



HAMPTON VALE PRIMARY ACADEMY



LOCAL GOVERNING COMMITTEE MEETING – 30 APRIL 2019 at 6.00 pm

Attendees: Jemma Finch, Steve Joy, David King, James Larnar, Abimbola Odeddiran, Paula Page, Martin Read, Gemma Stringer, Katharyn Taylor, David Whiles (Chair)

Trust Staff: Mike Sandeman, Jonathan Oakley, Debbie Sanderson (mins)

School Staff: Helen Daniels, Michele Stuffins

Apologies: Candyce Rumbles and Harinder Boughton

Item	Minute	Action
1.	<p>Apologies</p> <p>Received from Candyce Rumbles (CR). These were accepted. Apologies from Harinder Boughton (HB) were received just following the meeting.</p> <p>David Whiles (DW) welcomed all to the meeting, including the newly recruited Governors and everyone made their introductions.</p>	INFO
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>An opportunity was provided for Governors to declare a business and pecuniary interest; nothing was raised. The Clerk collected in completed register forms for collation and publication on the school website.</p> <p>Martin Read (MR) stated he had started a basketball club at the school and this had been running for a period of 3 months. This did not affect anything on the agenda.</p>	Clerk
3.	<p>Election of Interim Chair of Governors</p> <p>As per agreement at the last meeting, it was proposed by the Clerk that David Whiles assume the position of Interim Chair of Governors to see the Governing Committee through this current period of transition. This was unanimously approved.</p>	
4.	<p>Election of Interim Vice Chair of Governors</p> <p>As per agreement at the last meeting, it was proposed that Steve Joy assume the position of Interim Vice-Chair of Governors. This was unanimously approved.</p>	
5.	<p>Local Governing Committee Terms of Reference</p> <p>These were agreed.</p>	
6.	<p>Minutes of the Last Meeting and any Significant Matters Arising</p> <p>These were agreed as a true record of the meeting.</p>	

7.	<p>Agree Interim Clerk to LGC</p> <p>Debbie Sanderson (DSA) approved as Interim Clerk to the Local Governing Committee (LGC).</p>	
8.	<p>Finance</p> <p>Jonathan Oakley (JOA) provided background information on the new accounting software package being introduced across the Trust to aid consistency of reporting across all schools.</p> <p>JOA discussed and explained the following:</p> <ul style="list-style-type: none"> • Year to date totals within various income and expenditure profiles • Revised budget needs to maintain balance • The variance in expected General Annual Grant (GAG) and the actual income which is associated with the phasing of Free School Meals (FSM) income. • The amount retained for expected capital projects • An amount of £58,000 is held within the budget, associated with income prior to academisation; JOA reported that this formed part of the discussion during academisation and claw-back is a low risk. • Slight dislocation currently in the reporting period ie 1 January 2019 through to 31 August 2019. From that point the accounts presented will follow the academic year: <p>JOA summarised that the school budget is in a healthy position and there is nothing of concern to report. It was advised that in future the budget will be colour coded Red/Amber/Green to reflect the status of variances. JOA confirmed that if colour coding had occurred for the document under scrutiny at the meeting, it would have been Green.</p> <p>In answer to a question on the funding of improvements that have already taken place, including the purchase of new technology, Governors were advised that funds the Trust received to move through academisation have been used alongside any school surplus.</p> <p>In answer to a question on the educational supplies budget balancing, JOA advised that this relates to a dislocation of funding relating to trips. Trips have to be cost neutral, the deficit balance currently relates to expenditure being made prior to income being received.</p> <p><i>JOA left the meeting at this point.</i></p>	
9.	<p>Property</p> <p>Paula Page (PP) presented the latest property report. The report is Red/Amber/Green rated and Governors were advised that any red items are in the process of being rectified.</p> <p>A question was raised regarding the wall mounted electric heater damage and whether works could take place to mitigate this. Mike Sandeman (MSA) advised that sometimes systems are not fit for purpose. The Trust will, in time, be looking at suitability of equipment and any risk items will be prioritised and made safe. MSA noted the need to retain financial reserve to cover any premises emergencies.</p> <p>Governors asked if timescales could be included on future reports.</p>	PP

