



**MINUTES  
FROM THE MEETING OF THE  
HAMP LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 16 JUNE 2021  
AT 5.00pm VIA MICROSOFT TEAMS**

**Actions from HAMP LGB on 16 June 2021**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.4</b>	SR to forward letter to HT and FD before sending out to parents	SR	16/06/21
<b>1.4</b>	SR to forward a brief overview on the audit and any development needs of the LGB to FD before the Summer break	SR	10/03/21
<b>1.4</b>	ET to contact the LGB and confirm the training register and child protection safeguarding audit has been updated.	ET	10/03/21
<b>1.7</b>	SR to arrange a meeting with the LGB to discuss training requirements and the Governor self-evaluation questions. Feedback would be forwarded to FD before the end of the summer term.	SR	16/06/21
<b>1.8</b>	FD to forward website checklist to SH	FD	16/06/21
<b>2.1</b>	HT to provide past data on Permanent exclusions to the LGB	SXH	16/06/21
<b>2.1</b>	HT to email Year 6 test results to LGB	SXH	16/06/21
<b>3.1</b>	ET to give an update on the plans in place to help support pupils with regard to sexualised behaviour/language.	ET	16/06/21



**MINUTES  
FROM THE MEETING OF THE  
HAMP LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 16 JUNE 2021  
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)

✓ those present

**1. Procedural Matters**

1.1 Apologies for absence

Apologies were received from Marion Churchill

1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 10 March 2021

The Minutes were agreed as accurate.

1.4 Matters arising not contained elsewhere on this agenda

Actions outstanding:

- SR to give update on level 5 student counsellors supporting the school, at the LGB meeting in September. **Completed** – SR advised students on the course have to complete an element of face to face assessment which they have not been unable to carry out. Unfortunately, this means they are not able to take up any work related roles.

Signed.....

- It was agreed FD would forward letter to SR who would adapt contents and send out to parents. **Completed** - SR has adapted the letter to thank parents for their support and input and suggested this is a great time to join the team as a Governor. SR to forward letter to HT and FD before sending out to parents.
- SR to forward a brief overview on the audit and any development needs of the LGB to FD before the Easter break. **Outstanding**
- HT to forward out parent survey to LGB. **Completed** – The Chair commented on the great feedback from the survey.
- ET to arrange for the training register and child protection safeguarding audit to be updated **Outstanding** – ET has spoken to SP and this will be completed by the end of term. It was agreed ET would contact the LGB and confirm the training register and child protection safeguarding audit has been updated.

SR

SR

ET

The Chair confirmed there would be a new Governor joining the LGB from September and gave some background on Siobhan Gallagher.

1.5 Governor Skill Audit feedback - for information

The Chair summarised the results and highlighted that the new Governor should be able to offer support for SEN. Other areas that were light on experience were mainly covered by the Trust board and the central trust team.

1.6 Governor training requirements

See below

1.7 Governor self evaluation

It was decided the LGB would meet before the end of term to discuss the self-evaluation and their training requirements and feedback to FD.

**Action** SR to arrange a meeting with the LGB to discuss training requirements and the self-evaluation questions. Feedback would be forwarded to FD before the end of the summer term.

Governors were asked if they were not able to make the meeting to email the Chair with their input.

SR

1.8 Governor to undertake yearly check of website.

SH offered to undertake the yearly check of the website.

**Action** FD to forward website checklist to SH

FD

**2 CEO Reporting Requirements**

2.1 The Head teacher gave highlights from the report:

- CB has had a baby boy, both doing well.

- The temporary role of Upper Phase leader is an internal vacancy and there has been one expression of interest.
- KK, TA at the academy, has successfully applied for a place on a PGCE course for September. Due to this we have an advert out for a temporary specialist TA to work with a year 6 pupil.
- Member of teaching staff is currently off on long sickness and is under the OH Service.
- HT gave an update on the support staff member who is also currently away on long term sick.
- Two MDSA have been employed. One is an ex member of staff and one an existing member of staff. However, 1 MDSA will going onto maternity leave at some point.
- DC, has put in a FWR and will be reducing her hours to three days a week and concentrating solely on SENCO work. We are putting out an advert this term for a new Deputy Head and hope to fill this position by latest Jan 22. When the Deputy Head is in post DC will reduce her hours. The HT wished to thank DC for all the thought that went into her FWR and for all her hard work during the past year. The Chair echoed the HT's comments and thanked DC as well for a fantastic job.
- Looking at mental health and well-being of staff.

**Attendance**

- Parents are cautious about sending their children into school if their child is unwell.
- No Covid cases and no bubbles sent home since Jan 21. However, there are multiple cases at a local primary school so this could change.
- An increase is being seen in parents taking children out in term time for holidays in the UK. These cannot be authorised but understand why parents are having to do this.

