



**HAMPTON VALE PRIMARY ACADEMY
LOCAL GOVERNING COMMITTEE (LGC) MEETING
16th June 2020 at 6.00 pm
Held via video conference.**



Attendees: David Whiles, Steve Joy, Paula Page, Candyce Rumbles, Katharyn Taylor, Jemma Finch, Anne Whiles, Andi Epton-Smith (Minutes)

Apologies: None received

Non Attendance - Martin Read,

Indicates a 'challenge' from a Governor.

Item	Minute	Action
1.	<p><u>Apologies and Acceptance</u> Chair welcomed all to the meeting.</p> <p>Clerk confirmed that no apologies were received for this meeting.</p>	
2.	<p><u>Declaration of Business and Pecuniary Interests</u></p> <p>None noted other than those already declared.</p>	
3.	<p><u>Minutes of the last meeting and matters arising</u></p> <p><u>Actions from last meeting;</u></p> <ul style="list-style-type: none"> ● <u>Lanyards - do children know what different colours mean?</u> Chair advised that this was something picked up by the Safeguarding Link Governor on a visit. PP confirmed that she had spoken to the Inclusion team to action this just before the school closure so this will need revisiting once all children are back in school. Clerk confirmed that clarification was sent to staff to raise awareness following the last meeting. All agreed it was timely for this to take place once all staff and children have returned to school. ● <u>Governor visits form to be sent out virtually</u> Clerk advised this has been completed and will be actioned on an ongoing basis. ● <u>Training appropriate for LGC members</u> Agreed that roles and responsibilities of each LGC member would be finalised once normal business resumes and recruitment of new members is complete. Clerk to carry forward. ● <u>Skills Audit</u> Agreed to carry forward once Governor recruitment completed. ● <u>Lockdown and Invacuation procedure</u> Clerk has spoken with other schools within the Trust, general consensus is that this should be completed once an academic year. <p>All other actions completed.</p> <p>Minutes agreed for accuracy and as a true record of the meeting.</p>	<p>PP</p> <p>Clerk</p> <p>Clerk</p>

