

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL Minutes of the Governors' meeting held on Monday 27th March 2023

Present - Mrs J Sharman (JS) (Chair), Mrs K Williams (KW), Mr P Donaghy (PD), Mrs A Cardy (AC), Mrs C Humphrey (CH), Mrs C Terry (CT), Mr R Walker (RW), Mr M O'Dell (MO) and Mr A Dunnett (AD) with Miss J Nightingale (JN) in attendance.

- 1. Apologies for absence** - Apologies had been received from Mrs S Bardetti for health reasons. Governors agreed to accept these apologies.
- 2. Welcome to Paul Donaghy our new parent governor to his first governors' meeting.** - Governors introduced themselves and explained their roles within the governing board. Paul introduced himself and gave governors a background on his experience as a governor in a primary school.
- 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 had been no changes to Governors business interests or any conflicts of interests arising from any point on this agenda. Governors confirmed that they had not accepted any hospitality or gifts of over £30.
- 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.** - There are three items of any other business; Complaint, carpets and the flat roof. These will be discussed under agenda item 19.
- 5. Approval of the minutes of the meeting held on 12th December 2022** - These were approved and signed as a true copy. JN to file. (JN)
- 6. Matters arising -**

Action points from the above meeting - an updated copy is attached to this agenda. Governors to go through any action points that have not been completed.

JS reported that the board is two governors short, a Local Authority governor and a Parent governor. JN had checked with governor services, who she had previously informed that a new Local Authority was required, however she was told that they no longer keep a list of people interested in becoming a governor. JN had advertised on their website but had not heard anything. AC suggested that we ask David Lower the vicar at St Barts to see if he would be interested.

- a. CH to report back on her review of the Pupil Premium Strategy** - It is a long comprehensive document which was sent round to everybody to look at prior to the meeting. CH and CT were meeting regularly and were making good progress

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which is being documented and a record of evidence of meetings and evaluation comments are being kept. Governors felt that it was helpful to have amendments in red.

- 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.

PD said that he found the report self explanatory. Governors asked the following questions:-

Attendance - CT asked about the attendance with regard to EAL children, there are 8 pupils with EAL and their attendance is lowest at 86.6%. Governors asked if there were particular reasons for this or did something need to be put in place to address this. CH replied that one pupil was abroad for 5-6 weeks at the beginning of the school year, at which time we had to keep them on roll, however they then had time off with an operation. Governors asked what year this pupil was in and was this going to be an ongoing situation. CH informed governors that the child was in year 1 and we did not know whether there was going to be a recurrence of this or not.

Bullying incidents - There were two incidents of possible bullying involving two children on two occasions. To be confirmed as bullying there has to be several incidents, therefore these would not be classed as bullying at this time but it does mean that the school needs to keep an eye on the situation. Governors asked if the parents had been supportive which they had and everything concerning the incidents had been written up. These have been resolved now as we have worked through the issues.

Child Protection - There have been two referrals made since the last meeting, however there has been no response from social care. Governors asked if there were any further concerns. Both children are being supported at school and any issues are happening outside of the school. Governors were concerned that there had been no response therefore we do not know if they have been received. CH informed governors that we would not necessarily be informed of any response as things tend to be on a need to know basis.

SEND - Governors asked what had happened following the consultations for four pupils which we have been asked to take part in. One of the four children (a year 4 child) started at the school last Monday on a part time timetable. Two of the other three were in the same year group and the fourth child was a year one pupil.

Absences - Governors asked if Essex County Council was going to increase the fine for parents taking children out of school and if not could the board try to persuade County to increase it. The fine is set by the government, not at County level. There has been a letter sent to parents from the STPP explaining the absence policy and to ensure that all schools are following the same practices. Governors wondered whether perhaps EPHA could put pressure on the government to increase the fine as the fine is a drop in the ocean in comparison to the increase of holidays taken in the cost of holidays.

School Classification - Governors asked whether Holland Haven School being classified

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as low priority was a good or bad thing. They were informed that it was good as it meant that the LA have no concerns with the running of the school. This was based on the 2019 SATs results and the Ofsted report of 2018. JS informed governors that we had paid for Kerry McGrory to visit the school for three pre-ofsted checks. Governors were pleased to hear that the school now had a school inclusion partner.

CC reported that since the Headteacher's report was written there had been a racist incident, between two children, that occurred last week. The families had been contacted and were being supportive.

8. Safeguarding / Child Protection:-

- a. **Safeguarding / Child Protection report from the Child Protection Governor.**
KW to report - KW needs to meet with SB to do a report. KW is doing the NGA Safeguarding Training. CT will forward the email she has on a recent safeguarding briefing to KW and JS. KW will complete her report after Easter which will be fed back at the next meeting. (KW) (JN)
- b. **Spring check on the Single Central Record** - CT and JS carried out a check on 20th March 2023. The urgent action was completed that morning, which related to data checks, carried out some years ago having more than one person's name on them. JN will check that there are not any others when she is next in the personnel files. (JN)
- c. **SB to update Governors on the Safeguarding Audit held on 17th March 2023**
- This was cancelled due to illness so has been pre-booked for Tuesday 2nd May.

