



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

**1. Welcome and Apologies (JM)**

Adrienne Corr (Headteacher), Jana Murray (Chair), Dominic McGrath, Marishelle Butler, Guy Ladenburg, Susan Phillips (Cover Clerk)

Apologies: Jo Burgess (Vice Chair), Caroline Crowe (Lead of Strategy), Mark Watkiss, Matt Darby

The meeting was quorate throughout.

CC offered to attend this meeting virtually but GB decision not to mix in person and virtual did not allow this to happen.

KH has commenced home schooling for her child and resigned from the GB by email on 6 September 2024.

MW has given notice that he will be stepping down at the end of the year.

**2. Declaration of interests**

**Declaration of annual pecuniary interest**

Governors were unsure as to what next steps were, options being the signing of a hard copy of a Register of Interest form or completed online through HSS (like GHub). Cover clerk believes that HSS can be used and will follow this up and get back the GB.

**Declaration of interests in agenda items (All)**

There were no declarations of interest in agenda items.

**3. Approval of minutes from last meeting (JM)**

Approved and signed by JM.

**4. Actions update and matters arising (JM)**

ITEM	COMPLETED	WHO	COMPLETED
5	Donation to be discussed at agenda item for FGB meeting in September.	AC	√
8	Ofsted practice/vision and values to be looked at FGB meeting in September	JM	√



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

9	AC to look at vision and values on website over summer.	AC	√
9	JM asked that she is cc'd in emails regarding setting up of monitoring visits.	JM	√
10	MB to write up her safeguarding visit report.	MB	√
10	MB to attend safeguarding training on inset day to check that it is covered.	MB	√
12	MB to write training reports to include understanding health and safety and performance management training.	MB	√
14	JM to see what dates are available for whole FGB training.	JM	√

**5. Verbal update on start of term for September 2024 (AC)**

- AC reported that it has been a good start to the year.
- There are 102 children on roll. 3 left over summer holiday so numbers are down from what was expected. Unfortunately, enquiries for spaces have been for those years that are full.
- There are two LAC or post LAC families. One family is on a CP plan.
- 5 children have EHCPs with a further assessment being processed. There are 6 possibly 7 SEND children.
- 12 children are receiving FSM
- One child is on RHP
- Attendance is above national average, though figures are unreliable at this time of the school year. % will begin to settle as the school year progresses.
- There are 6 EAL children down from 10.
- One family is considering home educating.

Q - How do current YR SEND and PP numbers compare with last year. A - They are about the same.

- There has been one aggressive incident. Supply member was hit and suffered a cracked tooth. Though noted as aggressive incident, this was the child's inability to communicate rather than aggression. All necessary action has been taken.
- Staffing: There has been a strong appointment in Y3/4. It is calm and settled across the school. An LSA's contract came to an end over the holiday.
- The Under 5s transition was a success.



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

- Sports competitions have started. There is a fundraising event on 17<sup>th</sup> Sept. Five after-school clubs are up and running. One is waiting for their Ofsted registration for the school site.

Q – How long will it take for the provision to be registered. A – AC is confident it will be complete by half-term.

- Ofsted preparation continues.

**Ofsted practice/vision and values**

AC has considered Vision and Values and is wary of changes as the children know these well and changes may confuse. This is particularly important given where the school is in the Ofsted inspection window.

Q – Why change if children know the current V&V? A - What could be considered is a streamlining of the V&V and reducing the number from 6 elements. There will be further embedding of the V&V into the curriculum by subject leads.

JM Shared with governors a possible Vision Statement put forward by CC - *Nurturing individuals to strengthen communities at school and beyond.*

**6. School Self-evaluation and School Improvement plan – discussion about GB's understanding of the strengths and weakness of the school.**

Governors preferred using the terms areas of strength and areas for development, not weaknesses.

