

Respect, effort, attitude, co-operation & honesty

HOLLAND HAVEN PRIMARY SCHOOL Minutes of the Governors' meeting held on Monday 12th July 2021

Present - Mrs J Sharman (JS) (Chair), Mrs S Bardetti (SB), Mrs S Patel (SP), Mrs K Williams (KW), Mr R Walker (RW), Mrs A Cardy (AC), Miss C Cole (CC), Mrs C Terry (CT) Miss S Welsh (SW), Miss S Hunt (SH), Mr A Dunnett (AD) and Mr T Chase (TC)

- 1. Apologies for absence** - All governors were in attendance.
- 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 confirmed that they had not accepted hospitality or gifts 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.** - JS had three items to be discussed under any other business.
- 4. Approval of the minutes of the meeting held on 22nd March 2021.** These were approved as a true record and will be signed by the Chair. (JS) (JN).
- 5. Matters arising - Action points from the above meeting** - An updated copy was sent with the agenda.
Review of the Standing Orders - RW and JS have amended the layout and the new agreed version will be in the governors' handbook
GB Development Sessions - KW has shared the list of available training sessions with Governors, which will be discussed under agenda item 18.
- 6. Headteacher's Report** - The following questions were raised by governors prior to the meeting which SB replied to as follows:-
Excluded children. What is likely to be the 'alternative provision' for this child?
I have spoken to Ross Thompson (Education Access) and he suggested GROW Intensive. We have made an application and we are waiting for a response.
EHCP entering into Year 6 from another school. What are the financial implications of this (extra income compared to extra costs - the additional staff deemed necessary? What is the likely impact on other Year 6 pupils (negative, positive, unpredictable)?
This child receives band 4 funding. We will need to put the rest of the money towards full time support. We have no annual funding in our budget for this child as it is a mid year admission so the school will be looking for an additional £ 10,000-12000 out of our budget.
The child needs full time support all day including lunchtimes. We have appointed an additional LSA for this role.
I did not fully understand the progress data in Headteacher's Report section 14 but perhaps that is better dealt with at the Curriculum Committee.
The green data is baseline data from Autumn 2020. In September we did tests to see where the

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pupils were as we had been through lockdown in the spring term. The blue data is where they are in May 2021. It is attainment data showing how many pupils are at an expected level. We are also completing data summaries for each year group and class so that teachers can compare May 21 to the end of the previous key stage. We are certainly heading in the right direction, but we have a long way to go to close the gap.

Attendance - Governors brought up the fact that parents who are taking their children out of school for a holiday are not going to help us to close the gap and will cause long term damage to their education. RW queried the statistics for lates before registration. SB will check this with DB as it does not look like the percentage was correct. (SB)

Section 3.1 Excluded children - Governors noted that the behaviour must have been difficult but it looks as if mum is supportive. SB replied that managing this child's behaviour has been difficult however Mum has been supportive of this and we are working with LA to find a more suitable place for the child. We do not know when the LA will be reviewing this case making it difficult to plan for the year ahead.

Section 6 - Community Cohesion - Governors asked if the whole school walk went ahead. The walk did go ahead raising funds for Clik Sergeant. The idea for the walk came from KW's daughter who arranged it along with the school council and Miss Cole. It was a positive event for the children and Nicole's family. This event preceded several beach trips before the end of term.

Admissions- Governors asked whether the school would be suffering financially because of the child who we have been directed to admit. SB informed governors that this child had severe behavioural difficulties and she did not think that we were the right placing for him. She had written a letter to say that she did not feel that we could support this child in school but she was still directed to take him. She has already interviewed and appointed an additional LSA to support the child. The child will be supported one to one for the whole day. As they have an EHCP there will be some funding provided, but it will cost the school an additional £12,000 approximately from our budget, to support them. There will be a negative impact on the school financially. We do not know how this pupil's behaviour will impact on the other pupils in the class.

SB reported that the school will also be employing an extra HLTA for 3 days a week to support our COVID catch up programme.

Special Educational Needs - Governors expressed their concern that the impact of the increasing numbers of special needs children could be at the detriment of the school. SB advised governors that 21% of the pupils have special needs. This does not include any children who will join our school in EYFS in September. There are times when we are directed to take children despite the school not being the best place for them. CT reported that this is happening in schools across the county. Governors asked if the percentage of SEN was increasing year on year. When SB joined the school there were approximately 20 children identified as having special needs; there are now 78 with another 20 who are being monitored for possible SEN support. Governors asked if the school was getting the right level of information on children being admitted to EYFS before they arrived. SB explained that the teachers meet all the children and their families prior to them starting in EYFS. There is one child due to start in September who is working at 0 - 11 month who will need more support than other EYFS pupils. Governors expressed their concern that

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this child was going to start school and did not feel that it would be appropriate for this child to start yet. Legally parents have a right to start their child at school once they reach school age.

