



Minutes of Full Governing Body Meeting Thursday 16th May at 6pm At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair), Jo Burgess (joined during meeting virtually) Caroline Crowe (Lead of Strategy), Dominic McGrath, Marishelle Butler (virtual), Guy Ladenburg (virtual), Matt Darby, Kelly Hanlon (virtual), Susan Coulston (Finance), Marina Slaney (Clerk).

Apologies: Mark Watkiss

2. Declaration of interests in agenda items (All)

Action: MS to send pecuniary interest form to all Governors to update their information.

3. Approval of minutes from last meeting (JM)

Approved. JM signed.

4. Actions update and matters arising (JM)

| Item | Action | Who | Completed |
|------|--|-------|--|
| 9 | AC to send details re. staffing club to MW so can forward to cricket club. | AC | To do |
| 10 | To look at section of safeguarding audit and actions and then review it at each meeting. | AC/MB | On-going |
| 12 | AC to put message out to staff re. Staff Governor vacancy | AC | To do |
| 13 | All happy to approve INSET days. AC to send dates to parents/carers. | AC/MS | Completed sent in newsletter |
| 14 | MS to send suggested dates for last meeting of academic year - either Wed 10th July or Thurs 18th July - to Governors by email and will go with majority | MS | Completed 18 th July decided. |

MB will be coming to School to do Single Central Register (SCR) w/c 20th May.

Safeguarding concerns – Any issues are noted in visit reports which are included in meeting notes. MB went on a training day on 11th March, will follow up with full report.

It was added that succession planning is important and was suggested that it would be a good idea for everyone to have an understudy. Reminder that during monitoring visits Governors to ask staff and children a safeguarding question.

When there are safeguarding issues, MB has checked and been right through the procedures that are taken and stated that AC and Katy Angio are doing everything right by the book.

Change of order

11. Health and Safety (MB)

MB completed a health and safety visit with Andy Goodall with follow up discussion had with AC on Monday 13th May.

Q - Is there an update on the tarmac situation in the carpark? A - Have worked out ownership. If repairs, it is us, yes, repairs are funded from the School's budget. The SLA tends to cover major expenditure e.g. if full resurfacing was required. Jo Cowmeadow is better placed to provide detail on where one stops and the other starts but I imagine any works required here will fall to the School budget.



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Question was asked if school is aware of hall capacity as is something staff should be aware of i.e. for assemblies and when parents come in. Action: Andy Goodall, Site Manager to investigate capacity of school hall.

MB has emailed Andy re. possibility of having health and safety visits with perhaps a pupil or another member of staff too.

A check has been completed by Fire service so this is up-to-date.

AC added that any actions from audit are updated on SIP and shared with MB.

MB left at 6.25pm

5. Finance

Budget review 5 – JM met with AC and SC to go through the budget in detail. It was stated that generally school has a surplus of funds. However, there is a deficit predicted for year 3. EFS added that there is nothing urgent at this stage.

Q - What was surplus attributed to? A - Historically a large chunk was used when went from infant to primary school, however savings were made when class structure was reduced. Governors voted to increase PAN which helped, up to 20 now in Years 3 and 17 in Year 1 and 2.

Answers and questions from Jana in visitor report. Finance link governor has scrutinised it and shared it.

Questions sent in advance:-

Q - Why is 7212 (residential trip charges) dropping so significantly for year 24/25 and 5415 (residential activities) increasing slightly? Can you let us know the plans for trips / activities for the coming year to explain these changes? A - We have two residential trips planned. Sustainability Centre 2024, two days/one night. Approx £3,000 and Runways End 2025, 5 days/4 nights. Approx £10,000.

Expenditure and income for these trips cross over into different financial years.

EXPENDITURE - GL 5415

Sustainability Centre 2024

Deposit of £650 already paid in 2022

We will pay the balance of approx. £200 in July 2024

Runways End 2025

Deposit of approx. £2500 will be paid in September 2024

Balance of approx. £7500 will be paid July 2025

INCOME - GL7212

Sustainability Centre 2024

Balance income from parents of approx. £2075 due by July 2024

Runways End 2025 - costing approx. £10,000

Deposit income from parents due July 2024

Balance income from parents due by 31st March 2024

Note - we have allocated £8250 parental income, the balance of £1750 will come from pupil premium and sports premium.

