

HAMPTON VALE PRIMARY ACADEMY

LOCAL GOVERNING COMMITTEE MEETING

8th FEBRUARY 2022 (VIRTUAL)

at 6.00 pm

Attendees: Carrie Buckman (CB), Jemma Finch (JF), Steve Joy (SJ), Paula Page (PP), Katharyn Taylor (KT), Anne Whiles (AW), David Whiles (DW) (Chair), Adam Powell (AP), Bethany Lartey (BL), Corey Snuggs (CS)

Trust Staff: Morgan Hunter (Clerk), Jonathan Theobalds (Trustee)

School Staff: Candyce Thomas (For Item 2)

Apologies: Martin Read

DW welcomed Jonathan Theobalds (Trustee) to the meeting who is attending as the Trust representative, to provide linkage between individual schools and the Trust.

Item	Minute	Action
1.	<p>Apologies</p> <p>Received and accepted as above.</p> <p>DW introduced Corey Snuggs to the governors as the new Staff Governor.</p>	INFO
2.	<p>Teaching and Learning Principles</p> <p>CT presented the T&L Principles to the governors. The school has been through rapid change and mid-way through last academic year, it was identified through informal and formal monitoring that the principles needed to be changed and were required to assess teaching and learning making sure all staff are doing the absolute best for children.</p> <p>The main points of the presentation was summarised as follows:</p> <ul style="list-style-type: none"> • A lot of teachers were dependent on slides and because of this, it led to low confidence and highlighted a gap in subject knowledge. • There was also a misunderstanding under direct instruction and a lot of emphasis on staff feeling they needed to follow a scripted way of teaching. • There have been a lot of new members of staff who were employed on strategies without a real understanding. • A lot of science was completed around how it is best for children to learn. A lot of time had been spent compiling information which then came to the point of having bespoke teaching and learning principles that underpin everything the children learn. • CS highlighted to the governors the principles and how these are accessible whilst ensuring the alignment runs through the school. • CS presented the principle map to the governors (see appendix 1) which highlights the accountability and the learning. • Within the T&L site, there is a CPD section which highlights what the teachers have been doing and to see how they are developing. The impact through monitoring and learning walks has seen clear evidence that the 	

	<p>quality of teaching and learning has significantly improved, this has exposed the subject teachers' knowledge and ability.</p> <ul style="list-style-type: none"> • Next steps for the T&L Principles are to make sure subject leads are using the principles for their delivery and CPD, to continue with next parts of the principles and an ongoing process ingrained for everyday development for the school, making sure the website is easily accessible for teachers to find information and finally making sure everything new is on the website and nothing is out of date. • A governor asked for the link to the Principles website to be sent out to all <p>One governor has already accessed the T&L website and his thoughts were that this seems to be an amazing website with lots of detail which is brilliant to see and congratulated on this. They then asked how confident are the staff with this?</p> <p>CT confirmed new staff are directed to watch the videos in preparation for induction. The site is being used more confidently as we go on as it's a lot quicker to get up to date information on here. This will be referenced by teachers and will see a lot of teachers' computers. Evolving as we continue to complete our CPD.</p> <p>It was asked what is the plan to make sure new staff coming back (e.g. Maternity, long term sick etc) are keeping up to date with this or staff who have had the first session? Will this continue to be reviewed?</p> <p>CT answered yes, there is an ongoing process with different routes. Teachers who return to HVPA are delivering and back dating so they can get to a point where they are filling in the gaps. We will continue to build on this and these will not be just one off sessions.</p> <p>A governor stated they can see from the documents provided, there is some interactive linking from the main document. Credit to all on this. Continued development could be a challenge with new teachers to make sure they are enthused on this.</p> <p>CT advised that the school has invested a lot of money in new books and journals and continuously replenished these and continues to empower other teachers to take this on to continue to develop.</p> <p>A governor recently completed a tour of the school along with the chair who could only provide positive feedback and can see a huge improvement of teaching within the school.</p> <p>It was asked that as the T&L website is not for parents, is there anything going out to parents to show the fantastic work as this could be mimicked at home?</p> <p>PP advised a questionnaire has recently been sent out to parents/cares relating to all different aspects of school. As a school, we will really take the feedback on board to see how to move forward on communicating with parents/carers.</p> <p>One thing identified in the feedback was little aspects we are doing but the message is not getting out there. PP is putting together a large document which will highlight information to parents/carers, this will be going out by Easter but this would be a digital copy so this can be amended along the way, sending out a new copy when things are amended. This will encourage parents to work with children at home using similar methods.</p> <p>A governor asked what happens when someone has to cover last minute and slides can be supported. What happens in these scenarios?</p>	(CT)
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	<p>It was advised that staff have specific times each week to discuss subjects. Within the slides there will be teaching notes for the teacher, but they will also have access to a visualiser book so this can be drafted beforehand.</p>	
3.	<p>Policy Review</p> <p><u>Fire Evacuation Policy</u></p> <p>At the last meeting, CS took the points away that were raised by governors and updated the policy. The main points raised were around the situation of the stairs (second level).</p> <p>The external Fire Company provided a report (see Appendix 2) which shows we comply with the building regulations. From the advisories, if we want to install air vents for the windows, we are looking at a minimum of £4k, this is only a recommendation. Another option is to utilise the money to install magnetic door retainers.</p> <p>Another recommendation was in relation to the lockers, these will be reviewed to move downstairs in between the stairs and lift. This will not affect the evacuation channels too much but must be put into the best space, these are not to be in the classroom.</p> <p>Apart from this, everything is as expected. If there is a fire in the stairway, the children and staff will remain in their classrooms. Fire Marshall's (who will be trained) could attempt to put out the fire (if safe to do so). A time frame of 30 minutes has been given to stop the fire before this could spread into a classroom.</p> <p>The school has also had a building company visit and complete the same checks and they provided the same feedback and have sent a report. (PP will share this with governors).</p> <p>A governor asked if any of the Fire Marshall's are in the upstairs classrooms? The answer is yes, as Goslings staff must be trained also, which is one of the staff members upstairs.</p> <p>CS advised that the school does have a skip pad, this will be part of the Fire Marshall training. This training was meant to be organised prior to this meeting however due to Covid-19 this has been prolonged but the Site Manager is in the process of organising this.</p> <p>The feedback from the previous meeting has been taken on board and supplied across the school (e.g maps).</p> <p>Another governor asked will we be taking up other recommendations other than the doors? If so, when will this be? It was advised there are no further recommendations being completed other than the ventilation.</p> <p>Another question was asked on the time scale for the Specialist building in terms of the Alarms? The Site Manager is working on this to see if this is an electrical problem or if we require the fire company to visit. Unfortunately there is no time frame but it is being worked on.</p> <p>Governors approved the policy.</p>	(PP)

