



# HAMPTON VALE PRIMARY ACADEMY



## LOCAL GOVERNING COMMITTEE MEETING 17 NOVEMBER 2020 (VIRTUAL) at 6.00 pm

Attendees: Jemma Finch (until end of item 7), Steve Joy, Adam Powell, Martin Reed, Candice Rumbles (until the end of item 5), Paula Page, Katharyn Taylor, Anne Whiles, David Whiles (Chair),

Trust Staff: Debbie Sanderson (Clerk)

Apologies: Carrie Buckman

Item	Minute	Action
1.	<p><b>Apologies</b></p> <p>Received from Carrie Buckman.</p> <p>It was advised that Debbie Sanderson (DSA), Clerk to Arthur Mellows Village College and the Four Cs Trust, would be taking minutes in the Clerk to Governors' absence.</p>	INFO
2.	<p><b>Staff Governor Election</b></p> <p>Paula Page (PP) advised that there were 2 Staff Governor vacancies (one Support, one Teacher). The Support Staff Governor vacancy had gone to Emma Krstonosic. Two nominations were put forward for the Teacher Staff vacancy which had necessitated an election. Due to sickness absence for one of the nominated teacher candidates, the decision on the outcome of this election will be delayed. Both new Governors, when finalised, will be invited to attend the next meeting.</p> <p><u>Post Meeting Note:</u> Bethany Lartey elected Staff Governor (Teacher).</p>	PP/ Clerk
3.	<p><b>Declaration of Business and Pecuniary Interests</b></p> <p>An opportunity was provided for Governors to declare a business and pecuniary interest; nothing was raised.</p>	Clerk
4.	<p><b>Minutes of the Last Meeting and any Significant Matters Arising</b></p> <p>These were agreed as a true record of the meeting. The following matters arising were noted:</p> <ul style="list-style-type: none"> <li>Item 3 – minutes from 13 July 2020 were approved after the meeting.</li> <li>Item 5 (Community governor vacancy) – there has been no response to this. It was acknowledged it is generally difficult to recruit Community Governors. PP and DW to discuss this further outside this meeting and consider approaching local businesses.</li> <li>Item 6 (Governor Visits) – a visit form has been circulated by the Clerk. DW advised that if there are any Governor visits, this form should be completed and submitted to the Clerk.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Item 6 (Exclusion training) – DSA advised that the previously identified Exclusion trainer was no longer available. Alternative course providers, including the National College training webinars, to be investigated and reported back on.</li> <li>• Item 8 (Pupil Premium Report) – this has been discussed by PP, DW and SJ and it has been agreed that the document will be modified going forwards.</li> <li>• Item 10 (Finance) – a more detailed report is included this meeting.</li> <li>• Item 13 (Headteacher Report) – this relates to the Pupil Premium changes as mentioned above.</li> <li>• Item 14 (School Specific Policy Approval) – the policy that was omitted last time (Children with Health Needs who Cannot Attend School) to be deferred to the next meeting.</li> <li>• Item 15 (Assessment Presentation) – an item on this agenda.</li> </ul>	<p>Clerk</p> <p>PP/ Clerk</p>
5.	<p><b>Assessment</b></p> <p>Candice Rumbles (CR) had previously distributed the presentation she was making to Governors on the school's work on Assessment and added context around the approach being taken. Elements of questioning and discussion is summarised as follows:</p> <ul style="list-style-type: none"> <li>• CR has taken on assessment as her leadership responsibility and has spent the first time reflecting on current practice and carrying out research to create a brand new Assessment Policy which is currently with SLT for review. This will be shared with Governors to approve at a future meeting.</li> <li>• The Assessment strategy for this year has been created with the aim of the four underlying principals that have fed into the strategy and reflect what it looks like on a day to day basis which in turn, informs teaching and learning and rapid progress for children.</li> <li>• The strategy supports teaching and learning and ensures that the needs of every child are met.</li> <li>• CR advised she also leads on pedagogy and assessment which sit hand in hand with this. The school is striving to ensure assessment is robust, strategic, informative and consistent across the school.</li> <li>• With regard to the guiding principles, the school works with a knowledge based curriculum and assessment reflects that. The Mary Myatt philosophy forms the foundation for curriculum development and this has been reflected upon when drawing up the Assessment Policy. The strategy is broken down into 4 elements which will inform the work across the year: Daily AfL, low stakes assessments (providing opportunity for checking on learning and developing retrieval confidence), high quality feedback and formal assessments (having a clear plan including standardised tests, making comparisons and providing a gap analysis to move forward in teaching and learning).