Strengths were listed as:

Nurturing of individuals and communities; Developing knowledge and understanding of different religions and cultures/faiths; Behaviour (noted the improvement in Y3/4 class and general calmness across the school); Leadership and management; stability in CoG; Safeguarding; Improvement in 2023 KS2 data compared to 2022 with only maths missing ARE (valid reasons for this); Attendance, although a concern, how it is addressed and followed up is a strength. Strategies include arranging transport, promotion of the impact of attendance on learning and outcomes, free breakfast to poor attenders, continue learning exercises across Friday to Monday, positive reaffirmation for being at school.

Developments were listed as:

Following a period of high staff turnover, having appointed strong staff, to now consolidate and embed into the school; Overall high-quality teaching with aspects that are being addressed; high quality school governors but too few due to turnover and a need to focus on recruitment, succession planning and upskilling.



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

Q – Are there any subjects that are weaker? A – Computing but there is a good teacher in place though outcomes are yet to be delivered. Will add history as children find it difficult to recall what they have learnt. This is understandable given the breadth of what has been taught. Going forward, changes to the curriculum include key points to remember and the reduction of topics with clear end points.

Q – Could the EYs section in the SEF be expanded upon, whether this be a strength or area for development? A – yes and it will be counted as a strength.

## **7. Safeguarding**

### **Governors to confirm they have read KCSIE 2024**

Governors present confirmed that they had read KCSIE.

Action: Cover clerk to check how to sign KCSIE declaration in HSS and inform GB

### **Approved Safeguarding audit tool for submission by 30<sup>th</sup> September**

Governors present confirmed they had read the Safeguarding Audit tool.

Q – To strengthen governor Safeguarding knowledge, what were governors thoughts on introducing safeguarding scenarios at each FGB meeting? A – All thought it a good idea but too time consuming given how long meetings already are. AC said she could provide governors with examples of safeguarding scenarios presented to staff and their answers. Governors would like to take AC up on her offer. AC and MB to discuss.

Governors focussed on the following points in the audit tool:

- Could the governor GDPR action be checked?
- Include a comment that the new governor induction includes a section on safeguarding that relates to the school setting.
- Safer Recruitment – three governors are trained. As DMc is stepping down in the spring term, ideally one other governor should be encouraged to complete the Safer Recruitment training.

Governors agreed that the Safeguarding Audit can be completed.

### **Update on INSET day training**

MB assured governors that the safeguarding element of the Inset day was comprehensive and related to the school and children. The day was well attended by staff.

## **8. Governor visits**



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

**Discuss visits schedule for the year**

Action: JM will recirculate the monitoring plan toward the end of next week, when the SIP will have been updated. Governors begin to timetable when they will be visiting the school.

**9. Governor training**

**Health and Safety training report (MB)**

MB was thanked for her thorough training report. AC added that HCC H&S team is requiring H&S governors to be more proactive following an incident at a LA maintained school.

Action: To add Health and Safety as a standing item on each FGB agenda.

Governors to note a fire practice was carried out on 16<sup>th</sup> September.

Q – Should the resurfacing of the school drive be followed up? A – Best wait until the works to the toilets have been completed and allocated capital spend used otherwise the school may be asked to contribute.

**Agree topic and date for WGBT**

WGBT to take place 28<sup>th</sup> November from 6-8pm but JM. Subject is Monitoring Visits.

**10. Governor body business**

**Confirm link roles and committee for 2024-2025**

Agreed July FGB.

**Approval of FGB terms of reference**

- Some minor alteration made to reflect change in FGB/Committee structure.

Governors agreed the FGB Terms of Reference.

**Approval of Pay Committee terms of reference and agree committee membership**

Agreed subject to MD's agreement to join Pay Committee.

**Approval of terms of reference and agree panel membership**

- Panel membership is DMcG, MB and CC. The new HTPM Terms of Reference are in place.

GB agreed membership and Terms of Reference.

**Confirm external advisor for HTPM panel**



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

- Sarah Peters was named as external advisor. HTPM meeting scheduled for 6<sup>th</sup> November.

GB confirmed external advisor for HTPM panel.