	<p><u>Invacuation Policy</u></p> <p>The school had a trial last week without the alarm and this week with the alarm, it was communicated to parents in preparation.</p> <p>All doors are now lockable across the school. There is currently only one trigger point for this alarm. Staff will either use a co-word to prepare before the alarm is sounded or may be used to sound the alarm. This is currently a system that has been installed within the school.</p> <p>The Site Manager is reviewing why the specialist block and reception area do not sound. Specialist teachers will have radio's to communicate with the school to make sure they are aware of the lockdown.</p> <p>A governor asked how do you decide if this is an evacuation or invacuation? CS advised this would be down to the risk, whether the children need to be inside the school or outside.</p> <p>Governors approved the policy.</p> <p><u>Assessment and Feedback Policy</u></p> <p>This is to be reapproved, the information was provided to governors in a previous meeting.</p> <p>Governors approved the policy.</p>	
4.	<p>Declaration of Business and Pecuniary Interests</p> <p>There was nothing to disclose in terms of business and pecuniary interests for this meeting.</p>	
5.	<p>Minutes of the Last Meeting and any Significant Matters Arising</p> <p>Minutes from the last meeting were approved. HD documents to be circulated following this meeting.</p> <p>AP has agreed to do H&S, DW to liaise with Helen to make sure this is fully functional.</p> <p>PP communicated to DW a document in preparation for Ofsted. It is not required to be sent to Governors as of yet. PP and DW to meet to review the whole document and then decide. Once the school has received the phone call from Ofsted, PP would then communicate the whole document to all governors.</p> <p>JT informed me having 'how you hold your educational bodies accountable' would be beneficial to cover in preparation.</p> <p>Due to Covid-19, Governor visits have been minimal and therefore PP suggested it would be nice for governors to see the changes of the school and to make sure the governors are connected with the school. PP is happy to have governors in one at a time, all to contact the clerk to organise this. These are to be arranged within the next half term.</p> <p>One governor asked to have plenty of preparation prior to Ofsted to make sure they are prepared. DW suggested meeting with PP to confirm and provide a briefing document to governors.</p>	<p>(Clerk)</p> <p>(DW)</p> <p>(PP & DW)</p> <p>(Clerk)</p> <p>(PP & DW)</p>

