



HAMPTON VALE PRIMARY ACADEMY
LOCAL GOVERNING COMMITTEE MEETING
17th SEPTEMBER 2019 at 6.00 pm



Attendees: Steve Joy, Abimbola Odeddiran, Paula Page, Martin Read, Candyce Rumbles, Gemma Stringer, Katharyn Taylor, Andi Epton-Smith

Trust Staff: Mike Sandeman, (from item 5)

School Staff: Rachel Mason (item 5 only)

Apologies: David Whiles, James Larnar, Jemma Finch

Non Attendance - David King, Harinder Boughton

Indicates a 'challenge' from a Governor.

Item	Minute	Action
1.	<p><u>Apologies and Acceptance</u></p> <p>Apologies were received from David Whiles (DW) and James Larnar (JW) ahead of the meeting, these were accepted. Apologies received during the meeting from Jemma Finch (JF).</p> <p>Steve Joy (SJ) welcomed everyone to the meeting and advised that he would chair this meeting in the absence of DW.</p>	
2.	<p><u>Declaration of Business and Pecuniary Interests</u></p> <p>An opportunity was provided for Governors to declare any business and pecuniary interests. No new declarations were made.</p> <p>The Clerk informed Governors that it is a requirement for all to complete a new Business and Pecuniary Interest form at the beginning of each academic year asked that these were completed and returned as soon as possible.</p>	All
3.	<p><u>Minutes of the last meeting and matters arising</u></p> <p>At this point SJ invited members to review the minutes of meeting held on 25th June 2019.</p> <p><u>Update on actions noted in the minutes</u> Pupil Premium Spend Allocation - This has been delayed due to budgets just being finalised. This is required to be sent to Trustees for the first meeting of the year in October. As there will be no Governors meeting before this time it was agreed that the Clerk would send this to Governors electronically.</p> <p>All other actions listed have been completed.</p> <p>It was agreed that these minutes were an accurate record of the meeting.</p> <p><u>Matters Arising</u> The Clerk advised of some matters arising;</p>	Clerk

	<p><u>Safeguarding Training</u> An opportunity for Governors to take part in the annual Safeguarding and Child Protection update on Monday 23rd September at 3:30pm. Any Governors who are not able to attend will be required to attend an alternative session during the autumn term.</p> <p><u>GDPR Update</u> To ensure Governors are refreshed on the requirements of GDPR and Data Protection, the Clerk will circulate the Trust policies for these items. Face to face training is not mandatory for Governors, however if a Governor wishes to have this then they are asked to contact the Clerk who will arrange this with the Academy.</p> <p><u>Link Governor Role</u> It was agreed that the link Governor roles for this year will be; SEND Link Governor - DW Safeguarding Link Governor - JF</p> <p>It was agreed that for this academic year the Academy will focus on the two statutory link roles and will review next year if further ones are required.</p>	
4.	<p><u>Election of Chair and Vice Chair of Local Governors Committee</u></p> <p>The Governors in attendance unanimously agreed that DW and SJ would remain as Chair and Vice of Governors respectively, for this Academic year.</p>	
5.	<p><u>Finance</u></p> <p><i>Rachel Mason (RM) School Business Manager attended to present this item. Mike Sandeman (MSA) joined the meeting at this point.</i></p> <p>RM stated that since the last meeting, the finance system is still operating as closed for financial year end. The 2019/20 budget is just in the process of being finalised.</p> <p>The Management Accounts report and financial spreadsheet were circulated prior to the meeting. This details final spend up to 31st August 2019.</p> <p>RM went through the circulated reports with some headline information;</p> <ul style="list-style-type: none"> ● General Annual Grant (GAG) income is at 96% received. ● The Academy has been running on two financial years due to point of Academisation. ● The Trust Finance Manager has been reviewing all finance and budget information. ● Uniform provision has now moved in house. Generated funds will go on the income line at the end of the first quarter. ● <u>Salary Expenditure to date,</u> B1-B4 - All support staff have no National Insurance contributions in profiling which accounts for variance in percentage spend. B5 - Teacher Agency staff requires budget profiling as agency staff requirement was increased in expectation, however this will decrease going forward as cover in the main will be completed by a HLTA. ● The Academy is required to submit month end reports to Trust Finance Manager who will review the budget on an ongoing basis. 	

