

# *Respect, effort, attitude, co-operation & honesty*

## **HOLLAND HAVEN PRIMARY SCHOOL** **Minutes of the Governors' meeting held on Monday 10th July 2023**

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

1. **Apologies for absence** - All governors were in attendance, however Mrs C Terry (CT) arrived during agenda item 4.
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 were no changes to Governors' Business Interests or conflicts of interest arising from any point on this agenda. Governors had not accepted hospitality or gifts.
3. **Declaration of Pecuniary and Personal Interests** - A few had been returned and some were handed out at the meeting. Governors, who have not already done so, must complete and return them to JN by the end of term. (ALL)
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 will be two items of any other business to discuss at the end of the meeting. CT arrived during this item.
5. **Approval of the minutes of the meeting held on 27th March 2023** - These were approved and signed as a true copy. JN to file. (JN)
6. **Matters arising - Action points from the above meeting** - Governors went through any action points that had not been completed.
  - a. **KW to report on her annual Safeguarding and Child Protection report.** - KW completed her safeguarding visit on the 26th June. She met with SB to go through all the files and explained what was in them. KW feels a lot more confident now that she has seen them and understands them. The Designated Leads meet once a month and they pick random files to check and then make notes. Minutes will go in the records. KW and SB will look at the safeguarding files every term, JS and CT will complete the Single Central Record check termly.

KW still needs to complete her report following the governors' visits during a staff meeting earlier in the year. (KW)

RW had composed a letter to be sent to the LA if they keep directing Holland Haven to admit directed children. This had been sent out to governors for their comments. There were no queries with the wording therefore it will be kept in case it is required. SB has access to it via Google.

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**Flat Roof** - Governors asked if the flat roofing was going to be replaced. SB informed them that the LA had completed a survey and had decided that it was not needed to be replaced yet. If, however, the builders come across anything serious after it has been cleaned then she will get back to the LA.

7. **Headteacher's Report** - SB answered all the questions that governors had added to her report. The report with questions will be added to these minutes. SB asked governors if they liked the new style of tables, which they did. These tables will be added over the years.

**Attendance** - SB and Mrs Blundell (DB) informed governors that they looked at the message book daily. SB/DB ask Aquinas to go round to pupils' houses on the days when siblings are both away from school. Two classes won the attendance award for the year. Class 4C is going to have a treat day out to Walton Pier as their prize for the best attendance. Class RBA are having treats within the school. SB informed governors that there will possibly be a termly competition next year where pupils with 100% attendance are put into a draw where they have the chance of winning a bike at the end of the year (most likely a voucher for Halfords for them to buy a bike of their choice). There could be two prizes, one for KS1 and one for KS2. Governors were in approval for this initiative to go ahead. CT informed governors that this is a nationwide issue and that our attendance was better than other schools. All the effort that has been put into attendance made a slight improvement but not as much as there should be considering the amount of effort that is being put into this issue.

**Document of Ordinary Available Update for schools (June 2023)** - Staff are aware of this document which includes how we would support children in school before receiving any funding. There is a document which states what should be available for all pupils and one that states what should be available for targeting some pupils who have more complex SEND. SB is of the understanding that schools all need to be following these stipulations before additional funding will be given. SB explained that the new banding system goes A - G. A & B receive no funding as funds are provided from band C upwards. The school is having to reband all its EHCP children to tie into these bandings. SB does not think that this is statutory as it is Essex guidance not national. SB has only skimmed the document so far, as it is 117 pages long and as it was only received today, will take some time to digest. CT says that the idea behind the system is to make it clear that if a child moves school, within the area, then they should receive the same resources as they had at their previous school. There will be an agreed standard delivered in every classroom and by every educator.

SB reported that we have a couple of children who have come from other schools, where they were having difficulties, who have now settled down.

8. **Term Dates for 2024 - 2025 Academic year** - These had been sent out to governors prior to the meeting. It was pointed out that the first term has 15 weeks, the other two have 12 weeks. Keep the term dates the same so that they coincide with other schools.