9. **Report from the Friends of Holland Haven Primary School** - A copy of the report was attached to the agenda. The Friends have been very busy. *Governors asked if they were back to having new members*, which they are. Their website is very good and they are working very hard. They have a lot of new initiatives. The school is now on Amazon Prime Smile, so if people buy using their amazon prime account the school gets some profit. Governors would like to thank the PTA for all their hard work. Governors are interested in the upcoming Fish and Chips Quiz Night. *Governors asked CH if she could ask them to remove outdated information from their notice boards and keep them up to date.* (CH)

10. Governor Monitoring, Development and Training: -

- a. **Termly review of the GAP (Governors' Action Plan)** - JS reported that she had not received any reports from governors following the staff meeting where they met with the leader of their subject responsibilities. CH said that teachers would be happy to receive any feedback. These will be forwarded to JS. Governors thought that it was a really good session. (ALL)
Attendance - Governors had noted that class 4C's attendance was very good.

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Current attendance figures stand at 92.8% with authorised absences at 6.3% and unauthorised absence at 1.5%. Governors asked what the O code was used for and it was explained that this was for unauthorised absence not covered by any other code. It is used if we do not get medical evidence for someone off sick when they have persistent absence. It was also pointed out that the G code is unauthorised leave of absence (family holidays) and is at 0.517%. There are other codes that can be used for absence and all of these codes are the local authority codes which we must use.

Personal Development - This is about development aptitude in a subject.

A new form 'Governor Subject Link Feedback' form is available and will be shared by AC.

It was pointed out that PD is still to have a meeting with JS to go through the information that he requires. (JS & PD)

- b. Link Governor's Report** - KW reported that the Governing Body Development Session was cancelled in February as they could only do it on-line. This will be rebooked for a face to face session in the summer term. KW has looked at all of the training that Governor Services, through Juniper, offers and most of them have been done plus what was on offer was all on-line training. most of them we have done and were all on line. The NGA have a lot more training sessions available. Governors have to set up another account to take part in the training. KW read out some of the courses that could be done and decided that Juniper is good for new governor training and safeguarding training therefore governors were in agreement that we stay with Governor Services but reduce our cover to one GBDS a year.
- c. Any Chair's actions that have taken place since the last meeting** - JS reported that since the last meeting she had signed a cheque for £5,631.60 to Harper Collins for Little Wandle Books. This had previously been reported at the assets meeting but it had to be re-issued as it was sent to the wrong office.
- d. Chair's Business correspondence** - JS had not received any business correspondence.
- e. Governor Vacancies** - Governor Services do not have a list of people who want to be an LA governor. Discuss the vacancies that we have. - This was covered under agenda item 6 (Matters Arising).
- f. Governors' Terms of Office** - CT's term of office expires in April 2023. She had previously offered to continue, which was agreed at the last meeting.
- g. Draft letter to Clare Kershaw to be shared with Governors** - At the January Assets meeting governors discussed the number of consultations regarding children with special needs being directed to Holland Haven School. RW has prepared a draft letter to Clare Kershaw asking for an urgent meeting with her to

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discuss the fact that we are being directed to take in further children with special needs. JS read the letter to governors. This letter forms the bare bones and would need detail if they were to proceed with sending it. Governors were concerned that there was a child who had been excluded 10 times from another school that county wish to place with Holland Haven. They felt that Holland Haven, as another mainstream school, would also not be able to manage this child. *The question was raised as to what was hoped to be achieved from sending this letter.* The board wants to speak to her about the number of children that we are being directed to take. It needs to be clear with what action the school would like to achieve from it. The school wants to know where it stands with these consultations. RW would like to take things higher if the response was not satisfactory. CH felt that maybe it was the proportion of children that we are receiving in comparison with other schools in the area. Should we be going through Roger Holloway and Phillipa Holliday as governors would like to go to the top straight away. *Governors wondered whether the financial situation of the school could have a bearing on the number of children we are being directed to take.* RW will send the letter through to governors for their comments. (RW)

11. Assets Committee Issues: -

- a. Questions on the minutes of the meetings held on 23rd January 2023 and 13th March 2023.** - There were no questions raised.
- b. Approval of the Financial Regulations and Scheme of Delegation to be approved** - These were approved.
- c. Approval of the Schools Financial Value Standard audit.** This was shared with governors prior to the meeting. This was approved. JN to inform BK. BK to send off to County. (JN) (BK)
- d. Budget to be approved** - This has been agreed by the Assets Committee and needs approval from the Governing Board. A copy of the summary was sent out with the agenda. Governors approved the budget. JN to inform BK. (JN)

12. Curriculum Committee Issues: -

- a. Questions on the minutes of the meeting held on 16th January 2023** - There were no questions on these minutes.

