



**MINUTES**  
**FROM THE MEETING OF THE**  
**HAMP ACADEMY LOCAL GOVERNING BODY**  
**HELD ON WEDNESDAY 8 JANUARY 2020 AT 5.00PM AT THE ACADEMY**

**Actions from Hamp Academy LGB on 8 January 2020**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date Raised</b>
<b>2.1</b>	SAH to forward Peer Review to FD for placing on Trust Governor.	SAH/FD	08/01/2020
<b>2.2</b>	Governors to advise FD by Friday 17 Jan which strand they would like to take a Lead.	All LGB/FD	08/01/2020
<b>2.2</b>	FD to contact BP and ask for contact to be made to SH.	FD/BP	08/01/2020
<b>3.2</b>	JJ, SEN Governor, to meet with DC	JJ	08/01/2020
<b>3.3.1</b>	FD to raise issue with BP and PLE concerning the content of the H&S Audit and be advised of the outcomes	FD	08/01/2020
<b>4.2</b>	SR and SAH to meet to consider ideas for future spending	SR	08/01/2020
<b>6.0</b>	SR to forward card and flowers to HS.	SR	08/01/2020



**MINUTES  
FROM THE MEETING OF THE  
HAMP ACADEMY LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 8 JANUARY 2020  
AT 6:00PM AT THE ACADEMY**

Members

✓	Jonathan James	(JJ)	
-	Lynda Brimson	(LB)	
✓	Marion Churchill	(MC)	
✓	David Elford	(DE)	
✓	Suzanne Hannay	(SH)	
✓	Sarah Hitchings	(SAH)	(Headteacher)
✓	Sam Reilly	(SR)	(Chair)

In Attendance

✓	Ken Rushton	(KF)	DCFO)
✓	Fran Davis	(FD)	(Clerk)
✓	Tamsin Grainger	(TG)	(Director of Education)
✓	Erin Taylor	(ET)	(potential staff Governor)

✓ those present

**1. Procedural Matters**

**1.1 Apologies for absence**

The Chair welcomed everyone to the meeting.  
Lynda Brimson – apologies

**1.2 Declarations of Interest**

None

**1.3 Minutes from last meeting held on 1 Oct 2019**

Minutes were accurate and signed by the Chair.

**1.4 Matters arising not contained elsewhere on this agenda**

**Actions outstanding**

- FD to contact LB to ascertain whether she will be continuing or resigning from the post – **Completed**

Signed... 

- FD to forward SAH copy of parent governor advert used by BCA – **Completed** – SAH advised we did not get any responses from the advert in the newsletter therefore we have decided to send a separate letter. DE commented he might know of some parents who may be interested and would enquire.
- The Chair will approach DE about the Vice Chair role. SR advised it was being considered whether to combine the SEN and Safeguarding governor roles and see how it goes. If this is not working DE has agreed to give support to the safeguarding role.
- SR to forward document showing amendments to KCSiE to FD for placing on to Trust Governor. **Completed** FD will forward out amendment to the KCSiE document to Governors.
- HT to let Governors know the dates for the forthcoming parents evening and book look evening. **Completed** there will be another meeting in March and Governors will be notified.
- HT to speak to BP about arranging for a defibrillator to be installed on school premises. **Outstanding** SAH has contacted BP but not had a response as yet. However, there is another H&S meeting shortly and will mention this again.
- SR to follow up with Hamp Thrive to see if they can attend coffee mornings. **Completed** – SR advised there has not been a meeting with the Hamp Thrive group however there will be an opportunity for them to come into school to offer parents additional support with things like housing etc.
- FD to add to accelerated reader to the agenda for March 2020.

## 2 CEO reporting requirements

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

SAH highlighted the main points of the HT report that was circulated with the papers for this meeting.

- Peer review was fantastic and it was great for staff to be recognised for their work. When available the Peer review will be posted on Trust Governor.

**Action** – SAH to forward Peer Review to FD for placing on Trust Governor.

- Staffing update – CP will be commencing maternity leave earlier than anticipated due to health concerns however Rob Jeeves has started and Kate Rigden will be temporarily taking on the role of Upper phase leader.
- Karen working with a pupil who has cochlea implants and expected to have a 1:1.
- Attendance – this was looking ok until December when we had serious problems with illness. At one point we had 80 pupils absent.

SAH/FD

It was asked if there was a policy stipulating pupils will be sent home if still unwell.

SAH advised yes we do and we did send children home if the required time period for sickness etc had not been met.

SAH also mentioned Public Health England was fantastic.

They do not advise when a school should close, that decision would be between PLE and SAH.

A deep clean was carried out over the Christmas break.

- Exclusions – we had not any at the point of writing the report however we have now had 2 year 6 boys receiving FTE for 5 days each then another 2.5 days each. It is possible one may be permanently excluded and we will need a Governor to be available for the meeting. We also have one pupil in year 4 who now has a part time table in place.