It was asked if overall there is no net cost to school? In theory yes but there is the odd parent who does need subsidising, help is offered from some people in the village.

Q - Why if they need support are they not PP? A - Might not be at level of PP but are still struggling. If finance is reason, we do ask parents to contact school office. Parents/carers can pay a contribution only. Have a parent in school who kindly offers to pay by making a double payment.

Q - Line 7694 there's a big drop in PP presumably to account for certain children leaving that year. Around the same amount as the deficit for the third year, so if more PP children arrive, might that make the numbers look better for 26/27 A - Yes this takes in to account those leaving but not coming in.



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Q - 7212 can we expect to recoup some of this money for residential trips in 26/27 and will that make a difference to the projected deficit. A - Answered above.

Q - 4878 is this line HCC supported school budget? If so, are we being conservative and allowing for more costs in 26/27 that we might not incur if we are no longer supported? A - We have extra HIAS support budgeted in for the next 3 years. It is possible we have been conservative and may be able to take this out for FY 25/26 26/27.

Q - Why is 7212 (residential trip charges) dropping so significantly for Years 24/25 and 5415 (residential activities) increasing slightly? Can you let us know the plans for trips/activities for the coming year to explain these changes? A – Trips to Sustainability Centre and Runways End are alternated i.e. there is a trip to Sustainability Centre this July then Runways End will be next summer. For Runways End some payment is made with Pupil Premium funds. Overall, no net cost to the school. There are occasionally parents who needs subsidising but help is given by some kind residents in the village.

Vote made and all happy to approve budget.

Capital budget – it was asked for this to be explained. Capital budget is used for permanent building stuff and on IT equipment. School is not able to save and save. Will be using for Kingfisher toilets and tarmac driveway. It was confirmed that school do own the section of driveway that needs repair. If it requires a full repair, then it would come out of SLA. AC meeting with Jo Cowmeadow next week to clarify. Insurance cover needs to be checked. It was agreed that it has been patched time and time again and AC talking to Andy Goodall about suggestion of putting compressed gravel rather than tarmac. It is hoped will be covered by SLA if do whole thing, if not may need to choose between both. There is currently 33k in capital budget, waiting for quote for toilets.

SC left at 6.45pm

6. Headteacher's Report (Written) – Currently 105 on roll. AC did two tours yesterday so numbers may increase by 4. It could be that we have 110 next year. Budget currently based on 107. Currently have 15 allocated Year R spaces – one withdrew due to going to private sector and one more may withdraw due to a house move. However, two more recent allocations who are in process of accepting place. AC added that not sure what process will be if have more interest, will look at this if it happens.

Attendance – Spring Census. Quarter of the school below 90% and are below national average. It is said that a lot of schools are very low.

Q - What are your plans to include attendance rates in newsletters in a positive way and are those parents with pupils who have poor attendance likely to read the newsletter? What other new strategies could be considered? A – Following points made:-

- School have done all they can but not sure attendance will improve.
- Acknowledge the class that has the highest percentage from the previous two weeks.
- AC is unable to comment on which parents read the newsletter or not.
- Suggestion made to make all parents/carers aware of their attendance rates on a more regular basis and express importance of good attendance for rating/grading of school.
- Re. attendance data suggestion made that it might be worth taking children out (who are below 90%) from figures and see what figure then stands at.

Q - Do national averages make allowance for size of the school? A - I don't think so because our number of children, it is still an average. Agreed to run those figures as above.



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Re. those below 90% - have had children join continuously during year. Their attendance does not come from previous school, which could possibly affect figures.

Q - Is it historical or post Covid? A - It has been up and down. Parent forum on attendance has taken place before Covid. Low attendance used to be mainly due to holidays however now it is mainly due to children being poorly.

Q - In terms of attendance, are we still being impacted by children returning to Ukraine for those under 90%? No, this is only 1 (and attendance is 89%). More of an impact on 3 School Transport and 1 School Refuser, 1 Medical/Mental Health – we have 5 pupils who are below 70%.

Q - What's meant by 'non-negotiables' on the HT report? A - These are the objectives class teachers/English and Maths subject leaders have deemed to be key building blocks and are part of the previous year's curriculum. These things must be picked up by any adult working in the classroom.