13. Personnel Committee Issues: -

- a. Questions on the minutes of the meeting held on 6th March 2023** - There were no questions on these minutes.
- b. Leave of absence requests (if there are any since the last meeting).** - There had

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been no absence requests since the last meeting.

- c. **Governors to approve the Essex Collective Agreement on the changes to the national pay scale and increased leave of absence** (the alternative is to negotiate their own agreement with the Trade Unions). JN explained that the changes to the national pay scale was due to the minimum living wage increasing quicker than expected, therefore Essex County Council has had to remove scale point 1. This means that anyone on scale point 1 would move up to scale point 2 which would make anyone on point 2 increase to 3 and so on up to and including point 16. This will make a big addition in the cost of staff but we were expecting it and have budgeted for this increase. Also, part of the Local Government Pay rise package for 2022 included an extra day's paid leave for support staff starting from 1 April 2023. After hearing this explanation of the situation governors were in agreement to approve this agreement.

14. Policies to be approved by the Governing Board (these have all been shared with governors) :-

- a. **Complaints Policy** - SB & JS want to remove that a formal complaint can be put in via telephone. So we need to take this out which was approved. (CH)
- b. **Behaviour and Relationships Policy** - This policy was approved.
- c. **Suspension and Permanent Exclusion Policy** - This policy was approved.

15. Policies and Procedures approved by the Assets Committee, to be ratified. These have all been shared with governors:-

- a. **Charging, Refunds and Remissions Policy** - This policy was ratified.
- b. **Security Policy**- This policy was ratified.
- c. **Critical Incident Policy** - This policy was ratified.
- d. **Fire Safety Policy** - This policy was ratified.

16. Policies and procedures approved by the Personnel Committee, to be ratified. These have all been shared with governors. :-

- a. **Induction Policy** - This policy was ratified.
- b. **Leave of Absence Policy** - This policy was ratified.
- c. **Probation Procedure** - This policy was ratified.
- d. **Redundancy and Restructuring Policy** - This policy was ratified.
- e. **Stress Risk Management Policy** - This policy was ratified.
- f. **Continuing Professional Development Policy** - This policy was ratified.
- g. **Equality Policy** - This policy was ratified.

17. Policies approved by the Curriculum Committee, to be ratified. These have all been shared with governors :-

- a. **Pupil Premium Policy** - This policy was ratified.

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

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- a. Maths
- b. Assessment
- c. Presentation and Handwriting
- d. Restrictive Physical Intervention
- e. Safe Use of Childrens' Photographs
- f. Administration of Medicines
- g. Feedback - This policy needs to be shared with governors. (JN)
- h. First Aid - This policy needs to be shared with governors. (JN)
- i. Science - It was pointed out that this policy had not yet been updated as Mrs Harris is still off sick.

Governors asked why there were some policies on the website and some on the drive. The policies on the website are the statutory policies, all other are on the Google drive, however parents can ask for copies of any policy which can be sent out to them.

19. Any other urgent business as agreed under agenda item 3 above.

Carpets - JS explained that the three unsuitable classroom carpets, installed during the summer holiday, were due to be replaced during the Easter holidays. However, The site managers have received a text message to say that the contractors were not in a position to go ahead due to financial difficulties. SB suggests that governors write to Aveley Carpets to say that if we have not had a refund by the 2nd May the school will take them to the small claims court. It is likely that the owner could put himself into bankruptcy. Governors agreed that we have to take action. A letter will be sent, under JS's signature, to inform the owner that they expect replacement carpets or failing this a full refund by the 2nd May. (JS & JN).

The Flat Roof - The site managers have recently been up on the flat roof and found it to be in a terrible state. It is full of sludge and "muck", standing water and the electricity and gas pipes cross over. Also the gas pipes are being held up by rotting pieces of wood. SB thinks that it is the responsibility of the Local Authority. The site managers have arranged for a roofer to visit later in the week for a survey. Nick Bagley should be able to confirm who is responsible for it, therefore the site managers will contact him. (AC & JC)

Complaint - On Friday JS received a formal complaint from a parent about the school, however it was not clear whether the parent had followed the complaints procedure correctly. Whilst JS did not go into details she advised governors that there had been two incidents earlier this year, which were dealt with and then a recent incident outside of school, regarding social media. SB had tried to speak to the parent about it but had not been given the opportunity to sort the situation out. JN is to write to the parent asking them to confirm whether their complaint is about the way the school has dealt with the incident or whether this is a complaint about the headteacher. She will also send a copy of the Complaints Procedure to the parent. If it is about the headteacher then it will be stage 2 and will involve a meeting with the parent and 3 governors within a set time. (JN)

20. Date and time of next meeting -This has been arranged for Monday 10th July 2023 at 6pm.

The meeting finished at 8pm.


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