



HAMBLE PRIMARY SCHOOL

Hamble Lane, Hamble, SO31 4ND

Governor Minutes

Meeting title: Full Governing Body

Date: 23rd January 2024

Time: 5pm – 7pm

Location: Hamble Primary School

Present:	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
	Andy Howells (AH)	Parent Governor (<i>arrived during item 2</i>)
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair
	Annie Yuratich (AY)	Co-opted Governor

Apologies:	Lee Benson (LB)	LA Governor
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In attendance:	Zoe Coote (Clerk)	
	Rianna Leonard (RL)	English lead KS2

The meeting started at 5.00pm

Item

1 Welcome and apologies

The Chair welcomed the Governing Body. LB had provided apologies in advance which were accepted. AH had advised he would arrive late. The meeting was quorate.

2 English Leads' update on SIP (brought forward from item 8)

CW apologised to CH and RL for pushing their presentation back from November's FGB due to low attendance.

CH and RL talked through the data headlines from July 2023.

The Little Wandle phonics scheme has had a positive impact with KS1 phonics score of 88%, which is ahead of both national and local authority (LA) average figures

47% of children in receipt of PPG passed the phonics screening which is also ahead of LA and national figures. Many of the children who didn't pass are on the SEN register.

The picture in KS2 is similar, with scores of ahead of national and LA. Scores for KS2 reading were lower at 68% which has led to a school focus on reading for pleasure.

A governor asked: why do you think reading was lower? RL said it could be the impact of covid.

The school is focussing on inference, word classes and vocabulary.

A governor asked: how much reading do parents support at home? CH said the introduction of a reading raffle in KS1 has seen a big increase as children receive a raffle ticket for a weekly book prize draw in return for recording regular home reading.

A governor asked: if parents were also encouraged by this? RL said it was promoted to parents as well.

A governor asked: if there are any cohorts in the school regularly reading less? CH said KS1 are really on board but it is harder in KS2. RL has started a E-Library for KS2 and has sent out emails to parents to promote it.

KS1 has seen an increase in children learning at greater depth, reflecting a focus in school. The school is working to maintain standards this year, for example continuing to use the SATs exemplification standards.

CH is supporting English planning to make sure the breadth is still there and give opportunities for children to use their learning in writing.

Phonics intervention groups are taking place in KS2, led by the most knowledgeable LSAs to close the gap.

Some parents said they didn't want more screen time through the E-Library so the school has sought a quote to purchase hard copies of the same books.

A governor asked: do you have enough resources to support this? CH and RL said yes.

There is also a big focus on handwriting in school. CH has developed an in-house scheme using elements from different existing resources. It is taught discretely but regularly with an emphasis on posture and joining up with PE to look at gross motor improvements for lower performing pupils.

AH joined the meeting at 5.23pm.

HT said she has received positive feedback from parents on children's handwriting due to the recent focus in school.

The school runs a Reading Buddies scheme across different year groups and there are 15 reading hero volunteers who come in to school to listen to readers.

RL has developed spelling, punctuation and grammar (SPAG) starters at the start of writing lessons in Yr6.

Governors praised the amount of good work taking place and noted the importance of children leaving school with an enjoyment of reading and writing.

A governor asked: what is biggest challenge and what can governors do to help? CH and RL said the cost of books and replacing those that had worn out prematurely, but these can be replaced at the supplier's costs. Governors and the HT thanked CH and RL for their time; RL left the meeting.

3 Declarations of pecuniary interest (moved back from item 2)

There were none.

4 Any other business (since issue of the agenda)

There was none.

5 Membership: co-option of governors

AY is standing for election as a co-opted governor. The Chair's term of office as a co-opted governor is due to come to an end in January 2024. The Chair put herself forward for re-election as a co-opted Governor. The Chair and AY left the room and governors voted unanimously to re-elect the Chair as a co-opted governor and to elect AY as a co-opted governor. The Chair and AY re-joined the meeting.

The HT had invited staff to stand for election as staff governors: CH wished to continue in the role and no other staff members came forward. CH will continue in the role of staff governor for a term of four years.

6 Correspondence

There was none.

7 Approval of Minutes of the meeting held on 28th November 2023

The Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 28th November 2023 were agreed to be a true and accurate record. The Chair will sign these minutes digitally in GovernorHub.

8 Matters and actions arising from the minutes

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

9 Headteacher's written report

HT talked through the written report that she had shared in advance.

The school is seeing more children joining the school from neighbouring local schools. HT has been in contact with HCC about this.

A governor asked: why are these children coming to Hamble and what is the impact?

HT said Hamble has a good reputation in the area and is fortunate to have an LSA in every classroom. The change has an impact on the individual children but can also have an impact on the school's finance, data and on children and staff.

A governor asked: is the school able to not accept new children to avoid impacts? HT said the school can't turn children away if there is capacity. So far the school has not gone over numbers due to being a "growing school".

A governor asked: if managed moves are done at primary school? HT said only if the child is at risk of exclusion which is not the case here – parents are choosing to move their children to Hamble.

A governor asked: what is HT hoping to get from raising the issue with HCC? HT said she would like acknowledgement of the situation and recognition that it may impact on the school's data. HT is planning to meet with the Chair, CW and School Business Manager (SBM) to discuss the financial implications.

One AHT will return to school from Easter and one AHT has been on sick leave and will be on phased return until February half term at least. HT has had an additional workload as a result.

