



HAMPTON VALE PRIMARY ACADEMY



LOCAL GOVERNING COMMITTEE MEETING – 4th December 2019 at 6.00 pm

Attendees: Jemma Finch, Steve Joy, Paula Page, Gemma Stringer, , David Whiles (Chair),

Clerk: Andi Epton-Smith,

Trust Staff: Mike Sandeman,

Apologies: Abimbola Odeddiran, Katharyn Taylor, Candyce Rumbles, James Larner

Non attendance: Harinder Boughton, David King, Martin Read

 Indicate a Governor challenge.

Item	Minute	Action
1.	<p><u>Apologies and Acceptance</u></p> <p>Apologies received as noted above and these were accepted.</p> <p>The Clerk confirmed that apologies had not been received for three Governors who are noted above as non attendance.</p> <p>The Chair asked for the Clerk to seek clarification over Trust policy on disqualification of Governors due to non attendance.</p>	Clerk
2.	<p><u>Declaration of Business and Pecuniary Interests</u></p> <p>Other than those previously declared, none were reported.</p>	
3.	<p><u>Minutes of Last Meeting - 17th September 2019</u></p> <p>Minutes of meeting held on 17th September 2019 were agreed as an accurate record of the meeting.</p> <p>The Clerk confirmed that all action points were completed.</p> <p><u>Significant Matters Arising</u> None to report.</p> <p><u>Governor Visits</u> The Chair advised of a number of Governor visits that had taken place during the course of the first term. These include the two learning walks themed on 'Behaviour and Learning Attitudes', these were attended by four Governors. In addition to this a Safeguarding Link Governor visit took place who met with the Safeguarding Team.</p> <p>The Chair continued to state how impressive the learning walk was in was in relation to the children and staff being focused on the task in hand.</p> <p>The Clerk confirmed that he is in the process of setting up termly meetings for</p>	

	<p>the SEND Link Governor in the same format to the other Link Governor post.</p> <p>A Governor stated that he was moved by how engaged the children were with their learning and couldn't quite believe the transformation in a relatively short period of time. The Governor continued to state that one of the lessons he observed was being led by a HLTA who managed the high expectations of the class and noted superb transitions between lessons.</p> <p>A Parent Governor could not believe how well behaved and engaged the children were in the younger year groups of Reception and Year 1.</p> <p>A Parent Governor also commented on how seamless the classroom swap was for the Year 6 students who were moving for their 'set' groups for Maths.</p> <p>Governors acknowledged that in previous years the children would not have been able to manage this so quickly.</p> <p>The Clerk thanked Governors for completing the Governors Visit forms as these are good for record keeping purposes.</p> <p>Safeguarding Link Governor confirmed that she has now started the termly audit of the Single Central Record as conducted with other schools within the Trust. Some areas for outstanding pieces of information were highlighted during this visit and action has been taken to ensure this is rectified as a matter of urgency. The Clerk advised that in the Headteacher's PA part of his role he will be undertaking some work with regards to the Single Central Record so is confident that these will be acted upon.</p>	
4.	<p>School Innovation Plan (SIP)</p> <p>PP asked Governors to view the report circulated ahead of the meeting. The SIP is essentially a list of priorities for the school on the front and drills down into more detail further through the document.</p> <p>The Governors were positive in how clear the presentation was and that it is very easy to follow.</p> <p>MSA urged Governors to pass on messages with regards to new and upcoming things to other parents in the playground. MSA asked the Clerk to ensure this was published on the website with a link added into the newsletter</p> <p>A Governor advised that he likes how every area of school is covered in the SIP. He noted the good use of Prefects, Head Boy and Girl and the School Council. He continued to commended the behaviour of the children at a recent event by asking relevant questions and serving refreshments to visitors.</p> <p>PP advised that the Prefects have really taken on the importance of the role how it is clear that the younger children understand the purpose of the Prefect role and are aspiring for this.</p> <p>Parents Governor advised that it is lovely to see the younger children engaged in School Council and also noted the behaviour and maturity of the Prefects during the meet and greet at the parents evening.</p> <p>The Governors agreed for this document to be published.</p>	Clerk

