



# HAMPTON VALE PRIMARY ACADEMY



## LOCAL GOVERNING COMMITTEE MEETING – 25 JUNE 2019 at 6.00 pm

Attendees: Harinder Boughton, Jemma Finch, Steve Joy, James Lerner, Abimbola Odeddiran, Paula Page, Martin Read, David Whiles (Chair)

Trust Staff: Mike Sandeman, Debbie Sanderson (Clerk)

School Staff: Andi Epton-Smith

Apologies: Candyce Rumbles, Katharyn Taylor

Item	Minute	Action
1.	<p><b>Apologies</b></p> <p>Received from Candyce Rumbles (CR) and Katharyn Taylor (KT). These were accepted. Apologies received from Gemma Stringer during meeting.</p> <p>David Whiles (DW) welcomed all to the meeting.</p>	INFO
2.	<p><b>Declaration of Business and Pecuniary Interests</b></p> <p>An opportunity was provided for Governors to declare a business and pecuniary interest; nothing was raised.</p>	Clerk
3.	<p><b>Minutes of the Last Meeting and any Significant Matters Arising</b></p> <p>These were agreed as a true record of the meeting.</p> <ul style="list-style-type: none"> <li>• Property – timescales are now noted on reports</li> <li>• Governor Visits – form distributed by the Clerk</li> <li>• Learning Walks – to be scheduled by Paula Page (PP)</li> </ul>	
4.	<p><b>Finance</b></p> <p>Paula Page (PP) discussed and explained the following:</p> <ul style="list-style-type: none"> <li>• The finance system is now operating as closed for the academic year</li> <li>• Outstanding building works are all now accounted for</li> <li>• There has been no overall overspend</li> <li>• The school is currently in the process of organising next year's budget</li> </ul> <p>A question was raised as to the publication of how Pupil Premium / SEND funding is accounted for due to Governors being responsible for how resources are allocated. Mike Sandeman (MSA) responded that the Policy, Strategy and Impact Statement relating to this area of income is required to be published and this will be uploaded within the relevant timescale. This will be produced by the school and overseen by the Governors / Trustees.</p> <p>MSA spoke about there being some training issues with the school about what is reasonable profiling within the budget. Work is taking place between the Trust and the school to ensure that profiling is as accurate as possible. MSA explained that the set-up for the next financial year should be better, ensuring there is consistency, eg profiling of staffing and utilities across the year. Currently</p>	PP

	<p>subtleties are not included within the budget to reflect sporadic income and expenditure across the year.</p> <p>Following a question about what 'other income' referred to and whether this was related to funding from Goslings / extra school club, MSA answered that it was but that it should not be included in any carry forward for the school. Therefore any carry forward should be around £70,000 to cover incidentals such as boiler replacement. MSA explained that this would not be touched.</p>	
5.	<p><b>Property</b></p> <p>Paula Page (PP) presented the latest property report and brief discussion centred around the following.</p> <ul style="list-style-type: none"> <li>• Legionella is the only item needing attention which is in the process of being rectified. PP to chase progress on this and to forward an update to Governors</li> <li>• Reference made to a Year 6 classroom which does not have air conditioning. The classroom does get very warm, but not too hot, therefore does meet guidelines. A solar film fitted to the windows will help manage the heat gain during the Summer months</li> <li>• The Trim Trail on the field has now been sectioned off, part has already gone. It reached the end of its life and is not worth repairing</li> <li>• The gulley leak in the entrance hall only leaks when there is substantial rain. Various companies have been to see this but cannot establish the issue. Work will continue to monitor; it was noted that this happens in an area which does not affect children</li> <li>• Sports markings need to be redone on the playground. As this is currently being renovated these works will be carried out at the same time</li> <li>• PP reported on the construction of 10 sheds to redevelop the playground area which will provide an area for children entertainment. This will be London themed with sheds representing landmarks around the City, eg the British Library which will contain books, Harry Potter Studios to make potions, London Zoo. This is work in progress during the holidays. MSA asked for press coverage to be obtained once this project has been finished</li> </ul> <p>There was a question about the number of first aid incidents on the Health and Safety Accident Report being included within the table. Only major items to actually be listed. It was noted that this is a Trust template which will be updated if felt necessary.</p>	<p>PP</p> <p>PP</p>
6.	<p><b>Personnel and Staffing</b></p> <p>PP referred to the staffing update report that had been previously distributed.</p> <ul style="list-style-type: none"> <li>• Four members of staff are leaving in the Summer, 2 in Year 6, one in Year 5, one Assistant Headteacher who is leaving for a promoted post at another school. New staff have been appointed ensuring the school has a full complement of staff from September. PP reported on an increase in support staff recruitment, allowing for one High Level Teaching Assistant (HLTA) and one Teaching Assistant (TA) per Year Group (in January 2019 there were only 4 across the whole school)</li> <li>• Two receptionists have reduced to one as from July, however, there has been an appointment to take on administration and finance for Goslings and Nursery</li> <li>• Maths and Literacy Leads have been appointed and have been in place since Easter; they have started to build a strong curriculum in these subjects, following a clear structure and providing consistency from Reception to Year 6.</li> </ul>	

