



**MINUTES**  
**FROM THE MEETING OF THE**  
**HAMP ACADEMY LOCAL GOVERNING BODY**  
**HELD ON MONDAY 29 APRIL 2019 AT 5.00PM AT THE ACADEMY**

**Actions from Hamp Academy LGB on 29 April 2019**

| <b>Item Reference</b> | <b>Action</b>  | <b>Person Responsible</b> | <b>Date Raised</b> |
|-----------------------|--|---------------------------|--------------------|
| <b>1.4</b>            | The Chair asked the Governors to forward their pen portraits to the Head teacher – DE and LB outstanding. SR requested pen portraits be forwarded to HT before the end of half term. | DE/LB                     | 03/05/2018         |
| <b>1.4</b>            | The Chair and HT to have a longer conversation about SEN and to meet with DC<br>The meeting will now take place after the SEN audit.   | SR/HT                     | 04/03/2019         |
| <b>1.4</b>            | SR to follow up with Tesco their offer to help fund another defibrillator  | SR                        | 29/04/2019         |
| <b>1.4</b>            | LB to produce report on visit to the school and school trip.   | LB                        | 29/04/2019         |
| <b>3.2</b>            | HT to advise governors of the date of the next coffee morning.   | HT                        | 29/04/2019         |
| <b>3.2</b>            | DA will speak to ET about changing the format on the safeguarding report.  | DA                        | 29/04/2019         |
|                       |  |                           |                    |



**MINUTES**  
**FROM THE MEETING OF THE**  
**HAMP ACADEMY LOCAL GOVERNING BODY**  
**HELD ON MONDAY 29 APRIL 2019 AT 5:00PM AT THE ACADEMY**

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**

DE advised he has to leave at 6.00pm and offers apologies  
 Charlotte Boxall – on maternity leave  
 Peter Elliott – work  
 Louise Wills has advised she will be stepping down from the LGB due to work commitments. The LGB were sorry to lose her and her skill set will be missed. SR will liaise with PLE and SAH about whether it is necessary to increase the numbers on the LGB or remain with the existing committee as having met with the Chair of Governors from other academies it was found they have less members on their LGB's.

1.2 **Declarations of Interest**

None

**1.3 Minutes from last meeting held on 4 March 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 – DE and LB outstanding. SR requested pen portraits be forwarded to HT before the end of half term.

DE/LB

Governors to feedback to HT any questions/comments on the ADP – Completed – there were no questions.

The Chair and HT to have a longer conversation about SEN and to meet with DC – Outstanding HT advised this has not been carried out yet as we have a SEN audit due as we requested AB, Trust SEN Lead, to come back and see our progress. The meeting will therefore take place after the audit.

SR/HT

SR to look into accessing funds for defibrillator for the school – SR has had a conversation with SW Ambulance service (SWAS) and will be meeting them shortly. MC advised that having secured funding for a defibrillator from the local Tesco store, they asked if another organisation would like one as they use the money from the plastic bags for community projects. SR said he would pop into the store and discuss the matter further with them. It was also noted that SWAS will replace the defibrillator if broken.

**Action** – SR to follow up with Tesco their offer to help fund another defibrillator

SR

Governors to email HT confirming their availability to visit classes by 15 March. HT to confirm dates with teachers and advise Governors. **Completed** - This has been instigated. MC and LB have been in. SH has not been able to arrange this meeting yet. Feedback from governors was generally positive and pupils were engaged with the teachers, however it was noted some pupils were challenging. Governors found it very interesting to see what each class were doing and all felt pupils were polite and helpful. SR asked LB to write a report on her visits. HT reiterated the school's keenness to have governors in for visits.

**Action** LB to produce report on visit to the school and school trip.

LB

FD to find out when parent Governor term of office finishes - **Completed.**

HT to forward PiXL scores to Governors when received from LS - **Completed.**

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

**Completed** LN has added in more responsibilities for Deputy Head.

**2 CEO reporting requirements**

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

HT read through report highlighting:

Staff changes - DA is leaving to take up post as Deputy Head in Wellington. Governors passed on their congratulations and wished it noted DA will be greatly missed. Due to this the new Deputy head teacher job description will change to include inclusion. It will be an internal trust wide vacancy. DC, current SENCO, has expressed an interest in this role.

A Governor asked if CC was remaining in current role. HT advised that the roles and responsibilities are being changed due to the new Ofsted framework as behaviour and curriculum are two big areas that will be too much for one person to undertake. Also by changing roles it will save money.

Interviews for a replacement teacher are being held on Friday but it is not a particularly strong field.

The Chair advised the benefit of an internal recruitment for the post of Deputy would be the new post holder would be able to start earlier and spend time with DA. Governors were also pleased to hear that having an additional class for year 5 and going into year 6 was a good move.

Data – there have been frequent testing carried out and the latest figures shows we are moving in the right direction. However, we are still concerned about the data. In the most recent tests the combined outcome was 40% (ARE), last year 46% but aiming to post higher than that. Taking into account key marginal pupils projected outcomes are between 52% - 58%.

