



**HAMPTON VALE PRIMARY ACADEMY  
LOCAL GOVERNING COMMITTEE MEETING  
3rd March 2020 at 6.00 pm**



Attendees: David Whiles, Steve Joy, Paula Page, Martin Read, Candyce Rumbles, Katharyn Taylor, Jemma Finch, Andi Epton-Smith

Trust Staff: Gilmour McClaren

School Staff: Louise Chatterton (Item 5 only)

Apologies: None received

Non Attendance - Harinder Boughton

Indicates a 'challenge' from a Governor.

Item	Minute	Action
1.	<p><b><u>Apologies and Acceptance</u></b></p> <p>Chair welcomed all to the meeting and introduced Chair of Trustees Gilmour McClaren (GM) who is attending a selection of Local Governor Committee (LGC) meetings across the Trust.</p> <p>Clerk advised that no apologies had been received so absence would be recorded as non attendance.</p> <p>The Chair clarified the difference between 'apologies' and 'non attendance' to the group.</p>	
2.	<p><b><u>Declaration of Business and Pecuniary Interests</u></b></p> <p>None noted other than those already declared.</p>	
3.	<p><b><u>Minutes of the last meeting and matters arising</u></b></p> <p>The minutes were agreed as a true representation of the meeting.</p> <p>All requested actions had been completed by the Clerk.</p> <p><b><u>Matters Arising</u></b></p> <p>A discussion to place with regards to the number of vacancies that are now present on the LGC.</p> <p>The Clerk advised that there were no expressions of interest received for the vacancy of Parent Governor. Since the closing date another Parent Governor vacancy has arisen, therefore, an additional advert will go out next week in an attempt to fill both positions.</p>	

	<p>The LGC will look to recruit another Co-Opted member and a community member.</p>	
4.	<p><b><u>Governor Visits</u></b></p> <p><b><u>Safeguarding Link</u></b>  The Safeguarding Link Governor (JF) advised the group that she attended the termly Safeguarding Link Meeting which is attended by the Safeguarding Lead and Safeguarding Officer for the school.</p> <p>JF reported some lovely conversations with some students with regards to what being safe meant to them. JF continued to state that she has no concerns over the practice she saw and felt confident that the children in school felt safe and well cared for.</p> <p>JF asked if the children would be aware of what the different colour lanyards meant? PP advised that the children may not know this but this is a great idea and would ask the Safeguarding Team to action.</p> <p>JF advised that an audit of the Single Central Record (SCR) has not taken place this term, however she has attended a meeting with Sarah Cooper and Gillian Johns at Arthur Mellows Village College (AMVC) to discuss some work that has been undertaken by the Trust with regards to Personnel and SCR.</p> <p>PP clarified that since Christmas the Trust Head Office has been undertaking an audit of our Personnel and SCR and some areas gaps and outstanding information has been highlighted. PP advised that Andi Epton-Smith is working with AMVC to help bring this to the required standard.</p> <p>JF reassured the Governors that she is confident that this piece of work is going in the right direction but will take time to rectify.</p> <p><b><u>SEND Link</u></b>  DW informed the group that he met with the Inclusion Lead and Inclusion Officer last week to undertake a learning walk and review processes.</p> <p>DW stated that he was hugely impressed with the knowledge of the team. He advised the group that;</p> <ul style="list-style-type: none"> <li>● 8 students have EHCP</li> <li>● 3 currently being assessed.</li> </ul> <p>DW continued to advise that it can take up to a year for funding to come through from the Local Authority, in the meantime the school are carrying out their legal duty to ensure these needs are met.</p> <p>Across the school 88 students required some degree of support, this equates to 11.8% of students which is similar to national average.</p>	PP