**Agree process for membership on panels**

GB agreed to retain the current process based upon who is most appropriate and their availability.

**Adoption of NGA model code of conduct and governor Services Good Practice Guide**

GB agreed to adopt both the Code of Conduct and Good Practice Guide.

**Review/Agree instrument of government**

GB reviewed the Instrument of Government and agreed to no changes.

**Vacancy management update**

- Potential staff governor identified. AC to confirm if they are still interested. Consider at next FGB.
- Parent governor has been shared via school newsletter. A EOI has been submitted. AC to follow up.
- JM has advertised co-opted governor vacancies on Governors for School. Other options to consider is readvertise in the local paper, speak with the local vicar to see where they can share vacancy information, parish magazine, consider university students to add to their CV, Portsmouth University was suggested, Education Careers vacancy page.

**11. Adoption of policies**

**Adoption of Manual of Personnel Practice (MOPP)**

Deferred to October FGB meeting

**Finance**

Q – Is £3,000 (three thousand) a suitable limit to obtaining quotes. A – AC believes this is set by HCC but regardless the limit is adequate.

Q – Similarly should the limit to which the HT can approve spend be increased. A – governors agreed it be increased from £2,000 (two thousand) to £3,000 (three thousand).

Q – Could petty cash be removed from the school? A – AC thinks it has but will check and then remove

Amend 6.2 to Property Services



**Minutes of Full Governing Body Meeting (Resources/Strategy)  
Wednesday 19<sup>th</sup> September at 6pm  
At Hambleton Primary School**

GB approved policy subject to the above changes.

**Safeguarding**

AC confirmed that this is the 2024 Safeguarding policy and it has been localised.

GB approved the use of the policy

**Child Protection**

AC confirmed that this is the 2024 Child Protection policy and it has been localised.

GB approved the use of the policy

**Accessibility, Admission and Home School Agreement**

Policies deferred to October FGB.

**12. Any Other Business**

AC confirmed to governors that due to the changes in job roles, the following job titles have been removed from the support staff team: Admin Asst, Admin Officer, Senior Admin Officer. Is this correct Adrienne?

**Governors approved the removal of the three roles.**

Action: AC asked if governors could consider changing the day the FGB meeting is held to Wed. JM to create a WhatsApp poll.

**13. Date of Next Meeting**

Thursday 17<sup>th</sup> October 2024.

Meeting finished at 8:05pm

ITEM	ACTION	WHO	COMPLETED
9	Staff and parent surveys to be discussed at meeting in October.	JM	
9	DMcG to complete attendance and behaviour visit report. Action point ongoing	DMcG	
9	JM to ask Matt Darby and Guy Ladenburg re. pay committee. GL happy to join committee. JM to confirm with MD	JM	



**Minutes of Full Governing Body Meeting (Resources/Strategy)**  
**Wednesday 19<sup>th</sup> September at 6pm**  
**At Hambleton Primary School**

13	Hampshire services for schools information to be added to training doc. Governors were unclear on this action point. Carry fwd. to next meeting	JM	
<b>ITEM</b>	<b>ACTION from September meeting</b>	<b>WHO</b>	<b>COMPLETE</b>
2	Cover clerk believes that HSS can be used to log declarations and reading KCSIE. Will follow this up and get back the GB.	AC	
5	To add to Complaints policy that the school can opt not to consider a complaint if the complaining party has breached confidentiality rules.	AC	
8	JM will recirculate the monitoring plan toward the end of next week, when the SIP will have been updated. Governors begin to timetable when they will be visiting the school.	JM	
9	Add Health and Safety as a standing item on each FGB agenda.	MS	
10	Add Vacancy management update to October FGB	MS	
11	Defer Adoption of Manual of Personnel Practice (MOPP) to October FGB	MS	
11	Accessibility, Admission and Home School Agreement, policies deferred to October FGB	MS	
12	AC asked if governors could consider changing the day the FGB meeting is held to Wed. JM to create a WhatsApp poll.	JM	