It was asked if there was any comparative data for PiXL. HT advised no this is the first year for primary, PiXL are still developing this but we will have a better idea next year.

It was asked what part of the strategy to improve results has or has not worked.

HT advised a lot of resources were diverted to reading and this has worked but Maths has dipped. The Director of Education has been extremely supportive of the team, but the English and Maths leads are developing as leaders and are still a work in progress.

Since the report was generated we have gained another pupil who will be disapplied across the board as they are working below levels at KS1 but it will not affect our progress scores.

It was asked about the pupil numbers in year 4  
Currently there are 88 but the PAN is 90 per year group.

Attendance continues to improve noticeably especially with the introduction of magic breakfast which has impacted greatly. The HT has a couple concerns about persistent absenteeism with one family going to court. It was pointed out that schools will be expected to do more as changes are being made to the remit of the EWO.

It was noted that attendance had increased by 1.4% since last year which was a positive and closer to the national average.

HT advised the figures were not quite as up to date as there had been more exclusions since Easter but it is a small number of children who are repeat offenders. Another child has been escalating and although he has no SEN's he does not like to stay on school grounds.

It was asked about the safeguarding implications and procedure for cases like this  
Staff follow the child, parents are called and if necessary the police.  
Governors noted it was a very labour intensive exercise.

There was a discussion on the impact of exclusions and incidents and what work is being undertaken with families to reduce the numbers.

Training in restorative practices has continued and it has worked well with year 5.

Marking and feedback policy has been amended to make it more effective. Pupils and staff both like it as feedback is timely and appropriate.

It was asked if staff workload had been reduced  
Feedback in lessons is useful as before the comments were not read and staff would spend considerable time marking books.

It was asked about giving children time to look for the correct spellings.  
Yes, finding the right balance between highlighting words for them to practice and giving them time to find it is something the teacher has to use their best judgement with.

It was asked how long this has been used  
Since January, in fact if Governors are looking at pupil books they should see pink, green and orange used in books.

Governors liked the premise and thought the consistency for pupils and staff was good.

DE – left at 5.47pm

2.2 Projected Outcomes 2

Covered in HT report

3 **Hamp Statutory Reports**

3.1 Safeguarding report

DA advised there was not much to add to report:

- Restorative justice training is still ongoing.
- Number of children at each level – reduced to 3 for level 4. Referrals are dropping slightly but still quite high.
- Noticing a drop in levels of service from Getset.
- Moving forward – restorative justice is helping and we will be spending more time on emotional health for students as this impacts on behaviour in the classroom.

It was asked what the underlying themes might be for the 18 pupils are level 2  
 Mainly family backgrounds are the cause.  
 Does social media play a part  
 Not really.

It was noted the high number of pupils whose attendance is less than 90% and this equated to missing a day every two weeks from school.  
 We have made parents more aware of the impact on their children and letters have been sent home. Unfortunately, some families do not see the importance of attending school.

It was asked whether the action plan could be more defined with regard to areas to develop  
**Action** - DA will speak to ET about changing the format on the safeguarding report.

DA

3.2 SEN report

This has not changed much since the previous report, however as already mentioned AB will be coming in to carry out an audit on what we have already put in place. We will be able to update you more after this visit.

Coffee mornings are increasing slowly but we were pleased to see dads coming along. The next one is due after the half term and HT will advise the governors of the date.

**Action** – HT to advise governors of the date of the next coffee morning.

HT

SEN data is not good but links with other school data, year 5 data is a particular concern. The extra class for year 5 will continue for them in year 6. We will be deciding shortly which teachers will be taking year 6 as we want to ensure all children achieve.

It was asked if the additional class was having the desired impact  
It is beginning to and has helped with some behavioural issues.  
HT was pleased to report that out of 14 children with SEN's, 2 will make ARE. They have made massive progress.  
Governors were pleased with this and felt the TA's were very talented and deployed well by DC.

It was asked about PiXL for SEN pupils.  
At the moment PiXL does not sit well with SEN testing.

4 **Hamp Items**

4.1 Month 6 financial update

To be covered at the next meeting

4.2 Risk Register

Risk register is under review and will be discussed at the next meeting.

4.3 Premises Report

HT pointed to the Hexagonal classroom outside

Are you happy there is sufficient funds in the budget for premises and facilities  
Yes, the Trust takes care of the buildings and maintenance which is a big help

It was asked about the impact of the asbestos survey on the students  
None it is being carried out during half term

4.4 AOB

SH is a volunteer at Blake Museum and asked if the children visit it. - Not sure but it would be mentioned to CC, who is the Lead on curriculum.

Governors asked when SATS results would be available.  
After 9 July, results will be emailed as soon as possible.

5 **Date of next meeting** It was agreed by the LGB to move the meeting from 3 June to 17 June.