**Behaviour**

- A pupil in year 3 has been given a place at the new Trust Apex centre for three days a week as well as one day a week at the Bridge.
- Third year of not having any permanent exclusions (PEX), which considering the rate of PEX's prior to the HT commencing here, shows the commitment of how the academy is dealing with these pupils.
- The Trust schools are pursuing the Trauma Informed Schools (TIS) route as it is hoped we will not have to PEX any students.

The Chair noted that not having any PEX's for three years shows the school's dedication and commitment to finding alternative solutions. It was asked if the data on PEX's, prior to the HT joining the school, could be shared with the LGB.

**Action** HT to provide past data on Permanent exclusions to the LGB

**SXH**

**ADP/SEF update**

The HT advised these are live working documents and subject to change.

- Some areas have been put on hold due to Covid
- Staff are currently completing a curriculum survey in preparation for a potential Ofsted visit.
- Reading strategies are being embedded and showing signs of success.
- Behaviour – reducing exclusions is a key priority.
- Restorative practices are also well embedded
- Piloting Growing Great People – this is working well and staff feel more invested in. CM is looking to roll this programme out across the Trust.
- Some aspects will rollover to the new ADP such as TIS and reading
- With regard to the SEF we would rate the school as being Good in all areas with some aspects heading towards Outstanding, especially Pastoral and Inclusivity.
- No external data on the SEF but we have just done a test on Year 6 but the results are not yet available. However, these can be emailed out when received.

**Action** HT to email Year 6 test results to LGB

**SXH**

It was asked what has the communication between schools for the Year 6 pupils consisted of  
HT advised Teacher Assessed Data had been supplied to the ongoing secondary schools. However, this week they have come into school and completed a set of electronic assessments which will help with the streaming. The schools will also share this data with us to use. There has also been a lot of information shared about our SEN pupils. Unfortunately transition days are not going ahead.

It was asked about the incoming Year 3's  
We have been given the Phonics test scores from the infant school and out of those 76 pupils coming to us only a third have passed the Phonics screening test which is not surprising. Nearly 2/3 of the cohort were on the SEN register but this has been slimmed down. Again no transition days will be allowed to take place.

It was asked how are we supporting teachers this year with their CPD and growth  
The HT advised Covid had not impacted hugely on the monitoring and supporting of teachers as we have been continuing with our Growing Great Teachers programme. CM has been supporting the NQT's and middle leaders. Teaching in every classroom is good.  
Governors were pleased that the HT could make that statement and feel confident in the teachers' abilities.

### 3 Statutory Reports

#### 3.1 Safeguarding

ET advised

- Scrutiny of the school's website by Trust Safeguarding Lead, Sally Power, identified some out of date information on the Safeguarding Page. This has now been rectified and refers to the most recent Safeguarding Policy and KCSIE 2020.
- Trauma Informed training was good and looking forward to working towards becoming a TIS.
- Staff are receiving ACE's (Adverse Childhood Experiences) training
- Food hampers continue to happen and will be available again over the summer holidays.
- A group of children have been identified as needing additional support transferring to Secondary school.
- Somerset Safeguarding Audit was completed by the due date in February.
- Safeguarding handovers will be much smoother as the schools on the estate will, from September, be using MyConcern.
- There is a lot of support services coming online which we can add onto our system.

Thanks was given to ET for the depth of information contained within the report.  
 It was noted that within the report there were 5 incidents of sexualised behaviour/language this term. It was asked what support is being put in place for pupils and how are we going to support the Government's initiative on sexualised behaviour ET advised this has been noticed and a lot of thought will be going into the development plan. We will look at the PSHCE programme and help pupils understand what is and is not acceptable. We also have the Child Exploitation Unit coming in to do an awareness day.  
 Governors were pleased to see plans are being put in place to support pupils and would welcome an update on this in September.

**Action** ET to give an update on the plans in place to help support pupils with regard to sexualised behaviour/language.

ET

#### 3.2 SEN Report

DC confirmed that SP, Trust Lead, is already looking at the DfE Review of Sexual Abuse in Schools and Colleges and how it needs to link in with our policies. A detailed scheme of work on Sex and Relationships has already been put in place by CC and a colleague from Stanchester, who is also the Trust Lead for RSE. It will need tweaking to reflect the level of education our Year 5's are currently at.

- Good relationship being forged with RBSC and their SENCO.
- 11 EHCP's with 3 pending now.
- There are now two vulnerable placements
- A new class will be added in September with IB leading on this. There will be 9 children and it will offer a bespoke provision for them. This class will be only available for pupils who meet the stringent criteria and the support of a key professional such as Educational Psychologist or Speech and Language Therapist.

### 3.3 H&S Report – for information

Governors noted the report

## 4 Early Career Teachers

The HT advised the new ECT framework will be a two year process now. CM will be overseeing this but we will also be working alongside a provider who will deliver the training.

## 5 **Date of next Meeting – tbc**

The Chair thanked the HT and staff for all their hard work and wished it to be noted that the school is making considerable improvement whilst always keeping the pupils at the forefront of everything they do.