	<p><b>A Governor asked if these numbers had changed?</b> The Staff Governor confirmed that this number has gone up due to the excellent work of staff across the school identifying the needs of the children at an early stage.</p> <p><b>A Governor asked when on EHCP (Education Health Care Plan), is this part of these statistics?</b> PP confirmed that this number does include children with an EHCP however it is very different in terms of their need. PP advised that there are children in the school who do not have an ECHP but possibly should have.</p> <p>DW confirmed that during his meeting with the Inclusion Team they discussed that the next steps were to look at embedding the provision mapping, a step towards this is that the Inclusion Team are attending pupil progress meeting with the Phase.</p> <p>It was agreed that Governors Visits forms would be shared virtually with Governors when they are received by the Clerk.</p> <p>GM stated that learning walks should not be judgemental. If anything is noticed on a learning walk that you have a concern about then you must speak to PP after the learning walk.</p>	Clerk
5.	<p><b><u>New Curriculum Implementation</u></b> Presented by Assistant Headteacher for Phase 1, Louise Chatterton (LC)</p> <p>LC attended to present the plans for the new curriculum vision, the presentation included;</p> <ul style="list-style-type: none"> <li>● The value of a Quality Curriculum.</li> <li>● What is included in designing a bespoke curriculum,</li> <li>● The Value of a quality curriculum</li> <li>● Ensure that the curriculum is not just a list of statements, assessment</li> <li>● A Curriculum Journey <ul style="list-style-type: none"> <li>○ It cannot be accidental, it must be planned.</li> <li>○ A Curriculum map from Reception to Year 6.</li> </ul> </li> <li>● Curriculum Planning <ul style="list-style-type: none"> <li>○ Curriculum leaders writing plans for Reception to Year 6</li> <li>○ Currently working to kick off in September 2020</li> </ul> </li> </ul> <p><b>A Governor asked if a deadline had been set for this work to be finished?</b> LC confirmed that Curriculum Leaders have until Easter holidays to complete their plans.</p> <p>LC informed the Governors that this curriculum is being designed for by us for us. LC continued to inform the group that the structure will be split in a similar way to that of a Secondary school, for example;</p> <ul style="list-style-type: none"> <li>○ Humanities (History and Geography)</li> <li>○ Engineering and Technology (Science, Computer Science, Design and Technology)</li> </ul>	

- The Core (Reading, Writing, Oracy, Maths)
- The Arts (Music, Art & Design, Performing Arts, PE)
- Citizenship (RE & Philosophy, PSHE, French, Forest School)

Running along the curriculum structure will be Community / Diversity / Leadership / Cause & Effect.

**A Governor asked what support is in place for Curriculum leaders?**

LC responded that there is a vast amount of support available for leaders including; regular meetings with Deputy Headteacher, on-going catch up sessions with the Assistant Headteacher, two days away from school to use for time mapping/ planning and writing the curriculum, ongoing discussions and support with all leaders to share support, in the summer term there will be an opportunity to consult with a local secondary to gain some feedback.

LC confirmed that she is writing the PSHE curriculum as an example to show the other curriculum leads what a curriculum should look like.

LC continued with her presentation which included;

- Curriculum Corridor
  - Main entrance corridor will include a visual curriculum map to illustrate what the children will learn and when.

OFSTED expectations.

*Cultural capital 178. As part of making the judgement about the quality of education, inspectors will consider the extent to which schools are equipping pupils with the knowledge and cultural capital they need to succeed in life. Our understanding of 'knowledge and cultural capital' is derived from the following wording in the national curriculum: 72*

*'It is the essential knowledge that pupils need to be educated citizens, introducing them to the best that has been thought and said and helping to engender an appreciation of human creativity and achievement.'*

*Quote from School Inspection Handbook November 2019*

LC gave an overview of what a Curriculum 'deep dive' may look like.

- The inspection will always include a reading deep dive
- Curriculum leaders have to be prepared that their area could be subject.

The Governors were unanimous in their praise and positivity for the presentation.

**A Governor asked for clarification over the difference between Phase Leader and Curriculum Leaders.** It was clarified that Assistant Headteachers will continue to line manage the Phase groups and that Curriculum Leaders will write the curriculum but there will be no line management.

