



MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON MONDAY 24 JUNE 2019 AT 5.00PM AT THE ACADEMY

Actions from Hamp Academy LGB on 24 June 2019

Item Reference	Action	Person Responsible	Date Raised
1.1	HT to ascertain whether CB would remain as staff governor or whether another member of staff would be appointed.	HT	24/06/2019
1.2	SH to provide FD with information on her role as school's appeal clerk.	SH	24/06/2019
1.4	The Chair asked the Governors to forward their pen portraits to the Head teacher before the end of term	DE/LB	03/05/2018
1.4	SR to continue to follow up with Tesco their offer to help fund another defibrillator	SR	29/04/2019
1.4	LB to produce report on visit to the school and school trip	LB	29/04/2019
1.4	HT to advise Governors of the date of the next coffee morning	HT	29/04/2019
1.4	HT and SR to look at changing the format on the safeguarding report in their next one to one meeting.	HT/SR	24/06/2019
2.1	HT to forward assessment data on years 3, 4 and 5 to Governors.	HT	24/06/2019
2.1	Once accelerated reader has been implemented the Chair requested this be added to the LGB agenda to focus further into the process of reading.	HT/FD	24/06/2019
2.1	HT to confirm attendance targets with the Chair for 19/20 once data is finalised for this year.	HT	24/06/2019
5.0	SR to arrange dates for Governors to meet staff with HT.	SR/HT	24/06/2019
5.0	HT to forward out SAT results to Governors before the end of the summer term	HT	24/06/2019



MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON MONDAY 24 JUNE 2019 AT 6:00PM 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)

In Attendance

-	Peter Elliott	(PLE)	(CEO)
✓	Ken Rushton	(KF)	DCFO)
✓	Fran Davis	(FD)	(Clerk)
✓	Jonathan James	(JJ)	

✓ those present

1. **Procedural Matters**

1.1 **Apologies for absence**

The Chair welcomed everyone to the meeting.

The Chair thought this meeting would give the LGB the opportunity to close the year down, look at progress and decide on targets and plans of action going forward into the new academic year.

The Chair has met with PLE and the HT to discuss governor numbers and the importance of having a good skill set on the LGB. It was therefore agreed to actively seek new governors, especially parent governors.

The Chair introduced Jonathan James and advised he had come along this evening to observe. Jonathan was formerly the Principal of Lufton College (a SEN focused College) which would bring a skill set that could be of benefit to the LGB. It is important

we have a wide and diverse board to give the school the guidance and challenge it needs.

Governors/attendees were asked to introduce themselves.

It was asked about the staff governor and whether she would be returning. The HT advised CB would be returning shortly but going part time in September, however it was unknown if CB would continue as staff governor.

Action – HT to ascertain whether CB would remain as staff governor or whether another member of staff would be appointed.

HT

1.2 Declarations of Interest

SH advised she is a school appeals clerk. SH has spoken to Greg Jones, Company Secretary, who has advised there is no conflict of interest. The Chair requested SH to provide FD with more information on her role.

Action – SH to provide FD with information on her role as school’s appeal clerk.

SH

1.3 Minutes from last meeting held on 29 April 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 before the end of half term – **Outstanding** it was asked if the two governors could kindly stay and write a small paragraph before leaving this evening.

DE/LB

The Chair and HT to have a longer conversation about SEN and to meet with DC. Update - The meeting is to take place after the SEN audit – **Completed** this is booked to take place on 11 July.

SR to follow up with Tesco their offer to help fund another defibrillator – **Ongoing** SR has had updates from Tesco and hopefully will be in place for September. Another meeting is due to place at the college next week.

SR

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

LB

HT to advise governors of the date of the next coffee morning – **Outstanding** as we have only had one held for SEN families. However, we are looking to make more regular in September.

HT

DA will speak to ET about changing the format on the safeguarding report – HT was unsure if this had been carried out as DA was on school camping trip and ET is away due to an operation.

Action HT and SR to look at changing the format on the safeguarding report in their next one to one meeting.

HT/SR

2 **CEO reporting requirements**

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

Staffing – HT explained the roles and responsibilities for the Deputy Head and Assistant Head.

It was asked what was the difference between the role of Deputy Head and Assistant Head.
The hierarchy was already set up in the school but normally the Deputy can and will stand in for the Head when absent however the Assistant is capable of running the school but can decline if they wish.

Support staff – The JNC recommended a pay rise for support staff and the Trust are implementing a pay rise but not the recommended one. There is a consultation period being carried out at the moment. If staff chose not to sign up for the new contract they will stay on their salary point. However, our TA's are currently on a protective salary but when this ends they will get a pay cut as when they were TUPE across they were paid more than other TA's in the Trust.

It was asked if there was a danger of losing staff as they could be unhappy about the proposed pay structure.
Yes, there is a risk as other LA schools will be implementing this, however this has saved redundancies having to be considered.

Assessment

Years 3,4 and 5 have completed PiXL assessment but the data is not yet available however as soon as it is the HT will forward a report to Governors.

Action HT to forward assessment data on years 3, 4 and 5 to Governors.

HT

Reading still a key area of concern, However HT has met with PLE and it has been agreed to adopt Read Write Inc. in year 3 and into year 4. We have also finalised today the purchase of the software programme Accelerated Reader which assesses reading age and suggests books that match pupils' needs and interests. Pupils can take computerised quizzes on the books and earn AR points as they progress. Our aim is that no child will be behind less than 6 months of their chronological age, except pupils who have SEN or other additional needs.

It was asked if there was a disparity between KS1 results and assessments when they come to Hamp
Yes, unfortunately there is, results from KS1 do not match assessments, according to their data we have 70% of pupils

who have been judged to be at ARE and 50% greater depth readers. However, considering the cohort and how tests are administered these are not accurate assessments of the pupil's abilities.

Considering the cohort is that target of no child behind less than 6 months of chronological age realistic

It is highly ambitious but we are setting up the accelerated reader this week and we can then focus on what we need to do.

What are you doing to work with the infant's school

We have tried on numerous occasions but it is difficult as they are wary of us as we are part of the Trust however Ofsted do realise there is a mismatch of data.

What about students in year 5 and 6

Staff are trained in ILI (Individualised Literacy Intervention) and we are offering this. One pupil who had a reading age of less than 4 years old now has a reading age of a 7-year-old.

Governors were concerned that year 5 are a challenging group and their results will be key next year.

The advantage with this scheme is it continues up to year 11.

The HT acknowledged the input received from the Director of Education in supporting them.

Action Once accelerated reader has been implemented the Chair requested this be added to the LGB agenda to focus further into the process of reading.

HT/FD

Attendance

The Chair noted the improvements in attendance had been pleasing, when compared to 2017/18 data. FSM, PP and SEN attendance had all increased by 1%. However, he raised concerns to the fact that persistent absence is too high and what were the targets for next year in order to keep this momentum going.

It was noted that some classes are still below 94% and it was asked what strategies are being implemented

In one class there is a persistent absentee whose attendance is below 70% which skews the figures. However, attendance is improving, the two pupils who have low attendance, one is being taken to Court and the other is in school more regularly.

We have robust procedures in place and the recent audit carried out reinforces that we are doing everything we can. The magic breakfast is helping and this is funded until March 2020.

Does this help improve attendance and behaviour

Yes, it does.

Action HT to confirm attendance targets with the Chair for 19/20 once data is finalised for this year.

HT

It was asked about the student seeking medical attention from the country of origin, was this a safeguarding issue
The pupil has been experiencing gastro problems and the parent was getting frustrated with delays from the NHS and therefore decided it was quicker to obtain treatment from Latvia. We were not concerned this was a safeguarding issue as the parent has given us full reports and kept us informed.

It was asked what targets and strategies are being implemented for next year.
We are looking to develop the rewards system and keeping parents well informed. The LA are amending their guidelines to 8 unauthorised absences now triggering help, but due to LA cuts, it will not be processed quicker.

Are we confident we have all the FSM pupils registered who are entitled to this
Yes, we have some working parents who are not able to receive this which is a shame.
Governors were pleased with the positive developments made.

Exclusions

There are two pupils have been taken to the PEVP county council panel (this is for pupils who are at risk of permanent exclusion), the panel is able to provide support, including outreach from the Bridge School. However, one should have had their ECHP converted in Oct but County will not be converting until 2020.

The Chair was pleased to note the drop in exclusions, 22% is very powerful, but wished to know what strategies have been put in place to achieve this and what targets are in place for next year.
Our behaviour policy is consistent and restorative justice is working well. Staff are on board and consistent with their responses actions. We want to just keep on improving.

The vandalism was discussed and the HT advised all incidents are reported to the Police. It is heart breaking to see plants etc. being destroyed when the children have worked so hard but it is quite easy to get onto the premises.

It was asked for more information on FTE as we would not want pupils excluded unless absolutely necessarily
Physical violence against an adult is classed as a serious incident and would incur a FTE, we need to support our staff and give the message it is unacceptable to use that sort of behaviour against an adult.

The HT was thanked for a detailed and comprehensive report.

3 **Hamp Statutory Reports**

3.1 Safeguarding report

The HT advised DA was away on school camp and ET was recovering from an operation, however there were sufficient staff trained in safeguarding for the school to be covered at this time.

The Chair raised the report was very detailed but could benefit from a summary as it was difficult to ascertain where strengths and areas of development are required.
This is a Trust format, but HT/SR will raise this at Board level.

It was asked if it would not be usual to have an EHA at the start of the academic year.
Not really we would need to wait for something to arise before the paperwork would be completed.
More information was requested on the racial incident
It was an inappropriate comment based on nationality, the pupil did not really understand what they were saying, but the restorative process was applied.

It was noted the figures for MIE (missing in education) was down to zero which is very positive. However, the number spikes between the second and third term for attendance falling below 90% and the off roll number also increased.
This relates to one pupil whose attendance is less than 49% which impacts on the figures. The off rolling is not losing them but they have left to attend other schools or be home educated. We have gained pupils in as well.

