



**MINUTES  
FROM THE MEETING OF THE  
HAMP LOCAL GOVERNING BODY  
HELD ON WEDNESDAY 16 MARCH 2022  
AT 5.00pm VIA MICROSOFT TEAMS**

**Actions from HAMP LGB on 16 March 2022**

<b>Item Reference</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date raised</b>
<b>1.3</b>	FD to amend the minutes with the suggested wording to be forwarded by SR	FD	08/03/2022
<b>1.5</b>	SR to liaise with RC and MW and see where they would fit best in supporting the school.	SR	08/03/2022
<b>1.5</b>	FD to look into MW not being able to sign into Trust Governor with trust email address.	FD	08/03/2022
<b>2.1</b>	HT to forward out to LGB the most recent results from the PiXL assessments as well as a short action Plan showing what is being focussed on for English and Maths.	HT	08/03/2022
<b>2.3</b>	HT to set up a meeting for RC and the school's English Lead.	HT	08/03/2022
<b>2.3</b>	HT to arrange with Governors and BTC visits to support pupils reading.	HT	08/03/2022
<b>3.1</b>	FD to invite SP, Trust Lead, to give a brief update on County Lines.	FD	08/03/2022
<b>3.1</b>	HT to arrange for ET or LM to provide a written safeguarding report and for it to be circulated to Governors.	HT	08/03/2022
<b>3.3</b>	HT to contact SR, Ops Lead, and request further breakdown of 'other' incidents.	HT	08/03/2022



**MINUTES  
FROM THE MEETING OF THE  
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Members

- |   |                   |       |                    |
|---|-------------------|-------|--------------------|
| ✓ | Sam Reilly        | (SR)  | (Chair)            |
| ✓ | David Elford      | (DE)  |                    |
| ✓ | Ruth Cummings     | (RC)  |                    |
| ✓ | Mary Weatherburn  | (MC)  |                    |
| ✓ | Suzanne Hannay    | (SH)  |                    |
| ✓ | Siobhan Gallagher | (SG)  |                    |
| - | Erin Taylor       | (ET)  | (Staff Governor)   |
| ✓ | Sarah Hitchings   | (SXH) | (Head Teacher)     |
|   |                   |       |                    |
| ✓ | In Attendance     |       |                    |
| ✓ | Fran Davis        | (FD)  | (Clerk)            |
| ✓ | Barry Weatherley  | (BW)  |                    |
| ✓ | Jana Zacheva      | (JZ)  | (External Auditor) |
| ✓ | those present     |       |                    |

**1. Procedural Matters**

1.1 Apologies for absence

The Chair welcomed new Governors RC and MW. BW was attending as an observer with a view to joining the LGB as a parent governor. Governors and staff introduced themselves and gave a brief overview of their job role and experience.

As the meeting was being observed by The Governance Forum as part of an external review of governance. JZ introduced herself and explained her role.

The Chair explained the context of where the school currently is and the role of the LG is to help guide and support the school and HT.

ET was unable to attend due to illness. Apologies were accepted.

1.2 Declarations of Interest

None

1.3 Minutes from the last meeting on 10 November 2021

Signed.....

The Chair asked for an amendment to be to the Minutes on page 6 concerning where the school currently sits.

**Action** FD to amend the minutes with the suggested wording to be forwarded by SR

FD

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

- FD to pass on training requirements to GJ - **Completed**
- FD to put training and skill set of new Governors on next agenda – **Completed**
- ET to forward out Safeguarding Audit to Governors - **Completed**
- 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 - **Completed.**

SH shared concerns about rumours circulating on the estate that pupils are involved in drugs. It was agreed this would be discussed under the safeguarding item.

It was noted the safeguarding report would be delivered by the HT as ET, Safeguarding Officer and Deputy Designated Safeguarding Lead, is away ill.

1.5 Training and skill set of new Governors

The Chair asked the new Governors to give an overview of their skill set and what training they feel they may need.

