



# HAMPTON VALE PRIMARY ACADEMY LOCAL GOVERNING COMMITTEE MEETING



13th October 2020 at 6.00 pm

**Meeting held on Zoom, rescheduled from 29th September 2020**

Attendees: David Whiles (Chair), Carrie Buckman, Jemma Finch, Steve Joy, Paula Page, Adam Powell, Martin Read, Katharyn Taylor, Anne Whiles

Minutes: Andi Epton-Smith

Apologies: Candyce Rumbles,

Indicates a 'challenge' from a Governor.

Item	Minute	Action
1.	<p><b><u>Apologies and Acceptance</u></b></p> <p>DW welcomed all to the meeting.</p> <p>Apologies received and accepted from CR.</p>	
2.	<p><b><u>Declaration of Business and Pecuniary Interests</u></b></p> <p>None to report other than those already declared.</p> <p>All new forms completed for this academic year.</p>	
3.	<p><b><u>Minutes of the last meeting</u></b></p> <p><b><u>16th June 2020</u></b> Papers not included in the distributed pack so agreed that these will be virtually approved.</p> <p><b><u>13th July 2020 (Additional Meeting due to School Closure)</u></b> Once change to be made in the recording of Governor absence has been made this is approved as a true record of the meeting.</p>	Clerk/ All
4.	<p><b><u>Election of Chair and Vice Chair of Local Governors Committee</u></b></p> <p>The Governors unanimously agreed that DW would continue as Chair and SJ would continue as Vice Chair for this academic year.</p>	
5.	<p><b><u>Update on Governor recruitment.</u></b></p> <p><b><u>Parent Governors</u></b> Chair welcomed AP/ CB who are newly elected Parent Governors.</p> <p><b><u>Staff Governors</u></b> Staff Governor term of office has now come to an end. This was previously extended over the lockdown period.</p> <p>The school is now in a place to recruit a new Staff Governor. It was agreed that the Committee would extend staff governors positions to that of two seats in the hope to get a greater representation of staff.</p>	

	<p>Governors asked for their thanks to be recorded to CR for her time as a Staff Governor.</p> <p><b><u>Community Governor Vacancy</u></b>  PP and Clerk have tried to engage with a member of the local Church in order to have a Community based figure on the group but sadly had no luck.</p> <p>Governors to speak to local Community figures to ascertain if there is any interest and put them in touch with the Clerk</p>	All
6.	<p><b><u>Governor Visits/ Governor Training/ Link Governor Meeting</u></b></p> <p>Chair advised that all Governors are required to complete a Governor Visits form following every monitoring visit. These are then shared with the Trust.</p> <p>Chair advised that he visited school with CEO of Trust, Mike Sandeman and Trustee, John Dadge on 22nd September 2020. The visits proforma was circulated to all staff prior to the meeting.</p> <p>Chair advised that the primary focus of the visit was to check all areas were covid safe in terms of one way systems etc.</p> <p>Chair also shared that he was given a tour of the renovation work that took place during lockdown including the War Area and Alice in Wonderland reading area.</p> <p>Clerk was asked to circulate form electronically to all Governors</p> <p>Clerk reminded Governors that they have Safeguarding training on Wednesday 14th October 2020.</p> <p>Governors ask if the previous scheduled Exclusion training had been re-arranged, Clerk to speak to Clerk to Trustees to see if this is possible to carry out virtually.</p>	Clerk          Clerk
7.	<p><b><u>Coronavirus/ School Reopening Update</u></b></p> <p>PP asked Governors to bring their attention to the documents that were circulated prior to the meeting which included;</p> <ul style="list-style-type: none"> <li>● Remote Learning Strategy</li> <li>● Hampton Vale Response Curriculum (parents guide)</li> <li>● Staff Training slides.</li> </ul> <p>PP advised that the reopening of school has been extremely positive. The school is now seeing less suspected covid cases but are expecting an increase as the number of cases in Peterborough is going up. The school is realistic that this time of year many primary aged students will have coughs, cold and high temperatures but still follow the necessary covid protocols.</p> <p>PP informed Governance that attendance figures are great, usually around 94% but some days as high as 97% / 98%</p> <p>PP confirmed that the school has not had any confirmed cases as yet but all protocols are in place if/ when this happens. PP advised that should there be a</p>	