	<p><b>A Governor asked if lesson plans will be in place?</b>  LC responded that this will be the case and teachers will teach to the top of the class and will then provide scaffolding to bring the others up. This is a change as historically teachers have always taught to the middle ability, and differentiated for higher and lower levels.</p> <p><b>A Governor stated that in a recent training session that she attended, a comment was made that Governors need to fully understand the curriculum. Will there be an opportunity for the Governors to be involved further.</b>  LC informed Governors that plans will be issued to the group.</p> <p><b>A Governors asked if there will be a noticeable transition between the existing curriculum and the new one?</b>  LC advised that as the school has such high expectations, it is foreseen that this should be quite a smooth transition process.  PP confirmed that she has always felt that what is taught and when has always historically never been very clear. PP stated that her vision for the school is to be open and transparent on the curriculum so families are aware of what is going to be taught and when, this will enable parents to help their children further at home with their learning.</p> <p><b>A Governor asked what this means for the 'teacher on the ground', how much flexibility are they going to be given?</b>  LC informed that what is being delivered will be scripted, however the flexibility for the teacher will be in the 'how' this is delivered. LC continued to stated that this should actually be really helpful for teachers</p> <p><b>A Governor asked how success is measured?</b>  PP advised that as our curriculum is so bespoke, we will be writing our own assessment criteria. Craig Petrie and Helen Daniels are currently working on this and will present to Governors in the near future. Clerk to arrange for this to be added to a future agenda.</p> <p>Governors unanimously thanked LC for her presentation and asked for thanks to be passed onto the Curriculum Leads for their hard work.</p>	<p>Clerk</p> <p>Clerk</p>
6.	<p><b><u>Finance</u></b></p> <p>PP ran through the highlights of what was detailed on the reports.</p> <p>GM wanted to offer reassurance to Governors that there are layers of scrutiny and challenge with regards to the finances of the school and Trust.  Helen Elworthy (Finance Manager for AMVC) runs the finances of the Trust alongside Rawlinsons.</p> <p>A discussion took place with regards to seeking a specific financial skill set in a new Co-Opted Governors to compliment those skills already held by current members.</p>	

	<p>PP asked Governors that it is worth noting that the two previous finance people left the school at Christmas as neither of them applied for the new position. This report was written by Helen Elworthy who is working with Suzanne May our new Finance Officer.</p> <p>PP offered further reassurance to Governors by the amount of financial checks that take place within the School and they scrutiny by the Trest Head Office.</p>	
7.	<p><b><u>Property and Site</u></b></p> <p>The report circulated is very green and we are in a good place at the moment, with regards to health and safety with no minor issues.</p>	
8.	<p><b><u>Personnel</u></b></p> <p>The Personnel report was circulated prior to the meeting, highlights included;</p> <ul style="list-style-type: none"> <li>● The Cleaners have transferred in house to direct employment meaning that the School has greater control on the level of cleaning undertaken in the school. A large amount of admin work has taken place to ensure this transfer is complete.</li> <li>● PP advised that the school has invested heavily in TA's and Support Assistants. The process of ensuring each class has a supportive role is underway.</li> <li>● The new office team is in place and working very well.</li> <li>● Two new teachers have been employed for September 2020. These are currently TeachEast trainees.</li> </ul> <p>A Governor asked for reasons for leaving recently as there has been some turnover of staff. PP responded that reasons include; relocation, family circumstances and also redundancy.</p>	
9.	<p><b><u>Governor Training</u></b></p> <p>The Chair advised that all Governors need to make Andi Epton-Smith (AES) aware of any training attended so this can be recorded on the Governor Training Log.</p> <p>Trust are putting on an Exclusion Training on the 17th June, please inform AES if you would like to be considered to attend.</p> <p>It was agreed that once the vacant Governor positions have been filled, we will conduct a skills audit. Due to the recent changes in the LGC and that the group is relatively new, it hasn't felt appropriate to complete at this stage.</p> <p>It was also agreed that Governors should focus on a specific area of training. DW asked Governors to advise AES of specific interest that they would like to pick up.</p>	<p>All</p> <p>Clerk</p> <p>All</p>