<p>5.</p>	<p><u>Self Evaluation Plan (SEF)</u></p> <p>PP presented the SEF, the report was circulated prior to the meeting.</p> <p>PP stated that the starting point is that of the previous OFSTED rating of <i>Inadequate of Hampton Vale Primary School</i>. PP advised that so much change has been implemented into the Academy and that they are on an upward trajectory, however due to certain things taking time to embed and for the impact to be seen, it would be wrong to grade higher in certain areas.</p> <p>PP continued to state that what is evident is the positive change of those areas that immediate impact can be noted, such as behaviour, safeguarding, environment changes and parental engagement and feedback.</p> <p>A Parent Governor noted that by coming into the Academy both as a Governor and a Parent it is clear that the vision of the Academy is all coming together and rewards are already being seen.</p> <p>PP advised that unfortunately for the children in the older years in school, the class teachers are rectifying and plugging the gaps in the knowledge of children.</p> <p>MSA advised that OFSTED won't reinspect for two years after academisation unless there is a safeguarding concern raised.</p> <p>The Governors agreed that it is brilliant to acknowledge the grade but are pleased with the progress the Academy is making and at a steady pace.</p>	
<p>6.</p>	<p><u>Curriculum Implementation.</u></p> <p>Due to the member of staff and Governors who was due to present the report being off sick, it was agreed that this would be deferred to the meeting in March.</p> <p>MSA advised that this is key on the new OFSTED framework that Governors do have an understanding of the Curriculum in place within the Academy.</p> <p>A Parent Governor advised that from some training she has attended, it stated that Governors need to be able to understand what is being taught and why.</p> <p>PP responded that the report that will come back in March will be even further developed so Governors will without a doubt be able to see what is being taught and understand the journey for the child. PP also confirmed that a child and adult version of the mapping is being created as it is important for the child and parent to understand.</p> <p>MSA stated that when he first came into the Academy it was apparent that there was no plan or 'road map' of curriculum being taught so this is a huge improvement.</p> <p>MSA praised PP for implementing her vision for the Academy and is excited to see further implementation.</p> <p>A Parent Governor asked to give a personal thank you to PP as it is clear that you are so aware of what is going on within the school and it is obvious that the leadership team is effective.</p>	

	<p>MSA criticism for the loss of Teachers but we needed a common theme, like-minded people.</p> <p>DW advised that although we aren't reviewing the current report on this occasion, the current paper is very good and provides a clear vision.</p> <p>Clerk to move this agenda item to March 2020</p>	Clerk
7.	<p>Finance</p> <p>PP reminded Governors that the report provided is up until 31st October 2019. This is due to the postponed meeting which was scheduled on the 19th November.</p> <p>PP confirmed that the budget is up and running and working ok. PP stated that going forward, there will be no reporting listed as 'overspent' as this is misleading and inaccurate as money is simply re-profiled according to the needs and priorities of the Academy.</p> <p>MSA stated that from Trust point of view the Academy finances area are under complete scrutiny of the Trust, Trustees and MAT Finance team. No concerns of Trustees from the finance so this should offer reassurance to the Local Governors.</p>	
8.	<p>Property and Site</p> <p>PP asked Governors to view the report from written by the Academy Site Manager.</p> <p>PP advised Governors that she now meets with the Site Manager on a weekly basis to touch base with him around all areas of Health and Safety and helps in assisting with the priorities. PP confirmed that the report is very positive and there are no urgent outstanding items.</p> <p>DW asked for clarification over where light fittings have all transferred over to LED? PP advised that not all have been yet, however once they are needing to be replaced, they are fitted with the most energy efficient products.</p> <p>PP advised the Governors that the critical incident practice went very well. PP informed Governors that this is handled very sensitively in order not to scare the children. PP acknowledged some action points from the drill and that these have all been rectified.</p>	
9.	<p>Personnel and Staffing</p> <p>Governors reviewed the report that was circulated with the papers detailing starters and leavers. There is one member of teaching staff moving to a different school after Christmas, his position is being replaced by an experienced teacher and the Academy will also be welcoming back a teacher from maternity leave.</p> <p>PP informed Governors that since the report was written the Academy has run a consultation and restructure process of the Business and Finance area of the Academy. The two roles of Business Manager and Finance Manager are to be</p>	