Q - How is recruitment going for the new positions? A – Unfortunately had no interest, SILSA on applicant (expected).

Q - Are learning journeys clearly displayed in the classroom to show children the 'bigger picture' in their learning? A - Learning Journeys in Maths and English are and in some of foundation subjects (space dependent).

Q - When is the next parent / staff survey due to go out? And how can we improve engagement? A - Summer 2 to feed into the SIP for 24/25.

Q - Is it true to say that the priorities going forward (if OFSTED were to ask governors) are:

- effective use of modelling and assessment in classrooms
- consistency of teaching across the school, ensuring all teachers are following agreed practices, with the teaching of maths a particular focus.
- children being able to recognise the 'bigger picture' learning journey - ie where current learning fits with previous learning.
- securing improvements in KS2 results compared to 2023
- attendance, currently below national average.

A - Yes.

Change of Order

10. Update on wrap around care

An advert was placed for wrap around care role however School have received no interest, therefore will have to use a company. AC spoke to a company this week that do a mix of sports and wrap around care, therefore can do both or one. There is option where teachers still do clubs so can keep range of clubs on non-sporting side and is built into teachers' hours. Suggestion made to approach teacher training colleges or colleges that run childcare colleges.

Q - In terms of commercial providers, could there be rental income from space used? AC said spoke to companies about it, small schools don't tend to charge, however be happy to have a discussion.

Action: AC to look into companies for after-school care – to be added on June Agenda.

AC has applied for grant so should hopefully hear next week. Monies not spent on subsidising club will need to give back. There is a secondary grant which is for more capital budget that can apply for, so might be worth a look.

Q - How do we intend to manage the after-school clubs when wraparound care starts up after school? Could closing some clubs and directing those who attend to wraparound care save us money? A - They won't save us money as parents pay for the clubs or if subsidised, we do it out of sports premium which we would then have to 'spend' elsewhere. The plan would be to either close other after school clubs (if we have a PE based wrap around) or run two separate costs based on entry time. We could still have 'visiting lecturer' style clubs by staff for a half term to ensure diversity



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of clubs being offered – not if we are paying an outside company though, only if we were running the wrap around club internally.

Q - Lack of uptake of clubs is disappointing. Do we know what the barriers are? Cost? Nature of clubs? Perhaps a question for the survey. A - Will check the club survey question that goes out and amend accordingly. It is disappointing as effort goes into arranging based on what we feel children need/parents are asking for and then there isn't the uptake. Free clubs are always well attended which suggests it could be cost but outside providers aren't able to run free clubs, we already subsidise some sports ones and source others that are reasonable compared to regular child care (£36 for 6 hours tennis, with kit, compared to £11 child minders).

14. Policies: Approval of Behaviour Policy and Single Equality Statement.

Behaviour Policy – continue with existing policy then need to do behaviour principles action for governing body. Add as a separate statement. **Action:** JM to send to behaviour principles document to all and link to governance guide. All happy to approve.

Q - Single equality statement: I was under the impression that we had a slightly higher proportion of SEN children than average, not lower? I thought this was one of the reasons we were below national average in certain metrics. A - We have a slightly lower than national average SEND but higher EHCP (so more of our SEND are EHCP pupils as opposed to School Action, School Action Plus).

Comment made to keep an eye when census data is available so can update it in SE Statement. – All happy to approve it.

CC left at 7.15pm

JB joined at 7.16pm

7. Update on 'supported' school status

JM shared letter from Local Authority in advance of meeting. The school is going to be supported for another year. Sarah Peters will be in every other week till end of school year. In past been there have been different people visiting so is good for consistency being just Sarah. AC added that she does not feel staff reflected what they could do as well as able to i.e. modelling not used as well as could but this may be done to nerves. AC has witnessed better teaching from them so it is disappointing.

Q - Does it have to run for a full year? A - Yes, decision made was made in February/March time. School now has different targets, however difficult to know if need to stop targets from previous year. On track with support from LA to get 'good' at inspection.

8. LLPR Report/Questions

DMcG, JM, CC and MB attended LLPR feedback. Three visits to be held in in June, CC will be joining Sarah for learning walk.

