

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL

Minutes of the Governors' meeting held on Monday 22nd March 2021

Present - Mrs J Sharman (JS) (Chair), Mrs S Bardetti (SB), Miss S Hunt (SH), Mrs S Patel (SP), Mrs A Cardy (AC), Mr R Walker (RW), Mrs C Terry (CT), Mr T Chase (TC), Mrs K Williams (KW) & Mr A Dunnett (AD) with Miss J Nightingale (JN) in attendance.

- 1. Apologies for absence -** Miss C Cole (CC) did not attend the meeting. Miss S Welsh (SW) did not attend as she was attending a family funeral. Governors were in agreement to accept these apologies.
- 2. Welcome to Samantha Hunt, our new Parent Governor, to her first meeting. -** Miss Hunt was welcomed to the board and to this her first meeting. Governors introduced themselves to her and briefly explained their role as a governor.
- 3. Governors to declare if they have any changes to their business interests or any conflicts of interests arising from any point on this agenda. Also Governors to confirm that they had not accepted hospitality or gifts over £30 -** There were no changes to governors pecuniary interests or conflict of interest arising from any point on the agenda. Sam Hunt needs to do a Business Interest form. JN to arrange. Governors have not accepted hospitality or gifts. (JN)
- 4. Any items for 'Any other business' to be given to the Chairman prior to the meeting. Items brought up at the meeting will not be discussed. -** JS informed governors that there were two items of business to be discussed at the end of the meeting.
- 5. Approval of the minutes of the meeting held on 7th December 2020 and the Extraordinary Full Governing Board Meeting held on 3rd January 2021. -** Both of these sets of minutes were approved as a true representation of the meetings and will be signed by JS. (JS) (JN).
- 6. Matters arising: -**
 - a. Action points from the above meeting -**An updated copy of the Action Points was circulated with the agenda.
2021/2022 Term Dates - JN to ensure that it goes out on the next newsletter.
Review of the layout of the Standing Orders - RW has a copy of the Standing Orders. He will work on them first before sharing with JS. (JN) (RW & JS)
- 7. Headteacher's Report which includes among other headings;** Pupil Attendance, Pupils/Welfare/Behaviour, Excluded Children, Pupil Premium / Looked After Children, SEN Pupils, Sports Premium, Community Cohesion, Local Authority News, OFSTED News, Budget/Finance, Performance Management, Standards Achievement / Progress, Teaching, RAP, Partnership work and Safeguarding.

JS.
21/7/21

Respect, effort, attitude, co-operation & honesty

Attendance - RW has collated some historical figures for attendance which have been added.

	2020-21 04.09.2020-10.03.21		2019/20		2018/19		2017/18	
	Sessions	%	Sessions	%	Sessions	%	Sessions	%
Attendances	51,948	95.8%	66,476	94.2	68,475	95.8	61,941	96.2
Authorised Absences	1,901	3.5	2,770	3.924	2,359	3.4	1,950	3.0
Unauthorised Absences	394	0.7	725	1.03	550	0.8	506	0.8
Possible Attendances	54265	100	70,587	100	68,762	100	64,565	100
Approved Education Activity	18	0.0	34	0.049	372	0.5	167	0.3
Lates before registration closed	97	0.179	506	0.717	374	0.544	329	0.510
Lates after registration closed	13	0.024	53	0.075	87	0.127	59	0.091
Unexplained absences	0	0	0	0	0	0	0	0

SB presented the data to governors. CT asked about the attendance target of 96% which we are not quite meeting at this time. In the autumn term Holland Haven's attendance was much higher than other schools in the area. COVID is affecting attendance.

SB informed governors that since writing her report she had excluded two pupils for two weeks. Whilst this was a long time the incidents were considered to be very serious and the pupils could have been excluded permanently. SB spoke to the LADO to discuss the consequences for the

S
21/7/21

Respect, effort, attitude, co-operation & honesty

pupils and they agreed that they were appropriate consequences. All parents involved were very happy with the way it was dealt with and how quickly it had been dealt with, however they have up to 50 days to appeal to have the exclusion record removed from their child's file. Governors asked if the parents of the perpetrators were supportive of how this was handled and were not in denial. SB believed that they were not in denial and were very upset by what had happened and were totally supportive throughout the process.

STAFFING - SB advised governors that we may have to advertise for a further LSA linked to SEND. If this post is for a whole day then we may have to advertise the position.

REMOTE LEARNING - Governors asked if there were many pupils who did not engage with the remote learning. SB replied that there were not many who did not engage. The teachers had weekly contact with children to see why they were not engaging, however some pupils, after having support, still did not engage. A majority of the pupils who did not engage were pupils who find learning more challenging. Some parents also felt that they were not able to support their child with the learning themselves. Governors asked how our engagement compared to other schools. SB had only seen figures for one other school which ours compared favourably with.