	<p>made redundant and a new role of a Finance Officer will be introduced. Both employees at risk were given the opportunity to apply however opted for redundancy. There is currently a live advert out for this new position. PP offered reassurance to the Governors that the area will be covered and supported by people within the Trust at Arthur Mellows and Fulbridge until the position is filled. PP confirmed that once the post is filled the MAT Finance team will continue to work with this person.</p> <p>PP confirmed that any HR areas will be picked up by EPM (HR provider) and that Mr Epton-Smith will coordinate these on behalf of the school.</p> <p>PP also confirmed that as part of this review, SLT have reviewed areas of responsibility for the Office Staff. During the review one of the office staff resigned so there is now a live advert for an Office Administrator to join the team. PP stated that after Christmas the office team will be more streamlined and will be a positive move.</p> <p>A discussion took place with regards to the role of Academy Trusts and centralising finance functions.</p> <p>A Parent Governor asked if there are now Support Assistants/ TA's and HLTA's in every class? PP replied that this is something that we are working towards. PP confirmed that the style of need of a teaching assistant is very different to that previous so there are different levels of staff such as Support Assistants, Teaching Assistants and Higher Level Teaching Assistants. PP acknowledged that for the children whose EHCP states that a child requires a 1-1 then naturally we would honor this however ordinarily this is a style we would move away from to help build independence in the children.</p> <p>A Parent Governors stated that during the learning walks she could see the benefit of both sides as she observed the TA scanning the classroom for any children requiring assistance. The Parent Governor confirmed that she thought this was a great use of staff as the children are getting more attention from an adult if needed.</p> <p>PP also informed Governors that the external cleaning contracts are to end and that the Cleaning Staff are being TUPED to direct employment by the Academy.</p>	
10.	<p>Headteacher report to include;</p> <ul style="list-style-type: none"> ● Leadership and Management ● Educational Initiatives ● Attainment ● Students and Safeguarding ● Governance ● Ofsted readiness <p>PP stated that the report circulated was written some time ago due to the rescheduled meeting and asked if anyone has any questions over any part of the report.</p> <p><u>Students and Safeguarding</u></p> <p>A Governor asked how many exclusions would there have been a year ago in comparison to now? PP replied that there would have been a lot more than current figures on both Fixed Term and Permanent. The previous Consultant Headteacher came in and had to redefine the expectations.</p>	

	<p><u>Property</u> PP advised that Street Arts have done an amazing job in designing the Reception classrooms, further work around the school is to be undertaken.</p> <p>PP added that the Academy has decided to invest a huge amount into reading as this is one of the areas of concern across the school. The Academy are to purchase good quality books and materials and subscribe to a reading scheme.</p> <p>PP also advised that the Academy will be running an initiative to help promote reading both in school and at home to help children improve the quality of their reading which will help them access the curriculum.</p> <p>A Parent Governor stated that as a parent you can see the massive improvement and it is great that the books are being checked. PP confirmed that there is dedicated time on the timetable, previously there was no time table so things were missed or overlooked.</p> <p>A Parent Governor stated that it was clear to see on the learning walks of the impact of time not being wasted. It is clear that the children understand the purpose of the tasks they are completing.</p> <p><u>OFSTED Readiness</u> PP/ AES are to work on Action Plan, further information to be distributed to Governors as and when appropriate.</p> <p>MSA advised that the MAT is going to do some work across all of the schools within the Trust.</p> <p>A Governor mentioned that she completed the termly audit of the Single Central Record and had some challenges and comments on this. AES confirmed that this is really useful for when he takes on the SCR as part of his PA role and any healthy challenge is welcome.</p> <p>Governors agreed that they were happy with the report and really like the clear layout.</p>	
11.	<p><u>Policy Approval.</u></p> <p>The following policies were tabled for approval. These policies are specific to Hampton Vale Primary Academy.</p> <p><u>Attendance</u> Approved.</p> <p><u>Accessibility Plan</u> Approved.</p> <p><u>School Closure</u> Approved</p> <p><u>First Aid Procedure (Appendix to MAT policy)</u> Approved</p>	

	<p><u>Uniform</u> Approved</p> <p><u>Homework</u> Approved</p>	
12.	<p><u>MAT Child Protection Policy</u></p> <p>DW advised that this is a MAT policy approved by Trustees. Any questions to be directed to the Clerk to pass on.</p> <p>HVPA Safeguarding Link Governor details to be added to the back of the policy.</p>	Clerk
13.	<p><u>Four Cs MAT Update</u></p> <p>*A confidential minute was discussed with regards to a legal matter.</p> <p>Manor Drive Academies are now pushing ahead, both due to open in 2022.</p>	
14.	<p><u>Any Other Business</u></p> <p><u>Site Disposal.</u> A Governor noted that there has been a lot of old furniture and assets disposed of and would like clarification over where these go? PP responded that the Site Team often put items of selling sites to generate some income into the school. in addition to this, items are also used as material for Forest School.</p> <p><u>Pupil Premium</u> A Parent Governor asked for Pupil Premium impact to be added to a future agenda so that they can see progress made. The Clerk advised that this would be on the March or June agenda.</p>	Clerk
15.	<p><u>Date of Next Meeting</u> 3rd March 2020.</p>	