

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL

Minutes of the Governors' meeting held on Monday 12th December 2022

Present - Mrs J Sharman (JS) (Chair), Mrs S Bardetti (SB), Mr R Walker (RW), Mr A Dunnett (AD), Mrs C Hunphrey (CH), Miss A Murphy (AM), Mrs C Terry (CT), Mr M O'Dell (MO) and Mrs K Williams (KW) with Miss J Nightingale (JN) in attendance.

- 1. Apologies for absence** - Mrs A Cardy gave her apologies as she was unwell. Governors were happy to accept these apologies. Mrs C Terry arrived during item 3.
- 2. JS to welcome Mark O'Dell to the Governing Board** - JS welcomed MO to the Governing Board and Governors introduced themselves.
- 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** - A declaration form was sent out with the agenda and were completed and handed in at the meeting. There were no changes to governors pecuniary and personal interest. Carolyn Terry arrived during this item.
- 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 were no items to be discussed under 'Any other business'.
- 5. Approval of the minutes of the meeting held on 11th July 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 was sent out with the agenda. Governors went through any action points that had not been completed.

- a. AD to report on the lighting project** - AD reminded Governors that this was a project to upgrade the school's lighting to LED lighting from fluorescent tubes. These would be more efficient and cost effective. Nick Bagley, the Consortium Premises Manager, has approached three companies for quotes and so far has only received a quote from one company, so he may have to approach another company to get a comparison quote to ensure best value. Bowling Garrard is the company that has quoted so far with a quote of £19,000 plus VAT. *Governors asked how much had been budgeted for this part of the project.* SB informed them that we had budgeted £30,000. *Governors asked if it was known what the savings would be when we changed to LED lighting.* These figures are not known however it was presumed that there would be savings as LED is more energy efficient. *Governors asked if the £30,000 was to replace the lighting in the whole school or part of the school.* SB replied that this was for this particular project which was

8 27/3/23

Respect, effort, attitude, co-operation & honesty

to replace the lighting in the oldest parts of the school. Governors were happy that this quote alone was £10,000 less than was budgeted for. Governors were also informed that the DfE had made funds available for capital projects to save energy. Holland Haven should receive approx £16,000 which would almost cover this meaning that it may be possible to expand the project to cover more of the school. It is possible that this could be done during the Easter holiday. It was brought to governors' attention that there may be a need for funding for roof repairs in the near future.

- 7. Governors to be informed of the extra Bank Holiday for the King's Coronation and how it will affect the SATs tests** - The King's Coronation will be on Saturday 6th May, however there will be an extra bank holiday on Monday 8th May. This coincides with the start of SATs week, which is usually on Monday to Thursday so these will now be held from Tuesday to Friday of the same week.
- 8. Term dates and non pupil days for the 2023-2024 Academic Year to be approved** - A copy was sent out with the agenda. SB has suggested 4th September for Safeguarding training, plus Thursday the 4th & Friday the 5th January and Monday 22nd and Tuesday 23rd July as there are possibilities that families will be away on those dates anyway. It was pointed out that this pretty much matches with CCHS holiday dates. Governors were in agreement with these dates being the non-pupil days for 2023-2024. JN to ensure that these parents are informed of these dates. (JN)
- 9. 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 had received copies of this report and had forwarded the following questions to SB: -
 - Is 4 minutes 20 seconds to evacuate the school, at the last fire drill, acceptable and is there a target? SB replied that it did take longer than usual as one class had to do a double count.
 - Has SB received the outcome or any feedback from the Peer Review carried out on 23rd June? SB had received a very favourable review which she will share with Governors.
 - Has there been any feedback on the local authority Ofsted SEN inspection? SB has not had any feedback yet but there are many new initiatives coming our way this term and next term.
 - As we do have contingencies, are there any other areas of the playground that might need resurfacing? SB informed governors that the other playgrounds were deemed safe and not ready to be resurfaced by the LA.
 - How did the year 6 pupils do in their SATs? They achieved what we expected of them which was well below the national averages. This was disappointing since they had received so much intervention.
 - Is the amount of staff absence indicative of a fall in staff morale? SB replied that there has been a lot of absence this term with two long term absentees who have both been

J 27/3/23

Respect, effort, attitude, co-operation & honesty

referred to Occupational Health. One of these members of staff returned to school but has since gone off sick again and the other was recommended by occupational health to stay off school for at least a couple more months even though they do not have a diagnosis. The amount of sick leave depends on how resilient people are and at present staff do not seem so resilient to all the illnesses that are present. **Governors asked if there might be a culture change following Covid.** SB replied that some people are not attending school as they are worried about passing things on to their colleagues.