	<p>The Legionella risk assessment was noted as a high risk item. The Trust will look to ensure that this is rectified.</p>	PP
10.	<p>Personnel and Staffing</p> <p>PP referred to the staffing update report that had been previously distributed. This shows all staff leavers (the majority of which left at Easter) and new appointees for September. The school is looking to be fully staffed from September. The final deadline for teacher resignations for this year is 31 May 2019. Thus far there is one Summer resignation relating to a member of staff who is relocating.</p> <p>Domain (subject) leads have been advertised for. These are unpaid, additional responsibility roles to aid CPD and staff's own progression. The only 2 that carry additional value are the Language, Oracy and Literacy (LOL) lead and the Maths lead. A large number of internal staff applied for these indicating confidence in staff retention.</p> <p>In answer to future consistency of Year 6 teacher retention, MSA spoke about the subject of staff retention generally. He advised Governors that there will always be staff turnover when a school goes through challenging circumstances, however, the Ofsted report also commented on high turnover prior to this current phase, therefore, the situation currently is not vastly different to what has been experienced in the past. Recruitment has been very positive with some outstanding staff moving from Fulbridge Academy. MSA went on to explain the difficulty of backfilling vacancies with good supply staff.</p> <p>At this juncture, the forthcoming parent meeting was discussed. MSA advised that a longer timescale in terms of informing parents would have been preferred but in this instance was not possible. The presentation will be issued to parents who are not able to attend. MSA informed Governors that current legal restrictions will mean that the Trust is unable to comment on the current Headteacher position at the parent meeting. This is a frustration for the Trust as well as for other stakeholders.</p> <p>In answer to a question about the new Behaviour Policy, Governors were advised that it has been necessary due to Ofsted comment. Post-meeting note: the version on the website is the correct version.</p> <p>PP acknowledged to Governors that the Trust's priority has been to deal with the children and concentrate on improving the provision at Hampton Vale. The school is really starting to improve and opportunities are being planned to enable parents to see the school in session and observe the standard of teaching and learning. DW asked Governor members to contribute to these visits, get to know the behaviour, the learning level and feel confident to challenge adverse conversation within the school community. Governors felt these visit opportunities would be received well</p> <p>MR/SJ/DW all commented on the recent learning walk which evidenced improvement being made.</p> <p>MSA spoke of Parent Governors not being just representative of individual parents but to relay consistent concerns that are apparent for school leadership consideration.</p>	

MSA concluded that he shared the frustration of parents who have experienced these challenging circumstances for one year now. The Trust could not get involved in terms of direction and change until 1 January 2019. There is a group of Year 6 children who are under pressure to perform and these have had to be the priority.

11.

Students and Safeguarding

PP updated Governors that admission numbers are now at 628, the highest number since March 2018. Number on roll fell dramatically after the Ofsted but is now gradually on the increase with 2 vacancies across the school. PP also reported on the following:

- The number of Child Protection live cases
- 3 Children in Need cases
- 25 Early Help Assessment (EHA) - where concerns exist around the child and external agency support is required.

Most notably, the number of exclusions has diminished significantly as follows:

	January 2019 to Easter 2019	September 2018 to December 2018	Previous academic year 17/18
Exclusions	1	12 (plus 2 Permanent)	41 (plus 3 Permanent)

PP advised that the new Behaviour Policy is effective and over time it will be part of routine; PP felt the exclusion data speaks for itself. The new systems are tackling part of the bigger problem and learnt behaviour has now radically changed. The new curriculum has helped adopt the Behaviour Policy as the children are more engaged in lessons. The inclusion team are supporting the most challenging children and are working with phase leaders. This data will be shared on Thursday at the parents' meeting.

PP reported that there are just 2 children across the school who are at risk of exclusion and require monitoring. Both receive intervention and support and have SEN issues.

MSA noted there are always time where Permanent Exclusion is necessary as a last resort. School leaders have a duty of care to every other student, not just the one child causing concern. Governors may have to be prepared to support the school and sit on panels to consider exclusion.

MSA spoke of the approach where behaviour is now dealt with at classroom teacher level rather than automatically pushing the problem to leadership. Teachers are now empowered to deal with issues.

In response to a question about attempted abductions in the area earlier in the year, MSA spoke of how the school would always disseminate a message about 'stranger danger' to parents as quickly as possible in these circumstances.

12.

Attainment

PP spoke of SATs happening later this half term. Year 6 have recently sat mock SAT tests and the current prediction is as follows:

- Reading 65%
- Writing 65%

- Grammar, Punctuation and Spelling (GPS) 82%
- Maths 62%

Targets are in line with what was set at the beginning of the year. GPS is higher than target.