Following questions sent in advance:

Q - Could you explain in more detail how the subject leaders leading CPD works and the impact? Teachers who go on their regular subject network meetings lead staff meetings based on the input from those that ties in with their action plans/findings from previous monitoring.

Q - What happens during the subject leader (non-core) learning walks and how does this help form their action plans? A - These are not yet up and running but will be done so that subject leaders can see their subjects being taught and pupils engaging. They will choose a focus to look for and visit each classroom to observe and talk with pupils. This will then inform their action plans as either successful impact of previous actions/input or lead into future training.



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Q - In terms of subject monitoring, for those of us that now find it hard to monitor during the week due to work commitments, do we (as Governors and teaching staff) have any ideas on how we could still monitor but perhaps remotely for at least one term in each academic year? I remember Jana saying this might be something that she was looking into. A - Remotely would work for initial term easily. Could look into pupil conferencing remotely.

Q - How do we increase rigour in monitoring of agreed actions for subject leaders? A - Action plans are checked by SLT after moderation days. Ensure Governor visits happen.

Q - How can we best support Adrienne so she has sufficient time to do monitoring and evaluation. Currently she is swamped in admin. How will the new teacher joining in September affect her time? A – The new teacher will be taking over maths (which won't help with the admin) but will be one less area to lead on. She will require handover and training.

Q - How do leaders plan to effectively monitor the implementation of the assessment and feedback policy so we see improvement? A - Both ends of half term, shared book looks. Teachers have come up with their own action plan from a drop-list menu and will then review this at the end of the half term. SLT – spot checks on planning, books etc throughout the half term

Do you use a set scheme for Mathematics across KS1 and KS2 such as White Rose? Would this help improve consistency for assessment and feedback if not currently used? How frequently are the children formally assessed? A - We use HIAS scheme/planning. Wouldn't help with assessment – we have 3 planned assessment periods over the school year (NFER) and entry/exit/retrieval tasks as ongoing assessment in between.

Are all Year 6 children invited to booster lessons participating in them? A - Yes apart from 1 who is not here.

Questions from Jo.

Do you use a set scheme for Mathematics across KS1 and KS2 such as White Rose? Would this help improve consistency for assessment and feedback if not currently used? How frequently are the children formally assessed?

Are all Year 6 children invited to booster lessons participating in them?

In terms of attendance, are we still being impacted by children returning to Ukraine for those under 90%?

9. Class structure for 2024/25

Discussion had re. class structures. In the past two models have been run: Year R only and Year R/1. Currently there is a Year R/1 and 1/2.

Q – How is it decided who stays in Year 1? A – We look at cohort, confidence is also a factor, dynamics and friendship groups.

After discussion it was agreed by all to approve class structure for 24/25 as Year R only.

10. Update on wraparound care – discussed above.

11. Governor visits

Health and Safety visit – spring term – discussed above.

What were the contributing factors to the incidents requiring treatment in A&E? Is there anything else we need to do? A – One was due to genuine trip at level height, the other two took place on astroturf. Two were following a lot of running and tagging games and one was due to child doing gymnastics and landing awkwardly. There is now a planned timetable for astroturf area.

Following information provided:-



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Q - Working at height - confirmation that all staff are trained annually and have the relevant information sheet. A - Yes

Q - School event risk assessment- where is it stored? A - Risk Assessment file on the system and well as files in the office

Q - Calculation of hall capacity and that its use is in line with fire regulations.

Q - Check record of all staff driving licence and that those using their car for any purpose associated with their position in the school are covered for business use? A - Checked all staff last year, need to check new staff.

6. Slips, Trips and Falls -check we are compliant for all seasons and that staff are advised accordingly? A - Code of conduct

Q - A copy of the glazing survey to be kept electronically and carried out every 3 years? A - Last done June 2022.

Q - Are Violence and Aggression risk assessments up to date? A - Yes 2022 (every 3 years)

Q - When was the last fire check, is the manual in place and reviewed within the year? I am aware you have just had a visit from the fire service and all is in order. A - Fire Alarms every term. Last done before Easter. Single Story check done this school year and emergency lighting checked last week.

Q - Are all visitors aware of Health and Safety information? A – Yes by sign in books and tick box on sign in sheet. Visitor packs.