</li> <li>• Reception baseline assessment has now been completed (originally delayed); Years 1-6 will be tested in the next few weeks, the first part of this term was concentrated on teaching and addressing any concerns over wellbeing. Teachers instead completed a 'baseline' judgement based on observations and lesson assessment. This enabled the staff to target intervention into Autumn 1.</li> <li>• The principals behind different feedback methods and how these are now recorded using Bromcom were outlined to Governors and explanation was provided as to how this data is utilised by staff to track progress throughout the academic year. This enables analysis and comparison to inform the curriculum development and can be broken down into different cohorts, eg FSM, SEND, Pupil Premium etc.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ofsted requirements were highlighted including how the Assessment Policy feeds into these requirements. CR advised Governors that the school is really confident in these areas and hopefully there will be sufficient data to present to a future meeting to evidence impact this work is having on children's progress.</li> <li>• CR outlined a long term sustained approach. A lot of work has been done in terms of the foundations; implementation now needs to be consistent and high quality and backed by in-depth CPD.</li> </ul> <p>CR was congratulated on a very comprehensive and informative presentation.</p> <p>In response to a Governor question on Bromcom and the analysis of this data capture method, CR advised that she was excited to see the results of this going forward following implementation by teachers.</p> <p><i>CR left the meeting at this point.</i></p>	
6.	<p><b>Finance</b></p> <p>Following distribution of the Finance reports to Governors prior to the meeting, PP discussed and explained the following:</p> <ul style="list-style-type: none"> <li>• The Auditors have been in school. There was a loss last year in terms of finance however was pleased to report a good carry forward into this new year; a strong reserve is now in place. Governors were advised that there are two substantial projects, previously paused due to the school Covid closure period which can now begin: nursery garden renovation and extension.</li> <li>• The school has received an allocation of Covid-19 Catch-up funding for this year. This is restricted funding and part of this has been used to fund the recruitment of two members of staff on temporary contracts in order to provide additional teacher support and to assist in bubbles remaining separate.</li> <li>• A reduction in income during lockdown was reported, mainly associated with the Nursery and Goslings areas. Staff were continued to be paid however income was diminished. This did present a loss but was balanced out by other areas of gain eg less resource expenditure and reduced utility and catering costs.</li> <li>• The school has started the year with a positive balance sheet. Areas currently showing as 'red' on the report are due to staff recruitment expenditure and 'Educational Supplies and Services'; this is not a concern. There have been additional costs for resources so that children do not have share, eg a box of lunchtime equipment has been invested in for all classes. Additional whiteboards, pens etc have also been purchased to give to children to take home in the event of any future school closure.</li> <li>• PP advised that auditors had raised the need to keep nursery and whole school budgets separate which will be changed in any future reporting. Any carry forward attributed to the nursery will need to be used for this purpose and kept separate from the main school accounts. This does not present a concern as the two capital expenditure process are attributed to the Nursery.</li> <li>• A question was raised as to why Uniform costs and stock are high. Governors were advised that the school buys in bulk to keep overall costs down and to enable parents to purchase directly from the school. Gradually as the year progresses, this money is recouped. Governors were in agreement it was better to sell the uniform at school rather than rely on an external sales outlet.</li> <li>• A Governor asked about the delayed capital expenditure for nursery. PP responded with background information on the allocated numbers for the nursery against the actual numbers on roll. The school now has enough</li> </ul>	