	<p>The Lead for Maths was someone previously already employed at HVPA and the Literacy Lead joined the school in January.</p> <ul style="list-style-type: none"> <li>• PP referred to Year 6 SATS data previously not being in line with national average and significantly below. She explained that increased work is taking place with Year 5 and as a result, an additional teacher has been appointed for an additional class in Year 6, making 4 classes instead of 3 from September. This change will result in smaller class numbers. The Year 6 staff next year are all of excellent quality and will provide the very best chance to ensure that Year 5 make the desired progress. The smaller nursery space will be used for this additional classroom</li> </ul> <p>In response to a question on how classes are covered when staff are absent, PP explained that some staff illness within the last 2 weeks has resulted in children's classes having to be combined and accommodated within staffing availability. MSA explained there will always be situations where Headteachers have to seek the less disruptive option and on occasion this may be a support member of staff which can often be a better option than poor quality supply teaching. PP went on to explain that if the one remaining Receptionist was ill, other office staff would step in to cover.</p> <p>The question was raised about how the school ensures that mid-year staff are properly inducted in their roles. PP explained that there is currently an induction process underway for recent, new staff. Two training days are planned for September.</p> <p>A final question was raised regarding the teaching load for the leadership team and whether this was manageable. PP replied that it was.</p>	
7.	<p><b>Students and Safeguarding</b></p> <p>PP updated Governors on the following:</p> <ul style="list-style-type: none"> <li>• Number of students on roll is 624. A little mobility reported</li> <li>• One Child Protection referral</li> <li>• One Child in Need case</li> <li>• 27 Early Help Assessment (EHA) cases currently live</li> <li>• 5 Fixed Term Exclusions (FTE) this term but only from 2 children. Governors were informed of more confidential, specific information relating to the 2 children involved. MSA went on to explain to Governors that Permanent Exclusion should always be a consideration if a threat is posed to staff or other children. Governors have a duty to parents to make difficult decisions on the basis of a duty of care to all other students. There will need to be a balance of duty of care with making reasonable adjustments and this should always work in the best interests of the school. Governors will need to trust the leadership that everything will have been done by the time that the decision even reaches a Governing Body to recommend Permanent Exclusion</li> <li>• MSA spoke of SEN affecting resourcing in schools and will be a challenge going forwards</li> <li>• Behaviour across the school generally is much better and this is now a common consensus amongst visitors</li> </ul>	
8.	<p><b>Attainment</b></p> <p>PP spoke of results awaited for SATs. These will be distributed to Governors as soon as they have been received and analysed. PP spoke of confidence of an increase in performance indicators.</p>	