**Action** SR to liaise with RC and MW and see where they would fit best in supporting the school.

SR

**Action** – FD to look into MW not being able to sign into Trust Governor with trust email address.

FD

## 2 CEO Reporting Requirements

2.1 The Head teacher gave highlights from the report:

- Staffing update – In spite of significant staff absence all year groups have remained open. Supply agencies have been struggling to provide staff
- Attendance is improving but the DfE changed the way that Covid absence is recorded which has impacted on us.
- Currently there are 5 pupils on a part-time timetable.
- Exclusions are higher than would like.
- Significant support has been put in place for those pupils who have had multiple exclusions. The Trust is using additional bought in Educational Psychologist time to re-assess two pupils who are at risk of permanent exclusion.

- Year 6 Data - PiXL assessments have been completed and they show an improvement but still not where we would like.
- At present the predicted combined Reading, writing and maths is around 50%

The HT outlined the interventions being undertaken to close the gaps. Students also have the opportunity to attend an Easter Residential at Brymore where there will be SAT preparations and activities on offer.

It was asked what the reasons were for more boys being excluded  
The HT gave some background on each of the year 5 boys who have received exclusions.

It was noted that the SEN register shows a higher number of boys to girls. Is there sufficient support from the LA and the opportunity to buy in services.

Yes we have brought in services from the Bridge School and a Reach referral has been made to support a yr 6 student. However services are stretched as the need across the county is huge.

It was asked if staff absence is mainly Covid related  
The absences are a mixture of normal illnesses and Covid.

A Governor congratulated the school on being able to manage the long term absences and managing to recruit support. It was asked if quality of teaching had been maintained for year 6. Year 6 staff have been in school most of the time or we have been able to cover any gaps with experienced LSA's. It has been important for us to keep continuity.

It was asked if the school has a record of what absence figures would be not including Covid  
Prior to January we did have that information but now the DfE have changed the attendance codes we do not have that as the I Code is just classed as illness.

It was noted that persistent absence had increased by 6% to 90%  
Some of this is covid related but the HT outlined the impact of pre January absence reducing sessions in school which made it easier to fall below the 90%.

It was asked what the specific strategy is to get those 83 students back on track and is the Get Ahead sessions of benefit  
The Get Ahead offer was outlined by the HT. In addition there are interventions being offered after school for students. When assessment is carried out it also identifies gaps.

What is the take up of those sessions  
We were pleased with the take up of those sessions and most of yr 6 are staying for them. We are trying a mixture of things.

It was asked, as PP in school stands at 53% and the vast majority of our pupils not making ARE are SEN pupils, is there an individualised approach to support them.

Yes we have individualised approaches for our more complex learners however the level of deprivation in the community does have a knock on effect on them being able to learn.

Has there been an increase in behaviour issues with staff absences and changes and how are pupils being prepared for those changes.

Some of our pupils have found it difficult but we have endeavoured to have a familiar adult in class and we also try to get consistency with regular supply teaching staff.

It was asked how many pupils are on a part time table and what does the provision look like for them

There are 5 pupils and it is different for each one. Examples were shared about the provision being offered.

It was asked for the LGB's good wishes to be passed onto LM and they look forward to seeing him back in school soon.

**Action** – HT to forward out to LGB the most recent results from the PiXL assessments as well as a short action Plan showing the focus on for English and Maths.

**HT**

2.2 Update on year 6 progress

Covered in Head Teacher report

2.3 Update on ADP

The HT explained the colour coding on the document. Green shows what had been achieved at the end of December 21 and blue shows where we are now as at Feb 22. The ADP is reviewed regularly as it is a live working document.

We have invested heavily in books and especially for our more reluctant readers which is proving successful.

A Governor felt it would be useful to see the books being used in year 5 and 6 to benefit transition onto year 7

The HT felt it would be useful for RC and the school's English Lead to meet and collaborate.

It was asked when Governors could come back into school to help with reading

Yes hopefully we will be able to have visitors back in soon.

It was suggested BTC would have students who need to complete industry placements who could come into school and support those pupils with reading.

The Chair was pleased to see the development and capacity building in the SLT which is now resulting in the HT not having to be responsible for all the actions which was not going to be sustainable.

It was asked if there are any areas of concern on the ADP Although we are making progress with reading there is a significant gap between pupils chronological age and their reading age. We will be monitoring this and have been advised we can get additional resources from the Trust if required.