Governors asked how the children had settled back into school life. SB informed governors that almost all the children were attending although we have had a few who have been anxious about doing so. The school is preparing itself for further cases of anxiety among the pupils.

CT spoke about the 'Word Gap' between disadvantaged and non disadvantaged children. This is being picked up in childcare settings. If children do not learn words between the ages of 2 and 3 then they would have great difficulty with picking words up. SB informed governors that we have had Lisa Gridley (Speech and Language Therapist) who is an expert in phonological awareness work with us. We have had two further LSAs complete Speech and Language training and we have increased our Speech and Language Therapist support to one whole day instead of half a day. SB and CC are taking part in a Disadvantaged Strategy which includes speech and language.

CT asked about partnership working and what the added value was from doing this. SB is in the Retention Group of the Tendring Education Strategic Board. They are looking at retention of teachers. SB is pleased to be part of it as she can see what is happening throughout the area. South Tendring Primary Partnership (STPP) still meets termly. SB is still on the Executive Board of EPHA and the Schools' Forum which is looking at finance and Special Needs. The breadth of knowledge that SB gains from this involvement is useful to the school.

The governors thanked SB for a comprehensive report.

- 8. Pupil Premium Strategy** - Thanks were given to AC for ensuring that this had been updated on the school's website. Governors asked if this spend had been reviewed to see the impact that it has had on the children to ensure that it is a good use of the funds. SB replied that this was reviewed termly and outcomes can be seen on the RAP. SB reported that we had reviewed the use of Lexia and Reading Plus and from this we have increased the licences for Lexia. When CC returns from maternity leave CT can speak to her about this. (CC & CT) There has been a document added to our website and shared with governors showing how the money we received for 'catch up' due to COVID is being spent.

SB 21/7/21

Respect, effort, attitude, co-operation & honesty

9. **Friends of Holland Haven Report** - A report was sent out with the agenda. JN reported that the Summer Fayre will not go ahead, however, they are still hoping to hold an end of year BBQ.

10. Governor Monitoring, Development and Training: -

- a. **Governors' Terms of Office due to expire** - Governors were informed that both Catherine Cole (Co-opted Governor) and Richard Walker (Partnership Governor) have agreed to extend their roles for a further four years, until March 2025. Following a consultation with the Governing Board this was approved. It was also reported that KW's, who is a parent governor, term of office ends at the end of the summer term. KW reported that she was happy to remain on the board for a further term of office. JN informed governors that if she was to be elected prior to her daughter leaving then she could remain as a parent governor whilst her child is in full time education. Governors agreed to hold the parent governor election earlier giving her the opportunity to stand again. JN to arrange this early in the Summer term. (JN)
- b. **Termly review of the GAP (Governors' Action Plan)** - JS will update this during the Easter holiday with the things that she has completed this term and share it with governors. Unfortunately, due to Covid restrictions governors have not been able to visit the school to undertake some of these tasks.
- c. **Termly review of the Key Facts Document** - This will be updated in the Summer term. (CC)
- d. **Link Governor's Report** - KW reported on attendees at the Governing Body Development Sessions as below:-

1st February 2021 - Mental Health and Wellbeing

Mrs S Bardetti, Mrs A Cardy, Mrs J Sharman, Mrs SPatel, Mr A Dunnett, Mr R Walker and Mrs S Welsh.

22nd February 2021 - Making Effective Governor Visits

Mrs J Sharman, Mrs S PAtE, <r T Chase, Mrs K Williams and Mrs S Welsh.

KW will look into dates for the Induction training for SH. Governors were asked to let KW know if there was any training that they would like to take part in and she will check to see if they are currently available. JS asked if any governor had completed any of the National Governors Association training and reminded all that they can arrange to complete training through them. Some governors, who did not attend the GBD sessions, did not think that they had received the invitation. KW will provide the governors who were unable to attend with the paperwork from the sessions. (KW)

JS 21/7/21

Respect, effort, attitude, co-operation & honesty

- e. **Any Chair's actions that have taken place since the last meeting** - The Child Protection Policy was amended to take into account changes when the January lockdown came into force and again in March when the school fully re-opened. JS approved these policies on behalf of the Governing Board.
- f. **Chair's Business correspondence** - JS reported that she had received no business correspondence.