	<p><u>Other Expenditure to date</u></p> <ul style="list-style-type: none"> ● C0 - There was an overspend on buildings and maintenance. The school did not have the funds in the budget however this was moved from a different budget line. Part of this included the server room to have air con installed to protect the server. ● C1 - Insurance, Cleaning and Electricity estimates require profiling. Water bill reduced compared to estimate. ● D0 - Books and equipment were incorrectly coded against budget. Money for the books was given to the Academy by the PTFA and this spend was agreed with the Acting Headteacher. <p>A Governor asked where the money for the Reception building works came from? RM confirmed that this was from capital spend.</p> <ul style="list-style-type: none"> ● Trips income needs profiling on the budget as these are voluntary contributions. Previously, the Academy has spent £2,700k subsidising curriculum trips. Going forward the Academy has planned more affordable trips and kept at a maximum of two curriculum trips per year group. ● RM confirmed the Academy does not subsidise residential trips. ● Swimming lessons has now been introduced as part of the compulsory curriculum. There may be some requirement to subsidise for some families. ● Uniform spend is significantly higher due to opening of the school shop and stock being purchased. This will be accounted for in 2019/20 budget. ● F0 - ICT budget requires profiling. This was a large spend for ICT Equipment ready for The Hubble. ICT had a large injection into the budget in 2018/19, this will not happen in 2019/20. ● Staff Development budget - Apprenticeship Levy has been put against this and is looking to be utilised. ● Year end for 2018/19 is currently on lock down and being checked by the Trust, the Accrual also being checked. ● Finance Auditors are in over the next two weeks. <p>RM confirmed that the 2019/20 budget was written May/June 2019 and submitted to Trustees in July which was approved. This can then be revised accordingly.</p> <p>The Governors had no further questions regarding the budget.</p> <p><i>RM left the meeting 18.26</i></p>	
6.	<p><u>Property</u></p> <p>PP advised that she will be working closely with the Site Manager to ensure this report is more accurate in the future from a Health and Safety perspective and this will be more fit for purpose, as opposed to a 'to do' list. To ensure Governors are clear behind some of the rationale of the RAG ratings detailed, PP gave highlights of the report circulated with the papers.</p> <p><u>Plant Room</u> - Fault has been reported, currently awaiting quotes. This is still working fine. This should be a green RAG rating.</p>	

	<p>Wall Mounted 2KW Electric Heaters - Damage caused when this room was used as a seclusion unit. A Governor asked is there was any cabling exposed that could cause a health and safety risk to pupils. PP confirmed that this poses no health and safety risk, but does need fixing.</p> <p><u>Break In</u> PP advised Governors that the school was broken into during the last week of the summer holidays. This highlighted a vulnerable part of the school and has been actioned. Business Watch Security attended very quickly. The Governors agreed that there is a balance between insuring school is safe and secure against making the premises 'prison line'.</p> <p><u>Trim Trail</u> This should be a green RAG rating. This is not a health and safety risk, but will be removed and recycled within the Forest School.</p> <p><u>Building Maintenance</u></p> <ul style="list-style-type: none"> • Automatic flush on urinals. No health and safety risk but these need replacing. • Rope climbing equipment has been checked by an external party. Shows some signs of 'wear and tear' but confirmed it is safe to use. PP confirmed that the Site Team are to regularly checking this for any further signs of deterioration. <p>A Parent Governor mentioned about the lack of gardening to the front of the building and how it was a bit disheartening to come back to school in September with the bushes not being trimmed back.</p> <p>PP understood this point, however there was so much work to do across the premises during the summer break that jobs needed to be prioritised. The priorities for the Site Team were for the classrooms to be worked on as this is where the children spend the majority of their time and will have the biggest impact. PP confirmed that the gardening at the front of school is on the list and will be actioned in the near future.</p> <p>A Governor stated how great the school looks with its freshly painted classrooms and the very clever artwork which will engage children in their learning.</p> <p>SJ stated that it is important to note that the Academy has had a big transition in a relatively short space of time. This is a big change and is all very positive but it is also important to remember that these things do take time.</p>	
7.	<p><u>Personnel and Staffing</u></p> <p>PP informed the Governors that a number of staff lost a number of staff at the end of the summer term.</p> <p>A Governor asked for clarification over how many members of staff left?. PP confirmed that 9 members of staff had left but all positions had been replaced and that the Academy is now fully staffed.</p> <p>PP advised that all new starters had made a good start to the term and are taking part in the Induction programme. Teaching staff are engaging in the new curriculum approach and this is being monitored daily by members of the Senior Leadership Team. Any gaps are being addressed early to ensure this is rectified early.</p> <p>PP confirmed that the pedagogy teaching approach is the same as what was</p>	