4.	<p>Governor Recruitment Chair gave an update on the recruitment position for vacancies in the LGC.</p> <p>Co-Opted Member Anne Whiles (AW) was appointed on 23rd March as a co-opted member.</p> <p>AW has experience of working in primary schools and has also been a Parent/ Staff Governor in her previous school. AW currently works in Finance.</p> <p>Induction process for AW was paused due to 'school closure' but the school will now recommence this as lockdown restrictions start to ease.</p> <p>All welcomed AW to the group.</p> <p>Two Parent Governor Vacancies At the point of school closure the school had two applicants for the two vacancies of Parent Governor positions. Concerns were raised that some parents may not have received the 'notice of vacancy' due to technical issues relating to the new MIS system.</p> <p>A Governor asked which system didn't work and is there any learning from this? PP responded that at the start of the year the school transferred from Scholarpack to Bromcom and unfortunately the systems did not marry up. This meant communication such as emails and letters was not being received by parents.</p> <p>PP continued to state that the school transferred to the system alongside Fulbridge Academy who has also had issues but these are now slowly starting to be rectified. PP confirmed that she has first hand experience of the system from a parents point of view and it will be a beneficial tool to the school community once all of the background work is complete.</p> <p>Chair asked Governors to decide whether the two applicants are elected via default or given the circumstance of lockdown and system errors go out for a further week of applications to ensure all eligible people receive the information.</p> <p>Governors voted unanimously to extend the notice of vacancy period. Governors asked the Clerk to check with the previous candidates to ensure that they still wish to be considered or whether they have had a change of circumstances.</p> <p>Staff Governor The Staff Governor term of office is up in September. It has been agreed that this term of office will be continued on an interim basis until things calm down in order to complete staff elections if necessary.</p> <p>One further vacancy for Community/ Co-Opted Governors At the previous meeting it was suggested that the LGC could recruit someone from the local area to become a 'Community Governor'. The Clerk has approached the local church but received no response thus far. PP to follow up with her contacts at the church.</p>	<p>Clerk</p> <p>PP</p>
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	<p>Governors agreed it would be good to have a member from the community in the committee.</p>	
5.	<p><u>CoronaVirus Update - Verbal update from Headteacher</u> <i>Circulated prior to the meeting;</i></p> <ul style="list-style-type: none"> ● <i>Reopening Information for Parents/Carers</i> ● <i>Safety Guide for Staff</i> ● <i>Letter to Parents/ Carers dated 26th May 2020.</i> <p>PP referred to documents circulated to parents prior to the reopening of the school to Nursery/ Reception/ Year 1 and Year 6.</p> <p>Governors were also given a copy of the documents given out to staff during the additional professional day which was held on the 1st June 2020. PP confirmed that training was held over Zoom.</p> <p>PP informed Governors that staff can only meet or mix with children / adults within their set bubble.</p> <p>A Governor asked over the number of children in bubbles. PP responded that the maximum number of children in a bubble is 11. Some bubbles currently only have 3 / 4 children.</p> <p>A Governor asked what would happen if there was a fire? PP responded that the children would line up in a socially distant manner as they currently are on a daily basis. If the bell was to sound the adults in the room would have to risk assess as to whether this was an immediate risk and take the appropriate action. Naturally in the event of a real fire, this becomes a greater risk than coronavirus. This formed part of the staff training and has been rehearsed in school.</p> <p>PP continued to state that it has been an extremely challenging time for all in education and empty comments from the Government has not been helpful as this has given false promise to parents.</p> <p>PP would like it minuted that Jonathan Lewis, Director for Education at the Local Authority has been amazing throughout this period. He has sent daily emails, held zoom meetings and always provided a quick response to any questions. PP also stated that she has been in regular contact with the other Headteachers within the MAT.</p> <p>A Governor asked if there has been thought to bringing back any further children PP stated that what is currently in place is working really well. PP informed Governors that there is a Local Authority meeting across Peterborough/ Cambridgeshire taking place via Zoom on 17th June to gather some further information about possible returns for other year groups. PP confirmed that she has been hesitant to make any decisions prior to this meeting. PP informed Governors that depending on what is discussed at this meeting she would then meet with other members of the SLT at HVPA to discuss capacity.</p> <p>PP stated that by stretching capacity too far could leave the school vulnerable</p>	

	<p>should a member of staff falls ill.</p> <p>A Governor asked if the possible reintroduction would mean mixing of bubbles and or year groups? PP confirmed that this may include the mixing of appropriate year groups but would not be the mixing of bubbles.</p> <p>PP informed Governors that the school has increased numbers this week of key worker children. With more and more people needing to go back to work, many have no option but have their children return to school.</p> <p>PP wanted Governors to be aware that there are also a number of vulnerable families who were initially coping at home however three months later are in need of some support. This includes helping to provide some respite for parents and also support in form of food/ shopping due to change of circumstances.</p> <p>A Governor asked how many children are back in school so far? As of today (16th June) the number is 183.</p> <p>A Governor stated that the experience of bringing her own children into school has been brilliant. She stated that staff have been calm, welcoming and that the school run has been a pleasurable experience.</p> <p>Chair wanted a thank you minuted to PP for her hard work throughout.</p> <p>PP praised staff as they have been absolutely fantastic throughout the lockdown.</p> <p>A Governor stated that it is credit to the current Senior Leadership Team how informed parents have been during this period. All communication couldn't have been as clear, including letters, the website and the learning packs, it has all been brilliant.</p> <p>The Governors asked for their sincere thanks to be passed onto all staff.</p>	
6.	<p>Finance Report circulated prior to the meeting.</p> <p>PP informed Governors that the school closure has had a negative impact on the budget.</p> <p>PP continued to state that initially the school had a very healthy carry forward which would have helped aid some of the great plans to improve the learning environment for the children. However, from the end of March all income streams stopped, these are Nursery, Breakfast and Afterschool club. PP has had no other option but to use the school budget to pay wages for Nursery/ Goslings staff which the majority is usually covered by income.</p> <p>PP reassured Governors that she estimates the report has been created with caution and that in reality it may be a slightly more positive picture. PP has informed staff that there is no more spending until September.stop at this point.</p>	