It was asked how many days the Trust are supporting the school and how is this contributing to your actions. The HT advised AB and EW have been brilliant. At least one of them is in school one day a week but reachable by phone/email if required. However, we will have access to a new Trust Senco who will be with us for 3 days a week from Easter.

**Action** HT to set up a meeting for RC and the school’s English Lead.

**Action** HT to arrange with Governors and BTC visits to support pupils reading.

HT  
HT

### 3 Statutory Reports

#### 3.1 Safeguarding

The HT advised there would normally be a written report by the Safeguarding Officer and Deputy Designated Safeguarding Lead at the school but is away ill and LM is on paternity leave.

- LM has completed DSL training. He has spent a significant time with SP, Trust Lead, learning the systems.
- Additional safeguarding training has been given to staff on Sexism in schools and an update on KCSiE
- LM has met with SG with regard to the safeguarding audit
- Safeguarding needs are still being covered even with staff away from school by either HT or CC.
- 1 referral to social care. 3 new EHA’s and 2 peer on peer concerns recorded since Jan 22.
- One significant concern is County Lines on the estate. TAS meet on a regular basis and are aware of the increased activity.
- We are being very vigilant and keeping an extra close eye on our most vulnerable pupils. If there have been concerns, we have been in touch with parents and the police.

The Chair felt reassured that the school has robust procedures in place and are working in partnership with external agencies, parents and the community.

It was asked how the school is educating and supporting pupils on this subject

The HT outlined the various initiatives, such as visitors coming into school, being part of our restorative justice practice and utilising lessons like PSHE.

It was asked if parents are being involved in any way  
 Yes there are various parental groups on the estate. There have been leafleting, posters and help on the terminology being used. We are also being as proactive as we can be.

Governors were reassured to hear the school are doing so much to support pupils and families.

The Chair asked the Safeguarding Officer and Deputy Designated Safeguarding Lead Governor for thoughts on what is being delivered

SG confirmed there is definitely a lot of work going on especially through the pastoral programme. Have spoken to LM about parents financial position and the potential risk this places on the whole family.

SG felt very reassured there is a lot of work going on.

It was asked what the methodology is between the three schools and is there a process in place to link potential family members at risk.

Yes this is where TAS becomes effective. Also Hamp infants and ourselves both have MyConcern.

FD

**Action** – FD to invite SP, Trust Lead, to give a brief update on County Lines.

**Action** – HT to arrange for ET or LM to provide a written safeguarding report and for it to be circulated to Governors.

HT

### 3.2 SEN

AB has provided the report as DC is away ill from school.

- SEND Edukey Provision Mapping tool has been launched with staff.
- The number of students with an EHCP is now above the national average
- A high proportion (61%) of the SEND register are boys

It was asked what is the number of places you are allocated for the notional budget

We get a notional £6K no matter how many pupils are on the SEN register. There is a lack of additional funding and we do not have many pupils who are on higher than a band 3 or 4.

Governors wished their thanks to be passed onto AB and EW for their support.

### 3.3 H&S

- Various site inspections have been carried out

- External consultant has been in to undertake a H&S report. All actions have been carried out.
- Accident statistics show high numbers but pupils can be accident prone.
- Staff injuries can result from pupils having a tricky day. An exclusion is given if a member of staff is physically assaulted by a pupil.
- EECLive have changed the recording of incidents and now only major incidents are put onto EECLive
- No fire drill statistics shown on report but on the last one everyone was out of the building and accounted for in under 5 minutes.

The H&S Governor was pleased to be involved in the site visits and meetings. It is a big improvement on how things were a year ago. Also pleased to see if a complaint is made it is actioned.

It was noted there is a huge number of incidents listed under the 'other' category. It was felt useful to know what this relates to.

The HT advised this is due to new reporting systems but will ask SR, Operations Lead, to look into this and report back at the next meeting.

The Chair and Governors were fully supportive of an exclusion being given to pupils who physically injured staff.

It was asked if staff have access to positive handling training We have not had any recently but some are coming up. However staff have had training on de-escalation techniques and consistency of approach.

**Action** – HT to contact SR, Ops Lead, and request further breakdown category of 'other' incidents.

HT

**3 Date of next Meeting – 8 June 2022 @ Hamp Academy**

The Chair thanked everyone for their participation and confirmed he would be in touch with MC, RC and BW.