

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL

Minutes of the Governors' meeting held on Monday 6th December 2021

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

- 1. Apologies for absence** - Apologies had been received from Miss S Hunt (SH) who is unwell and Mrs S Patel (SP) who has been in contact with two work colleagues who are Covid positive and has therefore decided not to attend. These apologies 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 were no changes to governors' business interests. All staff left for agenda item 18.c to ensure that there was no conflict of interest. All governors had received a new declaration form and had until 11th December to complete and return any that had not already been returned. Governors had not accepted any hospitality or gifts over the sum of £30. (ALL)
- 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 was no other business.
- 4. Approval of the minutes of the meeting held on 12th July 2021** - These were approved and signed as a true copy. JN to file. (JN)
- 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.

- a. Update on agenda item 10.c from JS** - This concerned a parent's unacceptable behaviour at the school. Following our policy on acceptable behaviour at the school, the parent in question had been written to advising them of the meeting but we had not had a response from him. There have been no other incidents and this parent has not been on to the premises. It was the Governors' responsibility to make a decision on whether to allow him on to the premises or to extend the ban. A full discussion was held at which governors had a number of questions and the following points were made:-
We have not heard anything from the parent and there have not been any further incidents.
The ban was put in place in May and the parent has not shown any remorse or contacted the school as requested in the letter that they received.
SB did not mind if the parent came back on the premises as long as the behaviour was not repeated.
Following the discussion governors came to the conclusion that there were three

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options; 1) lift the ban, 2) lift the ban but with a caveat that if the behaviour was to be repeated then it would be reinstated until their child left the school, 3) extend the ban. Governors were disappointed that they had not heard from the parent and therefore there was a majority agreement to extend the ban for a further six months.

6. **Governors to approve an extra day holiday on Friday 22nd July 22 in lieu of the additional bank holiday for the Queen's Jubilee and therefore make Thursday 21st July 2022 a non-pupil day.** This was approved.
7. **Term dates and non pupil days for the 2022-2023 Academic Year to be approved** - A copy was sent with this agenda. Governors agreed to approve the term dates but wanted to look at the non-pupil days at the next meeting. JN to ensure that it is on the agenda. (JN)
8. **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. **This was sent out prior to the meeting. Governors had their questions ready for the meeting.**

This was sent out again with governors' questions and answers at the end of the report. Further questions and updates are below:-

Bullying incidents - Governors asked if both parties involved in the bullying incident were satisfied with the outcome, which they were.


SEN - SB reported that the number of children on the SEN list had reduced as a large number of SEN pupils went on to high school in September. However, some of the EYFS children are still to be added to the list and quite often the children who arrive mid year have special needs. SB did report to governors that LA staff were not having face to face meetings at the moment. CT reported that this was so that they didn't pass COVID between schools. This has had an impact as without professionals visiting pupils we can not complete EHCPs successfully and some have been subsequently turned down. We do have children who need to see the Educational Psychologist and the Educational Therapists who do attend.

Children Missing in Education - The child who was missing in education has now been located and has started at a new school. We are no longer responsible for this child as they have started a new school.

MARAC - SB has organised a 'team around the family meeting', but the parent does not want other people involved, only the school. Mrs Blundell is still seeing the children and supporting them. SB has written a report to MARAC.

Site Manager - SB reported that John Charles has been covering the role and has been finding his way around the systems in place.

Pupil Premium - SB will look into what the impact of last year has had on these pupils. The last data in 2019 was at, or above national, but there have been no results for the past two years. Ofsted will be looking at strategies that have been put in place. (SB)


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Attendance - SB reported that not only have there been 84 Covid cases within the school there are also a number of parents who did not want their children to attend school. This has affected our attendance which has reduced to 93%.

COVID - SB was not allowed to close a year one class even though the teacher, teaching assistant and a large number of pupils were positive with Covid. Governors asked if the number of cases had slowed down. SB informed governors that there were currently 4 - 5 cases a week where previously it had been 4 - 5 cases a day. Due to the shortage of MDAs at present, we have asked the SLT to support at lunchtime. Governors asked if other schools, within the area, were having the same problem. Other schools are experiencing cases but we seem to have more this term. Governors asked if the parents who do not bring their children are fined. SB advised governors that this is something that we could do but the Local Authority is not encouraging schools to do this. We also have the situation where some parents are saying that their children are ill, and when we phone to see how they are, we get the international dial tone indicating that they have gone abroad for a holiday. SB informed governors that this had been the worst term throughout the whole of the pandemic in terms of COVID cases.