A Governor commented that the exclusion figures are down on previous years and asked if the change in behaviour and attitude is being felt across the school with staff and pupils.

ET advised definitely, staff are feeling the positive effects and are happier. It is more difficult for year 6 pupils as they have had less time to adapt to the new changes but lower years are definitely responding.

## 2.2 ADP

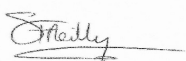
SAH confirmed that the ADP had been written over the summer and both PLE and SR have viewed the document. It has also been shared with the Quality of Education committee.

SAH also confirmed that as a school they would be undertaking all of the commitments and was confident it is achievable. The key strands had been shared with staff and leadership team. It has also been rag rated to show where we are with it.

The Chair added that he has had many conversations with SAH about her name being alongside most of the actions and is concerned about her welfare. However, it is understood and appreciated that a lot of change in senior and middle leaders have occurred and this will in the future lead to a move towards the Assistant Head and curriculum leads undertaking more of the responsibility.

It was asked that having gone through a term, are there any of the improvement strands you are concerned about.

SAH advised that there were no concerns even in spite of the illnesses a lot has already been achieved. SAH also stated that she would not be able to achieve this without the support of the staff.

Signed...  


SAH referred to the PiXL data that had been made available to Governors. PiXL compares data with 1000s of schools nationally. From the data it can be seen that reading dropped by 4% however we have unpicked this and discovered that in some cases it related to pupils' attitude and feelings on the day. We were also preoccupied with the maths results and diverted our attention away from reading.

With regard to maths paper 3 we have observed that pupils' stamina and resilience for completing work is low. We are therefore working on this and building up their self confidence and self esteem.

SAH shared there will be one or possibly two more sets of data to come but although it is up and down SAH remains cautiously optimistic about the results.

It was asked if she was confident that teachers were able to accurately pin point gaps as the data is up and down. Yes, PiXL offers individual analysis and tells what resources you need for those gaps.

It was also noted by Governors that reading and maths papers 1 and 2 were up on last year's figures but GPS 1 and 2 were lower.

SAH advised that grammar and spellings are difficult for our pupils, they do not have the cultural capital for this.

Governors noted it was an ambitious target but were pleased to see things moving in the right direction.

It was asked if there had been any change in parental involvement.

SAH advised that we have a SAT information event for parents and quite a few are coming in. We have also brought assessment books for all children.

SR drew Governors attention to the Governor visit form and the Governor exemplar form explaining how it could be used as a model or adapted to Governors own preference. SR also suggested that it would be useful to have a Lead Governor for each strand and asked each governor to have a look at what area they may like to focus on and advise FD by Friday 17 January. SH advised she would be happy to undertake the H&S strand. SH also mentioned she has been trying to make contact with BP, Trust H&S Lead but not yet had a response. FD to follow up.

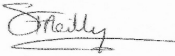
**Action** – Governors to advise FD by Friday 17 Jan which strand they would like to take a Lead.

LGB/FD

**Action** – FD to contact BP and ask for contact to be made to SH.

FD

SR asked if there were any queries or amendments please let him know as soon as possible. The form can be used immediately to record any visits.

Signed... 

**3 Hamp Statutory Reports**

3.1 Safeguarding report

SAH asked if there were any questions. Governors felt this was a very detailed and comprehensive report. SAH advised the safeguarding review had taken place and would be available to discuss at the next meeting.

3.2 SEN Report

SAH advised DC had sent apologies as she had hoped to be at the meeting but SAH had asked her to complete a referral for a pupil at risk of exclusion.

A Governor asked the SEN national average is 14%, how does this compare here.  
We are at 20%.  
Is it linked to exclusions?  
Sometimes there can be a link but not always. The two pupils in year 6 we have put on the SEN register but they were not on it before.  
It was noted that SEN, safeguarding and behaviour are usually linked.  
It was suggested the SEN governor should meet with DC.  
**Action** – JJ, SEN Governor, to meet with DC.

JJ

3.3 H&S Report

3.3.1 H&S audit report for information only

Governors were disappointed with the grading of Q5.01 which stated they did not undertake periodic appraisal of premises conditions and any H&S issues as SH and SAH had contacted BP for a meeting and engagement but had had no response.

**Action** - FD to raise issue with BP and PLE concerning the content of the H&S Audit and be advised of the outcomes.

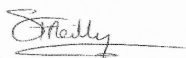
FD

**4 Hamp Items**

4.1 Consolidated Management Report Month 1 and 2

KR referred to the papers that had been circulated on Trust Governor advising that we are currently preparing month 3 reports.

The format has been changed and we can now produce a report for each school and give a consolidated one on all seven schools to the BTCT Board.

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KR explained the layout of report and drew attention to the projected budget and forecast being the same as we are only 2 months into the academic year.

