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HOLLAND HAVEN PRIMARY SCHOOL

Minutes of the Governors' meeting being held on Monday 28th March 2022

Present - Mrs J Sharman (JS) (Chair), Mrs S Bardetti (SB), Miss C Cole (CC), Miss S Hunt (SH), Miss S Welsh (SW), Mrs A Cardy (AC), Mr T Chase (TC), Mrs S Patel, Mr R Walker (RW), Mr A Dunnett (AD) and Mrs K Willimas (KW) with Miss J nightingale (JN) in attendance.

1. **Apologies for absence** - Apologies had been received from Mrs C Terry (CT) who had family arrangements which were accepted.
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** - There had been no changes to governors' pecuniary and personal interests or conflicts of interest arising from any item on this agenda. Governors had not received hospitality or gifts for over £30.
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 four items to be discussed later in the meeting.
4. **Approval of the minutes of the meeting held on 6th December 2021** - These were approved as a true copy.
5. **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. These were as follows:-

JN will let JS know of any outstanding Governor declarations still to be returned.

SB has looked into the impact of last year on the Pupil Premium pupils.

Safeguarding training for Governors - no governors have yet looked at the on-line training that was sent last term. KW and RW will attend the safeguarding training at the school on 1st September.

KW visited Mrs Bradbury on the 14th March.

- a. **Non-Pupil Days for the 2022 - 2023 Academic Year to be approved** - SB suggested that the 1st and 2nd of September 2022 and the 5th and 6th of January 2023 be non pupil days as otherwise pupils will be coming to school for only one day on these weeks, which could lead to a number of parents keeping their children off school for holidays. It was suggested that the final non pupil day be on the 21st July. The Governors were in approval of these suggestions. JN to ensure that this information goes out to parents. (JN)
6. **Headteacher's Report which includes among other headings;** Pupil Attendance,



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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.

Attendance - Attendance is currently at 92.6% which is mainly due to Covid. **Governors asked if SB was aware how this compares to other schools.** SB informed governors that she did not have other school's data but she had received a report from Aquinas that had been handed out to Governors. SB said that there were 26% of our pupils with attendance less than 90%, this is usually around 14%. There are also 13% of pupils with less than 85% which is three times higher than usual. SB has been on an attendance training as the Government and Local Authority are concerned about attendance. As a school we call home daily to find out where children are and have a message book so that teachers can keep track of who is off. They are also tracking patterns where children are off. We have attendance meetings with parents of persistent absentees. Last week there were 43 children off every day. **Governors asked how much of this was related to Covid and how much would not have happened if Covid had not occurred.** As previously stated, absences are mainly due to Covid, either because they are positive or more people keep their children off, 'just in case', however we do also have a lot of children absent due to Chickenpox. We have one family who is going away at Easter so is keeping their child off school the week before the holiday to ensure that they do not catch Covid and are then unable to travel. This is not just an issue in this school. SB reported that we may be needing to increase the length of our school day as the Government is now extending the school day. The problem is children are not coming to school so extending the day will not help with our absences. **Governors asked who sets the cost of the fine.** It is set by County and it was thought that this should be much higher to be a proper deterrent.

Additional Site Manager - **Governors asked how the new site manager was settling in.** SB replied that Mr Cross has settled in well. The two site managers are working well together and jobs are being completed quickly.

Pupils reading age - **Governors asked about the 'age related reading' comment** - The Government is saying that 90% of children should be reading at their appropriate age by 2030. From September the school is starting to use the Little Wandle Letters and Sounds programme which was one of the DfE recommendations. We have invested in this programme in terms of training and resources. SB has practised the screening with our Year 1 pupils and the target for Year 1 passing the Phonics Screening 2022 will be 73%.

Pupil Premium spending - **Governors asked if schools were audited on what Pupil Premium funding is spent on.** SB replied that it was not audited but we do have a report that Ofsted and the Government can check.

School Classification - **Governors asked what was meant by the school being classified as L.** This meant that the School has been classified as low priority by the LA.

Fire practice - **Governors asked how the fire practice went.** It went very well and efficiently.

Parents' Evening - **Governors asked what sort of uptake there was.** Due to the increase in Covid cases it was changed to telephone meetings. Uptake will be discussed at the

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next curriculum meeting. (JN)

Year 6 Data - SB reported that there are 27 PP children and 13 SEN children in this year group. Some of our Pupil Premium children are not always supported at home.

7. Safeguarding / Child Protection:-

- a. **Safeguarding Training** - This was discussed under agenda item 5 above.
- b. **Spring check on the Single Central Record** - This was carried out on 18th March 2022. - There was a change of name required for C Pankhida and JN has chased up a couple of proof of addresses. JS has written the report.

