



MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON WEDNESDAY 18 MARCH 2020
AT 5.00PM AT THE ACADEMY

Actions from Hamp Academy LGB on 18 March 2020

Item Reference	Action	Person Responsible	Date Raised
1.4	The Chair to arrange for a couple of governors to join a site walk around the school in the new academic year.	SR	18/03/2020
1.4	SAH and SR have considered the future spending elements on TLA but it needs finalising. The LGB will be updated on any developments in the new academic year.	SAH/SR	18/03/2020
2.0	FD to invite KK to next LGB meeting in Oct to present on the English/reading Curriculum.	FD	18/03/2020
3.5	FD to ascertain whether a report/feedback will be given to SAH from the Quality of Education Committee	FD	18/03/2020
4.2	SAH will arrange for DC to provide a list of definitions for the LGB.	SAH	18/03/2020
4.2	SAH to have a discussion with DC concerning accredited training, for supporting staff who are dealing with more challenging behaviour from students.	SAH	18/03/2020



**MINUTES
FROM THE MEETING OF THE
HAMP ACADEMY LOCAL GOVERNING BODY
HELD ON WEDNESDAY 8 JANUARY 2020
AT 5:00PM 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)

✓ those present

1. Procedural Matters

1.1 Apologies for absence

The Chair welcomed everyone to the meeting. Apologies were received from Marion Churchill and Suzanne Hannay who were unable to connect in through Skype.

The Chair advised this meeting has gone ahead as it was important in these difficult times for the LGB to show a duty of care and attention to the school, staff and pupils concerning Covid 19. It should also be acknowledged that the school has done tremendously well in these circumstances.

1.2 Declarations of Interest

None

1.3 Minutes from last meeting held on 8 Jan 2020

Minutes were accurate and signed by the Chair.

Signed

1.4 Matters arising not contained elsewhere on this agenda

Actions outstanding

- SAH to forward Peer Review to FD for placing on Trust Governor – **Completed**
- Governors to advise FD by Friday 17 Jan which strand they would like to take a Lead – **Completed** - SH to take on H&S Lead. The Chair feels it would be more useful to allocate roles to Governors and will undertake this.
- FD to contact BP and ask for contact to be made with SH – **Ongoing** BP invited SH to site visit and H&S meeting, unfortunately SH's provider pinged the emails back due to inbox being full. FD has since spoken to BP and ensured she has correct information in order to invite SH to next visit and meeting. SH has also been informed and acknowledged there was a problem with her email provider. The Chair would like to arrange for a couple of governors to join a site walk around the school in the new academic year.
- JJ, SEN Governor, to meet with DC- **Completed** JJ has met with DC and believes mutual support can be offered as both have similar issues. Training and practices used at the college can be shared with DC and JJ is keen to support that part of the provision at the school.
- FD to raise issue with BP and PLE concerning the content of the H&S Audit and be advised of the outcomes – **Completed**. This was raised with PLE and SR, Ops Manager, and all reports will be overseen in future by PLE. It was unavoidable that the reports had been undertaken when the Trust were without an Ops Lead.
- SR and SAH to meet to consider ideas for future spending – **Ongoing** SAH and SR have met frequently and considered the future spending elements on TLA but it needs finalising. This item will be kept open and updated in the new academic year.
- SR to forward card and flowers to HS. **Completed**.

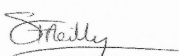
SR

SAH/SR

Covid 19 update – SAH advised we have 103 children off with at least 70 self isolating, which means they will be off for at least 14 days. We have 4 staff off who either have symptoms or family members have.

We have created Home learning packs and uploaded various things to the website and Class Dojo. We have sent numerous letters home and we are now waiting on Government guidance about what is happening next. Our parents have been incredibly supportive and helpful.

The Chair asked if there were any other immediate concerns
Not at the moment but we have such an amazing team of staff who are supporting and helping each other.



Signed

A Governor asked about FSM
We are waiting on Government guidance on this but we have been in contact with BAM, our caterers, who have advised if there is a full school closure, there is the option of providing packed lunches, which we can distribute. We are also looking at options for breakfast provision. Magic breakfast have come up with a contingency plan but they have issues with deliveries.
It was asked if the school could update parents when arrangements had been made with regard to breakfasts.