	<p>introduced last academic year, however staff are now embedding these skills and approach. The Senior Leadership Team are working hard to ensure this is consistent across the Academy.</p> <p>A Governor asked for clarification on the support that new staff get. PP advised that the three Assistant Headteachers (AHT) are ultimately a Phase Leader for each part of school and are monitoring the performance of their team. The appropriate AHT who will provide mentoring. AHT are non classroom based so they are in and out of the class all day.</p>	
8.	<p>Students and Safeguarding PP gave a verbal update on figures as of Monday 16th September 2019.</p> <ul style="list-style-type: none"> ● Number of pupils on role 594 ● Child Protection 1 ● Children In Need (CIN) 1 ● Early Help Assessments, 17 ● Permanent Exclusions, 0 ● Fixed Term Exclusions, 2 <p>The Governors were concerned over the low number of pupils on role and asked for the rationale behind this. PP advised that this is due to low numbers in the Reception year. PP stated that when the parents of the current Reception cohort were making their primary school choices, the previous OFSTED report of Hampton Vale Primary School would have just been released, therefore it is no surprise that the numbers are lower. Most other year groups are full.</p> <p>A Governor asked for confirmation of total number in the Reception year group. PP confirmed that this is currently 63 and will hopefully increase over the next few weeks.</p> <p>SJ advised that taking everything into account and the previous Ofsted report, this isn't a surprise and it is clear that the Leadership Team at the Academy is doing every possible to increase the numbers on role.</p> <p>A Governor asked with regards to the FTE noted above, is this the first FTE, and is this the same child excluded twice? PP advised that this was two separate children, one of which has been excluded on previous occasions. The second child it was the first exclusion. PP stated that at this early stage in the year, we need to start off with extremely high expectations to ensure that the children are fully aware of what is and is not acceptable. Children and staff should be abiding by the Academy Behaviour Policy throughout the year, however at this early stage in the year it is zero tolerance.</p> <p>MSA informed Governors that in his experience, the Primary School sector accept too much and try far too hard. The incidents that he has been made aware of from Primary Schools within the city, he would have no concerns with pushing to a Permanent Exclusion. MSA continued to state that he believes if a child is stopping peers learning, stopping the teacher teaching then this is not okay, and action should be taken. MSA confirmed his view, that if children are causing harm to other children or adults then they will not be welcome in one of the Trusts' schools.</p> <p>MSA stated to Governors that there may be a point in time when the</p>	