8. Governor Monitoring, Development and Training: -

- a. **Termly review of the GAP (Governors' Action Plan)** - This has not been looked at this term. JS will let governors know by email what is to be done. SB reported that Governors can come in and do their curriculum visits now. RW did a visit on music and art last week. AD spoke to the Modern Foreign Language subject lead last week. (JS)
- b. **Link Governor's Report** - KW to report on training undertaken since the last meeting. GBDS (January) on Pupil Premium. SH needs to finish the Induction Training still. JS suggested that she look at the NGA website. CT was unable to do the Maintaining the SCR. SW will do the training in May along with CT. If anybody completes any training on NGA then they need to let KW know.
- c. **Any Chair's actions that have taken place since the last meeting** - JS to report. Two leave of absence requests - one for a teacher to be a matron of honour to her close family member in Cyprus and another for a member of the Admin team who is getting married in May, both were granted.
On the 18th March JS signed a cheque for £5,757.07 to Harper Collins Publisher for Little Wandle resources.
JS also made adjustments to teaching staff pay for the pension issue.
- d. **Chair's Business correspondence** - There were two requests for leave of absence see agenda item 8c.
- e. **Governors' Terms of Office** - JN reported that JS's term of office expires in July 2022 and that she was willing to stand again with the understanding that if the school is requested to become an Academy she will end her term of office. Governors voted unanimously to extend her term of office for a further four years.
- f. **Governors' Skills Audit** - The following governors were reminded to do this and send to JS to her school email account.
Financial skills audit - JS had not received this from RW, KW, SH, SW. JN to



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make sure that these are sent out again, they were previously sent on 17th November. RW will send his report. Sent 17th November by JN.
General NGA audit - Need to be completed by SW, TC, SP, CT and CC. JN to send this out to them. (JN)

9. Assets Committee Issues: -

- a. Questions on the minutes of the meetings held on 31st January 2022 and 14th March 2022 (if available).** - There were no questions raised about these minutes.
- b. Approval of the Schools Financial Value Standard audit.** - This was approved.
- c. 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 were in approval of this budget. JN to inform BK that it was agreed. (JN)

10. Curriculum Committee Issues: -

- a. Questions on the minutes of the meeting held on 17th January 2022.** - Governors asked if there was an update on the Speech and Language situation and the children who are not being seen. KW has spoken to Mrs Bradbury about this, during her visit, and has been told that they do not have the capacity to give us any more time. SB has spoken to Clare Kershaw and is waiting for a reply.

11. Personnel Committee Issues: -

- a. Questions on the minutes of the meeting held on 28th February 2022.** - There were no questions about these minutes.
- b. Leave of absence requests (if there are any since the last meeting).** This was addressed under agenda item 8c.
- c. Update on staffing issues** - SB advised governors that Nicola Ward was leaving at Easter. Michelle Hawkins will replace her for the summer term. SB also reported that Laura Hutton was pregnant with the baby being due in September so we have advertised for a fixed term teacher for one year. Currently there are four applications, from Early Careers Teachers (ECT) and our existing teachers have said that they would be able to support two ECTs this coming year. Mr Hutton will move to Upper School and lead the phase. Mrs Goldsmith will lead the middle school on a one year fixed term TLR 3. Governors asked if the school was to employ an ECT and at the end of the year a post became vacant would we have to keep them. SB does not think that they would have to be offered the place however she will check on this. She has already had confirmation that she does

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not need to keep them on for two years to complete their induction.

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

- a. **Pupil Premium Policy** - Following clarification on point 5.1 Ever 6 FSM and the point above, this was approved.

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

- a. **Equal Opportunities and Access Policy** – This was approved.

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

- a. **History Policy** - This policy did not need to be ratified.
- b. **Behaviour Policy** - This was approved.

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

- a. **Uniform Policy**
- b. **Music Policy**
- c. **Religious Education Policy** - This will be changing soon as there is a new RE scheme. *Governors asked who would be the subject leader for this as Mrs Young will be leaving at the end of the year.* This will be covered by staff.

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

Lighting throughout the school - AD, Nick Bagley and Kevin Mayers from Hasell met with John Charles to look at the lighting around the school during which Mr Bagley, Mr Mayers and AD toured the school and took details of the lighting requirements in each room. They will initially provide a report for EYFS, the hall and years 1 & 2 classes as the lighting quality is insufficient in these rooms. They will provide us with 3 quotes for this work. Mr Mayers is a specialist in this area and knows where there is insufficient lighting. These areas of the school will be phase one, the other areas of the school becoming phase 2 and be dealt with at another time. *Governors asked whether phase 1 could be carried out over the summer holiday.* AD did not think that would be possible and that it is more likely to be next Easter, therefore the funding for this needs to be earmarked in the next budget.

Gazprom - Prior to the meeting Governors had received the email that Zenergi had sent the school regarding our gas supplier. Governors need to be aware of sanctions against Russia which could possibly affect our supply. AD has found the contract that we have regarding our gas supply and it is a fixed term contract. *Governors asked when the contract would end.* This is not known however Zenergi are our facilitators and we have should follow their advice and go with best value. Governors felt that we need to keep a keen eye on the situation.

Governor resignation - SP informed governors that she felt that she could not continue as a Governor due to increasing work commitments. She had been a governor for a long time and is the second longest serving governor. She does enjoy being a governor but does not have the time to give it the commitment that it needs. She asked if there was a possibility of attending the Governors meetings and not be part of a committee.




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Governors had a discussion and felt that she had a 'heart versus head' situation and that now was the time to step down and concentrate on her career. As we do have trouble recruiting outside governors if we struggle to fill the vacancy we could contact SP to see how she feels about coming to some arrangement. On behalf of the Governing Board thanks were given to Mrs Patel for all the support that she has given the school as a governor. (JN)

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

17. Date and time of next meeting - This has been arranged for **Monday 11th July at 6pm.**

The meeting finished at 7.42pm.



11/07/2022