Safeguarding visit – discussed above.

Summer term visits

GL and DMcG will do pupil conferencing visit at the end of term. DMcG happy to do SCR next half term.

JM – leadership and management visit, and will arrange Maths learning walk to do with MD. AC to look at dates.

JB – can only undertake visits during final two weeks of summer term as her school breaks up on 5th July. JB to email teachers involved.

KH – to complete foundation subject visit this term. Some support will be needed. KH to attend JB's English subject visit alongside her as practice one then next year focus on foundation more.

JM will be catching up with AC about monitoring and link roles

12. Governor Training

Whole Governing Body training topic for this year - To discuss at next meeting.

Staff wellbeing training

What is the well-being Culture at Hambleton?

Q - How do we promote wellbeing? Are we encouraging a good work life balance?

Q - Do we need a wellbeing charter? The School has one. Systems are in place – grievance policy. Staff can get help which is put at bottom of wellbeing charter, therefore staff should be aware that there are free resources. There is also a charity for Headteacher's called Headsup, which might be worth looking at and something for AC to be aware of.

Q - Is there a staff wellbeing lead? A – No. **Action** - AC to look into Staff-Wellbeing Lead.

Workload

Q - How are we helping ease teacher / headteacher workload? A - A - Insight is proving helpful as allows teachers plan with what works for them. Ensure time is given to teachers to write reports and not during PPA time, as well as no meeting during PPA times, so teachers can go home to work.



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Q - Have steps been taken to streamline planning, marking and data collection / analysis? A - yes, marking policy reviewed a number of years ago to make less onerous and being monitored to ensure still effective. Planning can be done however the teachers prefer (no set template) and insight has helped with data analysis.

Q - Are staff given sufficient training to meet the demands of the job? A - - I believe so - always asked at Performance Management if there is any training they wish to receive and then acted on if staff say that there is.

Complaints/concerns

Q - What systems are in place for complaints / support? A - Grievance and complaints policies are available on website and also in shared folder on the system that staff can access.

Q - Are staff aware of the systems of support available to them? A – Yes.

How do we assess / measure wellbeing?

Q - Is wellbeing discussed as part of performance management? A – Yes wellbeing amongst staff is discussed. A survey will be going out in Summer term 2, to be fed into SIP.

Q - Is a staff survey an effective tool in a small school? A - Staff are not 'shy' in coming forward.

CC felt confident during training that all is being done, ensure staff are aware of free resources. New insurance offers counselling which is free.

Suggestion made if a governor should come in twice a year to see staff. It is important to make sure that access to help is therefore, not be personally taking on wellbeing of staff. It was thought that this could be the role of Staff Governor. Due to wellbeing governor being a parent this can be tricky Governor's role is to ensure that procedure and policy is in place.

13. Governing body business

Co-opted/Staff Governor

Following advert placed in Hambletonian, one local resident expressed an interest and contacted MS. MS spoke to him regarding Governor role and what it involves, however unfortunately due to time commitment and job in London he will not be able to join at this stage.

GL to spread the word and ask around re. vacancy.

Action: AC to email staff re. Staff Governor vacancy.

Communication – A WhatsApp group suggested as way of communicating. All present at meeting agreed it was a good suggestion. **Action:** MS to set up WhatsApp Governor group and contact those not at meeting to see if happy to join.

Summer social – Agreed it was a good idea in principle. To discuss at June meeting.

14. Policies – discussed above.

15. Any Other Business

None

16. Date of Next Meeting

To be discussed on WhatsApp group.

Date in July changed to Thursday 18th July.

MS left at this stage (7.40pm) Governors to discuss Admin Officer role.



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| Item | Action | Who | Completed |
|------|--|-----|-----------|
| 11 | Andy Goodall, Site Manager to investigate capacity of school hall. | AG | |
| 10 | AC to look into companies for after-school care – to be added on June Agenda. | AC | |
| 14 | JM to send behaviour principles document | JM | |
| 12 | AC to look into Staff-Wellbeing Lead. | AC | |
| 13 | AC to email staff re. Staff Governor vacancy. | AC | Completed |
| 13 | MS to set up WhatsApp Governor group and contact those not at meeting to see if happy to join. | MS | Completed |
| | | | |