Pupil absences have also increased as parents are worried about things that are going round and are keeping their children off. Absences are twice as high as they were two years ago. Persistent absence is at about 20%, although it is the lowest within the local schools, which is affecting our targets.

On the Parent View the result on the Bullying question does not look good with the number of Don't Knows - The 'don't know' responses about bullying are because people have not experienced it. SB agrees that the wording is ambiguous and last time we talked to Ofsted about it.

Admissions - Governors noted that there had been a significant growth in pupil numbers of the past five years. SB informed governors that demand is still outstripping available spaces in the school and any spaces that become available, due to a child leaving, are filled immediately. SB also advised governors that she had received the initial list of applications for EYFS in September 2023 and there had already been 51 applications.

Pupil absence - SB informed governors that we have had a case of Strep A and Scarlet Fever in EYFS, pupils can return to school 24 hours after starting antibiotics. There have also been a large number of cases of Chickenpox. **Governors asked if the high number of unauthorised absences was due to holidays.** There have been over 30 pupils taking holiday up to half term already, with more since. Last year there were 100 requests for holidays in total. There are some other unauthorised absences with parents unable to get pupils to school and there are school refusers. Also if parents do not provide evidence of sickness, following an attendance meeting, then that is unauthorised. **Governors asked if there had been any trends of illness.** It has varied however has mainly been winter colds and viruses.

On-line Bullying - Governors asked about the on-line bullying that had been reported in the Headteacher's report. It is not happening in school but it is a growing problem that is happening outside of school. There has recently been a case where the parents went to the police and resulted in a child being suspended and was moved to another class on their return.

Suspensions and Exclusions - Governors asked if the increase in numbers of days is due to the school getting bigger. SB is giving longer suspensions due to the severity of the issues.

Pupil Premium Funding - SB feels the funding is being spent wisely. CT and CH are going to complete an analysis of the impact of where it is being spent.

EAL pupils (English as an Additional Language) - SB informed governors that there have been two children who have arrived at the school with EAL and have settled in really well.

Leadership links to the LA - Holland Haven is a school requiring low level support. Although the SATs results were disappointing last year they think we have a really good

SB 27/3/23

Respect, effort, attitude, co-operation & honesty

chance to be rated good at the next Ofsted. It was suggested that there be an Ofsted Working party which is a good idea but with such a small group it was thought that all governors ought to be involved.

SEND Pupils - The impact of the number of SEN children within the school, now 77 pupils, some of which have complex needs, should be acknowledged. There has never been a time where we have had children come in with such severe complex needs and Holland Haven not being the correct school for them. Governors asked if the new banding structure was having a positive effect on the school. SB replied that the new structure had not come into effect yet, but it was felt that this could mean that we would get less funding for the school. It was thought that there are likely to be 13 children with EHCPs by the end of the year.

Governors wished to thank SB for her thorough report.

10. Key Facts Document - This has been updated and shared with Governors. There were a few things that still need to be amended. JS will meet with CH tomorrow to see if they have all been completed. (JS)

11. Pupil Premium Strategy - This is on the Website and will be reviewed by the end of December 2022. CH is looking at this tomorrow and will report back at the next meeting. (CH) (JN)

12. Safeguarding / Child Protection:-

- a. **Safeguarding Folders** - A confirmation that these have been updated. All governors have updated their safeguarding folders. MO will read through the booklets which will be sufficient for his safeguarding training this year.
- b. **Keeping Children Safe in Education 2022** - This can be found in the Safeguarding Folder which governors sign for.
- c. **Child on Child Abuse Policy** - This is in the Safeguarding Folders and was last reviewed in Autumn 2022.
- d. **Safeguarding Training** - All governors attended the annual refresher Safeguarding training or already have had current training within their job i.e. CT.
- e. **Safeguarding Governor to report** - The Single Central Record and Joiners and Leavers records are checked on a termly basis. This was carried out on 21st November 2022. CT has written a report which will go in the SCR file. There were a couple of questions which arose and were answered at the time.

13. SEND - Governors to receive and consider the annual SEND Information Report and ensure that it is published on the school website - All statutory information is on the website.

