



HAMBLE PRIMARY SCHOOL

Hamble Lane, Hamble, SO31 4ND

Governor Minutes

Meeting title: Full Governing Body

Date: 28th November 2023

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
	Christian Walton (CW)	Vice Chair

Apologies:	Lee Benson (LB)	LA Governor
	Christopher Clark (CC)	Co-opted Governor
	Andy Howells (AH)	Parent Governor
	Lynn Whitaker (Chair)	Chair

In attendance:	Zoe Coote (Clerk)	
	Annie Yuratich (AY)	Prospective Co-opted Governor

The meeting started at 5.00pm

Item

1 Welcome and apologies

The Vice Chair welcomed the Governing Body. The Chair, LB, CC and AH had provided apologies in advance which were accepted. The meeting was quorate. AY attended as a prospective co-opted governor and introduced herself to the governing board.

2 Declarations of pecuniary interest

There were none.

3 Any other business (since issue of the agenda)

HT added the School staff absence SLA as an additional agenda item. Governors agreed that the SLA has been useful in the past. Governors approved continuation of the School staff absence SLA. Governors agreed to move the planned SIP and English Lead update to the January FGB due to the relatively low number of governors in attendance.

4 Correspondence

There has been correspondence on the Quarry proposal which will be covered under AOB.

CW thanked HT for the recent article about the school written in the Parish Magazine. This will now be a regular feature.

5 Approval of Minutes of the meeting held on 17th October 2023

The Vice Chair went through the minutes and invited any feedback. The minutes of the previous meeting dated 17th October 2023 were agreed to be a true and accurate record. The Vice Chair will sign these minutes digitally in GovernorHub.

Action: CW digitally sign the minutes in GovernorHub.

6 Matters and actions arising from the minutes

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

Standing item: monitoring visits

Action: CH to chase LB on English monitoring report.

NEC has been unable to complete a Maths visit this term.

Action: NEC to look at Maths content on the school website, including parent information session recordings, as evidence of monitoring.

Item 13.2: Associate governors

Governors discussed the potential to add Associate Governors to the board and agreed it was important to be clear what value these roles would add. To be picked up at the next FGB.

Item 13.3: parent governor vacancies

There has been one application which HT will share with the Chair and Vice Chair.

Action: CW to meet and invite prospective parent governor to January FGB.

7 English Lead's update on SIP

Deferred to January FGB.

8 Headteacher's written report

HT had provided a written report in advance of the meeting and invited any questions.

The school's caretaker is still on sick leave. HT is working with EPS to move through absence procedures.

A governor asked: if the school was managing without the caretaker in the meantime?

HT said yes, the school has quite a good system in place and the cleaning company's supervisor is locking up in the evening.

A newly appointed LSA started this week and the school is now fully staffed (apart from sickness).

A governor asked: how many staff the school had in total.

HT said around 39.

A governor asked: if the school received any complaints following the day closure due to the forecast storm.

HT said no complaints came to the school. CH said parents on the door the next day were very understanding.

There have been a couple of suspensions in the school. One has involved violent incidents and the school is working with HCC primary behaviour support.

There have been a few racial language incidents in younger children – some is just observational and not malicious. It may reflect a lack of diversity in the local area. The school has since done a lot of work in the relevant year groups including assemblies. HT is also writing to parents setting out how to talk about race at home and has worked with families of different races to develop this.

A governor asked: if this was logged anywhere.

HT said yes it was logged on CPOMS and also on the HCC annual prejudicial return which is submitted at the end of the year.

A governor asked: what is the process to help the child with violent behaviour?

HT said the child already has rainbow room time and is being supported.

The school has been worked with primary behaviour support, working through their recommendations. The school is also gathering evidence for an EHCP.

A governor asked: if mainstream education was suitable for this child.

HT said yes at primary age.

A governor asked: is the violent behaviour impacting other children?

HT said it usually only affects adults when they are trying to intervene. Staff are not injured.

A governor asked: does the school have enough staff trained to manage this behaviour?