	<p>Headteacher of the Academy asks for their support in a Permanent Exclusion panel. Governors should be rest assured that this really is the very last point to get to and a lot of work will have gone into the situation before it reaches this stage.</p> <p>MSA also advised that this it is becoming a big issue with regards to exclusion of SEND children. The Academy, is required to make reasonable adjustments however these must be reasonable and sustainable.</p> <p>A Governor asked, what a parent should do if they feel that the Behaviour Policy has not been followed appropriately by a member who staff.</p> <p>PP confirmed that the best channels are always to direct any concerns in the first instance to the class teacher, following that it should go to the appropriate Assistant Headteacher. Any further concerns after this stage should be directed to the Deputy Headteacher and after all other avenues have been exhausted it should then go to PP as Acting Headteacher..</p> <p>A Governor asked the PP to ensure staff are trained on how to deal with certain situations appropriately. PP confirmed that all staff are encouraged to follow the Behaviour Policy and meetings and training have had a focus on this. PP continued to state that the Leadership Team will pick up on any inconsistencies immediately via learning walks.</p> <p>MSA stated that the Academy is in a completely different place to when he first visited with Ben Erskine when the Trust first arrived. MSA advised that the school is on a long journey, however the foundations are now in place and these are being built on.</p> <p>A Parent Governor noted how excellent the behaviour is now and this should be commended. This was echoed my other Governors in attendance. PP thanked the Governors for their feedback and confirmed that the children within the school are responding to the high expectations set by the staff and now have high expectations of themselves.</p> <p>MSA informed the Governors that HVPA is a school that is going places and that nothing is too good for the pupils who attend.</p>	
9.	<p><u>Headteacher Report</u></p> <p>PP gave an overview of the report circulated.</p> <ul style="list-style-type: none"> ● New leadership structure in place and working well. ● There is a dedicated leader of Year 6 working with Assistant Headteacher for Phase 3 and 4. ● Mr Currie is working with Domain Leaders with Curriculum planning. <p><u>Educational Initiative</u></p> <ul style="list-style-type: none"> ● Explicit approach is being embedded ● Knowledge booklets issued to all children, ● The first three days of term the school was back to basics. Working on transitions, making behavior expectations clear to children and staff. The school are now working on learning behaviours and embedding these. ● Learning Walks as a leadership team are constant If something is spotted it is picked up straight away. ● There is a lot of work to get the children to the appropriate levels. <p>A Governor asked how the Academy can ensure different levels of the children</p>	

are being met?

PP advised that the approach the school use is to provide 'scaffolding' to those children who are struggling to make the expected levels. Children who are embedding the required skills and knowledge will be working a 'greater depth'

The Staff Governor advised the Governors that the next steps are to work explicit teaching and ensure the new staff fully understand this. Staff meetings have had this as a theme to help develop further. The Staff Governor continued to state that over the next couple of weeks staff will be looking to identify children via assessment who need an extra push for greater depth or those who need scaffolding.

A Governor asked for clarification on the rules on children going to the toilet during lessons.

PP confirmed that children are allowed to go to the toilet during lessons but are encouraged to go during break/ lunch time. A Staff Governors also confirmed that water bottles are also able to be used during lesson but again to be used during social times including snack and story.

A Staff Governor also advised that whilst we have high expectations, the Academy wants to nurture the children and we accept that they are children and may need to go to the toilet or have a drink during the lesson.

- PP confirmed that the four Year 6 classes have also only just moved to four classes due to staff absence. The AHT for Phase 3 and 4 is support teaching with L.O.L and Maths.
- Forest School has commenced, the children are so engaged with this.
- Digital Media suite has been transformed and the children have weekly lessons.
- Book corners are being developed within the classrooms. This should be completed by Christmas.
- The Academy is now a clutter free environment.
- Corridors are there not just to look pretty, they are full of educational facts, such as timetables, these will be throughout the school and will help support different topics.
- The playground redesign will happen shortly.

A Governor asked where the children have their swimming lessons?

PP confirmed that this was at Peterborough Regional Swimming Pool.

PP confirmed that the environment is something that is an investment to support the learning and curriculum.

Attainment

- Phonics Screening (Yr1) results 74% and phonics screening retake results (Yr2) 41%
- The predictions set by the previous year 6 team were inaccurate. The current year 6 team are being lead by an extremely experienced member of staff so PP is confident that this will be more accurate.

MSA informed Governors that this is a problem across Peterborough which has been documented in the local press. There is no doubt that HVPA need to get above national.

A Parent Governor stated that it is clear that the foundations are being put in so it will be really interesting to see what the results in the future will look like.