	<p>nursery children to fill the allocation therefore work is able to commence. PP went on to outline to Governors her plans for the Nursery extension, including movement of doors, increased square footage, a free-flow gated area, all of which will enable smoother transition from Nursery to Reception. A Nursery garden area is also planned to complete the learning experience which will incorporate a Hampton village, Police station, shop, café, garden centre and a role-play house and camping area. Quotes are currently being obtained for this element of the work which will hopefully start in the new year.</p> <p>PP agreed to send photos of the development of the nursery garden to Governors as it progresses.</p> <p>At this point, DW referenced the excellent Street Art video to commemorate WW2. It was agreed this was excellent.</p> <p>PP advised she was responsible for the design of these areas and then she recruited other people to create her ideas. She advised Governors that there had been a lot of recognition for the WW2 area which was a real team effort.</p>	
7.	<p><b>Property</b></p> <p>Following the last meeting PP advised the consideration had been given to the colour coded ranking for items. The colour orange has been introduced to indicate that issues have been identified with yellow meaning it is in the process of being addressed and red needing urgent attention. Green remains the colour to denote anything that is of no concern.</p> <p>Further discussion went on with regard to the roof leaks which are currently being looked at but are hard to identify in terms of cause. It is felt it is possibly a design fault of the building. Contractors are taking a further look and it is hoped that this will move back to green in time for the next report.</p> <p>PP advised that an additional external gate to the premises is being installed to assist with social distancing restrictions, one way system and staggered start/finish times. The school is working to meet the necessary regulations and work will commence very shortly.</p> <p><i>JF left the meeting at this point.</i></p> <p>Further minor works taking place include repair work to the car park gates and the creation of a shoe changing space outside.</p>	
8.	<p><b>Personnel and Staffing</b></p> <p>PP advised that 5 new support staff have started since the last report. One teacher will be leaving at Christmas. There were no further updates.</p>	
9.	<p><b>Students and Safeguarding</b></p> <p>It was advised that up to date student safeguarding information was contained in the Headteacher Report.</p>	
10.	<p><b>Headteacher Report</b></p> <p>PP referred to the Headteacher report that had been previously distributed and focused on the following (additional comments since the last report highlighted in yellow):</p>	

	<ul style="list-style-type: none"> <li>• Leadership and Management – Louise Chatterton has now made a very welcome return from MAT Leave. Alison Barnes has been seconded from Fulbridge Academy to work in Reception and Year 1 as well as overseeing HR and Personnel work for the school.</li> <li>• Staffing – An NQT update is now included in this report. Two NQTs have had a successful start at the school.</li> <li>• Students and Safeguarding – the number on roll has fluctuated since the beginning of term slightly; a few children have moved away and a few have decided on elective home education. Early Help Assessments have increased by 6 and there are 3 referrals to Children’s Social Care in process.</li> </ul> <p><u>Positive Covid Case Update</u></p> <p>PP advised on the first positive case received by the school today. The LA had been contacted and track and trace initiated. It was acknowledged that the school had done very well to get to this point without having to report a positive case. PP advised that out of school issues cannot be controlled, however, track and trace and internal procedures are very strong. Wherever possible staff do not mix across bubbles and the only time this would happen is if there were staffing implications. On the whole, staff are retaining 2 metre distance and for the case today, just a class of 30 have been asked to self-isolate. The school will continue to be as stringent as possible to ensure Covid security and will continue to ask parents to do what they need to do to protect children and staff in the school.</p> <p>It was acknowledged that there are no plans for rapid testing or early vaccinations for school staff at the current time.</p> <p>One Governor mentioned another school where all of the SLT had required to self-isolate and asked whether routines were in place to avoid this at HVPA. PP advised that staff are on the whole, retaining a 2 metre distance and SLT are also socially distancing within this parameter. Staffing groups have been split and are not working together. It was agreed that this is very important protocol to follow. Thanks were expressed to the school staff for all that is being done.</p>	
11.	<p><b>School Innovation Plan (SIP) and Self Evaluation Form (SEF)</b></p> <p>The SIP and SEF are both lengthy documents that had been distributed previously. The SIP is about looking forward to this next year and the SEF is concentrating on progress up to this stage and where the school believes it is, at the moment.</p> <p>PP discussed with Governors all the various sections of both documents which included the changes that had been made under the new leadership structure and the accountability systems now in place. Progress was reported on the curriculum and inclusion provision and the feeling that staff’s knowledge of children is much improved. Staff are now well equipped with information to assess and put in adequate support and intervention. A Governor commented this ethos is very different to previously and work in leadership and management is to be commended.</p> <p>During discussion the following areas were elaborated on:</p> <p><u>Self-Evaluation Form</u></p> <ul style="list-style-type: none"> <li>• ICT provision – iPads are a new addition as is an ICT suite which was being utilised well up to the school closure phase. Computers are currently not being utilised due to Covid-19 health and safety. The use of iPads in classrooms are not being used effectively but a member of staff has now picked this up</li> </ul>	