RW is worried that there is a growing problem with aggressive behaviour by parents and asked if there was anything that could be done. SB will report any incidents in her Head's Report so that governors are kept informed and we are looking into having additional cameras in key areas such as the entrance of the school.

9. Key Facts Document - This has been updated and shared with governors. Governors pointed out that Webb needed to be changed to Hutton, which has now been amended.

10. Pupil Premium Strategy - This was reported under Headteacher's Report above.

11. Safeguarding / Child Protection:-


- a. **Blue Safeguarding Folders - Governors were asked which of them did not have a blue safeguarding folder.** JS will complete one for AD, TC, CT and SH. The others need updating. JS will action this as soon as possible.
- b. **Keeping Children Safe in Education 2021** - This can be found in the Blue Safeguarding Folder which governors sign for.
- c. **Peer on Peer Abuse Policy** - This is in the Blue Safeguarding Folders and was last reviewed in December 2020.
- d. **Safeguarding Training** - All governors should have, as a minimum, Level 1 Safeguarding Training and an annual refresher. Pam Langmead recorded one of her safeguarding training sessions and has shared it with the school. JN will send this to governors who did not attend the school training session if CC has not already done this. (JN)
- e. **Safeguarding Governor to report** - For Information only, the Single Central


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Record and Joiners and Leavers records are checked on a termly basis.

- 12. SEND - Governors to receive and consider the annual SEND Information Report and ensure that it is published on the school website** - This is included in the Headteacher's Report and all statutory information is on the website. KW and SP need to make an appointment to see AB. If SP cannot attend then KW will do it by herself. (KW & SP)
- 13. SB to report on the impact of Covid-19 on the school community** - This was covered in the Head Teacher's report.
- 14. Friends of Holland Haven Report** - A report will be sent out prior to the meeting. KW read out the report which had been sent to governors prior to the meeting. Governors asked how the Friends were coping in the light of Covid restrictions. SB informed governors that they had not met lately, the chair has not been well and has not been to work for two months, therefore not a lot has happened. Governors asked if there was a vice chair. There is a vice chair, but it had been decided not to do the Santa's Grotto this year and to donate the selection boxes that they had already purchased to the lifeboat hospital appeal. SB has also asked parents to donate selection boxes and in total 250 boxes were collected and will be distributed to children who are having to spend Christmas in hospital.
- 15. Governor Monitoring, Development and Training: -**
 - a. Review the Standing Orders for the Governing Board-** (FOR INFORMATION ONLY) This has recently been reviewed by the Chair of Assets and the Chair of Governors with only minor changes made.
 - b. Termly review of the GAP (Governors' Action Plan)** - JS has written the GAP and shared it with governors. It is hoped that next term some of the actions can be completed.
 - c. Link Governor's Report** - The majority of the governors attended the remote development session on 'Are you fulfilling your Governor Responsibilities Effectively' and JS, AC, SB, CC and JN attended the Safeguarding Level 2 training in September.
 - d. School Website** - CC assured Governors that the school website is up to date.
 - e. Any Chair's actions that have taken place since the last meeting** - JS advised governors on the following cheques she had signed, which have all been reported to the asset committee:-
 - 17 September - Monthind for £6,423.19 for two months cleaning costs.
 - 11 October - Brian Birt Carpets for £8,700 for flooring in at least 5 rooms.
 - 4 November - Interm £12,166.22 for the server rebuild and 30 chromebooks


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26 November - ECC £7,315 for the school premises insurance.

- f. **Chair's Business correspondence** - JS had not received any correspondence..
- g. **Governors' Terms of Office** - Governors were informed that JS's term of office expires in July 2022. This will be on the agenda for the next meeting. (JN)
- h. **Governors' Skills Audit** - **All members of the Assets Committee have been given a Finance Skills Audit to complete and return to JS and all governors who have not already are to complete the NGA Governor Skills Audit and return to JS.** The outcome of these audits will be used to identify gaps in governors' skills in order for training to be arranged. SW, as a new member of the Assets Committee still needs a financial skills audit. JN to arrange. (JN)
- i. **Code of Conduct for Governors** - (For information only) This was reviewed by the Governors in Spring 2021.

16. Assets Committee Issues: -

- a. **Questions on the minutes of the meetings held on 4th October 2021 and 22nd November 2021 (if available).** There were no questions in these minutes.
- b. **Terms of Reference to be approved** - Governors approved these.

17. Curriculum Committee Issues: -

- a. **Questions on the minutes of the meetings held on 20th September 2021** - There were no questions raised on these minutes.
- b. **Terms of Reference to be approved** - These were approved.

18. Pay Committee Issues: -

- a. **Questions on the minutes of the meeting held on Monday 11th October 2021** - JS has received the minutes but there were alterations to be made, when she has it she will share them with the Pay Committee. (JN)
- b. **Pay Policy to be ratified** - This was approved.
- c. **Pay Committee to make recommendations following the Headteacher's Performance Management review** - All staff left the meeting for this agenda item so as not to cause a potential conflict of interest. It was reported that SB is at the top of her range.

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- d. **Terms of Reference to be approved.** - These were approved by the Pay Committee.

19. Personnel Committee Issues: -

- a. **Questions on the minutes of the meetings held on 1st November 2021** - There were no questions arising from these minutes.
- b. **Terms of Reference to be approved** - There were no changes to be made, therefore it was approved.
- c. **Leave of absence requests** (if there are any since the last meeting). -
A teacher has requested one days absence to attend a wedding which is being held in the north of the country and needed a day to travel back. This was approved without pay.
An LSA has requested 5 days leave in order that her son, who has special needs, can attend a residential educational visit. He would not be able to attend without her being there. This was approved without pay. JN to let her know. (JN)
Another LSA had requested two days to assist her mother to take her foster child, with special needs, away for a couple of days. This was approved without pay. (JN)
- d. **Update on staffing issues** - SB to update governors on changes to staff.-
SB reported that three new MDAs have been appointed. Two are currently shadowing and the other is still waiting for their DBS to be completed. More are still required with interviews arranged for 19th January. We also need to appoint a Senior MDA. This role is currently being covered by Mrs Blundell, but she is finding it too difficult to do this and support children. Governors asked if there were any existing MDAs who would apply for the senior post. There is a new MDA who has applied. She has proved to be a good MDA so far and is very positive. SB has been informed today that another MDA who has also started covering as an LSA will be leaving at the end of term to work at Shorefields and there is possibly one other who could be leaving. Another MDA has now transferred to the kitchen on a permanent basis. SB reported that we are finding it difficult to keep MDAs.
John Charles has been working as relief Site Manager and is willing to stay in this role on a part time basis. We will therefore be advertising for an additional Site Manager in the new term.

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

- a. **Admissions Policy 2023/2024** - This has changed since it was approved by the Admissions Committee as the LA will no longer be dealing with mid term applications. An amended policy was shared with governors prior to the meeting.



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We still have to follow the process and we can still be directed to take children under Fair Access or appeal. Governors approved the changes.

- b. **Staff Code of Conduct Policy** - Governors approved this policy.
- c. **Children with Health Needs who cannot attend school** - Governors approved this policy.
- d. **SEND Policy** - Governors approved this policy.
- e. **Dealing with Safeguarding Allegations against Adults** - Governors approved this policy.
- f. **Child Protection Policy** - Governors approved this policy.
- g. **Equal Opportunities Policy** - Governors approved this policy.
- h. **Complaints Policy** - Governors approved this policy.
- i. **Exclusion Policy** - Governors approved this policy.

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

- a. **Sickness Absence Management Policy** - Governors ratified this policy.
- b. **Menopause Policy** - Governors ratified this policy.
- c. **Early Careers Teacher Induction Policy** - Governors ratified this policy.

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

- a. **Intimate Care Policy** - Governors ratified this policy.
- b. **Supporting Pupils with Medical Conditions Policy** - Governors ratified this policy.

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

- a. **History Policy**
- b. **EYFS Policy**


JN to provide SB and governors with the list of policies to be completed next term and any that have not been completed this term. (JN)

24. Policies approved by the Assets Committee, to be ratified, these have have been shared with governors: -

- a. **Health and Safety Policy** - JS to sign and date this once it has been approved. (JS)

25. Any other urgent business as agreed under agenda item 3 above. - Governors asked if there was any help needed to ensure that Christmas Dinner day runs smoothly. SB advised governors of the timings and AD and CT will attend to help out. JN to let Miss Brown know so that we can order them dinner. (JN)

26. Date and time of next meeting - This has been arranged for **Monday 28th March 2022 at 6pm.**


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