



**MINUTES  
FROM THE MEETING OF THE  
HAMP LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 30 SEPTEMBER 2020  
AT 5.00PM VIA MICROSOFT TEAMS**

**Actions from HAMP LGB on 30 September 2020**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.2</b>	FD to forward out a reminder email to Governors to request completion and return of the Declaration of Interest form to FD.	FD	30/09/2020
<b>1.5</b>	FD to connect Trust Leads, Ali Biddles SEN and Sally Power Safeguarding with MC and Bonny Portland with SH.	FD	30/09/2020
<b>1.9</b>	SXH/SR to forward out update on ADP to Governors.	SXH/SR	30/09/2020
<b>1.9</b>	FD to invite KR to give a finance report at the November meeting.	FD	30/09/2020
<b>2.0</b>	SR to forward training link on discrimination to SXH	SR	30/09/2020
<b>2.0</b>	FD to forward the minutes to SR for signing electronically.	FD	30/09/2020



**MINUTES  
FROM THE MEETING OF THE  
HAMP LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 30 SEPTEMBER 2020  
AT 5.00PM VIA MICROSOFT TEAMS**

Members

✓	Sam Reilly	(SR)	(Chair)
✓	David Elford	(DE)	
✓	Marion Churchill	(MC)	
✓	Suzanne Hannay	(SH)	
✓	Erin Taylor	(ET)	(Staff Governor)
✓	Sarah Hitchings	(SXH)	(Head Teacher)
✓	In Attendance		
✓	Diane Canaku	(DC)	Deputy Head
✓	Fran Davis	(FD)	(Clerk)
✓	Greg Jones	(GJ)	(Company Secretary)

✓ those present

1. **Procedural Matters**

The Chair welcomed everyone to the meeting.

1.1 Apologies for absence

All Governors were present

1.2 Declarations of Interest - New forms to be completed

Sam Reilly and Suzanne Hannay have returned the forms. Marion Churchill will be forwarding the form to Hamp Academy for them to scan across to FD. David, Sarah and Erin to forward their forms on.

**Action** - FD to forward out a reminder email to Governors to request they forward their Declaration of Interest form to FD.

**FD**

1.3 Election of Vice Chair – David Elford. SR proposed and MC seconded.

1.4 Appointment of Officers

It was suggested that the Safeguarding and Sen Governor roles be combined. Marion Churchill will take these roles on.

1.4.3 H&S – Suzanne Hannay

1.5 Governor training required

It was suggested that training/support could be given to link Governors by Trust Leads.

**Action** – FD to connect Ali Biddles SEN Lead and Sally Power Safeguarding Lead with MC and Bonny Portland with SH.

FD

Other training suggestions were

- Data interpretation
- Pupil premium
- TG delivered a training on Ofsted framework and it was felt an update to this would be useful. In particular, an update on Covid from the perspective of a quality teaching and learning point of view and the key considerations for schools and how this relates to Governors.

1.6 Governor Code of Conduct – all Governors confirmed they had read and agreed with the Code of Conduct.

1.7 Keeping Children Safe in Education (Part 2) - all Governors confirmed they had read and understood the KCSiE document.

1.8 Minutes from the last meeting on 15 July 2020

Minutes were agreed as accurate – however ET needed to be added to attendee list

1.9 Matters arising not contained elsewhere on this agenda.

Outstanding Actions

The Chair to arrange for a couple of governors to join a site walk around the school in the new academic year. As we are unlikely to be able to complete this at the current time this action will be removed.

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. In addition, there will be a finance report presented at the November meeting and KR will be invited to attend. **Completed** – The ADP has been forwarded to PLE and TG and SXH and SR will be attending a meeting tomorrow (1/10) to discuss this and costings. When approved SXH will forward an update to Governors.

**Action** SXH to forward out update on ADP to Governors.

**Action** FD to invite KR to give a finance report at the November meeting.

SXH  
FD

FD to invite KK to next LGB meeting in Oct to present on the English/reading Curriculum – KK is looking forward to presenting this at the next meeting in November.

SAH will arrange for DC to provide a list of definitions for the LGB - **Completed.**

SAH to have a discussion with DC concerning accredited training, for supporting staff who are dealing with more challenging behaviour from students. **Completed** – SXH advised lockdown did give us the opportunity to carry out ACE (Adverse Childhood Experiences) training, although not specifically linked with challenging behaviour a number of LSA's undertook this.

LGB to feedback to SAH/SR on the opening plan for September – **Completed** – the plan was approved by the BTCT Board. The Chair was really pleased how the school is operating at the moment. Attendance and behaviour has been amazing and it has been great to see the community come together. A Governor commended the very impressive start back and felt thanks should be given to staff on their hard work.

SXH also wished to give an update on the defibrillator. We now have one in school.

## 2 Head Teacher Update

The report was available to Governors on Trust Governor. SXH gave a brief update:

- Maternity cover for Year 3 – 18 applications, 2 candidates being interviewed via Teams tomorrow (1/10). Only one expression of interest for Phase leader.
- Hoping to have a good response for the two vacancies for Midday Supervisors.
- Reopening plan has been updated which is highlighted in purple. However, this is an evolving plan which is constantly being updated. Risk assessment is also constantly changing.
- No positive results for Covid tests undertaken for either staff or students. However, we have had a couple of parents' test positive who have self isolated.
- Children have come back well and excited to be in school.
- Assessments have been carried out and we have identified key areas to focus on. Reading is a concern for year three.
- Catch up funding has been agreed at £27,680. We are currently creating a plan on how to spend this but a lot will be focused on upskilling these children on reading. All resources being used are research based to ensure greatest impact.