It was raised that some schools nationally have linked up with supermarkets to provide hot meals for FSM pupils.
SAH advised this needs to be looked into as it could be viewed as misappropriation of school funds.
The Chair felt other options should be explored, as it is important pupils get a hot meal.

The Chair asked for the minutes to reflect the fantastic support the school is getting from the parents and that they are supporting their children at home.

2 Presentation on English/Reading Curriculum

This has been postponed as it was felt impracticable to offer this presentation remotely. KK was thanked for all the supporting documentation, it reads really well. KK will be invited to the next LGB meeting in the new academic year.

Action - FD to invite KK to next LGB meeting in Oct to present on the English/reading Curriculum.

FD

3 CEO Reporting Requirements

3.1 Head Teacher's report

Governors confirmed they had read the report and no questions were submitted prior to the meeting.

- Attendance figures are going in the wrong direction however, the Government has confirmed that we will not be judged on this due to current circumstances. Ofsted inspections have also been suspended.
- No applicants for the maternity leave post even though this is the second time out to advert.
- NLE offer of support has been declined due to the situation in school with Covid19

It was asked what the numbers were like for the September intake.
We have 85 students who have put us as their first preference; we can take 90 but pleased with that figure. The majority are likely to take those places so should be full for September.

- Book look evening, parents evening and disco have been postponed due to Covid19 and social distancing.

A Governor noted that some groups, in the Attendance data, were low, are there any particular students causing issues as FTE's have increased.

The number of exclusions have gone down but the amount of days has gone up. We have a couple of students in year 6 who we are supporting in any way we can in terms of a graduated response. One of the students is showing a marked improvement in light of these measures.

Governors felt it was important to note that a huge school focus has been on behaviour and the impact on data is being seen.

The Chair felt the small change of moving HT office to the back of the school had been a good move.

A Governor asked was FTE's showing a downward trend? The number of pupils have decreased but days out have increased. However, SAH wished to point out that there had not been any permanent exclusions this year and or last year.

3.2 ADP

This was originally on the agenda to allocate strands however as there is a limited LGB tonight this will be picked up with the Chair and HT.

3.3 PiXL

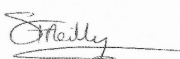
The data supplied is year 6 for January 2020. Comparing this data with Jan 2019, which showed 12% for Reading, Writing and Maths Combined and this year's at 36.1% is a massive increase. We are hoping the 36% will convert to taking us in the right direction for floor standard. However, Sats may not take place this year.

Staff have worked really hard on this and the children's' attitude has changed which is a good thing.

Governors were pleased to see a positive upward trend in the data, especially with Maths paper one almost at the national benchmark.

SAH was also pleased to report that data for years 3, 4, and 5 is looking really positive with year 5 coming out above the national average.

Governors were very pleased with PiXL outcomes.



Signed

3.4 GGS – Peer Review

SAH advised as you can see from TG’s report there was a lot of positive comments. Staff are pleased with the feedback and actions have been carried out.

Governors felt this was a really strong report showing the motivation and dedication of the staff. It is a huge improvement on last year.

It was asked how SAH had found it as a process
It was very different from previous ones we had had. Staff found it very useful and gave them areas to look at. We are looking forward to the next one.

The Chair felt it was a great piece of work by the Trust and they were looking to take it forward at the college. Credit was given to TG and CM for this work.

It was asked how staff found the process
They were a little unsure at first but really enjoyed the day and got a lot out of it.

It was asked about the key developments and the one action to do work on.

SAH advised the bulk of the actions have been carried out. The one thing we are still working on is the behaviour policy. The rest of the actions we are nearly there.

A Governor asked if there was any merit in lining this up with the Ofsted framework or whether this sits independently
SAH thought TG had wanted to design it not to feel like an inspection, more of a supportive process without judgements.

Governors thought this had been a useful process with some good actions that have already been taken on board.

3.5 Quality of Education review

SAH advised there had been no feedback or report from this as yet.

The Chair advised SAH had done tremendously well at the meeting and had demonstrated clearly what plans were in place and what staff were undertaking. It was also pleasing to have Sarah Watson, CEO from The Castle Trust, there who was particularly impressed with SAH. The Chair felt the process was a good one for a HT to go through in preparation for external scrutiny.