- Total Revenue Income (variance) showed £3,433 had been received more than budgeted for. The most likely area responsible for the increase was SEN funding.
- Staffing was roughly on target, however supply/agency staffing showed a variance of £5,374 but this was likely due to there being a lag between employing the teacher and the invoice being paid.
- Other expenditure is centrally allocated as income from DfE goes to the Trust whereby we look at running costs for the school and base expenditure on this. Therefore, the school shows a zero budget. We also retain some income for occupancy costs such as gas, water etc. Pooling budgets gives us greater scope to drive down costs.

A Governor asked if this covers any building damage etc. Yes, this would be a Trust responsibility. The Trust has a risk register and looks at the issue in all schools. This is a more cost effective approach.  
 It was asked if the school wanted enhancements for climbing equipment do they put in a bid.  
 SAH in discussion with AS, Trust Premises Lead would decide on an amount to be put aside for play.  
 The Funding policy sets out what happens to funds and what the priority is for schools. HT's submit a bid for the money to PLE or the Board if over a certain amount.

- Expenditure – up on this month but relates to books and supplies.
- Budget will increase in month 3 due to allocated funds that has been approved. An additional £88,000 from the Brought forward figures from last year, however some funds are ring fenced for instance town council restorative justice. TG advised another £4,000 had also been secured.
- Capital spend planned last year – boiler project - £23,000 + £5100 restorative justices. PE sports grant rolls forward. This will show in next month's report.

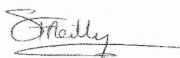
If any surplus is generated this will go back to the Trust and a discussion between SAH and PLE (and linked to the ADP) will be agreed and costed and will form part of next year's budget.

KR advised he will be going out to all schools shortly to discuss budgets.

#### 4.2 Facilities Report

KR gave an update on the premises report advising no major works have been undertaken since the summer.

- Drainage problem has been resolved

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- Flooring strip to classroom has been replaced.
- Some tree works have been completed.
- Elliott building being converted from two rooms into one with the partition being removed.
- Two CIF bids – one for pipework distribution around site and the other for roof coverings due to roof failures, sponge layers and water between layers.

It was thought useful to have some ideas for the next LGB meeting on how best to funds could be spent.

**Action-** SR and SAH to meet to consider ideas for future spending

SR

## 5 OFSTED Update: Sept 2019 Framework

TG, Director of Education for the Trust, gave a presentation on the new Ofsted Framework. The presentation has been put onto Trust Governor for reference.

TG advised she is here at Hamp once a week and can be here whenever required. She would also be here at the Ofsted inspection and wants to help Governors support the school to ensure everything is in place to get a good judgement.

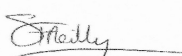
TG advised the reason for the changes to the framework is it had previously been a data driven task but at the expense of a narrowing of the curriculum and it was felt this was not right for students.

Slide 12 looks at the three core functions Governors are responsible for. The first two sits with the LGB and you need to be able to explain and understand what Hamp's vision, ethos and strategic direction is. As a Trust we need you to challenge the HT.

It was asked if this is reflected in other schools or just here. We normally look at a 3 year trend but Hamp is on a journey and things will change more quickly here.

The third function of finance is where the BTCT offers more support as a lot is centrally managed. However, expenditure of pupil premium would come under the remit of Governors.

It was asked at what level/depth would Governors be expected to know about curriculum  
You would be expected to understand the school's vision but not what the text has been selected by the English teacher for example.  
A Governor commented they were unaware Hamp sets its own curriculum.  
Yes, there is a recommendation for the curriculum but a MAT can opt in. At BTCT we have a trust wide curriculum for

Signed...  




History and geography but other areas can be selected which benefit the school.

The Chair advised Ofsted are not going to be looking at data but will expect to see Governors understanding progress at the school and giving challenge to the HT.

It was asked if there are any questions to forward to FD who will pass onto TG.

TG advised there is another Ofsted training event being held on 25 February at BCA. It will cover Ofsted framework and a session on how we can help teachers improve.

Thanks was given to TG for the presentation and support.

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### AOB

The Governors were keen for the staff to be congratulated on the peer review.

SAH advised that ET had submitted an application to join the LGB as a staff Governor.

Governors were delighted for ET to join the LGB.

It was asked about the progress of the two other potential LGB governors.

The Chair advised that unfortunately due to personal circumstances one was not able to join just yet.

The Chair also wished to inform governors that the previous Chair of Hamp LGB had recently lost their son over the Christmas period. Condolences were given by the LGB and the Chair would arrange for a card and flowers to be sent.

**Action** – SR to forward card and flowers to HS.

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### Date of next meeting – 18 March 2020-

A couple of items to cover at the next meeting will be

- Peer review
- Quality of Education committee review
- Safeguarding review.

Signed...