	<p>confirmed case in school she will be in contact with Public Health England and the Local Authority to ensure the school is following all appropriate guidance.</p> <p>The school is constantly reviewing practice and covid safe operational matters to ensure it is in line with Government guidelines.</p> <p>PP advised that the Response Curriculum is about closing the gap of lost learning due to school closure. PP is confident that all will be covered by the end of the autumn term.</p> <p>The school has been carrying out Learning Walks internally and has not had to make any changes to the strategy.</p> <p>PP confirmed that the children's mental health programme is running alongside the response curriculum. The majority of children have settled back into school life and seem very happy.</p> <p><u>Remote Learning Strategy.</u></p> <p>PP informed Governors that the Remote Learning Strategy is what is expected to be in place by the Government should we go into lockdown again or if a bubble is asked to be self isolate.</p> <p>PP advised that if a child is off for one, two or 14 days isolation then learning packs are prepared for this event.</p> <p>A Governor asked if the Remote Learning pack has gone out to parents. PP informed Governors that she is meeting with the Local Authority next week to clarify the finer details to ensure all schools are following the correct guidelines. Children have been shown how to use remote learning.</p> <p>A Governor asked what is in place for children who do not have access to IT? There is a plan in place but does all depend on whether the school is allowed to have any groups of children in school or not. If the school are able to invite some children in school they would be able to make use of the schools ICT suite.</p> <p>PP stated that the 'welcome back pack' is what was presented to staff in the first training days in September which has some useful information for Governors.</p>	
8.	<p><b><u>Pupil Premium Report - 2019/20 and 2020/21</u></b></p> <p>PP advised that this document needs to be published each year. PP gave an overview of how Pupil Premium money is spent in school.</p> <p>A Governor asked which Teacher is the Pupil Premium Champion PP responded that this has just been reassigned so she would confirm who this was but any questions with regards to Pupil Premium should go to the Deputy Headteacher as she will be able to answer any queries.</p> <p>A Governor challenged the order of the strategies list on the report. It was agreed that the order of strategies should be reordered as could be misconstrued as the order of priority.</p>	

	<p>A Governor raised concerns about the gaps in learning not being easily identifiable in the report. A discussion took place in relation to that size of the task the school is undertaking. This is due to the huge gap in the learning of the older children due to poor standards of education delivered in their time in school. The gap in learning due to lockdown is an added pressure. The gap of learning for Pupil Premium students was also discussed.</p> <p>It was agreed that a further appendix would be added to give a greater breakdown of data.</p> <p>The Clerk advised that any changes will need to go to Trust as this was approved by the Trustees last week and the document should only come to Governors for information purposes only. Clerk to inform Clerk to Trustees.</p>	Clerk
9.	<p><b><u>Sports Premium Report</u></b></p> <p>PP advised that this report was written by Head of PE, Scott Collins.</p> <p>A Governor asked if Nutrition comes into this? PP responded that the school is working on a holistic approach to nutrition this year. The children will receive two PE lessons a week, they will be active in the classroom as part of the response curriculum and Nutrition will feature in PSHE. Nutrition will also feature in Forest School where children will grow their own fruit and vegetables.</p> <p>PP continued to state that the next step to cover nutrition is part of Vale Kitchen which is currently being developed as a food tech room. Long term plan is the growing, picking, prepping and cooking.</p> <p>Governors approved this document.</p>	
10.	<p><b><u>Finance</u></b></p> <p>Chair advised that Finance is primarily the responsibility of Trustees.</p> <p>PP advised that the Auditors have been in who will provide formal feedback however initial comments is that the school is in a good position.</p> <p>Chair advised that a more detailed report had been submitted to Trustees and asked for this to be shared with Governors.</p>	Clerk
11.	<p><b><u>Property and Site</u></b></p> <p>PP advised that the Site Manager puts the report together which also goes to Trust. No accidents for staff and students.</p> <p>PP confirmed that the school has recently carried out two fire drills. The second drill was called as the first one did not run as smoothly as it should.</p>	

