



**MINUTES
FROM THE MEETING OF THE
HAMP LOCAL GOVERNING BODY
HELD ON WEDNESDAY 29 SEPTEMBER 2021
AT 5.00pm VIA MICROSOFT TEAMS**

Actions from HAMP LGB on 29 September 2021

Item Reference	Action	Person Responsible	Date raised
1.5	FD to forward out KCSiE document to SG. SG to confirm by email to FD Keeping Children Safe in Education (Part 2) has been read and understood.	FD SG	29/09/21
1.5	SR to give overview of key changes to KCSiE at the November meeting.	SR	29/09/21
1.7	ET to outline the points raised and actions taken from the Safeguarding audit at the next meeting.	ET	29/09/21
1.7	SR to forward a brief overview on the audit and any development needs of the LGB to FD	SR	29/09/21
1.7	FD to forward Governor training requirements to SR. SR to supply FD with a note of any future training requirements the LGB may wish to undertake and report on this at the next meeting.	FD SR	29/09/21 29/09/21
1.7	HT to provide update on Year 6 progress at the November meeting.	SXH	29/09/21
1.7	ET to give an update on the plans in place to help support pupils, with regard to, sexualised behaviour/language.	ET	29/09/21
1.9	FD to add Governance review to the agenda for November.	FD	29/09/21
2.0	Results from parental survey to be included in the HT report for November	SXH	29/09/21
2.0	HT to ask CC to look into a staff survey	SXH	29/09/21



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Members

✓	Sam Reilly	(SR)	(Chair)
✓	David Elford	(DE)	
-	Marion Churchill	(MC)	
✓	Suzanne Hannay	(SH)	
✓	Siobhan Gallagher	(SG)	
✓	Erin Taylor	(ET)	(Staff Governor)
✓	Sarah Hitchings	(SXH)	(Head Teacher)
✓	In Attendance		
✓	Fran Davis	(FD)	(Clerk)

✓ those present

1. Procedural Matters

The Chair welcomed SG, new Governor, to the meeting. SG gave a brief outline of her experience and current role at B&T College.

1.1 Apologies for absence

Apologies were received from Marion Churchill.

1.2 Declarations of Interest

All forms have been received

Governor Code of Conduct was agreed by all governors.

1.3 Election of Vice Chair

DE was appointed. SR proposed and ET seconded the appointment.

Signed.....

- 1.4 Appointment of Officers
 - 1.4.1 SEND – SG agreed to undertake this and the Safeguarding role. SR proposed and ET seconded the appointments.
 - 1.4.2 Safeguarding – see above
 - 1.4.3 H&S – SH agreed to undertake this role. SR proposed and ET seconded the appointment.

- 1.5 Keeping Children Safe in Education (Part 2)

All Governors have confirmed they have read and understood the KCSiE document.

Action – FD to forward out KCSiE document to SG. **FD**

Action - SG to confirm by email to FD Keeping Children Safe in Education (Part 2) has been read and understood. **SG**

Action – SR to give overview of key changes to KCSiE at the November meeting. **SR**

- 1.6 Minutes from the last meeting on 16 June 2021

Minutes were agreed as accurate

- 1.7 Matters arising not contained elsewhere in this agenda

Actions Outstanding:

SR to forward letter to HT and FD before sending out to parents – **Completed**. Letter had been forwarded out to parents today.

SR to forward a brief overview on the audit and any development needs of the LGB to FD before the Summer break – **Outstanding** **SR**

ET to contact the LGB and confirm the training register and child protection safeguarding audit has been updated - **Completed**. ET advised the audit has raised some points that need addressing which have been undertaken. It was asked for ET to outline the points raised and actions taken, from the Safeguarding audit, at the next meeting. **ET**

Action ET to outline the points raised and actions taken from the Safeguarding audit at the next meeting.

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. **Outstanding** – A meeting was not able to be arranged before the end of the summer term, however SR summarised Governors points into the Governance Self Review. The document has been placed on Trust Governor. The training needs of the LGB are outstanding. SR will review this and advise at the next meeting.

Action - FD to forward Governor training requirements document to SR. **FD**

Action - SR to supply FD with a note of any future training requirements the LGB may wish to undertake and report on this at the next meeting. **SR**

FD to forward website checklist to SH – **Completed**

HT to provide past data on Permanent exclusions to the LGB - **Completed**

HT to email Year 6 test results to LGB – **Completed** HT advised PiXL could not supply a comparative set of data as some schools did not administer the assessments under test conditions. However, our Combined would have been around 60%, more than a 10% increase. Biggest challenge would have been getting evidence for writing as we were always interrupted by Covid outbreaks. Current year 6 are undertaking assessments and HT will be able to give update on progress at the November meeting. **Action** HT to provide update on Year 6 progress at the November meeting. **SXH**

ET to give an update on the plans in place to help support pupils with regard to sexualised behaviour/language. **Ongoing** This update will be moved to the November meeting. **ET**

1.8 Update on Website Review

SH felt overall the website was excellent however a couple of points were raised for improving the site:

- About us – there are two items giving information, this could be confusing.
- ‘Notice Board’ is not up to date
- Some items down the left hand side of the page are duplicated across the top tabs – again this can be confusing

SH thought the curriculum maps were terrific.