A Governor asked if volunteers could come in and listen to the children read.

SXH advised that unfortunately due to the current situation we are having to restrict visitors to a minimum in order to keep bubbles intact. However, we would be pleased to welcome them in the future.

- Attendance is very good and currently about 96/97%

- Behaviour – good on the whole. No FTE's which shows how well the new behaviour policy is working.
- As mentioned the ADP is still in draft form but once approval of this and costings has been received, SXH will email this out.
- Pupil premium supplied to show spending and outcomes, however it was difficult to show impact due to Covid. Update for this year is the PP figure stands at 60%, which is very high compared to other years and shows the level of deprivation on the estate.

#### Safeguarding

- It has been a very busy start to the year. Four children with Family Intervention Service.
- A new Level 2 list identifying those who would need to be monitored in the event of another school closure.

#### SEN

- Data in report was from end of July
- SEN register for this year has increased to 35%, significantly above national average.
- EHCP will probably be around 2% when all completed, which is in line with national average.
- DC drew Governors attention to page two of the report explaining why the majority of exclusions will be of SEN children as we will always recognise challenging behaviour as communication and as additional need.
- Nurture group is going well and having a positive impact.

It was asked what support is in place for NQT's joining the school SXH advised the NQT's who joined us are mature students and this is their second career with backgrounds in education. CM, Head of Trust Staff Development, oversees them and is here one day a week. CC, assistant Head, is their support person on a daily basis at school. We also subscribe to SCC process for NQT's to ensure they go through the ratification process.

The Chair welcomed the new staff on behalf of the LGB.

It was noted that the action plan had gone well but it was asked how are staff and students managing with these restrictions.

It is hard especially for pupils as they cannot socially distance naturally but we have put in all the measure possible. SXH is constantly reminding staff to socially distance but it is difficult for them not to want to support children when they are upset or collaborating on work not to naturally want to share resources etc.

It was asked whether any staff are using face coverings.

We find about half of the staff are wearing visors. We have recommended to parents if they come onto site they should be wearing face masks.

It was asked what plans are in place to support pupil premium students to ensure they are in a good state of health (mentally and physically) to achieve.

The first phase is the recovery curriculum which looks at the wellbeing of our children. ET has been liaising with parents to find out if they need help with uniform, foodbank voucher etc. The Trust has also agreed to provide parents of FSM pupils with a supermarket voucher if required

whilst self isolating. It is important for us to build good relations with families to ensure they will come to us if they need support.

It was asked what considerations have the school put in place from the safeguarding perspective.

I am having regular meetings with our attendance officer, three times per half term, to keep a close eye on attendance. DC and ET are also meeting daily and asking staff to err on the side of caution and report any concerns..

ET is working on a flagging system to make sure we identify children with other vulnerabilities on the level 2 list. This will enable us to know who might be at risk. We are also getting the PSFA's involved quickly if we have concerns about pupils.

ET is also working on the mapping exercise to identify areas and children that are at risk from exploitation. Officers from the Violent Crime Reduction Unit will then work with young people identified.

The Chair felt this was a really comprehensive update and has always been very impressed that the school works exceptionally hard to support our children's needs.

It was noted the SEN report was really useful and well written. It was asked for an update on how well the behaviour policy is going and how will the target of 0% FTE be achieved.

DC highlighted a couple of points:

- Exclusions do not help pupils and there is a risk we are sending children out of school and putting them at risk of being exploited.
- Changing the terminology and linking into restorative practice
- A different system for logging concerns which helps us see patterns.
- Working with the police when restorative justice is not working.
- Reflection room is for therapeutic work and we are getting less pupils going there now.

It was asked if the pupils having the most challenges are new to the school.

No the three who are causing the most problems have been with us for some time now. In fact, the new starters have settled really well.

It was asked how Black Lives Matters is being woven through the curriculum.

DC advised we have not covered this before and it needs a higher profile as there is a lot of low level racism here on the estate. Our first lesson will be on terminology and what is offensive and why. With regard to topics, the lower phase is looking at key people like Rosa Parks and the upper phase at the Colston Statue. We have also found some amazing documents from the 1800's where Bridgwater campaigned against slavery. From the safeguarding update we can see that all racial incidents need to be recorded appropriately. DC shared that staff are feeling anxious as they are expecting some pushback from parents.

It was noted that it is difficult delivering this topic when Somerset is predominately populated with white British people but very pleased that

we are tackling this very important issue.SR is going to share with SXH some training that has been used at the college which was very beneficial.

SR

**Action** – SR to forward training link on discrimination to SXH

**Looked After Children Policy**

We have two children in foster care and one post looked after. Sally Power, Trust Lead, put this together and we have simplified it in parts.

Governors felt this was a very comprehensive policy and were happy for the policy to be loaded onto the school website.

**Action** - FD to forward the Minutes to SR for signing electronically.

FD

4 **Date of next Meeting – 18 November 2020**

The Chair asked for thanks to be passed onto the whole team for doing a fantastic job.