11. Assets Committee Issues: -

- a. **Questions on the minutes of the meetings held on 25th January 2021 and 8th March 2021 (if they are available)** - Both were available and no questions were raised on them.
- b. **Budget to be approved** - The budget had been shared with governors prior to the meeting. SB reported that the Assets Committee had been through the budget thoroughly and recommended that the governing board approve it. The school is in a healthy position with contingencies in place and is able to support children who need it. SB suggested that the school must be careful not to let the carry forward get too high and it is not known when or if county might try to claw some of it back. There are projects on the five year maintenance plan that could be brought forward. The Governing Board was in agreement with the Assets Committee's recommendation. .
- c. **Update on the Schools Financial Value Standards (SFVS) which needs to be sent to ECC by the end of May 2021** - The Headteacher, Chair of Governors and the Finance Officer have updated it with all the updated information. It has been sent to the Consortium Finance Manager for review and once he has been through it, it will be shared with governors for approval by consultation. (BK) (JS)
- d. **Confirmation that the 2019/2020 School Fund was audited by B.A.S. Accountants** - The audited accounts were sent out to governors with no questions raised on them.
- e. **Governors to approve the Assets Committee recommendation that the School Fund 2020/2021 is audited by B.A.S. Accountants.** - Although there has not been a lot of activity on the School Fund Account the Assets Committee would still like to have them audited and therefore recommend that B.A.S. Accountants are asked to audit them again. The Governing Board agreed with this recommendation. JN to arrange. (JN)

12. Curriculum Committee Issues: -

- a. **Questions on the minutes of the meetings held on 11th January 2021.** - There were no questions raised on these minutes.

S 21/7/21

Respect, effort, attitude, co-operation & honesty

13. Personnel Committee Issues: -

- a. **Questions on the minutes of the meetings held on 1st March 2021.** - There were no questions raised on these minutes.
- b. **Terms of Reference to be ratified** -Governors ratified the Personnel Terms of Reference.
- c. **Leave of absence requests (if there are any since the last meeting).** - There were no leave of absence requests.

14. Policies to be approved by the Governing Board: -

- a. **Sabbatical Policy** - This policy was approved.

15. Policies and procedures approved by the Personnel Committee, to be ratified: -

- a. **Leave of Absence Policy** - This policy was ratified.
- b. **Cover and PPA Policy** - This policy was ratified.
- c. **Recruitment Procedure** - This procedure was ratified.
- d. **Whistleblowing Policy** - This policy was ratified.
- e. **Redundancy and Restructuring Procedure** - It was noted that this policy had not been personalised to our school. JS offered to personalise it and delete the parts that did not apply. Governors approved of these actions and ratified the procedure. (JS)
- f. **Performance Management Procedure** - This procedure was ratified.
- g. **Capability (excluding ill-health) Procedure** - This procedure was ratified.
- h. **Grievance Procedure** - This procedure was ratified.
- i. **Probation Procedure** - This procedure was ratified.
- j. **Procedure for Dealing with Safeguarding Allegations Against Adults in School** - This procedure was ratified.
- k. **Induction Policy** - This policy was ratified.

16. Policies approved by the Curriculum Committee, to be ratified: -

- a. **E-Safety Policy** - This policy was ratified.

17. Policies that have been reviewed this term that do not need to be ratified FOR INFORMATION ONLY: -

- a. **Maths Policy** - This policy had been shared with Governors.
- b. **Assessment Policy** - This policy had been shared with Governors.

18. Policies approved by the Assets Committee, to be ratified: -

- a. **Security Policy** - This policy was ratified.

19. Any other urgent business as agreed under agenda item 4 above.

JS 21/2/21

Respect, effort, attitude, co-operation & honesty

Teaching Staff in September - SB reported that she had received a teacher's resignation last week. It will be very sad to lose this teacher however her reasons for leaving are understandable. The school has been very lucky in that it has not had anyone leave for a very long time. The teaching staff for next year will therefore have to be re-arranged. The school has been employing an NQT this year to replace AC whilst she has been out of the class covering maternity leave. SB has observed them teach and they are proving to be a good teacher. The children enjoy being in her class and they get on well with the parents. SB needs to decide whether to advertise the post or offer it to them. Whichever way, there will be a full complement of staff in September. SB also advised governors that Lin Baker was retiring at the end of the week. She has worked at the school for 28 years and has really worked hard on getting the library to the level it is now. JS will sign the leaving card on behalf of all the governors.

Positive Covid 19 case - SB was informed on Sunday morning that a pupil had tested positive. SB and Mrs Bradbury spent the morning in the school arranging everything. As the child attended Breakfast Club there were seven adults, the child's class and the Breakfast Club who all had to self isolate. The children will all receive remote learning for this week. Some of our families, who have not been in contact with the child, have felt worried and have also kept their children at home this week. SB feels that now she has had to deal with a positive case in school she will know what to do if there is another case.

20. Date and time of next meeting - Monday 12th July 2021 at 6pm.

The meeting finished at 7.21pm.

JS
21/7/21