HT advised the website company dictate the format for the site however we will have a conversation about removing the Notice board and duplicate entries.

1.9 Governance Review

The Chair felt this was a useful document and that the LGB perform extremely well against the questions, in particular, engagement with the community, leadership of the school and the whole school team approach to delivering better outcomes for the pupils. There are some elements that could be developed more fully i.e. increasing the size of LGB, review of the Chair’s performance and sharing of best practice.

It was agreed the Governance review would be a procedural matter on the agenda at the next LGB meeting in November.

Action – FD to add Governance review to the agenda for November. **FD**

2 CEO Reporting Requirements

2.1 The Head teacher gave highlights from the report:

Staffing

- Out of the 2 LSA positions, one person decided not to take it up however we have offered this to a candidate who originally applied for an apprenticeship LSA role.
- LM officially joins us in January but will be here one day a week from November.
- MDS advert will be out shortly, and we have two going onto Maternity leave soon.

Numbers on roll

- We have some gaps in year 3 and 6 but nearly full in years 4 and 5.

Attendance

- HT outlined how attendance is recorded, as advised by the DfE. However, some parents have raised concerns over vulnerable and non vulnerable pupils' attendance being recorded differently.
- 29 confirmed cases of Covid. More than 10 in year 6. Public Health is now involved, however they are swamped with the number of cases occurring in schools.
- A couple of pupils are being referred to the Team Around School.
- Covid did impact on figures around Christmas last year.

Exclusions

- No permanent exclusions for the third year running.
- One pupil who was at the Apex provision, the offer is under review as he did not react well to it and is now on a part time timetable which will be under regular review
- One pupil who left us, the parents are now looking to come back to us. However, we do not feel we can meet his needs.
- One pupil in year 3 has had an FTE – violence towards staff.
- One pupil in year 5 has had two FTE's.
- Both pupils have an EHCP in the pipeline however we are putting the maximum effort into all these pupils as we do not want to go down the permanent exclusion route.

New caters – it has not been a particularly smooth start. We have sent out a parental survey and will feedback results at the next meeting.

Action Results from parental survey to be included in the HT report for November.

HT

A Governor noted that it was excellent the school were going to such lengths to avoid excluding pupils from school.

It was noted that the HT has also stepped in to offer support to the team whilst DC is away.

The Chair felt this was a huge cultural shift change in the way pupils are being supported to remain in school and not to be permanently excluded.

It was asked for clarity on where the pupils are within the process for an EHCP

SXH advised these applications have been agreed to be assessed and the appendix B has been done. Some are at consultation stage. Whilst DC is away AB and EW, from the Trust, have been supporting us.

It was asked if any Ed Psych (EP) hours have been allocated to the school.

Yes, we have some EP hours allocated but the Trust has an EP as well.

It was asked if the year 3 numbers were the result of a demographic impact

SXH confirmed it was. Numbers are dipping across Bridgwater but it will go up in a couple of years.

It was noted year 6 attendance was lower than the other years
SXH advised this was due to Covid outbreaks and one pupil who was a persistent absentee.

It was asked if the attendance data from the last four years could be consolidated with just a more detailed analysis for in year.

It was asked how the students are settling in.

They are happy to be back and have a positive attitude to learning. Year 3 are very young which shows how much school they have missed due to Covid.

We do have some concerns with year 3 reading. Of those who undertook it only one third passed their year 2 phonics check which has a knock-on effect with their ability to write.

Resilience is another area we are focusing on especially with year 6. Staff are using assessments to identify gaps and support needed.

A Governor asked if it was possible to come in to help with reading.

Unfortunately, we are not having any non-essential visitors to the site at the moment.

It was asked where the staff team are with identifying areas of need in reading

Staff have carried out individual phonics screening with each pupil to identify where they are. The initial conversations, with the infant school, indicated two thirds of pupils were on the SEN register however after assessing them we now have 28 on the register. The other pupils from that group are being monitored.

Governors were pleased to hear pupils were settling well and being supported.

It was suggested a staff survey might be useful to gauge how they are.

Action HT to ask CC to look into a staff survey.

SXH

The Chair asked for it to be noted that DC has done an amazing job and wish to pass on the LGB's very best wishes for a speedy recovery. We look forward to having her back in school when able.

The Chair advised that the LGB are fully supportive of the HT and school if they need to take additional steps with the increased Covid risk.

3 Date of next Meeting – 10 November 2021