and will embed these into classroom practice across all curriculum areas. This will be a focus for this year. iPads will be for each Year Group and these will be able to be booked out for a class and cleaned in between use. PP asked if Governors have specific ICT expertise, this would be very welcome support. Google Drive is working well across the school and by staff which is useful in the current environment when staff are not working closely together.

- A question was raised as to whether Governors get involved in the appraisal process. DW replied that Governors normally conduct Learning Walks focused on particular areas, eg SEN, individual Year Groups, specific topics. Completion of target setting documents is undertaken by the school's leadership team whilst the Headteacher's appraisal is completed at Trust level. The main time that Governors would be involved during the year is if there were concerns at mid-year review if a member of staff was not meeting targets. At that stage PP would have a conversation with DW about the support process within the school in order to turn things around. It was advised that targets are always aligned with the SEF and SIP. All paperwork is consistent and includes data targets, whole school target, SIP target and a personal target.
- Following the information on the self-evaluation grading of behaviour for the school, a Governor confirmed that in their experience, behaviour was much improved and the rewards system in place has a part to play in this improvement. PP advised that the school is also working hard to infiltrate this high expectation of good behaviour out into social time and out of school hours.
- PP advised that the Forest School is very popular with the children and is one of their favourite activities. Its contribution is an incredible facility and has a part to play in children's mental wellbeing. PP will try to arrange for a specific Forest School update at a future Governors' meeting.

PP advised that in summary overall, the school is looking at a grade 2 for self-evaluation. Because of the elements of 3, the school needs to make sure that areas of grade 2 are secure and focus needs to be maintaining consistency in some areas. The overall aim is to be graded outstanding.

#### School Innovation Plan

Following delivery of the School Priorities, PP took Governors through the key elements, which are mainly associated with ensuring that there is consistency, and that leadership is developed to move all priorities forward. There has been a lot of work of late to develop community links; this has now improved, and the school feels there is trust in the community, it is more visible, approachable and supportive in all aspects. Collaborative work has commenced work with the Church who have contributed some laptops for vulnerable students, 2 of which will be used for the bubble who have had to self-isolate in the case recently reported.

PP focused on the seven strands which will all contribute to closing the gap from last year and at the same time ensuring current learning also takes place. Current testing data will be available to report back to Governors at the next meeting.

Other areas will be developed as the school moves throughout the year. PP spoke about the value PSHE education is having in the current climate and the need to support children's mental health, wellbeing and diversity. Time has been increased that is spent on this and children are being given an increased amount of time in this area.

Reading and writing is still a huge focus. A lot of investment has taken place in different areas of the school as well as an online reading programme. This can

	<p>also be utilised by a larger number of children all at the same time. Handwriting and presentation have been greatly improved.</p> <p>PP is happy with progress being made in Maths and the curriculum is being embedded and monitored along the way. Following praise of the work of the History and Geography leads, it was agreed that this member of staff would attend a future meeting to update Governors on progress and work in this area.</p> <p>A comment was received about the importance of physical and emotional health and the extent to which this is included in PSHE learning material. PP advised these aspects are covered extensively and this work also feeds into other curriculum areas, eg Forest School.</p>	
12.	<p><b>Any Other Business</b></p> <p>There was no other business.</p>	
13.	<p><b>Date of Next Meeting</b></p> <p>This will take place on 23 February 2021.</p> <p>DW concluded by wishing everyone good wishes for Christmas.</p>	