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- 9. Friends of Holland Haven Report** - SB pointed out that the Friends had had a very successful year. They have a lot of energy and seem to be a good team. SB informed governors that she had received an overtime claim for one of the site managers for the time they spent at the summer fayre. IS THIS CORRECT I THOUGHT IT WAS BOTH OF THEM? Governors discussed whether the school should pay their overtime or ask the PTA to pay it. This has happened before with staff claiming for overtime when they helped run the school disco. Governors agreed for the school to pay it this time, but SB is to speak to the PTA to ensure that they ask her first. Governors also suggested that she send a message to staff to remind them that if they are helping on a fundraising event then it will be on a voluntary basis. (SB) (SB)
- 10. Annual GDPR report** - CH handed out a report showing a data breach, where someone in the school office sent their folder of work off to another school with a pupil record. JN explained that she had contacted the school prior to it arriving and asked them to hold on to it until the member of staff involved picked it up later that day. The other school confirmed that they did not look inside the folder.
- 11. Governor Monitoring, Development and Training: -**
- a. **Termly review of the GAP (Governors' Action Plan)** - It was reported that there was one thing that had not happened. JS will update this document. (JS)
  - b. **Link Governor's Report** - KW reported that some of the governing board met with Kerry McGrory last week for Safeguarding Training. MO has his induction booked and is going to complete safer recruitment training. The Governing Board Development sessions have been booked for 16th October ( Mental Health and Wellbeing) and on the 22nd January there will be 'Overview of Safeguarding'. It was also announced that all governors needed to attend the safeguarding training, being held at the school on Monday 4th September. (ALL)
  - c. **Any Chair's actions that have taken place since the last meeting** - JS reported that she had signed the following cheques: -
    - 28th April - Schools UK - £12,959.32 - for Staff Insurance
    - 28th April - Juniper - £10,729.64 for various annual support contracts.
    - 28th April - DPL Group - £23,250.59 for the lighting project
    - 24th May - Interm - £6581.80 for broadband
    - 24th May - Lam Brothers - £5,496 for a new dishwasher
    - 24th May - PGL -£9,240 for the final balance of the residential trip
    - 28th June - From the school fund to the school account - £7,840 PGL for the transfer final balance, this does not include tax.
    - 7th July - Johnson Garden Buildings - £8,099.50 - deposit for the garden room going in the courtyard.
  - d. **Chair's Business correspondence** - The Chair had no business correspondence.

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- e. **Governors Terms of Office** - There are no Governors who are coming to the end of their term of office but we do still have two vacancies. Governor Services have recently contacted JN to say that they did not have anyone interested in becoming a Local Authority Governor. JN will hold another parent governor election in the Autumn term in the hope that we can fill the parent governor vacancy. JS spoke to a lady who may be interested in the LA vacancy. (JN)
- f. **Dates of meetings for the 2023 - 2024 academic year** - JS and KW will finalise the dates and send them out to governors. Are there any Mondays that we would like them to avoid. They were asked to avoid 11th September and 29th April if possible. (JS & KW)

**12. SB to inform Governors about the decision not to take the year 6 pupils on a residential trip in July 2024.** - SB advised governors that every year we have had a residential trip for our year 6 pupils. This year it has been incredibly complicated from start to finish and has taken up a lot of her time. The phase leader, who needs to be there, has a young child and does not want to give up his weekend. The Learning Mentor has been for many years and does not want to go next year. It has been very costly for the parents and the school. There are new guidelines that state that children on Free School Meals do not have to pay anything for school trips, previously they would pay 50% of the cost for this trip. As the number of children who qualify for free school meals is constantly increasing it has cost the school nearly £5,000 for this trip. What was very annoying is that three of these children dropped out at the last minute which we still had to pay for. There is a place in Kirby called Birch Hall which we are looking into visiting for two or three days, but not residential. These would therefore be day trips by coach. The school is looking into this.

### **13. Assets Committee Issues: -**

- a. **Questions on the minutes of the meetings held on 15th May 2023 and 26th June 2023** - The minutes of the meeting held on 26th June have not yet been circulated. Governors will have the opportunity to ask questions on these at the next meeting. There were no questions on the minutes of the meeting held on the 15th May. (JN)
- b. **Governors to ratify the School Fund and approve the auditor for April 24.** - These were approved and governors were happy for us to use the same accountants next year, who are R & H Accountants (formerly BAS Accountants)..
- c. **JS to update Governors on the Aveley Carpet situation** - JS wrote to Mr Cross of Aveley Carpets and gave him a deadline of 26th May for full refund or re-fitting the carpets. The letter warned him that if they did not comply then the school would go to the Small Claims Court. As there was no response JS completed and sent off the claim on 5th July 2023. The claim was for what we paid them for the carpets and the £205 fee, which totalled £3,973.15. He has until