	<p>PP confirmed that the current Year 6 were significantly lower at KS1 and had to make huge progress during their year 5 year. By splitting the cohort across four classes can help staff 'drill down' and support further.</p> <p>A Governor asked if this splitting the year 6 classes into four will be an ongoing thing? PP responded that she is unable to answer at this stage. This would depend on budget. PP continued to state that the children have not had a good first 5 years education. It is hoped that in future years that this will not be needed.</p>	
10.	<p><u>Update of Curriculum</u></p> <ul style="list-style-type: none"> ● In January 2019 we implemented a new curriculum which is focused on traveling around the world. The curriculum has been created by school staff so there is a real sense of ownership by Hampton Vale ● Theme booklets have been sent home to parents/carers to support learning at home ● Corridors are now being developed to represent themes within our curriculum ● Many parental events have already been held - phonics workshops for year one, SATs meetings for KS1 and KS2, SRE feedback sessions, year 4 times table check session. Plans are now underway for our first parental engagement week where the focus is LOL ● Pedagogy has been a focus of staff training so far - particularly the use of explicit instruction ● Specialist teachers have now all started their subjects this year and our forest school is now open ● Most domain leaders are all in place and have shared their vision and expectations for their subject. Domain leader training is currently being organised to support staff with the leadership of their subject/s. ● A number of parent events such as SATs information, Year 4 Timetables testing, Sex and Relationship consultation, all of which detailed in the Key Dates document. ● The Academy will have upcoming Parental Engagement L.O.L focus. ● A more comprehensive report will be added to the agenda for the November meeting. <p>A Parent Governor stated that she felt that there could have been further information sent out about what the children could expect in the transition from Reception to Year 1. PP confirmed that from now, once the children start Reception there will be no major changes. Reception will run as any other part of school would.</p> <p>A Parent Governor made comment that she felt certain events hadn't been well advertised such as the SRE talks and that Parents weren't given adequate notice on how to prepare for certain things such as Forest School.</p> <p>PP responded that the key dates was sent out at the end of the summer term at the request of parents who needed sufficient notice to get time off work to attend. All events had also been put into the newsletters and a final text is also</p> <p>MSA stated that the Academy has done a huge amount of work to inform</p>	

	<p>parents on upcoming events and that there is a point where parents need to be proactive in looking.</p> <p>It was shared that the new website will be launched during October.</p>	
11.	<p><u>Policy Approval</u></p> <p>SJ advised that there are a number of school specific policies that need to be approved and asked if all Governors have had a chance to read them. The Governors confirmed that they had and these policies were clear.</p> <ul style="list-style-type: none"> ● Parent/ Carer Code of Conduct - Approved ● British Values - Approved ● Staff Dress Code - Approved ● Physical Intervention - Approved ● Exclusions - Approved. 	
12.	<p><u>Four Cs MAT Update</u></p> <p><i>A confidential minute took place at this point regarding a legal matter.</i></p> <ul style="list-style-type: none"> ● MSA asked Governors to pay attention to the Trustee Update circulated with the papers. ● MSA stated the new Primary and Secondary schools for Manor Drive will be built in 2022/2023. ● With regards to Rescoring, the Trust are confident that the right people are in the right place. ● Support is in place from the Trust to HVPA whenever needed. 	
13.	<p><u>Any Other Business</u></p> <p><u>Chair of Gobs Report</u> Governors asked for thanks to be noted to David Whiles for the Chair of Governors report.</p> <p><u>School Innovation Plan</u> The first draft of the document was circulated to Governors. This will be formally present at the November meeting. Clerk to add to the Agenda. Clerk advised that feedback had been received electronically from one Governor.</p> <p><u>Rewards</u> PP confirmed that the reward scheme is changing. This is being designed on wishes of the children. Dojo points are going and will be replaced by House tokens and well as weekly/termly and end of year certificates. This will be communicated to the children this week and will be detailed in the newsletter.</p> <p><u>End of Year Term finish.</u> A Governor asked for the reasoning behind the end of term finish. PP informed the Governors that the early finish bring the school in line with the</p>	Clerk

	<p>other school within the Trust as well as many other Hampton schools. PP continued to stated this is common practice amongst schools as it is recognised that it is an emotional day for the children and they burn out very quick meaning they are not able to take in information during the afternoon. Last day, for the children it is a very long day. Burn out by lunchtime.</p> <p>The Governor then asked why it isn't possible to finish a day early? MSA advised that the school are not able to do this as there is a requirement to the number of days registered into school. It was also shared that by finishing a day early would not eliminate the effect of 'the end of term burn out' for the children.</p> <p>PP wanted to make it clear that staff do not finish early on these days, staff are required to be in school preparing their classrooms or planning lessons.</p> <p><u>Learning Walks</u> PP tabled a schedule for learning walks for this academic year. Governors are asked to email the Clerk if these wish to attend any of these sessions.</p>	All
14.	<p><u>Date of Next Meeting</u> 19th November 2019, 6pm.</p>	