	<p>Moderation for Reception took place 2 weeks ago. Moderators were very complementary of teachers, feedback was positive, 2 new Reception teachers already know the children very well and have been able to demonstrate early learning goals.</p> <p>Moderation for Year 2 – there have been queries over some of the evidence used which is quite common. This has now been fed-back to the moderators.</p>	
9.	<p><b>Headteacher Report</b></p> <p>PP referred to the Headteacher report that had been previously distributed and focused on the following.</p> <ul style="list-style-type: none"> <li>• 3 new Assistant Headteachers for September are all now working within school, overseeing each of the phases, which has made a significant difference to the school structure</li> <li>• Domain leaders are in the process of creating curriculum plans, knowledge books, delivering training etc to ensure that the curriculum is written and delivered to the best possible standard across the school, moderated and checked. When the Trust first got involved the curriculum was tailored around Fulbridge Academy as there was very little curriculum at HVPA in place. It is a very long process writing and developing a curriculum. The HVPA children enter at a much higher level and should be more advanced than the Fulbridge curriculum, hence the reason why it is now being modified. MSA spoke of the focus being drilled down into 'Intent', 'Impact' and 'Intervention', and should reflect on 'what do we intend to teach', making it personable towards HVPA. The staff are using the Fulbridge Academy framework as it is proven but now personalising the detail. The curriculum in reception will be on the basis of continuous provision, following early year goals. The Year 1 curriculum will also start in Reception which will result in a finish at the end of Year 5, leaving the 2 terms before SATs in Year 6 for retrieval work.</li> </ul> <p>A question was raised from a Governor with regard to Year 5 transition into Y6, and what work is taking place to ensure they maximise their potential. PP advised that Year 6 teachers next year are outstanding, they will focus on where children are, particularly for greater depth, and groups will be tailored according to where intervention in certain areas is required. MSA advised that there has been frustration with the situation facing this year's Year 6, next year will provide the leadership with a little more time to focus on targeted underachievement and focus on areas of strength and weakness. It was advised that work has already started with Year 4 where there is time to make progress and deliver quality teaching and learning. MSA spoke of some very ordinary teaching happening historically which the school now has to overcome. PP spoke of classes across the school who have not had quality teachers over the last few years however there will be no under-performing teachers in September.</p> <p>A question was raised as to how gaps could be measured. PP explained that there are teacher assessments throughout the year eg Pita (Point In Time Assessment), Pira (Progress In Reading Assessment), Pima (Progress In Maths Assessment), and Rising Stars measurement. MSA spoke of a much greater testing regime in force, students will go through assessments against a quality scheme of work – if teaching and learning is right, teachers can assess against impact and outcomes. This process will improve as time progresses; children will become familiar with regimes of testing. PP spoke of Assistant Headteachers holding Phase teachers accountable. They will know so much more about the children and what they are capable of – time has</p>	

	<p>been allowed from September for this to happen. PP also spoke about cross-moderation with other Trust schools. It has been evident how our children compare to those in an outstanding school, which gives teachers a clear indication that we are assessing accurately. Quality teachers teaching quality lessons will make everything fall into place. MSA spoke about Trust interrogation of data which PP is accountable.</p> <p>One Governor acknowledged the work that the SLT has done in the relatively short period of time and asked PP to share this thanks with staff. PP informed Governors that there are a lot more positive comments being received from parents. MSA noted the criticism of losing staff at the recent parents' meeting however felt there was some confusion between nice staff who are caring with nice staff who are also outstanding educators. It is apparent that this is starting to be realised and is being witnessed in the confidence of children in educational terms.</p> <ul style="list-style-type: none"> <li>• Catering – this has been a good start, children very much enjoy a calmer lunchtime. More work is taking place on the general use of cutlery and eating quietly</li> <li>• Digital Media lessons – these are happening weekly, all children access this facility and feedback is very positive</li> <li>• Book corners – The PTFA have donated money for the purchase of books, however, more good quality reading books are still required. This work will be continued and will be ongoing throughout next year. PP has made a request to the PTFA for further funding, however, they also have a focus on the Forest School. From September, children will be split between Science practical and Forest School lessons meaning more attention and increased development. Parental engagement will be sought in the Forest School over time.</li> <li>• Reception classrooms are all being extended over the holiday, the main entrance work is also being considered. Next term, the digital media suite floor will be redone with an 'under the sea' focus. Corridor works are also taking place; one will become the Hampton Vale Space Academy, one area will be an Egyptian market. Spaces within the school will be used to benefit children and ensure they are immersed in the culture</li> <li>• Ofsted readiness – the improvement plan will be issued with the agenda for the September meeting.</li> </ul>	
10.	<p><b>Governor Visits</b></p> <p>The visit report by Katharyn Taylor (KT) was presented.</p> <p>DW and JF advised they had also visited the school but not completed reports. DW thanked the school for facilitating a very successful visit.</p>	
11.	<p><b>Four Cs MAT Update</b></p> <p>MSA updated Governors as follows:</p> <ul style="list-style-type: none"> <li>• KSCS – the Trust needs to work through some issues with the LA and are looking to academise the school from September 2020. The PAN is 1063, 270 is the figure allocated for the new cohort</li> <li>• The Trust was successful with the secondary school bid for Manor Drive Secondary Academy. Both Primary and Secondary schools will be built, aiming for 2022 and 2023</li> <li>• The Trust registered an interest in Linchfield in Market Deeping, however, were not successful</li> </ul>	