A governor asked: what has been the impact? HT said she has been having to work at home more than normal.

Building works have been booked in school for half term and Easter holidays. Work on the drainage system has been approved.

HT has attended training run by the Autism Network on pathological demand avoidance. HT will disseminate to teachers and LSAs and hopes to run a session for parents as well.

Governors congratulated HT for passing her Masters Degree, her graduation ceremony will take place on 19th April 2024.

9.1 SIP

HT had shared supporting documents in advance.

One area of focus is attendance. HT has reviewed data from all children with under 90% attendance and assessed on case by case basis. The school is supporting families through the parent link worker when required.

A governor asked: has the school carried out any follow-up visits? HT said yes, if no reason is given for absence a home visit will take place.

A governor asked: do letters home have an impact on attendance? HT said yes they can do. HT also sends letters home to those children where there has been a subsequent improvement in attendance.

The school has a link with the activity centre at Manor Farm Country Park to provide alternative provision to help improve attendance.

A governor asked: does the school fund this? HT said yes it costs £75 (seventy five pounds) for up to 8 children and one adult so provides good value. Parents provide their own transport.

A governor asked: is LSA capacity in school sufficient if one LSA is attending these sessions. HT said yes, as there are fewer children in class as a result.

A governor asked: is there a risk that the other children see this activity as a treat for those who don't come to school? HT said it hasn't been an issue.

Staff had an Inset day with the HCC Outdoor Learning Team which generated lots of ideas. Staff have been asked to build outdoor learning into their curriculum – they will share what they have done at end of the spring term.

HT is working at developing middle leaders as part of the SIP. She held a session on effective leaders and effective managers before Christmas. Some of the ideas for how subject leads can carry out monitoring could also be reflected in governor monitoring.

Governors thanked HT for her report.

10 Safeguarding

CC completed a safeguarding visit in December 2023. He looked at the safeguarding monitoring plan with HT and plans to come in every month and tick off one safeguarding audit each time. So far all has been in order. CC will visit again next week for a pupil conference.

11 Staff wellbeing

CH said staff wellbeing is currently okay – staff have been battling illness but have pulled together. Year leads cover where possible to support each other. When new children join the school it does have an impact on staff wellbeing but it does improve once the children settle.

A governor asked: do we ever feedback to previous schools on children's progress? HT said yes, previous schools will often ask.

Having training and monitoring time has really helped with staff wellbeing.

HT is concerned that if AHT is off sick for a longer period, things may start to slip as HT is less available to interact with other staff.

A governor asked: would it be useful if governors spoke to staff? CH said no it would be more informal quick questions directed at other staff.

12 Governor Services SLA 2024/25

The Governor Services Advice, Support and Training SLA is up for renewal. The cost to the school for 2024/25 is £1710 (one thousand, seven hundred and ten pounds). The school has already budgeted for this cost and it provides valuable resources and training that would have to be sourced separately.

Governors approved renewal of the SLA for 2024/25.

13 Clerking Service Requirements 2024/25

The cost to the school for the clerking service is £2148 (two thousand, one hundred and forty eight pounds) for 2024/25.

Governors approved renewal of the clerking requirements for 2024/25. The clerk will complete the return to Governor Services.

14 Equality and diversity awareness

CW asked if there was a new requirement for the board to have an equality and diversity governor.

Action: Clerk to confirm.

15 Governance

15.1 Recruitment and membership

The school has received an application from a prospective parent governor.

Action: CW to follow-up and invite to March FGB.

15.2 Monitoring visits

LB had reported that he has completed an English report and will upload this to GovernorHub.

LB also attended an assembly and will write up a report.

NEC has completed a Maths report and asked how to manage questions that arose from the visit. HT said to send the report to the Maths Lead and raise the questions at the next visit in Spring.

CC has completed a safeguarding visit and will complete a H&S visit next week.

15.3 Whole governing body training

The Chair has received some potential dates for WGBT from Governor Services.

Action: Governors to confirm with Chair if they can attend training at the school 5-7pm on 21st March 2024.

The Chair flagged to governors that HCC is launching a new platform to replace GovernorHub. The clerk is attending training and will share any learnings.

16 Any other agreed business

There was none.

17 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Appointed three governors and planned to appoint a parent governor, providing a robust governing body.

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 reports on English data and questioned the subject leads on learning in school.
- Questioned the HT on her report and on progress against the SIP.
- Discussed the impact of new children joining the school.
- Heard how the school is working to improve attendance.

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

- Approved the SLA for Advice, Support and Training and the clerking service for 2024/25.

18 Date and items for the next meeting: 12th March 2024 at 5pm

- SVFS

The meeting finished at 6.45pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from October	Confirm restrictions on Associate Member posts	Clerk
14	Confirm requirements for E&D governor	Clerk
15.1	Follow-up with prospective parent governor	CW
15.3	Confirm attendance at WGBT on 21 st March	ALL

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	17 th November	21 st November	25 th November	5 th December	12 th December
23rd January Gobs Autumn Monitoring /SIP Update	12 th January	16 th January	19 th January	30 th January	6 th February
12th March SFVS	1 st March	5 th March	8 th March	19 th March	26 th March
14th May Budget approval SIP Update Gobs Spring monitoring	3 rd May	7 th May	10 th May	21 st May	28 th May
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