



MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON MONDAY 4 MARCH 2019 AT 5.00PM AT THE ACADEMY

Actions from Hamp Academy LGB on 4 March 2019

Item Reference	Action	Person Responsible	Date Raised
1.4	The Chair asked the Governors to forward their pen portraits to the Head teacher	DE/LB	03/05/2018
2.2	Governors to feedback to HT any questions/comments on the ADP.	ALL	04/03/2019
3.2	The Chair and HT to have a longer conversation about SEN and to meet with DC.	SR/HT	04/03/2019
4.1	SR to look into accessing funds for defibrillator for the school.	SR	04/03/2019
4.2	Governors to email HT confirming their availability to visit classes by 15 March. HT to confirm dates with teachers and advise Governors.	ALL	04/03/2019
5	FD to find out when parent Governor term of office finishes.	FD	04/03/2019
5	HT to forward PiXL scores to Governors when received from LS.	HT	04/03/2019
5	HT to feedback to LN Governors thoughts on responsibilities for deputy Head teacher in the Crisis	HT	04/03/2019



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FROM THE MEETING OF THE
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Members

- | | | | |
|---|------------------|-------|---------------|
| - | Charlotte Boxall | (CB) | |
| ✓ | Lynda Brimson | (LB) | |
| ✓ | Marion Churchill | (MC) | |
| ✓ | David Elford | (DE) | |
| ✓ | Suzanne Hannay | (SH) | |
| ✓ | Sarah Hitchings | (SAH) | (Headteacher) |
| ✓ | Sam Reilly | (SR) | (Chair) |
| - | Louise Wills | (LW) | |

In Attendance

- | | | | |
|---|---------------|-------|-------------------------|
| - | Peter Elliott | (PLE) | (CEO) |
| ✓ | David Adfield | (DA) | (Deputy Head Teacher) |
| - | Gill Warren | (GW) | (Chief Finance Officer) |
| ✓ | Fran Davis | (FD) | (Clerk) |
| ✓ | those present | | |

1. **Procedural Matters**

1.1 Apologies for absence

Louise Wills (work)
 Charlotte Boxall (maternity leave)
 Sam Reilly arrived at 5.10pm and apologises for being slightly late explaining Ofsted is visiting us this week.

1.2 Declarations of Interest

None

1.3 Minutes from last meeting held on 28 January 2019

Minutes were accurate and signed by the Chair.

1.4 Matters arising not contained elsewhere on this agenda

Actions outstanding

The Chair asked the Governors to forward their pen portraits to the Head teacher by 4 Feb – **Outstanding** SR forwarded to PLE. DE and LB to forward on.

DE/LB

GJ is still preparing a Policy list and will forward this when it has been completed. **Completed**

LW to supply right to work in the UK documents and DBS certificate - **Outstanding**

Governors to email HT to advise when they are able to come into the school to visit classrooms – **Completed** SR, MC, SH, LB have all been in to see classes/teachers linked to their Governor role. LW coming in shortly to join H&S meetings.

SR advised he had very much enjoyed coming into the school and meeting with SEN staff and meeting some delightful students. Strengths are the staff know their students well and support is put in place quickly. Areas for development would be ensuring the timely support of Educational Health Care Plans (EHCP) as slightly concerned for staff not getting support for those students. SR asked for the feedback to be passed onto the teachers in that class.

MC looked at maths and commented the teacher was charming, sat for a short time and outlined the White Rose teaching system which was very interesting. MC asked why all schools do not adopt the White Rose system. HT advised schools can chose which system they would like to use. MC felt that at times students not engaged but visit was first thing on Monday morning.

The new Chair expressed his delight on taking on the role and gave a brief overview of his current job at Bridgwater & Taunton College and his previous experience of being a teacher. He mentioned he attended Robert Blake School and grew up on the estate. SR feels passionately about children doing well here and wants to help support and drive the school forward and enable pupils to do well.

Governors asked about HS and the reasons she had stepped down.
HT advised HS had stepped down as Chair due to personal reasons but was still an independent trustee on the Board. Governors wished to have their thanks recorded for all the support HS had given the school and Governors.

Governors asked who had appointed SR to the role as they had not been informed about HS standing down or who would be taking the role on of Chair.

A Governor also commented that they had not been included when Ofsted had visited.
HT advised Ofsted had not requested any governor feedback as they had access to the Minutes and had spoken to Andy Berry and Peter Elliott.

2 CEO reporting requirements

2.1 Head Teachers report (to include behaviour and attendance reports)

HT advised the tabled data had just been received and they were not sure on the accuracy. However it is not good. The key marginals are 24% at age related expectations (ARE) and if we post this in the summer we will be devastated.

HT did point out that the recent PiXL testing had been significantly more challenging. We are unpicking the data and the year 6 team have identified which children need converting. LS, Director of Education, is supporting us and we have a PiXL associate visiting. There are also a lot of interventions being put in place and we have changed the teaching which is already starting to show improvements.

A Governor asked what PAG stood for
Pupil Attainment Group

A Governor asked where we stood nationally with PiXL
We don't have a bench mark as we have not used PiXL before.

There was a discussion on the reading and the importance of teaching the children the skills to understand the papers. HT highlighted that a large proportion of the children do not read much outside school and vocabulary is limited.

A Governor asked if these results were available externally
No they are for internal use only

The HT read through the report highlighting that due to a grant they had been able to introduce magic breakfast for all pupils. The feedback from the pupils has been good with 84% really liking it. The bagels are very popular.

HT advised attendance was still below national.

