



**MINUTES
FROM THE MEETING OF THE
HAMP LOCAL GOVERNING BODY
HELD ON WEDNESDAY 10 NOVEMBER 2021
AT 5.00pm VIA MICROSOFT TEAMS**

Actions from HAMP LGB on 10 November 2021

Item Reference	Action	Person Responsible	Date raised
1.6	FD to pass on training requirements to GJ	FD	10/11/21
1.6	FD to put training and skill set of new Governors on next agenda.	FD	10/11/21
3.1	ET to forward out Safeguarding Audit to Governors	ET	10/11/21
4.0	FD to ascertain from SR on what basis the H&S files had been shared and reassurance sought that the reasons for non involvement have been taken into account and would be again if another audit was carried out before visitors were allowed onto the school site.	FD	10/11/21



**MINUTES
FROM THE MEETING OF THE
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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

1.1 Apologies for absence

Apologies were received from Siobhan Gallagher who was unable to attend due to illness.

It was noted Marion Churchill was standing down from post of Governor and this would be the last meeting attended. The Chair wished thanks to be recorded for Marion's time and commitment to the LGB.

1.2 Declarations of Interest

None

Governor Code of Conduct was agreed by all governors.

1.3 Minutes from the last meeting on 29 September 2021

Minutes were approved as accurate

1.4 Matters arising not contained elsewhere on this agenda
Actions Outstanding:

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

Signed.....

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

SR to give overview of key changes to KCSiE at the November meeting - **Completed**

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

SR to forward a brief overview on the audit and any development needs of the LGB to FD - **Completed**

FD to forward Governor training requirements to SR - **Completed**.

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 - **Completed**.

HT to provide update on Year 6 progress at the November meeting - **Completed**.

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

FD to add Governance review to the agenda for November - **Completed**.

Results from parental survey to be included in the HT report for November – **Completed**

HT to ask CC to look into a staff survey - **Completed**

1.5 Overview of Key changes to KCSiE

SR gave an overview of the key changes to KCSiE (part 2)

- Key focus on sexual harassment and sexual language used in school. Pupils need to understand how they feel about this, the impact of it being used on them or by them and what to do.
- Terminology Updates – Clearer guidance has been provided on Sexting and the sharing of sexual images. Up skirting is now a criminal offence.
- Update on language and child exploitation and how that links to criminal child exploitation.
- Governors should ensure there are suitable systems and means by which children can say what is happening to them and know that they will be heard.

SR felt it is important for Governors to understand the challenges young people are facing in our schools.

1.6 Feedback on Governance Self Review + Training Requirements

- Work on Ofsted preparation was really valuable and well received but would like to bring TG back in to update us on where we are now.
- Lacking some knowledge on the LGB for HR skills therefore training on this and subjects like staff mental well being would be effective.
- We are also seeking new governors to join the LGB and it would be useful to understand their strengths and weakness and what training they may require as well.

Action FD to pass on training requirements to GJ.

Action FD to put training and skill set of new Governors on next agenda.

FD

FD

1.7 Governor Code of Conduct

All Governors agreed to abide by the Code of Conduct.

2 CEO Reporting Requirements

2.1 The Head teacher gave highlights from the report:

- Staffing
 - The Trust are continuing to provide SEN support whilst DC is away. We also have temporary office cover and agency staff covering a teacher who is also away.
- We had a traumatic event prior to the half term holidays with the sudden and unexpected death of a pupil. A memorial is being created from money raised for our pupil. The school is being supported by the Psychology service and the Trust.
- The school remains at Amber in terms of COVID-19 which includes the implementation of enhanced infection control measures.
- ADP key focus are
 - Reading provision and catch-up
 - Behaviour – including trauma informed schools training
 - Personal development – with a focus on the OFSTED report about Sexual Harassment both in schools and online
 - Development of leadership skills for all with a particular focus on high expectations for all.

The Chair reiterated his support of the ADP and felt it was very reassuring to see actions being delegated to Senior and Middle leaders in the school. This shows us that capacity for growth has improved.

The Chair also wished it to be noted that the HT has done an incredible job keeping staff and pupils motivated and engaged

during difficult times. If the LGB can support you and your team in any way to continue with this work you must let us know. The Governors were very pleased to hear a memorial, which would remain as a permanent part of the school, was being arranged.

- Attendance
 - There are 3 pupils who are currently on part-time timetables. These are under regular review with the aim to increase to full time.
 - Monitoring persistent absence
 - 94.7% is not far off the expected national average of 95%. Other schools are experiencing rates less than 90%.
- Exclusions
 - Terminology has changed. The term suspension is now used instead of Fixed Term exclusion.
 - 3 pupils suspended. All are currently going through the EHCP process and are PP children. Significant support is in place.
- Assessment Data
 - Pupils are completing several assessments to ascertain gaps in learning, areas of strength and where urgent intervention is required.
 - Big gap in pupil's reading age and chronological age.
 - Resilience is going to be a key factor in assessment results.