	<p>PP reassures Governors that money already assigned to some projects will be honoured.</p> <p>A Governor commented that whilst the finances aren't great, it could have been a lot worse.</p> <p>A Governor asked what percentage of nursery children does the school have back?</p> <p>PP responded that the school has only welcomed back Preschool aged children, this was to help with transition to Reception. These children are only back for the Government funded hours.</p>	
7.	<p><u>Property and Site</u></p> <p>PP referred to the paper circulated prior to the meeting which is all extremely positive and a green RAG rating for all items.</p> <p>PP stated that the Site Manager/ Assistant Site Manager have worked tirelessly throughout lockdown to work through the long list of jobs which needed action as well as putting all Health and Safety measures in place for the school to run effectively in line with Government requirements.</p>	
8.	<p><u>Personnel</u></p> <p>PP referred to the shared ahead of the meeting.</p> <p>PP shared that there are three new teachers joining September, one of which is an NQT who qualified via Teach East and has completed her placement at HVPA this year.</p> <p>PP confirmed that there are two experienced Teachers joining who she has previously worked with who will be a huge asset to the school.</p> <p>PP gave an overview of the changes in hours of a TA and HLTA.</p> <p>PP confirmed that four Teachers will be leaving in July, these are;</p> <ul style="list-style-type: none"> ● Miss Roach who is changing career ● Miss Clark who is relocating ● Mrs George is moving to a school closer to home. ● Miss Evans has been successful in a promotion at another MAT <p>There is currently one member of staff on maternity leave and two class teachers that will start their maternity leave during the summer holidays.</p>	
9.	<p><u>Headteacher Report</u></p> <p>Report was circulated prior to the meeting. PP gave some highlights of the report.</p> <p><u>Leadership and management</u></p> <p>PP advised that the maternity cover from Fulbridge Academy did not happen due to school closure, this has been managed with existing members of SLT. PP confirmed that Mr Snuggs who will join in September will be the 'Core</p>	

Subject Lead', this role will sit on the outer of SLT.

Educational Initiative

PP referred to the Curriculum presentation delivered at the last meeting and was pleased to inform Governors that the Curriculum Leads have been working extremely hard to get the curriculum mapped out. The Assistant Heads and Deputy Head have been working closely with the Curriculum Leads to challenge what has been complete and drill down further.

The Staff Governor (CR) explained that curriculum leads have done a remarkable job and it is just a question of pulling everything together.

Attainment

PP expressed that staff and children alike are disappointed that exams have not gone ahead this year.

PP stated that with regards to KS2 SATs, the staff were confident that the children were at a point where they were going to excel.

PP stated that she would have liked some data from this year as an indicator of how well the implemented changes are working. PP confirmed that the children will have Teacher judgements in place for children who will move to secondary school in September.

Staffing / Finance covered in item 6 and 8 respectively

Students and Safeguarding

- Fixed Term Exclusion 0
- Number of students on roll - 604
- Current referrals to CSC - 0
- Number of open Children In Need -2
- Number of open Child Protection -0
- Number of open EHA -18

Premises

- Meeting room 'Orion' needs final work following a break in.
- The work in the Quad area outside of the Year 6 classrooms is well underway. This will be an immersive learning environment for Year 6 whilst learning about World War 2. Further work for this include a timeline of the war and installation of a tank and place.
- Multi Media Suite will be delayed due to lack of funds.
- The Land of Wonder book area is almost complete. PP advised that the final area for work is for the IT Team to install the big screen TV where children will be able to listen to authors and watch story book animations. The technology will also help children with english as an additional language to learn to speak and read english.

Governance

The majority has been covered in Governor recruitment.

OFSTED Readiness

- Work is ongoing
- AES working to ensure all of the Personnel / Single Central Record and

	legally required items are in place.	
10.	<p><u>Any Other Business</u></p> <p>The committee agreed that they would like to have an extraordinary meeting on the 13th July to touch base prior to the summer break. Clerk to schedule.</p> <p>Clerk informed Governors that dates for Trustee 2020/21 have been received today. Clerk to schedule in LGC dates and circulate to the group.</p>	<p>Clerk</p> <p>Clerk</p>