	<ul style="list-style-type: none"> <li>MSA spoke of the Trust being careful it does not overstretch itself and continues to control growth sensibly</li> </ul>	
12.	<p><b>Policy Review</b></p> <p><u>SEND Policy</u> PP presented an updated policy which is in line with practice. MSA advised Governors of being careful in checking legal aspects of some policies. All policies will be published to parents on request.</p> <p>A question was asked as to how regularly provision is monitored and reviewed. MSA referred to EHCP annual reviews which is the legal requirement.</p> <p>Point 4, allocation of resources – the numbering to be amended.</p> <p>This policy was approved.</p> <p><u>Unrelated Question</u> At this juncture, one Governor asked a question regarding access to classrooms in the morning in the event of bad weather. PP replied that classroom teachers open their rooms at a set time each day, irrespective of the weather and do not have a responsibility to open earlier. The outcome of this discussion was that if a room is not open at the correct designated time, parents should bring this to the attention of a member of staff.</p> <p><u>Behaviour Policy</u> PP presented an updated policy for approval advising that children and parents will be updated with the protocols and a more consistent approach in September. Governors were advised that there is currently a low level amount of strikes used as a sanction.</p> <p>In answer to a question as to mention of exclusions in the policy, PP advised there is a separate exclusion policy which will be produced and presented to Governors at a future meeting</p> <p>It was agreed that reference to receiving 250 dojos should be included in the policy.</p> <p>The policy was approved.</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p><b>Governors Role to the Journey to Outstanding</b></p> <p>MSA asked Governors to consider their role when networking or talking with parents and the importance of how comments are perceived. Governors have an increased role and status within the school community and there is a need to be aware of responses when questioned by parents. Governors are an important part of school improvement going forward and will be challenged by parents, sometimes without prior warning.</p> <p>MSA asked Governors to be positive of the school in their discussion with parents and to avoid throw away comments which, although harmless, can very often be misconstrued.</p> <p>Parental matters that also affect Governors should be divorced from Governor business and dealt with separately.</p>	

14.	<p><b>Any Other Business</b></p> <p><u>Introduction of New Clerk (PP)</u> PP introduced Andi Epton-Smith (AES) to the meeting; he has joined HVPA as PA to the Headteacher. Andi will be the Clerk to Governors as from September and should be the first contact point for the Headteacher. Thanks expressed to the Debbie Sanderson who has been standing in as Interim Clerk to Governors on behalf of the Trust.</p> <p><u>Consideration of Start Time of Meetings (PP)</u> PP asked Governors to consider whether a start time of 6.00 pm should continue or whether an earlier start time should be agreed. The general consensus was to remain with 6.00 pm.</p> <p><u>Glossary (Clerk)</u> The Clerk tabled a glossary for Governors' information.</p> <p><u>Police Visit (JF)</u> JF informed the meeting that she had received a report from a Police colleague that HVPA pupil behaviour was exemplary.</p> <p><u>Phase Newsletters (JF)</u> Following the introduction of phase newsletters it was agreed that these have been generally well received and there is less negative conversation amongst parents/carers in the playground. The additional Governor specific newsletters are also appreciated.</p> <p><u>Learning Walks (SJ)</u> SJ suggested that themed Learning Walks are arranged 2 weeks before the full LGC meetings. AES will arrange and forward dates out. JF spoke about different governors focusing on different things during meetings, eg one the teaching, one looking at books and suggested a preparation meeting and a debrief would be useful.</p>	Clerk
15.	<p><b>Date of Next Meeting</b></p> <p>The meeting dates were tabled for next year as follows:</p> <ul style="list-style-type: none"> <li>• 17 September 2019</li> <li>• 19 November 2019</li> <li>• 3 March 2020</li> <li>• 16 June 2020</li> </ul> <p>It was agreed to run a full cycle next year with just Full LGC meetings and then consider whether sub-committee meetings are required.</p>	