HT said yes, there are five trained staff members. The school looks at year groups that may need support and trains staff accordingly. All staff fill out required forms following any use of restraint. This is something CC will look at as part of his safeguarding monitoring.

HCC is paying for a new pump chamber for the school drains. Flooding on site has improved and usually related to fallen leaves rather than anything more serious.

The SBM is gathering quotes for a refurbishment of the staff room and dining hall. The work should be completed in February half term 2024. Most of the quotes are within the HT's delegated spend authority, other than the flooring.

A governor asked: if the dining hall refurbishment would include a new floor.

HT said no, just sanding and repolishing the wooden floor.

HT and the Acting SENDCo are attending communication and language training. This will feed into next year's SIP.

The school had Hampshire Outdoors training last week, providing ideas for using the outdoors to enhance learning. This was well received by staff and is part of the school's landscape strategy. Staff will present what they have tried at a staff meeting at the end of next spring.

A number of staff have received Mediated Learning Support Assistance (MELSA) training by HCC's Educational Psychology service. The school's linked Educational Psychologist will also do some twilight sessions with all staff to cover elements of the learning.

The school hosted HTs and CoGs from seven other schools for a HIAS "Good to Outstanding" course. HT gave a presentation and a tour of the school. One school has asked to come back to learn more about the rainbow room.

Governors congratulated HT on this achievement.

The school will take part in the Parish Council's D-Day 80th anniversary celebrations next year.

The school Christmas fayre was well attended.

YR applications for September 2024 are coming in. So far the school has 31 first place applications, and can take 45. Local schools are seeing the same due to it being a low birth year.

A governor asked: what is the impact if the school doesn't get 45 children in YR.

HT said it would be a strain on the budget to fund smaller classes as they move through the school.

A governor asked: is there a point where if the number of children is not high enough it impacts the school ethos due to staffing.

HT said no. If numbers remain low, the school might need to go to mixed classes in future years. But HT is not concerned.

There are more open days to come before the application closing date. These are advertised on all the local community Facebook pages, and in local pre-schools.

A governor asked: which pre-schools feed into the school?

HT said Hamble Village and Hamble Early Years at the secondary school are the main two, but the school receives children from various pre-schools in the wider local area. HT will be able to share final application numbers at the January FGB.

Eastleigh Borough Council came into school to film videos for their recycling campaign this week. The school Eco Team took part and the videos will be on the council's social media.

8.1 **SIP**

Deferred to the January FGB. HT had shared an updated copy of the SIP on GovernorHub and at the January meeting can show supporting evidence.

9 **Mid-year budget review**

CW had shared the budget report in advance. CW and NEC met with the school business manager (SBM) to review the budget. Since the May revision more money has come into the budget from HCC as well as the "Growing schools" funding.

A governor asked: if the HT would have made different decisions knowing this budget was coming.

HT said potentially yes, but it is nice to have the flexibility and the school can still use the funding now.

The school is still carrying a budget deficit into Year 3 but this is not unusual. HT said it was important to have a PAN of 45 in order to maintain standards in the school. Mixing years can work in some groups but is not preferable in Yr1 & Yr2 and the impact does then carry throughout the school.

The school has allocated some of the capital budget on refurbishment projects for 2023 and building maintenance is being kept up.

The school is in a healthy financial position this financial year with a significant carry-forward. It will be important to make sure the school is spending what it needs to.

HT said there is an increasing level of need and the school is having to spend more on increasing the level of provision.

A governor asked: if the school completed the funding/spending gap analysis.

HT said yes, but that the children have changed since it was done, so it would need to be repeated.

Governors approved the revised budget.

Action: HT and Chair to sign the paper copy and CW to advise SBM.

10 Safeguarding

CC was not present to update but Safeguarding was covered in part in the HT report. CC is due to visit before the end of term.

11 Staff wellbeing

There has been a lot of seasonal staff sickness this week. All the office staff were absent today and the office was covered by an LSA. Staff are working from home where they can.

The school has just completed pupil progress reviews which can be a busy time for staff. The festive activities will begin in the next couple of weeks which will be welcomed by staff.