Action – FD to ascertain whether a report/feedback will be given to SAH from the Quality of Education Committee.

FD

Signed

4 Hamp Statutory Reports

4.1 Safeguarding report

SAH gave an update on the latest plan for pupils in light of Covid 19. We have identified our vulnerable children and the key people who will check in on them if they are not in school to ensure they are safe. SAH wished it to be acknowledged that this key piece of work had been undertaken by DC.

It was asked if there was a school contact number for pupils to use in case of an emergency
 Yes ET, who is the main safeguarding lead, will be the first point of contact. ET is also the person who will contact Social services. We have also been reminding pupils about Child Line and other useful contacts for them. The PSFA will also be there to assist families.

The Governors asked what was happening with the area of development from the Peer Review report.
 SAH advised this is being undertaken by ET, DC and CC at the moment. With regard to PFSA it is mixed as our PFSA has been off but she is now at capacity. We are therefore looking at what we as a school can do.

The Chair asked for clarity on the last paragraph on the report concerning their staff responses.
 SAH advised this related to one key thing that had been put onto Myconcern. The issue was more how it was written on Myconcern and not the response to it. More detail was required in the narrative but SAH wanted to reassure Governors everything that should have been done was.

4.2 SEN Report

SAH advised DC has created a comprehensive report. JJ has met with DC.

The Chair noted there were quite a lot of acronyms in the report and it would be useful for them to be explained or written in full for the first time.
Action - SAH will arrange for DC to provide a list of definitions for the LGB.

SAH

A Governor asked what SAH's view was on the length of time taken for EHCP assessments.
 SAH confirmed that assessments were taking a huge amount of time and were not being completed within the statutory time frame. Our biggest problem is the ones who are being converted from the old system to the new one are being pushed back however they are starting to come through.

A Governor asked about accredited training to give staff support with more challenging behaviour from students.

Signed 

SAH has not discussed this with DC but will raise this and advise the LGB.

Action SAH to have a discussion with DC concerning accredited training, for supporting staff who are dealing with more challenging behaviour from students.

SAH

It was felt this was a very comprehensive report, however the LGB would like some more detail on how the SEN funding is being spent.

SAH advised this is in progress and will be available shortly.

It was asked how the child with medical condition on the part time table was coping.

He is away at the moment self isolating. We were hoping to reduce the number of fits he was having by putting him onto a part time table.

It was asked if there was an increasing trend of pupils with epilepsy at the school and do you have the necessary training to support them or do you call 999.

Staff have been trained in the use of his specific medication and we have been advised to administer the medicine, call the parents and ring 999. We are also going for an EHCP on medical grounds.

4.3 H&S Report

SAH advised there was nothing else to add about H&S as it had been discussed earlier in the meeting.

It was asked as the school has been effectively closed are there any training implications such as first aid being out of date when staff return in September.

SAH advised we have looked into this and some training has already been cancelled but for the vast majority of our staff their training is valid until end of Oct 2020. We have sufficient qualified staff to be compliant.

A Governor asked if most of the training is now available online.

Yes, the Trust is looking into online training, which we hope to know more about in the summer.

Governors noted reporting of accidents/incidents was very similar to last year and that staff seem to be reporting well. SAH advised in some areas the number of incidents are down but we have changed some practices, such as not having football as break time, which has impacted on these.

The Chair noted there were no near misses and it might be prudent to remind staff to ensure ensure reporting includes near misses if there was a risk of someone being

Signed

5 Hamp Items

Governors were asked if there were any questions on the following reports to forward them to the Chair who would pass them onto KR/SR.

5.1 Management Report Month 4

5.2 Facilities Report

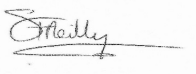
5.3 Risk Register

6 AOB

A Governor asked what provision will be made for our most vulnerable pupils
SAH advised that PLE will be keeping HT's up to date with how we will be supporting our vulnerable children and as soon as details have been confirmed SAH will update Governors.

The Chair thanked SAH for all the hard work that has been undertaken especially in these circumstances and to pass on the Governors' thanks to the staff.

7 Date of next meeting – 17 June 2020



Signed