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HOLLAND HAVEN PRIMARY SCHOOL

Minutes of the Governors' meeting being held on Monday 7th December 2020

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

1. **Apologies for absence** - Miss C Cole gave her apologies as her child was unwell.
2. **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** - Governors had not accepted hospitality or gifts over £30 since the last declaration. There are a few governors who have yet to return their forms. JN will let governors know if she has not received one from them. (JN)
3. **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 were a few items to be discussed under any other business.
4. **Approval of the minutes of the meeting held on 13th July 2020** - These were approved and signed as a true copy. JN to file and put on to the website. (JN)
5. **Matters arising:** -
 - a. **Action points from the above meeting** -

SB wrote to staff at the end of July to thank them for their support.
JN is still to check to see if CT's term of Office starts again. (JN)
 - i. **Non pupil days for the 2021-2022 Academic Year to be approved** -

Governors approved the term dates at the last meeting. SB requested the following dates to be considered for non-pupil days: -
1st September for training on 'Safeguarding'.
15th October for training on 'Hooked on Books' to which other schools may be invited.
17th December, which has been covered by twilight sessions.
19th April, which has been covered by twilight sessions.
22nd July, the end of the summer term to prepare classes for the next school year. Governors agreed to approve these dates. JN to update the term dates and share with parents later in the year. (JN)
 - ii. **Approval of a new auditor (if one has been suggested)** - Barry Hills (BH) has not yet confirmed whether or not the accountant in Elmstead would be able to do this. JN will contact BH to see if he has managed to speak to them yet. (JN)

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- iii. **Curriculum committee to discuss governor visits** - This was not discussed and will be carried forward to the Spring meeting. KW will ensure that a discussion on governor visits will be on the agenda for the Curriculum meeting in January. (KW) (JN)

6. 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.

Governors asked if the concentrated effort and cost put into the fixed term excluded children had a proportional benefit. The child in Year 6 receives one to one support full time and has not been accessing this support due to poor attendance. The cost for this support is expensive especially as they do not attend. SB has changed the time that the child can attend school in order to make it easier for the family, however the child has still not attended. The child's attendance is at around 30% and we pay nearly £15,000 a year for a LSA to work with him. As the child has an EHCP we have to ensure that the LSA is available to work with them every day in case they do attend and in order to keep the bubbles safe we can not utilise the LSA elsewhere in the school. The Year 2 pupil is attending and the support we are giving is working very well.

Governors asked if they should be concerned that 34 Pupil Premium children do not receive Free School Meals. SB replied that governors should not be concerned as pupils remain on the Pupil Premium list for six years after their parents no longer qualify for Free School Meals.

Governors asked for clarification on the difference between Free School Meals and Universal Infant Free School Meals. SB explained the difference between Free School Meals and Universal Infant Free School Meals.

Governors asked if they should be concerned about the growing number of children with SEND (from 37 to 78 over the past 5 years) and whether the school is able to cope with this increasing number without it having a detrimental effect on the rest of the school. SB felt that governors should be concerned as 25% of our children have special needs and this number is growing. There are 7 additional pupils who require an EHCP. Mrs Bradbury's workload has doubled and so we have allocated some of her work to an LSA (who was a nursery SENCO prior to working at Holland Haven). There is a lot of paperwork and manpower spent on applying for an EHCP and they are not always granted. Governors asked if there was something that they should be doing about the situation. SB replied that because we are a growing school there is nothing governors can do. As schools grow SEN will also grow. Within our EYFS cohort of 60 pupils, 7 will need an EHCP. We were unaware of these needs prior to the pupils starting school in

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September 2020. Nothing had been done about the EHCPs by the previous educational providers. Governors asked if the school was getting the right levels of funding from the High Needs Block for our SEND pupils. SB is aware of the difficulties with the High Needs Block and stated that as a school we have to fund the first £6,000 for each EHCP child. The more pupils who receive an EHCP mid year the more additional funding we need to find from our budget.

Tables- Data from the tables suggest that when pupils returned to school in September they were either at the same point that they were in March or a lower level. This could be seen in every year group. However year 6 pupils were tested again last week and the children had made good progress since September.