14. Friends of Holland Haven Report - A copy of their report was sent out with the agenda.

J 27/2/23

Respect, effort, attitude, co-operation & honesty

Governors wished to congratulate the friends on how well they are doing. SB attended the wreath making event with about 23 people taking part. It raised about £150 but was a very enjoyable event. SB reported that this committee was very successful and had lots of ideas.

15. Governor Monitoring, Development and Training: -

- a. **Review the Standing Orders for the Governing Board-** These were sent out prior to the meeting so that they could be read and any questions can be raised. JS advised governors that these were looked at thoroughly a couple of years ago and were amended then. RW pointed out that they mentioned that full names of governors should be used which the governing board do not do. A discussion was held and governors agreed to amend this in the Standing Orders and any other document that states full names should be used. Governors agreed to accept these following the above amendment.
- b. **Termly review of the GAP (Governors' Action Plan) -** Nothing had been completed on the Action Plan. Governors were asked to look at the Action Plan ready for the 7th February Staff meeting when they will be meeting with the subject leads of the areas of their responsibility. There are only 4 items on the GAP so a lot of things should be completed by the end of the spring term. [Governors asked if things in the Google Drive could be archived as they are finding it difficult to find things.](#) It was suggested there be a folder for Governors. CH will look into this. (CH) (ALL)
- c. **Link Governor's Report -** KW will liaise with MO to book him onto the Governors Induction. We have 'Mental Health and Wellbeing' training booked for January, however it still says on-line but she will chase this as we want this training to be face to face. If Governor Services stop doing face to face training then we will not be subscribing to their training package next year. Since the last meeting the following training has been undertaken:-
SB - Safeguarding and Preparing for Ofsted
AC - Safeguarding training
CC - Safeguarding and Preparing for Ofsted
AD - Safeguarding and Preparing for Ofsted
JS - Safeguarding and Preparing for Ofsted
CT - Safeguarding, Preparing for Ofsted and Disadvantage Strategy training
RW - Safeguarding and Preparing for Ofsted
KW - Safeguarding and Preparing for Ofsted
JN - Safeguarding training
- d. **School Website -** CH assured Governors that the school website was up to date.
- e. **Any Chair's actions that have taken place since the last meeting -** JS reported on the following cheques that had been signed and reported to the Assets

JS.
27/3/23

Respect, effort, attitude, co-operation & honesty

Committee meeting:-

19th July - £5,860.80 to Cosy for the sheds etc in the Early Years Foundation Stage

6th September - £19,169.04 to Peter Halliday for resurfacing and paving in the Early Years foundation Stage.

16th October - £7,643.00 to ECC for insurance and training.

21st October - £6,859.20 to DAT Images LTD for playground markings.

f. Chair's Business correspondence - JS had not received any correspondence.

g. Governors' Terms of Office - JN had contacted all staff to invite them to stand for the staff governor position.

AC was the only nomination and will therefore stand for a further 4 year term of office.

Susan Welsh's term of office was due to expire later in this academic year, however for personal reasons she resigned as of 21st November. At the last parent governor election we only had one nomination therefore two further parent governors are needed. JS advised the board that as there had recently been a parent governor election members of the board can now approach parents to encourage them to become governors. JS feels that governors now need to approach parents that might be interested. SB suggested that she ask teachers if they feel that any of their pupils' parents might be interested. If they know of anyone then they need to let JS or JN know. (SB)

TC's term of office has expired therefore the board also needs a Local Authority Governor. JN has advertised this on the Governor Services Website, but so far has not heard anything back. JN to chase this with them. (JN)


AD's term of office expires in December 2022 and CT's term of office expires in April 2023. AD and CT have agreed to stand for a further four year term of office. Governors were in approval of this. JN to let Governor Services know. (JN)

h. Governors' Skills Audit - JS reported on this at the Assets meeting held on 21st November 2022. CT believes that she has sent this to JN therefore JN will check to ensure that she has it. (JN) There were No weaknesses but there were not so many 4s on question 7 which is about interpreting budget reports and can analyse it. There were no other areas that had less than 3, 4's out of the 6. Governors were asked if there was any training that governors would like. The following things were mentioned:-

Mentoring

Having a whole school approach

Performance data


27/3/23

Respect, effort, attitude, co-operation & honesty

Induction and CPD.

JS advised governors that they could look on the NGA learning link where she had found several courses there.