A governor asked: if the school would be closing early on the last day of term?

HT said no – the school had done so in previous years but will not close early this year, to reflect the importance of school attendance.

Action: CH will share nativity dates with governors.

12 Governance**12.1 Recruitment**

If AY is co-opted and the prospective parent governor joins the board, all governor positions would be filled.

12.2 Feedback from meeting with secondary governors

Chair and CW had a good meeting with the secondary school governors. The secondary school governors liked Hamble Primary's Family Friendly governor minutes.

12.3 Monitoring visits

CW and NEC have completed a finance visit as outlined in item 9. CW reminded governors of the importance of writing up monitoring visit reports. There hasn't been a full English monitoring visit in a while – this will be picked up at the next FGB.

EB said that three visits a year is quite a lot to cover. Governors agreed that two per year would be sufficient. CW and Chair have this discussed as part of the planned whole governing body training (WGBT).

CH said that awareness of governors is relatively low amongst staff and pupils, another reason to regularly complete monitoring visits.

12.4 Whole Governing Body Training

The Chair and CW have been planning WGBT and want to use the session to plan what governors should focus on post-Ofsted visit.

HT said there are activities that governors can do towards their monitoring responsibilities that don't require staff time and it would be worth reminding them of what these are.

WGBT will not go ahead in December. The aim is still to have a facilitated session on how governors can support the school and to develop a governor development plan.

Action: Chair to update at next FGB.

13 Any other agreed business

13.1 Quarry update

CW said there have been new documents issued by the quarry developer to address questions put to them by HCC. The school has until 15th December to submit an objection.

Governors wrote a letter to HCC in September 2023 about the proposed mitigations but have not had a response.

A governor asked: if the proposed mitigations had been approved.

CW said yes, Hampshire Highways agreed an amount of funding to support mitigations, including a footpath.

CW has drafted a formal complaint using HCC's complaints process as governors do not feel the mitigations address the school's safety concerns.

CW has drafted a letter to parents asking them to sign an objection which the school will then submit. CW will also submit a formal objection on behalf of the school.

Action: CW to finalise letter to parents and liaise with HT for it to be shared at school nativities and theme outcomes.

NEC said the secondary school's Eco-Committee have written a letter and petition to object to the proposal.

Action: NEC to liaise with HT to see if secondary school Eco-Committee can support the primary's schools Eco Team to do the same.

14 Effective governance evidenced in this meeting

Core function: Ensuring clarity of vision, ethos and direction

- Discussed the future direction of monitoring visits.
- Made plans to ensure the governing body is at full capacity.

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.
- Ensured the school is adequately staffed and that staff wellbeing is being supported.
- Discussed the options for children's behavioural support.
- Planned objections to the local planning proposal to ensure safety of the school's children.

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

- Approved the revised budget.
- Ensured the budget is being well spent.
- Discussed the potential implications of reduced pupil numbers on the school budget.

15 Date and items for the next meeting: 23rd January 2023 at 5pm

- SIP update
- English lead to attend
- English monitoring visits
- WGBT
- Co-opting new governor
- Governor Services SLA 2024/25
- Clerking Service Requirements 2024/25
- Equality and diversity awareness

The meeting finished at 6.23pm

Action log:

Item	Action	Responsibility
Standing item	Upload monitoring reports to GovernorHub.	ALL
Carried from October	Confirm restrictions on Associate Member posts	Clerk
5	Digitally sign October FGB minutes in GovernorHub	CW
6	Chase LB on monitoring report	CH
	Look at Maths content on website	NEC
	Invite prospective parent governor to January FGB	CW
9	Sign budget paperwork	HT & Chair
	Liaise with SBM on budget	CW
11	Share nativity dates with governors	CH
12.4	Update on WGBT	Chair
13.1	Finalise letter to parents on quarry objection	CW
	Liaise with HT on eco-team/eco-committee letter	NEC

Proposed dates for 2023/24:

Signed by Chair:

Date:

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

Signed by Chair:

Date: