



MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON WEDNESDAY 2 OCTOBER 2019
AT 5.00PM AT THE ACADEMY

Actions from Hamp Academy LGB on 2 Oct 2019

Item Reference	Action	Person Responsible	Date Raised
1.1	FD to contact LB to ascertain whether she will be continuing or resigning from the post	FD	02/10/2019
1.1	FD to forward SAH copy of parent governor advert used by BCA.	FD	02/10/2019
1.3.2	The Chair will approach DE about the Vice Chair role.	SR	02/10/2019
1.6	SR to forward document showing amendments to KCSiE to FD for placing on to Trust Governor.	SR/FD	02/10/2019
1.7	HT to let Governors know the dates for the forthcoming parents evening and book look evening.	SAH	02/10/2019
1.8	HT to speak to BP about arranging for a defibrillator to be installed on school premises.	SAH	02/10/2019
1.8	SR to follow up with Hamp Thrive to see if they can attend coffee mornings.	SR	02/10/2019
1.8	FD to add to accelerated reader to the agenda for March 2020.	FD	02/10/2019



**MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON MONDAY 2 OCTOBER 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) |

In Attendance

- | | | | |
|---|----------------|------|---------|
| ✓ | Jonathon James | (JJ) | |
| ✓ | Fran Davis | (FD) | (Clerk) |

✓ those present

1. **Procedural Matters**

1.1 **Apologies for absence**

The Chair welcomed everyone to the meeting.

David Elford – work. Apologies accepted.

Lynda Brimson – no notification has been received but it was thought that LB may be stepping down from her position.

Action – FD to contact LB to ascertain whether she will be continuing or resigning from the post.

FD

SH will also advertise for Parent Governors.

Action – FD to forward SAH copy of parent governor advert used by BCA.

FD

Staff governor sends apologies as she believed she had resigned from the post prior to taking maternity leave.

The Chair introduced Jonathan James and advised he will shortly be joining the LGB.

1.2 Declarations of Interest

None

1.3 Confirmation/election of:

1.3.1 Vice Chair - The Chair will contact DE to ascertain if he would be prepared to continue as Vice Chair.

Action –The Chair will approach DE about the Vice Chair role.

SR

The Chair advised that some confirmations and elections may need to wait until November as the committee will be increasing.

1.3.2 Appointment of special roles for Governors

Pending outcome of Search committee JJ will be joining us.

Therefore it was proposed that with his skill set Jonathan would be a good fit for the SEN Governor.

SEN Governor - Jonathan James agreed to this role. All governors were in agreement.

H&S Governor – SH volunteered for this and advised she had worked in H&S at Southmead Hospital. – All governors were in agreement.

Safeguarding Governor – it was decided this post would remain vacant until LB had been contacted.

The Chair advised the governor situation would be revisited and this would be reflected in the HT’s Action Plan.

1.4 Code of Conduct for LGBs—form for completion

Form was completed by Governors who were in attendance at the meeting.

1.5 Declaration of Pecuniary and Personal Interest form

Forms were given to Governors and existing Governors were asked to check the information and initial their document. Governors new in post completed new forms.

1.6 Keeping Children safe in Education 2019 (Part 2)

The Chair advised Governors this was compulsory and there was an expectation that Governors have read the relevant document. The Chair also advised at the Trust Safeguarding training the key changes had been outlined.

Action SR to forward document showing amendments to KCSiE to FD for placing on to Trust Governor.

SR/FD

The main changes to KCSiE (part two) is listed below:

- reference to new Ofsted framework
- online safety taught in school – cyber bullying and the impact on pupil’s mental health.

- Advise for students on how to keep safe when online.
- Up skirting is a criminal offence however students are likely to be unaware of this. However, this may generally be more of a problem in secondary schools rather than primary.
- Serious violence and how we manage it and reference to new curriculum for relationships and sexual health.

1.7 Dates of meetings—for information

The Chair advised LGB’s across the Trust have been slimmed down. As Governors we all have a responsibility of supporting the HT by visiting the school regularly. This gives us a good indication of what is going on in the school. The HT was happy to suggest dates for visits but would prefer Governors to just come in and liaise with teachers over times to visit. This would allow you to spend time with the pupils and the school lead of your special roles, for instance JJ could get involved in the SEN audit.

The Chair wished to come along to the parents evening as it would be good for parents to meet us and know they can speak to Governors about any matters. It was thought Book look evening was also a good opportunity to engage with parents and staff. **Action** - HT to let Governors know the dates for the forthcoming parents evening and book look evening.

SAH

1.8 Minutes from last meeting held on 24 June 2019

The Minutes were agreed as accurate and signed by the Chair.

It was asked if the SEN audit went well. Yes, it showed a marked difference with what we are doing and AB was pleased with the progress but there are still some areas that need working on.

Matters arising not contained elsewhere on this agenda

Actions outstanding

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

Completed

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

The Chair asked the Governors to forward their pen portraits to the Head teacher before the end of term. **Completed**

SR to continue to follow up with Tesco their offer to help fund another defibrillator. The chair has had some issues with how we access the funds as the defibrillator has to be available for community use and kept safely. The HT advised BP, Trust H&S Lead, is keen to have one in every Trust school. Therefore, it might be best to see if this can be arranged.

Action – HT to speak to BP about arranging for a defibrillator to be installed on school premises.

SAH

Will there be training for using the defibrillator. Yes this can be arranged.

LB to produce report on visit to the school and school trip
Completed

HT to advise Governors of the date of the next coffee morning. Outstanding - HT advised there are none in the diary at the moment. Unfortunately, only a few parents involved themselves last year. The Chair felt there was a wider piece of work to do here as a governing body and would like us to get involved with HAMP thrive. There are fantastic people there who will be beneficial to these coffee mornings which will encourage parents to come as advise on housing bursary, food banks, etc. would be available to discuss. The HT advised timing is important as we have realised that parents will support school events better if they are at 9.00am or 2.30pm but if during the day there is virtually no take up.

Action SR to follow up with Hamp Thrive to see if they can attend coffee mornings.

SR

HT and SR to look at changing the format on the safeguarding report in their next one to one meeting. **Completed** - The HT has spoken to Erin Taylor and this was raised with SP who advises it is a Trust wide format.

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

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

Action - FD to add to accelerated reader to the agenda for March 2020.

FD

HT to confirm attendance targets with the Chair for 19/20 once data is finalised for this year. **Completed** – At attendance training last week at BCA it was announced that schools are expected to state they aspire to 100% attendance.

The Chair advised the HT’s Action plan is fantastic and although not been in post long SAH has grasped quickly what the developmental needs are. However, Governors need to ensure these targets are being met. Previous attendance for last year stood at 95.1%. The HT noted that some of the problem is our half term is not in line with the infants and secondary schools. SR to arrange dates for Governors to meet staff with HT. **Completed** – SAH has suggested that prior to a LGB meeting, Governors come in slightly earlier and staff stay on and meet Governors. This would give them an opportunity to get an overview of what we do as governors and meet us.

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

1.9 Update on Governors

The Chair advised there were two potential new governors to join the LGB. Carly Martin and Laura Dyke who both work with SASP (Somerset Active Sports Partnership). They have primary education experience and know the Hamp community. They have also been into school and understand the government strategy on health and wellbeing. They have a great skill set that will benefit us.

It was asked what SASP does. SR explained the scope of the work SASP undertakes.

2 **Update on Results**

The HT went through the results that were available to governors on Trust Governor.

There were no surprises and as progress measures are based on progress from Key Stage 1 data the targets we were chasing were too high. However, what this does not reflect is the 380 bags of sweets we gave out to our pupils as we challenged them to do their personal best with the prospect of an edible prize. They made massive progress.

We are always going to be hit by the infants results as there is a mismatch between KS1 and KS2 data but it has been acknowledged by the Ofsted and the DfE. OFSTED take into account that Junior school progress tends to be lower than primary school progress. Progress is above floor standard but is less than last academic year.

We have made significant changes to how we teach reading and we are seeing some shoots of growth however maths is still a concern and we will be unpicking why there was a difference in maths from one year to the next.

Some of the changes we have introduced are:

- Reviewing English curriculum.
- Middle leaders will continue to get support from the DoE and staff development Lead.
- We have employed a Raising Standards teacher who will come in to do small interventions. Zoe Bond is a very experienced teacher and will be starting tomorrow.

It was asked if anything could be done about the infant school. No nothing unfortunately however KS1 tests are being phased out. JJ advised this was not a problem exclusive to Hamp but if challenged could cause bridges with the infant school to collapse.

- We are currently looking at where children are and what the gaps are. Year 6 is a challenging cohort. However, results are already improving with Combined at 12.4%.
- Data from infant school shows 61% at KS1 combined with 50% in reading at greater depth but this does not match our assessments.

It was asked about the gap between PP and non PP. The difference is what goes on at home as pupils believe they do not need to make an effort as home life does not endorse achievement, but in school we want the best for our children. It is attitude to learning and we have some significant issues on the safeguarding front. We have to look at emotional wellbeing first then academic needs.

- PAT dog – Bella is Diane’s dog who is being trained to be a therapy dog. Bella has been very successful integrating with the pupils and they have clear instructions on how to behave with her. Bella has a timetable detailing who she is working with and we have already seen a significant difference certain children already.

Governors thought this was a brilliant idea and fully supportive of the initiative.

3 Date of next meeting – 27 November 2019