of office is set out in the Terms of Reference.

9.1 Reappoint Clerk

Governors reappointed the clerk for the coming school year.

9.2 Committees and working groups

Governors agreed the following committees and roles:

- Pay committee: LB, RH and Chair.
- HT Performance Management committee: EB, CC and CW. EB can attend training for this. The meeting date is set for 27th September.
- Finance committee: AH, CW and NEC. NEC can attend governor training on this.

Signed by Chair:

Date:

- DTG: CH
- H&S: CC
- Safeguarding: CC
- PP and SEN: EB
- Wider curriculum: RH
- Recruitment and induction: CW
- IT and EYFS: LB
- Maths: NEC
- English: AH

Action: HT to put NEC in touch with Maths Lead. AH to meet with CH.

HT and Chair have discussed whether any other link governors are needed – but overarching topics such as wellbeing are included in the monitoring form template which is on GovernorHub.

A governor asked: whether reports need to be completed for attending assemblies etc. Governors agreed that this would be good practice in relation to monitoring behaviour and attitudes, for example.

10 **Headteacher's written report**

HT had provided a report in advance and invited any feedback. NOR has dropped due to losing bulge year from previous Yr6. This will have a knock-on impact on the school's finance.

A governor asked: will the NOR affect the school's banding? HT said it won't.

A governor asked: if the school could take more pupils in a year due to losing 15 from Yr6? HT said the school can go up to 60 per year group in Yr2 upwards.

Pupils with English as an Additional Language (EAA) are being supported by EMTAS.

A governor asked: if the parents are supportive of the children learning English? HT said yes and EMTAS work with parents too and help with translation.

The school is fully staffed. There is a new staff member working two days as ELSA and three days as parent link worker.

Use of the capital budget to make improvements to the dining hall and staff room was discussed at April meeting. SBM is collating all the quotes to ensure best value. The school's front office flooded over the summer holiday – it is now dried out and the damage will be repaired through insurance.

A governor asked: will the insurance cover the improvements required or will the school need to use additional budget? HT said the insurance will cover it as the office wasn't a priority to improve before the flooding.

The school will have its regularly site inspection by HCC this week.

HT has been asked to be a mentor to a new acting HT.

A governor asked: whether HT is still getting support as a relatively new HT? HT said yes and is using SLA to buy support time in to do work once a term. This has been helpful and has been used regularly.

The local MP Paul Holmes is coming in to school on Friday. HT is keen to showcase the school and the recent good Ofsted report while sharing what is important to Hamble children. HT also plans to discuss SEN provision, funding and lack of special schools. Chair will also attend. Waiting for funding decisions and EHCP as well as recruitment of support staff are key issues. The school's recent Ofsted report shows that the school is providing well for SEN children.

The school has submitted a funding request to ExxonMobil for up to £1000 (one thousand pounds) to spend on STEM resources.

A governor asked: if the school had any male role model teachers? HT said yes, there is a male teacher completing training in the school as well as the sports coaches who run clubs and model the school's values.

10.1 Three-year SDP

The three-year SDP is on GovernorHub, the school is currently in year 2. HT has updated the timelines. Last year's completed SIP is also on GovernorHub and a couple of priorities have been carried over to 2023/24. HT has developed a new SIP ready to share for discussion in the October meeting.

11 Safeguarding

Staff have completed the safeguarding training, and there will be a quiz at the February inset day. CC attended the Inset day and will complete the audit visit next week. Staff have completed Prevent training.

HT has completed a HCC survey on prejudicial language and behaviour. This can feed into PDL for year groups, prejudicial language tends to be an issue in Yr4 and Yr5 primarily. There will then be a virtual HCC webinar to look at trends across the county.

Staff have been reminded about monitoring of IT systems and the need to be mindful as filters may not catch everything that children search e.g. due to spelling errors. SBM gets monthly reports on what has been searched and any issues are always followed up.

The school is focussing on transition and getting Yr6 ready for greater independence in secondary school.

The school is looking at parental ill health and anxiety.

A governor asked: is this linked to covid? HT said it could be but it seems to be present in all year groups and for a range of reasons.

11.1 KCSiE September 2023

Governors have read KCSiE and confirmed they have read and understood it in GovernorHub.

11.2 Annual safeguarding return

HT will review the safeguarding return this week with CC as Safeguarding Governor to be submitted by 30th September.