KW is to analyse the performance data training to see if there is any. Governors were reminded that if they do complete any training then they need to let KW know so that she can keep a record of all training that has been undertaken.

As there is a possibility that we may not be subscribing to the Governor Training package then it was suggested that If any governor wants any particular training then they need to let Katie know so that she can arrange it before April when our subscription expires. (JN) (KW) (ALL)

- i. **Code of Conduct for Governors** - AS mentioned when looking at the Standing Orders it states that Governors full names will be published on the website. JS will remove the word 'full'. (JS)

16. Assets Committee Issues: -

- a. **Questions on the minutes of the meetings held on 20th June 2022, 10th October 2022 and 21st November 2022.** - There were no questions.
- b. **Terms of Reference to be ratified-** A copy was sent out with the agenda. Governors ratified the Terms of Reference.
- c. **Governors to be updated on the situation with the carpets** - The boss at Aveley Carpets, who sold us the new carpets in three of the classrooms this summer, visited to see what the problem was. He arranged for the supplier to have a look at the carpets. They are now contacting the carpet manufacturer of the carpets. It appears that none of them want to take ownership of the problem. **Governors asked what their opinions were of the quality of the carpets.** SB informed governors that they said that they were not very good. It was pointed out that our contract was with the retailer. It was agreed that if no progress is made by the end of term then we will go back to Aveley Carpets who supplied us. (SB)

17. Curriculum Committee Issues: -

- a. **Questions on the minutes of the meetings held on 12th September 2022.** **Governors questioned the difference in the PAN (Pupil Admission Numbers).** SB clarified the difference in the numbers of the PAN. Eventually the difference in certain years will drop off the list as we can not change the PAN once it has been agreed on the Admissions Policy.
- b. **Terms of Reference to be ratified-** This was ratified.

SB 23/3/23

Respect, effort, attitude, co-operation & honesty

18. Pay Committee Issues: -

- a. **Questions on the minutes of the meeting held on Monday 17th October 2021 which have been shared with you.**- There were no questions raised.
- b. **Pay Policy to be ratified** - This was ratified.
- c. **Pay Committee to make recommendations following the Headteacher's Performance Management review** - CT and KW met with Barry Hawes, the external advisor to complete the end of year performance management review and set targets for this year. SB had passed all three of last year's targets. As she is at the top of her pay range she will remain at her existing point on the leadership scale.
- d. **Terms of Reference to be ratified**- These are part of the Pay Policy and were ratified along with the policy.

19. Personnel Committee Issues: -

- a. **Questions on the minutes of the meetings held on 7th November 2022.** - There were no questions raised.
- b. **Terms of Reference to be ratified**- These were ratified.
- c. **Leave of absence requests (if there are any since the last personnel meeting).** There had been no absence requests.

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

- a. **Admissions Policy 2024/2025** - This has been approved by the Admissions Committee. -
- b. **Health & Safety Policy**
- c. **Code of Conduct Policy**
- d. **Pay Policy**
- e. **Charging and Remission Policy**
- f. **SEND Policy**
- g. **Attendance Policy**
- h. **Child Protection Policy**
- i. **Suspension and Permanent Exclusion Policy**
- j. **Anti Bullying Policy**

All the above policies were approved or ratified by the Governing Board.

Governors have received the Behaviour and Relationships Policy and need to read through it and let JS know if they are in approval of this policy.

 27/3/22

Respect, effort, attitude, co-operation & honesty

JN to send SB the next list of policies to be reviewed. (JN)

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

- a. **Discipline and Dismissal Procedure**
- b. **Probation Procedure**
- c. **Sickness Absence Management Procedure**
- d. **Recruitment Procedure**
- e. **Procedure for Dealing with Safeguarding Allegations Against Adults in the school'**

All the above policies were ratified.

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

- a. **Homework Policy** - Governors ratified this policy.

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

- a. **Physical Education Policy**
- b. **Music Policy**
- c. **Uniform Policy**
- d. **E-Safety Policy**
- e. **Educational Visits Policy**
- f. **Supporting Pupils with Medical Conditions Policy**
- g. **EYFS Policy**
- h. **Computing Policy**

24. Any other urgent business as agreed under agenda item 3 above. - There was none.

25. Date and time of next meeting - This has been arranged for Monday 27th March 2023 at 6pm.

The meeting finished at 7.40pm.

Shaw
27/03/23