Attendance - Governors noted that the attendance level for the autumn term was very positive and SB has been told that it is the best in Tendring.

Governors thanked SB for a very comprehensive report and asked if it was helpful to send questions in advance. SB replied that she did find it helpful as she could then provide governors with a more thorough answer.

7. **Pupil Premium Strategy** - This was included in the Headteacher's Report. Governors will be sent a copy of the Pupil Premium Strategy. (SB)
8. **SB to report on the impact of Covid-19 on the school community** - This was covered in the Head Teacher's report. SB informed governors that we had not yet had a positive case among pupils or staff within the school. In the recent LSA meetings everyone fed back that they felt safe and were pleased that we put procedures in place early.
9. **Friends of Holland Haven Report** - A report was sent out to governors prior to the meeting. JS read out an amendment that the amount of matched funding provided by Barclays was limited to £1000.00. Making the total raised by the Christmas Raffle £2110.98.
10. **Governor Monitoring, Development and Training:** -
 - a. **Governor Vacancy** - Due to Mrs Kedge's resignation from the board there was a parent governor election which closed for nominations on Friday 4th December. There had been one nomination from Samantha Hunt and JS read out her pen portrait. As it was the only nomination there was no need to hold a ballot. JN will contact her to let her know that she has been successful and will be welcome to the next full Governing Board meeting in March 21. (JN)
 - b. **Review the Standing Orders for the Governing Body** - Please read your copy, which are attached to this agenda and have any questions ready. RW gave examples of how poorly written he thought the Standing Orders were. A discussion was had as to whether it was worthwhile amending and RW will notate his comments and go through them with JS. JN will send RW a copy that

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he could amend so that he does not have to retype it. (JN)

- c. **Termly review of the GAP (Governors' Action Plan)** - JS will work on this next term.
- d. **Link Governor's Report** - KW reported that the majority of governors chose to have training on Mental Health and Wellbeing and Making Effective Governor Visits. There had been some discussions with Governor Services about whether to provide virtual training sessions or face to face in the Spring term. Governors agreed that they would rather go ahead with the remote sessions to ensure that the training is not missed again. KW will arrange this.
JS reported that she had undertaken Level 2 Safeguarding Training and Headteachers Wellbeing since the last meeting. She also informed governors that they can now access training through the NGA (National Governors' Association).
- e. **School Website** - AC assured governors that the school website was up to date and that she reviewed it every Wednesday.
- f. **Any Chair's actions that have taken place since the last meeting** - JS reported that she had signed the following cheques: -
28th September cheques for £6,878 to ECC for building insurance and £21,113.06 to Schools UK for staff absence insurance.
6th November a cheque for £6,218.62 to Monthind Cleaning for two months' cleaning.
12th November a cheque for £6,938.04 to Interm which the majority was to pay for broadband.
- g. **Chair's Business correspondence** - There was nothing to report

11. Assets Committee Issues: -

- a. **Questions on the minutes of the meetings held on 28th September 2020 and 23rd November 2020** - There were no questions asked.
- b. **Terms of Reference to be approved** - These were agreed at the first assets meeting of the term. Governors approved them.
- c. **Governors to approve the Financial Regulations and Scheme of Delegation** - JS had made some suggestions for amendments which had been shared with governors who were in agreement with them. JS will sit with BK before the end of term to make these changes. (JS & BK)

12. Curriculum Committee Issues: -


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- a. **Questions on the minutes of the meeting held on 14th September 2020.** - There were no questions raised on these minutes.
- b. **Terms of Reference to be approved** - These were approved with the following amendment. Point 6 amend to Relationships Education. JN to amend the wording. (JN)

13. Pay Committee Issues: -

- a. **Questions on the minutes of the meeting held on 19th October 2020** - There were no questions raised however there is an addendum that needs to be added to these minutes. JS has agreed them with the pay committee and will liaise with JN to do this. (JS & JN)
- b. **Pay Policy to be ratified** - Governors ratified the Pay Policy.
- c. **Pay Committee to make recommendations following the Headteacher's Performance Management review - ALL STAFF LEFT THE MEETING FOR THIS ITEM, WHICH WAS COMPLETED AT THE END OF THE MEETING.**

These minutes were deemed to be confidential and are therefore on pink paper.