12 Policy approval and review

HT had shared all the updated policies in advance.

12.1 Child Protection Policy to be adopted (including Lower-Level Concerns Policy)

Governors approved adoption of the Child Protection Policy.

12.2 Safeguarding Policy to be adopted

Governors approved adoption of the Safeguarding Policy.

12.3 Whistleblowing policy

This is a three-yearly policy due for review in 2026 so does not need reviewing.

12.4 SEND policy approval

Governors noted the inclusion of quotes from the recent Ofsted visit.

Governors approved adoption of the SEND Policy.

12.5 SEN information report for publication on website

Carried.

13 Review and approve Terms of Reference and procedures**13.1 Terms of Reference**

Governors have read and signed the Terms of Reference digitally on GovernorHub.

13.2 Agree governors' Code of Conduct

Governors have read and agreed to the Code of Conduct on GovernorHub.

13.3 Adopt the Manual of Personnel Practice and Procedure and any in-year revisions issued (Pay Committee and delegation of Pay Policy)

Governors approved adoption of the MOPP.

13.4 Agree delegated powers to the HT (limit spend £5,000)

A governor asked: if the £5,000 (five thousand pounds) is enough. HT said yes. When required, for example when buying the free school lunch vouchers, the budget can be temporarily adjusted and this has worked well. Governors approved the delegated powers.

14 Governance**14.1 Monitoring visits**

CC attended the inset day and an assembly. LB and CC have reports to write up.

CC has a H&S meeting planned with SBM. CC will also have a programme of safeguarding visits and will report back. AH and NEC will set up English and Maths visits.

14.2 Whole Governing Body Training

Chair and CW will meet with secondary school governors to discuss potential topics and dates. The training needs to be booked by the end of December.

15 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Approval of policies for the next school year.
- Assigned governors roles and committees, ensuring effective governance for the year ahead.
- Approved the school policies and how they are being applied in school.
- Adopted key documents for the coming school year including terms of Reference, Code of Conduct etc

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 a staffing update from HT.
- Planned to focus on the SIP and curriculum through regular updates from subject leads.

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

- Agreed delegated powers for the HT and limited spend.
- Delegated approval of the Pay Policy to the Pay Committee.

16 Any other agreed business

Governors discussed the local quarry proposal – the planning process has been delayed and could be pushed back into 2024. Earliest decision would be November 2023.

Action: CC, AH and CW will meet to update the letter for parents to send in. The letter will be refocussed on the proposed pavement mitigations which are not deemed to be sufficient. The letter will be shared with secondary school for their parents to sign.

HT noted that the theme outcomes will take place in the next couple of weeks. This would be a good time for governors to engage parents.

CW has pulled together a new governors' induction pack. NEC is currently working though it.

Action: Chair to advertise the co-opted governor vacancy in the parish magazine.

17 Date and items for the next meeting: 17th October 2023 at 5pm

- SIP
- Recruitment of co-opted governor
- SEN information report for publication on website

The meeting finished at 6.42pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from July	Add to governor improvement plan: meeting with cluster school governors to discuss how to support the school's leadership teams in working more closely	Chair
8	Agree a plan for visiting staff members.	Chair/CW/HT
9.2	Meet with subject leads	AH and NEC
16	Update the letter for parents re: quarry proposal	CC/AH/CW
	Advertise the co-opted governor vacancy	Chair

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
19th September Pecuniary Interests KCSiE Policy approval	8 th September	12 th September	15 th September	26 th September	3 rd October
17th October	6 th October	10 th October	13 th October	24 th October	31 st October
28th November Revised Budget/External Data SENCo to attend	17 th November	21 st November	25 th November	5 th December	12 th December

Signed by Chair:

Date:

12th December (provisional – WGBT)	1st December	5th December	8th December	19th December	26th December
23rd January Gobs Autumn Monitoring /SIP Update	12th January	16th January	19th January	30th January	6th February
12th March SFVS	1st March	5th March	8th March	19th March	26th March
14th May Budget approval SIP Update Gobs Spring monitoring	3rd May	7th May	10th May	21st May	28th May
18th June	7th June	11th June	14th June	25th June	2nd July
16th July SIP Update/Provisional Data	5th July	9th July	12th July	23rd July	30th July

Signed by Chair:

Date: