

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL **Minutes of the Governors' meeting held on Monday 11th July 2022**

Present - Mrs J Sharman (JS) Chair, Mrs S Bardetti (SB), Mrs A Cardy (AC), Miss C Cole (CC), Miss S Welsh (SW), Mr A Dunnett (AD), Mr T Chase (TC) and Mrs C Terry (CT) with Miss J Nightingale (JN) in attendance.

- 1. Chair of Governors to be elected** - JN led the meeting for this item. Governors were asked to inform the clerk, prior to the meeting, if they wished to stand as Chair. Only one governor nominated themselves. JN asked if there were any other governors who would like to take on this role. There were no other nominees and therefore governors would be delighted for JS to continue in this role.
- 2. Apologies for absence** - Apologies had been received from Mr R Walker (RW) who was away due to a family occasion and Mrs K Williams who was unwell. These apologies were accepted.
- 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 were no changes to governors' business interest or conflicts of interest arising from any item on this agenda.
- 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.** - JS would like to discuss the possible calendar for next year's meetings.
- 5. Approval of the minutes of the meetings held on 28th March 2022 and 28th June 2022.** - These were approved and signed as a true copy. JN to file JN to ensure that the minutes of the extraordinary meeting is circulated to all members of the board who have not already received it. (JN) (JN)
- 6. Matters arising - Action points from the above meeting** - An updated copy was sent with the agenda. - JS reminded governors that the GAP had been abandoned for this year due to time restraints. She is happy to prepare next year's and then allocate the actions. Once the RAP is ready JS will use it to start preparing the GAP.
- 7. Increase in the School Day** - SB confirmed the hours for the school day from September 2022. She explained that the government has said that pupils need to be in school for 32.5 hours per week. We are therefore going to start at 8.40am and finish at 3.15pm. Governors asked if parents had been told, which they have, but we will remind them again before we finish and again on the non pupil day. (SB)
- 8. Headteacher's Report** - This was sent out prior to the meeting. Below can be found extra information and governors' questions.

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Attendance - SB added that the persistent absence, which stands at 22%, is normally less than 10%. Twenty seven of our persistent absentees have taken a family holiday. We have now had 100 requests for holidays from 83 families, some of which have had more than one holiday this year. Last year there were 10 requests in total. This year there have been 22 school attendance meetings. **Governors asked what happens if parents do not attend these meetings.** SB replied that the school has to contact those who do not attend the meeting. At the moment our attendance is 92%. **Governors asked whether this is typical of other schools,** but SB is not aware of other schools' attendance figures. However, at a recent meeting, other schools seemed surprised at the number of holiday requests that we had received. Although these requests were refused, parents still took their children away. SB also reported that we also had many children who turned down the chance to do interventions after school or who accepted but just did not turn up.

Key Stage 2 results - SB reported that the results achieved were similar to those which were predicted from the last practice tests before Easter. There were several children with scores of 98 and 99, which is just below the expected standard. Whilst they were not as high as hoped, governors pointed out that it did confirm that the teacher assessments were very accurate. SB reminded governors that 25% of the year group were SEN and 50% Pupil Premium. SB stated that the results will be higher next year. A number of our year 6 pupils did not engage in home learning during Covid. The current year 5 cohort are already getting better results than this year's year 6 pupils. Governors asked how our results compared with other schools in the area. SB replied that she had not been made aware of other schools results.

Key Stage 1 results - This was our year two pupils' first full year since the pandemic began. This year was also significantly disrupted by high numbers of Covid cases and chickenpox.

Late Arrivals - JS asked what the numbers were for children being late after registration. SB reported that seven pupils had been late more than five times. One has since improved, another is leaving on the 13th July, two have transport issues and one is being greeted at the door. Two pupils are late when dad drops them off, however they have had no 'U's' this term. SB spoke to a parent who was bringing her child in at 9.20 on a regular basis, this has now improved. We are also bringing parents into the school so that they stand at the machine and choose the reason for their child's lateness. JN to ensure that other office staff do this also. SB revealed to governors that to improve attendance we are thinking of having an annual competition where a class from each key stage will receive a reward at the end of the year. There are also going to be attendance badges again in September. Certificates for attendance are being given out in assembly.

Governor Questions -

Governors noted that during the fire drill, held on 30 May, it took four minutes and 20 seconds to evacuate the building and asked whether that was good, acceptable, or too long and was there a target time for evacuation of the school? SB replied that this was longer than usual but one class had to do a double count.

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Governors asked if SB had had the outcome or any feedback from the Peer Review? SB had received a report which she will send out to governors and advised them that it was a very favourable review.

Governors asked if there had been any feedback from the local authority follow-up Ofsted SEN inspection. There had not been any as yet but there are many new initiatives coming our way this term and next term.

Governors noted that some of the contingency funds were being spent on playground resurfacing and asked if there were any other areas that might need resurfacing and therefore improving the infrastructure for the long term benefit of the school. The other playgrounds were deemed safe and not ready for a resurface by the LA.

9. **Friends of Holland Haven Report** - A report was sent out with the agenda. Governors asked if there had been an increase in the profits from the summer fayre, which was not known. JS will write to the committee to thank them for all their hard work. SB has spoken to the PTA to advise them that it was unfair that a small minority of committee members and staff did all the clearing up and that the friends needed more support from the parents in order to run these events. SB said that she will not agree to a summer fayre next year unless more parents start coming to meetings. SB reported that there will be a BBQ on the last day of term and had been asked if school staff could run it. SB informed the friends that unless they can get volunteers from the parents to run the BBQ it will not go ahead. Last year staff did run it but most of them have plans for after school this year. (JS)

10. **Annual GDPR report** - CC reported that there had been no breaches.

11. **Governor Monitoring, Development and Training:** -

- a. **Termly review of the GAP (Governors' Action Plan)** - This was discussed under agenda item 6 above.
- b. **Link Governor's Report** - JS has only had confirmation from RW so far that he will be attending the safeguarding training on 1st September. SW, AD and KW will also attend, however SW has undertaken some training on this with her work and will check to see if it relates to children and is therefore sufficient. If it is then she will not attend on 1st September. CT will see if she can make it. TC completes this training with the church. JS pointed out that the NGA has on line training which is sufficient so if any governors can not make the training in person they could undertake it on line. CT has also completed training on the Head Teacher's Appraisal.
- c. **Any Chair's actions that have taken place since the last meeting** - JS reported that she had signed the following cheques which were above the headteacher's limit:-
 - 25/4 Interm £7,494.35
 - 29/4 Interm £9,499.59
 - 29/4 Juniper £10,096.16

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17/5 School Uk £13,594.60

4/7 Interm £6,535. was for 20 x chrome books trolley and associated licences.

- d. **Chair's Business correspondence** - JS had not received any business correspondence.
 - e. **Governors Terms of Office** - During the next academic term the terms of office for Mrs A Cardy (Staff Governor), Mr T Chase (LA Governor) and Mr A Dunnet (Partnership Governor) expires. The terms of office for Mrs C Terry (Co-opted Governor) and Miss S Welsh (Parent Governor) expire in the Summer term 2023. JN will carry out a staff governors election in the new term. AD confirmed that he was happy to continue for a further four years which was accepted. TC will not be standing again for personal reasons. Thanks were given to Ti for his support for the school over the past 4 years. CT has said that she would be happy to remain and has suggested that she change to the LA role. It was pointed out that, due to the difficulty in appointing governors it may be better to see if the LA has anyone who can fill that role. If we do find someone to fill the co-opted role then the governing board is willing to swap roles. Governors were also informed that Miss S Hunt has resigned due to lack of time to commit to the role. JS asked the board if they were in agreement to KW changing to become a co-opted governor, due to Sharlie Patel's resignation earlier this year, as although she has children in education they are no longer at this school so she may not be re-elected when her term of office expires as current parents may not know who she is. She was in agreement with this and as she is a very experienced governor the board were in agreement too. This means that we now need to hold elections for one staff governor and two parent governors. JN to organise the elections for the autumn term. (JN)
 - f. **Review Governor Responsibilities** - There are some Governor Responsibilities to be filled. We need to fill the SEN responsibility, which is a very important role that was carried out by Mrs Patel in the past. JS informed governors as to what is required with this role and explained that there does need to be a named SEN governor. CT, who is the pupil premium governor, agreed to take on this role.
 - g. **On-Line Governance Handbook** - JS reported that this was updated on 1st July. She has printed up the updated information and any governors who wish to have access to the information and the links are to let her know. (ALL)
- 12. Governors to give their agreement to the school taking Year 6 pupils on a residential trip in the Summer Term 2023.** - Mr Hutton will be the upper school lead next year and has said that a decision had not yet been made as to where they will be going in Summer 2023. The current year 6 pupils are going to Kingswood this weekend. Governors pointed out that we need to be very careful with the pricing.

13. Assets Committee Issues: -



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- a. **Questions on the minutes of the meetings held on 23rd May 2022 and 20th June 2022** - Governors have received the minutes from the meeting in May, which they did not have any questions on. JN will chase the minutes for the June meeting and ensure that governors get the chance to ask questions on them at the next meeting. (JN) (JN)
- b. **Governors to ratify the School Fund and approve the auditor for April 23.** - A copy of the final accounts were sent out with the agenda. These were ratified by governors and agreed to continue with this company again next year.
- c. **The working party to present their findings on energy procurement** - A report from the working party (wp) was handed out prior to the meeting. The governors, who formed the working party, were horrified to learn on Friday that to end the contract with Zenergi they need to be given 90 days notice. Since then, AD has been working on this. The wp are considering approaching one of the approved providers, which Zenergi are not, for a quote (possibly CPC - Dukefield). The working party asked governors for their approval for them to try and get Zenergi to match the quote from CPC-Dukefield. If they can match it then we will stay with them for one year. If not, then they would change provider.

Cleaning Contract - The site managers are not happy with the work of one of the cleaners, however Monthind are not supporting the school in addressing this. Nick Bagley has provided us with quotes before, pre Covid, but will need to obtain new quotes due to increased costs.

Lighting - SB asked where we were with the lighting project. AD will follow this up. (AD)

14. Curriculum Committee Issues: -

- a. **Questions on the minutes of the meeting held on 25th April 2022.** - There were no questions regarding the minutes of the meeting.
- b. **SATs results** - These were reported in the Headteacher's report.

15. Personnel Committee Issues: -

- a. **Questions on the minutes of the meeting held on 6th June 2022.** - There were no questions raised on these minutes.
- b. **Leave of absence requests (if there are any since the last Personnel meeting).**
- JS has received one request from a Learning Support Assistant, who currently works 3 days a week and has agreed to increase to 4 days in September, whose husband had arranged a birthday surprise. This had been granted without pay.

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- c. **Staffing changes since the last Personnel meeting.** - Tracey Warwick, an experienced Learning Support Assistant who also worked as a Midday Assistant, will be leaving at the end of the term to work for Barnardos. Jemma Williams, one of our new Midday Assistants, will be leaving at the end of the term for personal reasons. A new Midday Assistant has been appointed, Chelsea Kitchener, whose DBS we are still waiting for. She will start in the new academic year.
- d. **Update on the ill health meeting** - SB reported that the meeting went very well and was positive. It was clear, from the Occupational Health report, that the member of staff would not be fit to return to work for some considerable time and therefore a discussion was had over the difference between ill health dismissal and resigning. After consideration she decided to resign with immediate effect. She would, however, like to return to the school when she is better. SB replied that she would be keen for her to apply for future roles.

16. Policies to be approved by the Governing Board: - There are no policies for approval by the Governing Board at this meeting.

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

- a. **Whistleblowing Policy** - Minor amendment to insert details of Local Authority Counter Fraud Manager/Team
- b. **Performance Management Procedure** - Amendment is for Academies only.
- c. **Mental Health and Wellbeing Policy** - no changes.
- d. **Capability Procedure** - Clarification on when capability proceedings will be reported in an employment reference
- e. **Grievance Procedure** - Clarification that appropriate manager deals with informal and formal procedure and ensuring the use of gender-neutral language

All the above policies and procedures were ratified.

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

Physical Education Policy
Primary Drug Policy
Progression in the Four Rules of Calculation

19. Any other urgent business as agreed under agenda item 3 above. - JS handed out the proposed calendar dates for the next academic year. They will remain on Mondays and there is one training session arranged so far, which will be on 26th September, There will be another session arranged for the spring term, which will have to be in February. We were unable to book one session in the summer term, as requested by Governor Services, because we did not receive the list of available training until May.

Governors wanted to express their gratitude to all members of the school team in appreciation of everything that the school has achieved this year.

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20. **Date and time of next meeting** - Monday 12th December 2022. The meeting finished at 7.30pm

Shane.

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