With regard to the Combined benchmark (where children have to achieve all elements), the result last year was 44% with previous years at 41% and 33%. The prediction this year is 53%, representing a 9% increase.

Governors were advised that the national average is 65% which is where the current Year 5 are expected to be close to.

One Governor expressed alarm at past performance based on the achievement at neighbouring schools. MSA responded that performance was quite poor when the Trust started to get involved. Hampton Vale should not be a below average performing school based on the nature of the cohort. Both young people and staff were being let down due to poor systems.

PP remarked that children who underachieved last year had also underachieved in previous years. Staff are now working incredibly hard to make up for underachievement in previous years.

MSA noted frustration amongst staff acknowledging that it is not through the lack of trying. Leadership and systems did not allow them to do the job they should have been doing. We are now at the starting point, however, the Trust is unable to undo all the 5 years of underperformance in 6 months.

In response to a question as to how parents can be encouraged to get involved, in terms of additional work with their child, PP advised that Year 6 parents have all received packs to work on at home, specifically to SATs. Parents have been invited into school for 2 opportunities to listen to teachers talk about what they can do to support their child. A lot of work is going on in terms of intervention for both Year 2 and Year 6.

MSA informed Governors that the school should not be an exam factory, the Trust must be careful not to take away the 'beauty of education' but Hampton Vale has underperformed over a number of years and this is a life chance that cannot be played with. The Trust's job is to ensure children are 'secondary ready'.

13.

Headteacher Report

PP referred to the Trust's report that had been previously distributed. This will be updated each term and will denote items of note. PP took Governors through the various elements of the support and discussion centred around the following:

- Staffing and leadership changes
- Development in the curriculum including the introduction of knowledge booklets. The curriculum is now written for HVPA staff for HVPA children. The approach has changed which will be covered at the parents' meeting on Thursday. Teaching is now explicit.
- A clear timetable is in place for specialist subjects taught by specialist teachers – historically there was a lot of wasted time in the school day which following a timetable restructure has resulted in one extra hour a day being released for learning. Children are receiving quality education in terms of Arts, PE, Forest Schools (September). One Governor enquired how Reception children are integrated into the main school. PP responded that Reception children have

	<p>predominantly been at Nursery prior to starting and are confident, able to read, identify letters etc in most cases. It is a discredit to them expecting the timetable to be predominantly 'play' based. Reception is classed as the first year to avoid them struggling when they go into Year 1. MSA felt there can be vast changes in terms of readiness of children for school and there needs to be a careful balancing act. PP referred to the majority of change taking place higher up the school however there is a phase 1 leader who has just started who will look at the whole learning journey for Reception/Year1/2 as the balance has not been managed effectively in the past.</p> <ul style="list-style-type: none"> • Ofsted readiness – a development plan will be put together to incorporate Ofsted action points. PP advised that the first steps have been to scrutinise the report and identify urgent change and monitoring. PP referred to the informal school review on 11/12 February 2019 which has identified good feedback. Elements of this will be shared at the parents' meeting. Nothing in the report was a surprise; it reinforced what the school had felt had gone well and where improvement was still required. One of the reviewers was one of original Ofsted Inspectors which provided the leadership with encouragement that improvements are being made. Reference was made to the School Innovation Plan however this will be rewritten alongside Trust guidelines. This is likely to be presented to Governors in the Autumn term. It was noted that Ofsted are not expected until Spring 2020. 	
14.	<p>Governor Visits</p> <p>DW spoke of LGC members completing a visit form whenever they have a formal visit to the school. The Clerk to distribute this form with the minutes. Learning Walks are encouraged, with a specific focus. MSA asked Governors to be aware of the impact on staff when visiting the classroom. PP asked Governors to respond to the request to oversee the process on the administration of SATs.</p> <p>SJ asked for the Learning Walks to be scheduled as far ahead as possible to allow for planning of busy diaries.</p>	<p>DSA</p> <p>PP</p>
15.	<p>Any Other Business</p> <p>There was nothing to report.</p>	
16.	<p>Date of Next Meeting</p> <p>It was proposed that the next meeting take place on Tuesday 25 June 2019. This was agreed. Apologies received from KT.</p> <p>DW thanked everyone for attending.</p>	