	<p>Current areas of responsibility are;</p> <ul style="list-style-type: none"> <li>● SEND - David Whiles</li> <li>● Safeguarding - Jemma Finch (this also includes Personnel)</li> </ul> <p>Other areas could include;</p> <ul style="list-style-type: none"> <li>● Finance</li> <li>● Health and Safety</li> </ul>	
10.	<p><b><u>Headteacher report</u></b></p> <p>PP ran through highlights of the Headteachers report;</p> <ul style="list-style-type: none"> <li>● Change in MIS system, some further issues to be addressed.</li> <li>● Curriculum is being developed.</li> <li>● Reading scheme is being developed, the school has noticed an improvement in reading scores.</li> <li>● The 'break out' area in Year 4/ 5 will be transformed into a Wonderland Reading experience.</li> <li>● Attainment - Moderation has recently taken place in KS1 in Year 2. This is looking really positive.</li> <li>● Year 6 - the school is doing everything possible to ensure results are as good as possible. PP confirmed that the children are making progress however the school cannot plug years worth of gaps from the previous curriculum in a relatively short space of time.</li> </ul> <p>It was agreed that going forward the Four Cs targets will be published on the Headteachers report alongside predicted scores.</p> <p>GM asked how our students know what progress they are making and how do we encourage them to have ambitions?</p> <p>PP advised that the children understand success criteria for each of their lessons and ambitions for the future is covered in many Pause For Thought sessions, assemblies and PSHE lessons.</p> <p>A Governor advised that the introduction of the new reward system has been really successful, however does feel frustration that as a Parent you sometimes aren't aware of what 'strikes' are for.</p> <p>PP responded that as the staff in school have such high expectations so a strike could be for something that may be seen as minor so may not be important enough to report back to parents.</p>	PP
11.	<p><b><u>Policy Approval</u></b></p> <p><u>Intimate Care</u> Approved.</p> <p><u>Anti Bullying</u> Approved</p>	

	<p><u>Invacuation / Lock Down</u> Feedback from Governors on Invacuation/ Lockdown policy was that the procedure should be rehearsed more than once per academic year due to staff and children changes. PP advised that this procedure is covered in induction of staff so shouldn't be an issue.</p> <p>Clerk to ascertain from other schools within the Trust frequency of drills per academic year.</p> <p>Governors approved the policy on the proviso these changes were made.</p>	Clerk
12.	<p><b><u>Four Cs MAT Update</u></b></p> <p>The group went through the Trust update paperwork and Trust wide policies circulated for information.</p> <p>An amendment was noted and the Chair asked the Clerk to action with Clerk to Trustees.</p> <p>A Governor suggested that whilst it is great that the Trustees pay attention to the Health and Safety of each of the schools within the Trust, would it be best practice to have a member of the LGC to undertake audits and monitor and health and safety matters. The group all agreed and Martin Read put himself forward to undertake this role.</p>	Clerk
13.	<p><b><u>Any Other Business</u></b></p> <p><b><u>Coronavirus</u></b> A Governor asked for reassurance that the children are practising the guidance issued to counter the spread of coronavirus? PP confirmed that staff are reminding children to wash their hands more regularly and to use the hand sanitizers. PP also reassured Governors that letters had gone home to parents with regards to what they should do if they have any concerns over coronavirus.</p> <p>PP can confirm that as a Trust the school has followed all of the guidelines issued by Public Health England.</p> <p><b><u>Parents Evening</u></b> The Headteacher asked Governors if they would be willing and able to assist at Parents Evening next week. The school run information stands on Parents Evening and it was suggested that it would be a positive idea to have one on Governance. The Governors all agreed and were asked to contact AES with their availability.</p>	All

	<p><b>SATs</b></p> <p>A discussion to place with regards to Governors observing the full process of SATs exams, this is for Key Stage 1 and Key Stage 2 SATS taking place during week commencing 11th May 2020. Governors to email AES with their availability.</p>	All
14.	<p><b>Date of Next Meeting</b></p> <p>16th June 2020</p>	