It was asked about the pupils at level 4
We have robust procedures in place to protect them, the safeguarding team are doing everything they can and they all have action plans. We are alerted within 10 mins of the registers closing if absent.

3.2 SEN report

HT advised an audit was carried out in the autumn term and other one recently and we are pleased to report we have improved.

It was asked who undertakes the audit
AB, Trust SEN lead and Helen Moore.

The Chair felt the report reflected what had been seen in the school, behaviour and management is good, staff are great with the students. The small tweaks section and concerns are to be moved forwards
Yes, they have been shared with staff and DC is aware of what needs to be addressed.

How can you be reassured work is being applied consistently
The marking and feedback policy has been implemented, we are monitoring SEN books but it is still a work in progress.

4KC felt slightly more 'edgy' - A Governor thought this was a strange comment

There is an interesting dynamic to the group. In the past we have had a tendency to keep lower ability pupils together but this will be different in September as all abilities will be in all classes.

Is the teacher getting the support needed.

Yes, the class have a challenging level of ability and the teacher is only in their second year of teaching. However, CM, staff development Lead, is working with her.

It was asked about accredited training with regard to behaviour and whether this had been implemented.

We developed this using research from Mike Tidd. Staff training and strategies have been carried out but still needs to be continued. The marking policy is not yet fully embedded but the areas of development required Connie has it in hand.

3.3 H&S Report

HT advised we do report everything but a high level of incidents occur at lunch and break times, however we may need to may review this but it is getting less.

Just to clarify falling from a height is anything above the ground level, i.e. off a chair.

Governors noted there was a clear reporting system in place and the fire drills are fairly effective.

It was raised that the numbers for hit by moving/flying/falling objects had reduced massively over the last couple of years. We have introduced more structured play with regard to football and other ball sports.

It was clarified that asphyxiation was a pupil choking on chicken in the hall - the student was fine.

It was asked what was being done concerning staff injuries caused by physical assault

This has to be reported as an accident but it was one student who deliberately assaulted an adult. The student is in year 3 and finds communicating difficult so lashes out. He would receive a FTE for deliberate assaults.

It was felt it is difficult for staff having to deal with this especially if in their first year of teaching.

Members of staff understand this child's needs and he is markedly improved.

It was mentioned that having a variety of strategies to help the pupil can be more beneficial than just a FTE as it is not giving a strategy for him not to do it.
 There are strategies in place and everything is recorded. The incidents do not always warrant a FTE there are different levels which result in different actions. This pupil, as mentioned, was due to be converted in Oct 2019 but this has been pushed back.
 The pupil is getting funding
 Yes.

4 **Hamp Items**

4.1 Month 8 financial update

KF gave an update on the financial situation.
 The 2019/20 draft budget went to the F&R committee and HT's had a copy, it is going to be presented to the BCT Board on Wednesday.

- The net operating outturn of £32,335 is a lower deficit than the revised budget but you had a healthy carried forward figure.
- The GAG figure is based on pupil numbers
- Staffing costs are £38,700 over on teaching due to additional funding for teachers pay award and higher costs for DH appointment and maternity cover arrangements. This will continue to increase as teacher pensions are increasing by 7%.
- Overall staffing costs are projected to be £16,000 less than budgeted.
- Read, Write Inc and Accelerated Reader will be reviewed in Month 9.

It was asked about the increase in additional maternity costs HT advised they had honoured a contract for an NQT standing in for maternity cover leave to remain until 31 Aug as it seemed unfair for her not to be able to complete it.

- £85,294 better off than we thought at the beginning of the year.
- Reserves of 679,373
- Balance of reserves 509,703. These are for capital projects such as boiler, drains and electrics.

Capital projects were discussed and the HT advised that this does not fall under the remit of the school, the Trust decides on projects that need undertaking.

Governors felt the school had been diligent in its spending. It was asked at what point do the LGB know of the capital projects.
 HT advised she is made aware of projects at the Trust Leadership meetings.

There was a discussion on how funds are secured through CIF bids. However, it was noted that in the future the Trust plans to pool resources and allocate work on a need basis.

It was asked about the income received from swimming and lettings

We set aside funds for swimming but still made a charge to parents however we received more money in than anticipated. We received an income for letting our premises.

5 **Date of next meeting – Procedural meeting 30 September 2019**

The Chair advised the meetings will be moved to a Wednesday as he unfortunately has work commitments. It will also be a small saving as the school is open late on a Wednesday and will save the caretaker from being in on an additional day. DE advised Wednesdays could be difficult for him as he works away but would try to ensure he was available if sufficient notice was given.

There is also a slight change to the number of meetings being held in the coming year. However, if Ofsted have a support and challenge visit we may need to add another meeting.

The Chair would like the LGB to meet with the staff in order for them to feel more comfortable when they are visiting classes. It was likely this would be post summer now. It was suggested it could be tacked onto a Governor meeting.

Action SR to arrange dates for Governors to meet staff with HT.

SR

The results from the SATS would be forwarded out to Governors prior to end of the summer term.

Action HT to forward out SAT results to Governors before the end of the summer term.

HT