DATA - Some governors found the data slightly confusing therefore SB confirmed that she was comparing data from September 2020 to May 2021. It was pointed out that it did not inform governors as to which children were working at a higher level than expected. SB will provide this information at the next curriculum meeting. (SB)

AC reported that she attended a maths subject lead update last week and was informed that there had been lots of studies completed on data. Nationally maths is a problem area but at Holland Haven it is a strength. KS1 pupils are the most vulnerable at the moment as they have huge gaps in their learning.

SB informed governors that the government had implemented many new strategies for schools this year; a new phonics scheme that we have had to invest in, a new reading framework and a new Early Years' Framework. There is also the new Early Careers Framework where NQTs, after training, have to complete two years probation. The government is trying to remove the small SCITTs and they want teachers to learn in a study environment and not in schools.

The governors gave their thanks to SB for a very concise, well written report.

7. **Friends of Holland Haven Report** - The friends raised approximately £1,500 from the summer raffle.
8. **Academic Year 2021/2022 term dates - FOR INFORMATION ONLY - There will be an additional day's holiday in lieu of the extra bank holiday for the Queen's Platinum Jubilee. ECC are waiting for this to be passed by the government before amending the term dates to show this.** - JN explained that schools will be getting an extra day, however Governor Services are not sure whether we choose or we are told by LA. This will be on the agenda for the next meeting or agreed by consultation, depending on when the guidance is available. (JN) (SB)
9. **Annual GDPR report** - CC informed governors that there was nothing to report as there had been no breaches.
10. **Governor Monitoring, Development and Training: -**
 - a. **Termly review of the GAP (Governors' Action Plan)** - JS will review the GAP and include it in the new Governors' handbook which will be available in the Autumn term. (JS)
 - b. **Link Governor's Report** - JN attended the Clerks' briefing earlier this term. JS completed a webinar today on Disadvantaged Pupils.
 - c. **Any Chair's actions that have taken place since the last meeting -**
There were five cheques signed which were minuted at the Assets meeting.

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Governors were in favour of accepting that they were approved at the Assets meeting.

JS reported on an incident, which occurred on Thursday 20th May, whereby two parents were abusive to SB. After collecting reports from witnesses, JS wrote to the parents to ban the father from the premises. Mother had a warning to say that if she behaved in the same way again then she would be banned from the school premises too. The man, who was banned, had been given three weeks to respond to the letter and apologize, but there was no response. Following our policy on Aggressive Behaviour, a second letter was sent banning him from the premises for six months to December. JN will write to the parent two weeks prior to the next meeting to advise him that it would be discussed as an agenda item on the next Governing Board meeting. SB confirmed that there had been no further incidents since the letter was sent. (JN)

- d. **Chair's Business correspondence** - There was no correspondence since the last meeting.
 - e. **Governors Terms of Office** - It was pointed out that during the next academic year Jackie Sharman's term of office is due to expire - July 2022.
 - f. **On-Line Governance Handbook** - The latest edition should be available soon. JN will check to see if there is a date for it's release. (JN)
- 11. Governors to give their agreement to the school taking Year 6 pupils on a residential trip in the Summer Term 2022.** - Governors were unanimous in their approval that the year 6 go on a trip next year.

12. Assets Committee Issues: -

- a. **Questions on the minutes of the meetings held on 17th May 2021 and 21st June 2021** - There were no questions raised on these minutes.
- b. **Governors to ratify the School Fund and approve the auditor for April 22.** - A copy of the final accounts were sent out to governors. There have been no changes since the governors last approved these at the Spring meeting. Governors were in approval that we use B.A.S again to audit the accounts next year.
- c. **Governors to be updated on the Catch-Up Premium** - SB reported that the information is on the website. She explained the difference between pupil premium funding and catch up funding. Most of the catch up has been spent on the additional tuition which we have covered in house as our teachers know the children and know what their needs are. SB also advised governors that Amy Vincent (NETT student who trained at Holland Haven 2020-21 and passed her teacher training) will be taking groups for catch up which will be paid for as an HLTA 3 days per week with three hours after school for additional tuition.