	<p>A Governor asked around the thinking of the RAG rating on the report. He sighted that a leaky roof and broken fence is listed as green and asked what the threshold is for something to meet amber? PP responded that the Trust stance is that if something has been actioned for repair then this should turn green.</p> <p>The Governors shared concern that something could be overlooked or missed so the Chair advised that perhaps these should be time limited and if the item hasn't been fixed by that date then it should turn amber.</p> <p>A Governor asked if the school had received any complaints over the red bus in the playground? PP responded that one neighbour was concerned that when children are at the top of the bus they will be able to look into the windows of the house. The school will be looking to build a shelter to ensure this isn't possible.</p>	
12.	<p><b><u>Personnel</u></b></p> <p>PP referred to documents circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>● New members of staff are listed and all settling in well.</li> <li>● Some roles and responsibilities changes</li> <li>● One teacher is leaving in October half term.</li> <li>● Assistant Head (LC) returning from maternity leave prior to half term.</li> <li>● All vacancies are now filled.</li> </ul>	
13.	<p><b><u>Headteacher Report</u></b></p> <p>PP referred to the document circulated ahead of the meeting and gave some highlights.</p> <ul style="list-style-type: none"> <li>● Restructured responsibilities across the Leadership Team.</li> <li>● Lots of teacher assessment has taken place this term. The school are now looking to test to see what levels the children are at</li> <li>● Targets for the year will be coming out shortly. These are agreed with the Data Manager for the Multi Academy Trust</li> <li>● Safeguarding and Students - A number of early helps but no significant concerns.</li> <li>● OFSTED readiness - expecting the supportive visit will come to look at the response curriculum and reopening. The remote learning plan will also be a focus.</li> <li>● Single Central Record is in a much better place. The inherited document had a lot of gaps which has now been rectified.</li> </ul> <p>A Governor queried the accuracy of the data in attainment as he highlighted some inconsistencies. The Governor referred to his previous comments with regards to concerns over 'closing the gap' and identifying the size of the gap. It was agreed that a meeting would be arranged to discuss data with Chair/ SJ/ PP and Candyce Rumbles who is the Assistant Headteacher responsible for data.</p> <p>A Governor asked if Pupil Premium had an influence on the way you mix classes. PP advised that this is not the case as often circumstances in families. Eg some families that were not classed as Pupil Premium prior to lockdown now are due to parents redundancy etc. PP also highlighted that some families don't like to be</p>	Chair

	<p>classed as pupil premium so take some encouragement to register so status changed throughout the children's school journey..</p> <p>A Governor asked if those children who need more time with their learning are spread out across the year to help support the time and capacity of the class Teacher?</p> <p>PP responded that teachers are very well equipped to teach across all levels and have support of Teaching Assistants. PP gave an overview of how the curriculum is beneficial for all levels.</p>	
14.	<p><b><u>School Specific Policy Approval</u></b></p> <p>Clerk advised that one policy is missing from the pack and would be deferred to the next meeting.</p> <ul style="list-style-type: none"> <li>● Prevent Policy - Approved</li> <li>● Medical Conditions (appendix to MAT policy) - Approved</li> <li>● Children with health needs who cannot attend school.</li> <li>● Newly Qualified Teachers (NQT) - A Governor asked for an update to be included in the Headteacher report on progress of any NQT, this was agreed and policy was approved.</li> </ul> <p>The Clerk advised that the Attendance Policy was approved virtually. Some challenge was highlighted by Governors which is recorded in the 'Virtual Approval' section of the Governors folder as a record.</p>	Clerk
15	<p><b><u>Any Other Business</u></b></p> <p><b><u>Assessment presentation</u></b></p> <p>It was agreed that the Assessment presentation would come to the next meeting.</p> <p><b><u>Thanks to staff</u></b></p> <p>The Governors asked for their sincere thanks to be shared with all staff on their professionalism and positivity during these difficult times.</p>	Clerk
16	<p><b><u>Date of next meeting</u></b></p> <p><b><u>17th November 2020</u></b></p>	