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4pm on 24th July 2023 to comply and if not the company could get a County Court Judgement against them. JN will ensure that this is on the next agenda to see what the outcome was. (JN)

- d. Governors to discuss the outcome of the review of the cost of school dinners and breakfast club** - JS, AD and RW completed an exercise last year to see if the costs of producing school meals were covered by the numbers of children who took it. At that time it was reported that their aim was to try and align the expenditure and the income. The cost of producing a meal is currently £2.85 and presently pupils are paying £2. Governors are mindful that everyone is under financial pressure at the moment and are therefore recommending that the cost of a pupil meal be increased to £2.20. Governors were happy with this suggestion and JN will therefore ensure that a letter is sent out this term so that the increase will come into effect from 1st January 2024, giving parents a terms notice. Staff are currently paying £2.40 which will be increased to £2.50 from January. A discussion was had as to whether we do pay VAT on staff dinners, JN will check this with Mrs Keen (JN)

*Since the meeting JN has confirmed with Mrs Keen that we do not claim the VAT back on staff dinners.*

**Breakfast club** - This was looked at at the same time but it was felt that there was no need to increase the cost of it.

### **14. Curriculum Committee Issues: -**


- a. Questions on the minutes of the meeting held on 24th April 2023.** - There were no questions on the minutes of the meeting held on 24th April 2023.
- b. SATs results** - The Key Stage 1 results have been reported on in the Headteacher's Report. The Key Stage 2 results will not be available until 11th July 2023. SB will let Governors know by updating the headteacher's report. (SB)

### **15. Personnel Committee Issues: -**

- a. Questions on the minutes of the meeting held on 5th June 2023.** - There were no questions on the minutes of the meeting held on 5th June 2023.
- b. Leave of absence requests (if there are any since the last Personnel meeting).** JS had not received any leave of absence requests from staff.

### **16. Policies to be approved by the Governing Board: -**

- a. Child Protection Policy** - This policy had minor changes, which were ratified, but is being fully reviewed in September.

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### **17. Policies and procedures approved by the Assets Committee, to be ratified: -**

- a. **Security Policy** - Governors ratified this policy.
- b. **Lockdown Procedure** - Governors ratified this policy.

### **18. Policies and procedures approved by the Curriculum Committee, to be ratified: -**

- a. **Homework Policy** - Governors ratified this policy.
- b. **Educational Visits Policy** - Governors ratified this policy.
- c. **Assessment Policy** - Governors ratified this policy.
- d. **Curriculum Policy in Practice** - Governors ratified this policy.
- e. **Restrictive Physical Intervention** - Governors ratified this policy.
- f. **Safe Use of Children's Photographs** - Governors ratified this policy.
- g. **Administration of Medicines** - Governors ratified this policy.

### **19. Policies and procedures approved by the Personnel Committee, to be ratified: -**

- a. **Bereavement Policy** - Governors ratified this policy.
- b. **Whistleblowing Policy** - Governors ratified this policy.
- c. **Mental Health and Wellbeing** - Governors ratified this policy.

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

- a. **Maths Policy** - For information only.
- b. **Presentation and Handwriting** - For information only
- c. **Geography Policy** - This policy is now part of the Curriculum Policy.

### **21. Any other urgent business as agreed under agenda item 3 above. -**

Since Covid two things that have slipped with regard to governor actions are training and monitoring visits.

**Monitoring Visits** - JS would like to devise a monitoring calendar for a whole year. She asked governors how they felt about carrying out monitoring visits in pairs. Governors were in agreement with this. It was agreed that CH would provide a document with what is going on this year and governors can book on to attend curriculum events. She will work on this in the summer break. It was also requested that governors complete their write ups on Google rather than in paper form. *Governors asked if they also record additional visits that they might make to the school to share in the school events.* This was agreed. All governors were in agreement with this being the way forward. (CH)

**Governor Training** - Following training by Kerry McGrory, JS would like all governors to complete at least one NGA training activity each term. She explained that all governors have to do is Log In, create a password, then choose from a number of sessions. She pointed out that the course does not have to be completed in one sitting. CH will create a training template for governors to update when they complete any training each time. (ALL) (CH)

### **22. Date and time of next meeting - TO BE ADVISED.**

The meeting finished at 7.35pm

*J. Shea*  
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