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13. Curriculum Committee Issues: -

- a. **Questions on the minutes of the meeting held on 19th April 2021.** - There were no questions raised.
- b. **Governors to be aware of what remote education is in place for a potential new wave of Covid and be reassured that it would be ready to go immediately** - SB advised the governors that should there be another lockdown we would have the same system as we had last time. It provided good quality resources for the children and the parents did like it. We were able to use Google Classroom and Purple Mash. Governors asked what would happen if we get half the class in and half out like we have at the moment. This situation should not occur again as from 16th August children do not have to self isolate. Teachers would provide work for the occasional child who may have to stay off for Covid reasons.
- c. **Governors to discuss the Essex 10 year Plan** - It was pointed out that over the next few years the demand for school places will increase in this area and then they will start falling. CT explained how they would have arrived at these figures and explained that whilst it is a 10 year plan it is reviewed annually. These high numbers could indicate that there may be a need for a new school in the area. What is not included are the large numbers of families moving into the area.

14. Personnel Committee Issues: -

- a. **Questions on the minutes of the meeting held on 7th June 2021.** - There were no questions raise.
- b. **Leave of absence requests (if there are any since the last personnel meeting).** There were no leave of absence requests since the last personnel meeting.
- c. **Staffing appointments since the last Personnel meeting.** - SB informed governors that she had interviewed Hayley Cottage (MDA) who will be working afternoons as a Learning Support Assistant in September. Also Amy Vincent will be contracted as a Higher Level Teaching Assistant for three days a week. We have had a resignation letter from our Family Liaison Worker today who is unlikely to be replaced. We have taken on another four MDAs since the personnel meeting so we are now up to capacity as of September. We will be returning to normal lunchtimes and times of school days for KS1 and KS2. The split lunchtimes had put a massive pressure on our MDAs.
- d. **Arrangements for the Headteacher's PerformanceManagement to be discussed and an advisor to be appointed.** - SP has emailed Barry Hawes who has agreed to be the headteacher performance manager. SP will contact SB to arrange dates.

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15. Policies to be approved by the Governing Board: -

- a. **Sickness Absence Management Policy - (was reviewed since the personnel meeting)** - This policy was one that Juniper had recently updated. There were very few changes, governors agreed to approve it.
- b. **Flexible Working Policy - (was reviewed since the personnel meeting)** - This policy was one that Juniper had recently updated. There were very few changes, governors agreed to approve it.
- c. **Equality and Diversity in Employment - (was reviewed since the personnel meeting)** - This policy was one that Juniper had recently updated. There were very few changes, governors agreed to approve it.

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

- a. **Induction Policy** - This policy was ratified.
- b. **Lone Working Policy** - This policy was ratified.

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

- a. **Assessment and Recording Policy**
- b. **Learning Outside the Classroom Policy**
- c. **Geography Policy**
- d. **Bereavement Policy**

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

Joiners and Leavers Audit - JS completed a check on joiners and leavers last week. The folders were accurate. There were 5 leavers and 7 members of staff who joined the Holland Haven staff. All the paperwork was correct and available.

GBDS options - Governors voted on which sessions they would like to attend next year. KW will tally up the votes to see which ones will be arranged for this coming year. One will be arranged for the Autumn term and one in Spring term.

Summer holiday projects - This has been deemed to be confidential and will therefore be on pink paper.

There had been plans for changing the garages in EYFS over the summer break, however we had only received two quotes. One was from R Page Concrete Building who quoted £11,138 which was considered to be a good quote, the other was from PJ Gavin, who we have not used before but have been used by NEPG, for £21,940. Property 360 viewed the work but did not provide a quote and GK Fencing, who are not a building company but have done a lot of work for us, visited but had not sent a quote in. R Page are now no longer able to do the work due to the delay in the contract not being confirmed in time. This means that this work will now not go ahead until the next academic year.

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Only one classroom will have the sink areas replaced. Again this was due to not receiving quotes in time.

This is not the first time that projects have had to be cancelled due to things not being arranged in time. SB asked if there was a governor who would be willing to come in once every half term and have a conversation with DB as to how the Asset Management plan is being implemented, which would ensure that things were progressing. AD said that he was willing to support SB and try to ensure that planned projects are organised in the correct time frame. He wants DB to be clear about his role in this. AD will be the governor with responsibility for the Asset Management Plan, which will be regularly monitored. SB to speak to DB. JN to ensure that AD has the Asset Management Plan. (SB) (JN) (AD)

19. Date and time of next meeting - This has been fixed for Monday 6th December 2021 at 6pm.

The meeting finished at 7.48pm.

JS. 06-12-21