14. Personnel Committee Issues: -

- a. **Questions on the minutes of the meetings held on 2nd November 2020.** - There were no questions raised.
- b. **Terms of Reference to be approved** - this was not available for the personnel meeting and will therefore be carried forward to the next meeting. (JN)
- c. **Leave of absence requests (if there are any since the last meeting)-** JS has had requests from two MDAs, who are sisters, and are requesting two days leave to attend a nephew's wedding. One of them only started working as an MDA this academic year and this was booked prior to her starting. The wedding is some distance away and they need to travel back the next day. SB reported that the date has been changed to the middle of June. Governors agreed for them to be unpaid leave. SB will let them know. (SB)

15. Policies to be approved by the Governing Body: -

A discussion was had as to whether governors were expected to read and question all of the policies that were sent, as there had been many policies reviewed since the last meeting. It was agreed that governors would be allocated to certain policies, which they would need to read and have any questions ready at the meeting at which they are being

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approved. Governors would be expected to read all statutory policies and some would be the responsibility of committees to read and question if necessary. JN is in the process of completing a policy schedule for the next few years. The policies will be shared more evenly over this period so that there are not so many at any one time. This will be shared with governors when completed. (JN)

- a. **Admissions Policy 2022/2023** - This had been approved by governors through consultation.
- b. **Child Protection Policy** - approved
- c. **Exclusion Policy** - approved
- d. **Critical Incident Policy** - approved
- e. **Code of Conduct Policy** - approved
- f. **Code of Conduct for Governors Policy**- approved
- g. **Governors' Allowance Policy** - approved
- h. **Behaviour Policy** - approved
- i. **First Aid Policy** - approved
- j. **Administration of Medicines Policy** - approved
- k. **Mental Health and Wellbeing Policy** - Governor pointed out that this policy was ratified in March 2020.
- l. **Peer on Peer Abuse Policy and Procedural Guidance** - approved
- m. **Continuing Professional Development Policy** - approved
- n. **Complaints Policy** - approved
- o. **Primary Drug Education Policy** - approved
- p. **Pupil Premium Policy** - approved
- q. **SEND Policy** - approved
- r. **Relationships Policy** - approved
- s. **Gifts and Hospitality Policy** - approved

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

- a. **Data Protection Policy** - ratified
- b. **Equal Opportunities and Accessibility Policy 2020 - 2022** - ratified
- c. **Procedures for dealing with Safeguarding Allegations against Adults in School** - ratified
- d. **Discipline and Dismissal Procedure** - ratified

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

- a. **Attendance Policy** - ratified
- b. **Racist Incident Policy** - ratified

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

- a. **PE Policy**
- b. **Computing Policy**
- c. **E Safety Policy with Acceptable use of ICT Agreement**

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- d. CCTV Policy
- e. Anti-Bullying Policy
- f. Marking and Feedback Policy
- g. Homework Policy
- h. Fire Safety Policy
- i. Early Years Foundation Stage Policy
- j. Intimate Care Policy
- k. Music Policy
- l. Restrictive Physical Intervention Policy
- m. Safe Use of Children's Photographs Policy

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

- a. **Health and Safety Policy** - this has previously been shared with governors.

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

It was pointed out that a named Pupil Premium governor was required. CT offered to take on this role.

Governors asked how many people were not in school because of Covid. SB replied that there were seven today, six pupils and one member of staff, none of whom have Covid. A teacher's partner had a cough and was therefore being tested and the pupils had either been in contact with someone who is positive or they have a cough and are being tested. There is a very detailed Covid list which is being updated daily. There are a few families who are on their 2nd or 3rd absence due to Covid.

There was another item of business which was deemed to be confidential and is therefore on pink paper.

21. Date and time of next meeting - Monday 22nd March 2020 at 6pm.

7.30 All staff left the meeting whilst item 13.c was discussed.



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