It was noted the format of the attendance data is much clearer for making comparisons. It is also pleasing to note there is little gap in attendance between pupils with disadvantages and non disadvantaged pupils.

It was asked if the PiXL data reflects the national picture pre covid or is based on results now.
It is based on results now. The average percentage score was based on all the schools undertaking assessment through PiXL. We do tend to come out lower than the PiXL national average but it was what we were expecting. We will endeavour to ensure pupils make the most amount of progress they can.

It was asked if the HT could provide reassurance to the LGB what interventions were in place and how they are working. The HT advised that PiXL creates interventions with resources attached and a personalised learning checklist. Interventions are then delivered in small groups. We are putting as much in place as possible without narrowing the curriculum.

2.2 Update on year 6 progress

Covered in Head Teacher report

2.3 Update from parental survey

This was carried out following complaints from parents they were not happy with the new caterers. We received 69 responses, which was high, considering we normally only receive around 30. Parents are not happy with the quality of food available. However, having met with the Manager and shared the concerns and comments, he has written to parents and the menu has been changed. We will be carrying out another survey prior to Christmas.

Staff Well being Survey

This survey was carried out following the Chair's suggestion at the last meeting.

- 24 responses received mostly from teaching staff.
- Most satisfying part from the survey was all staff feeling proud to work at Hamp.
- There are areas to improve upon as Covid and staff absence has created a huge amount of work for staff.
- Need to revisit this on a regular basis

Governors were pleased with the comments and findings from the staff survey.

2.4 ADP

Governors noted the contents of the document

2.5 SEF

- We are due an Ofsted visit but they are currently up to six terms behind with inspections.
- Context of school has been updated as Hamp estate is now within the 10% most deprived areas in the country.
- 53% of pupils are eligible for pupil premium funding.
- Changes made to the framework have been updated.
- Data is out of date but Ofsted do not now look at in school data.
- We are more into a Good rating now and in pastoral care this is judged to be close to Outstanding

Governors were pleased that the school is now graded at Good rather than Requires Improvement, which is a significant change.

The school self-evaluation and action development plan is suggesting that Personal Development and Behaviour and attitudes have changed significantly since the last inspection. This has been underpinned by supportive and proactive leadership creating an environment where both students and staff thrive. All of this is supporting the development of the quality of education where students learn and respond well

3 Statutory Reports

3.1 Safeguarding

ET acknowledged that it has been a tough time for everyone.

- Outcome from Trust Audit did not show up anything unexpected. Our children’s safety and well being has always been maintained and now with the additional admin support we will be able to ensure all other areas are brought up to date.

Action ET to forward out Safeguarding Audit to Governors

ET

- Safeguarding training has been challenging during Covid. Staff have attended the annual Safeguarding Update and Basic Awareness Safeguarding Training in September 2021. Part 2 of the Training focussed solely tackling sexism and sexual harassment in school.
- SP will routinely use the Lesson’s Learned function on My Concern to review the actions on concerns relating to sexualised behaviours and language. This will help us to continue to improve on practice and will provide evidence of our commitment to responding to this issue.
- ET would be happy to offer a training session for Governors if required.

It was noted this was an important topic and Governors were pleased to see the Safeguarding Lead taking a proactive approach in challenging normalised sexual behaviour and putting interventions and strategies into place. These measures have been shared with the governors.

ET was thanked for a brilliant and detailed report.

3.2 SEN

The HT wished to acknowledge AB and the Trust have been incredibly supportive and created the report for this meeting.

The HT explained some of the acronyms used in the report.

- The number of SEN Support students at Hamp is double the national figure. We have 87 children out of a total of 327 on the SEN register which equates to 24% of the school.
- Started using a new software called EduKey which allows us to put everything, like interventions, into one place. Staff training has been completed on this.

The Chair noted this was a very strong report and very important the SEN Governor is involved in this. It was asked if SG could come into school or do the Covid measures restrict this

Visitors are being discouraged but some do need to come in. Once SG is back to work we can arrange for a meeting to be held between the trust team and SG.

AOB

The H&S Governor raised the point that the H&S audit was very negative and unfairly portrayed governor involvement. As the school has declined visitors for some time due to Covid and Public Health England guidelines, the Governor has not been able to visit and be involved.

The H&S Governor also raised they would like guidance on what basis the H&S files for Hamp have been shared, was this just for information or is there anything to be done.

The Chair commented that as the majority of H&S had been given over to the Trust board whether it was appropriate for this to have been shared with the H&S Governor.

Action FD to ascertain from SR on what basis the H&S files had been shared and reassurance sought that the reasons for non involvement have been taken into account and would be again in another audit was carried out before visitors were allowed onto the school site.

FD

3 Date of next Meeting – 16 March 2022

It was agreed that if the meeting is held face to face MC would be invited in order for the LGB to thank Marion personally for her work on the board.