A Governor commented that 2018/2019 shows 95.3% compared to 94% the previous year, the 1.3% increase in attendance is significant.
The HT advised Ofsted picked up on attendance and the Education Welfare Officer (EWO) carried out an attendance review and acknowledged that school procedures were robust

and that we are doing everything within our power to improve attendance.

Permanent exclusions were discussed and it was pleasing to see there had been improvements in the behaviour of those pupils who have had fixed term exclusions.

Staff have been receiving training in Restorative practice as ET has been instrumental in gaining a funding grant, via Hinkley Point.

A Governor asked what strategies for improvement in attendance and decrease in exclusions are reflected in the development plan as solid evidence is needed. HT advised there is a whole strand on behaviour and links with the behaviour policy and attendance.

2.2 Review of Academy Development Plan (ADP)

HT advised this has been refreshed since the Ofsted visit but there had been no surprises from the visit.

A Governor commented the plan was very comprehensive. The Chair asked for any comments or questions on the ADP to feed into HT, as it is a critical plan to show Ofsted what has been done.

Action – Governors to feedback to HT any questions/comments on the ADP.

ALL

3 **Hamp Statutory Reports**

3.1 Safeguarding report

HT advised this was a brief update as the last report had been submitted to the LGB at the end of January.

A Governor asked what is level 4 Deputy HT explained the meaning of the various levels. We do have a large number of pupils sitting at level 2 and 3 but before we can move forward we need consent from parents and if this is not provided there is nothing we can do.

A Governor asked if, in the highest concerns table, pupils feature in more than one category or is it one pupil per category. Deputy HT advised these figures relate to the number of concerns not pupils.

The pupils who are homeless were of concern for governors. One of the families have moved to North Somerset and we are liaising with County to ensure they know our concerns.

Governor commented this is a very comprehensive report, particularly liked the table at the top and the updates are clearly visible as you go through the report.

3.2 SEN report

HT advised we have real concerns about our capacity to meet the need of our pupils.

A Governor raised that the gaps in attendance for SEN pupils is lower but there should not be any gaps, it is important for us to close the gaps as much as we can
HT advised that although having stated in the report no pupils were on part-time time tables this has now changed as a pupil, since returning from half term break, has found it hard to integrate and has been put back onto a part-time time table for the time being.

Fixed Term Exclusions (FTE's) was discussed and Governors wanted to be sure that where possible FTE's were limited if they related to SEN pupils. HT advised she completely agreed however these incidents were not related to their SEN, hence why they had been excluded.

A Governor asked what could be done about limiting FTE's for SEN pupils
DC is meeting with AB, Trust Lead, to discuss how best to deploy staff in school and to think about how to do things differently in September.
A Governor asked if we have sufficient staff to support these pupils in classes
We are looking to potentially rethink how we utilise our resources, including staff, to make sure all students are supported and able to learn.
A Governor commented upon the percentage of SEN pupils being above the national average.
One of the problems is there is a disparity between the infant school assessment and ours when the pupils arrive.

Governors thought the information was good but what is not seen is the impact on the rest of the students in the school.
Action – The Chair and HT to have a longer conversation about SEN and to meet with DC.

HT/SR

A Governor asked how PiXL translates for SEN
Not particularly well but we are still unpicking the data. LS and AB are looking at this.

4 **Hamp Items**

4.1 H&S report

HT advised a H&S meeting had been held this morning.

Governors queried a couple of terms of reference in the report

- Drowning or asphyxiated – HT advised this related to a child choking at lunchtime.
- Hit by flying objects – this can be by balls, bags etc.
- Fallen from height – this means anything higher than the floor.
- Injuries to staff – these 6 incidents related to one child with SEN.

A Governor commented that the reporting and detail was very robust.
Is there any expectations for time to evacuate
No but BP, Trust Lead, advises whether the evacuation has been successfully carried out.

Emergency first aid training – have all staff undertaken this
We have done a lot of work on this but some lunch time supervisors have not yet completed it. Also not all teaching staff have emergency first aid training however the majority of support staff do and we are fully covered legally.

The Chair asked whether there was a Defibrillator on site.
No it was hoped to have one but looking at budgets this won't be possible until possibly next year.
The Chair said he may be able to access some funding and would look into it.

Action – SR to look into accessing funds for defibrillator for the school.

SR

4.2 **Governor visits**

This item was covered earlier in the meeting. However the Chair requested governors email the HT to advise of their availability by 15 March. HT advised when the availability dates are known she would have to consult with the class teachers before confirming dates to governors.

Action – Governors to email HT confirming their availability to visit classes by 15 March. HT to confirm dates with teachers and advise Governors.

ALL/HT

5 Crisis Management Plan and Appendix 1 – for information

A Governor noted there were no responsibilities (listed on page 7) for the Deputy Head and this should be looked into.

Action – HT to feedback to LN Governors thoughts on responsibilities for deputy Head teacher in the Crisis

HT

AOB

A Governor asked about the snow day and how information was given to parents
HT advised parents had received communication by 6.30am that the school would be closed. The school website, County website and class dojo were also updated with the closure information.

A Governor asked when SAT week was and if any help was required.
The HT advised SAT week begins on 13 May and thanked them for the offers of help however the parent governors could not come into school to help as they have children in year 6. However there will be an independent observer, possibly from Robert Blake School, to look at our processes.

A governor requested that when the PiXL scores have been received could an update be sent to Governors.
HT advised they would be sent but could not confirm a date as they are dependent on LS, Director of Education, providing the information.

Action – HT to forward PiXL scores to Governors when received from LS.

HT

A parent Governor asked if their term of office ends when their child leaves the school.

Action – FD to find out when parent Governor term of office finishes.

FD

6 **Date of next meeting**

Monday 29 April 2019
5.00pm @ Hamp Academy