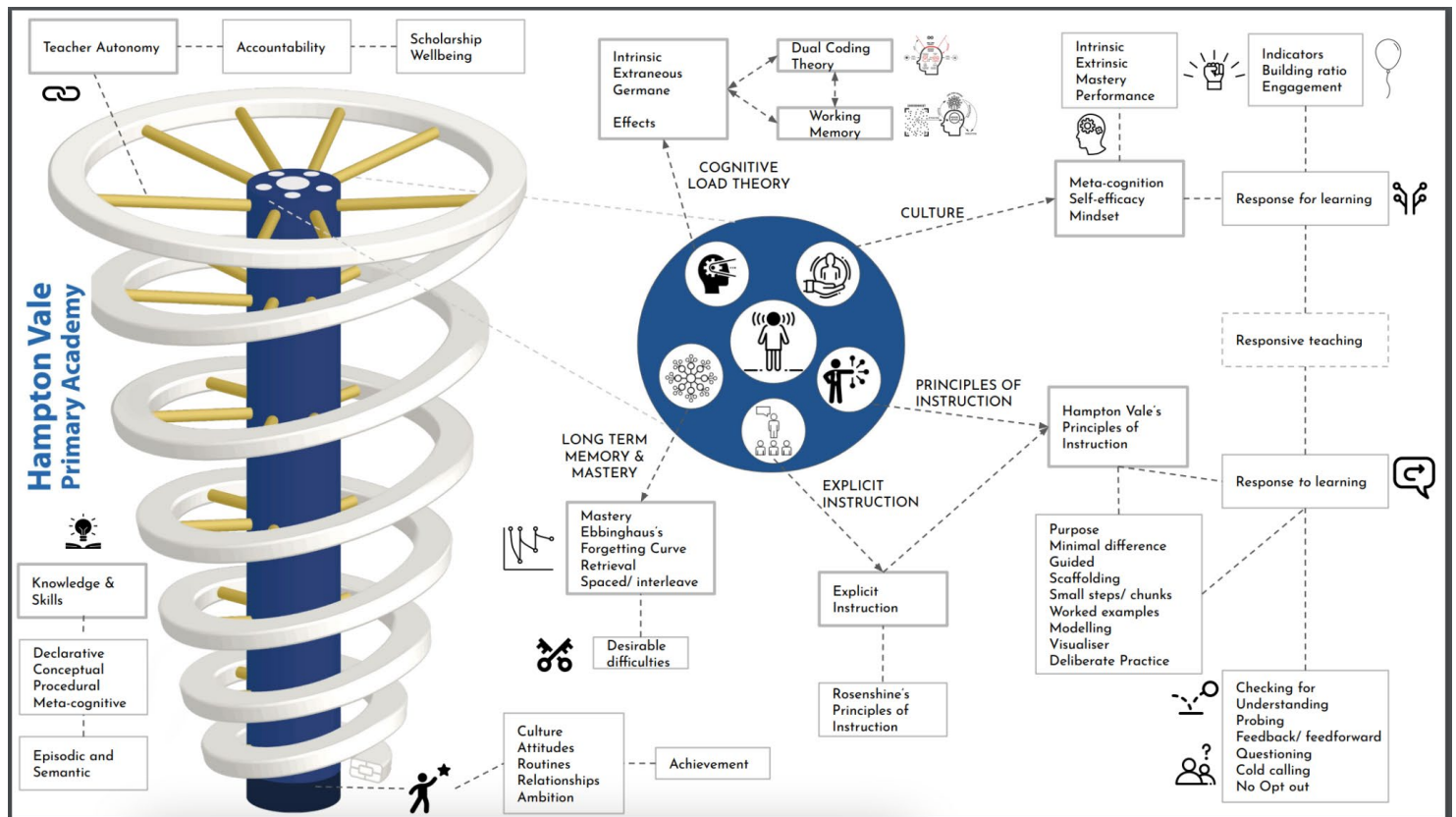
	<p>A governor asked do you think OFSTED will be harsher due to the last visit? PP advised she would like to think they would assess the school fairly at that time rather than previously, other than review the areas of improvements and alterations. Clerk to give access to the new framework which can be shared.</p>	(Clerk)
6.	<p>Governor Terms of Office</p> <p>SJ and MR have co-opted for further involvement for another 3 years, with SJ agreeing to be deputy chair.</p> <p>SJ - Deputy chair - Approved by governors. MR as Co-Opted governor - Approved by governors.</p>	
7.	<p>Finance</p> <p>The finance team at AMVC put together the finance report due to the departure of the previous Finance Officer in late November. It was decided that HVPA did not require a Finance Officer for 5 days a week. Much of the roles week was a lot of admin and therefore the role has been split and combined across the trust.</p> <p>The trust is back to advertising a Senior Financial Role which will be based at AMVC. Unfortunately the person recruited has decided this was not for them and has left.</p> <p>Finances at the moment are fine, the money coming in is all as it should be. The school is continuing to make money from the Nursery and Breakfast/After School clubs as expected.</p> <p>There are a few things to be aware of, e.g. electricity bill. PP is working with the Site Manager to look at different ways to save money.</p> <p>The staffing % continues to be slightly above long term where it is wanted but this is based on the rapid improvement needed. The trust is happy with this because this is based on the understanding of the sustain to moving forwards.</p> <p>An extra teacher has been put in to Y2 due to them having the biggest hit from Covid-19 as when the pandemic started, they were in reception where they lacked learning the basics. A large amount of work has gone into tutoring, extra sessions etc.</p> <p>It is also really important to put a lot of skill in the leadership team, using their expertise to support Y6 children in preparation for them moving to secondary school.</p> <p>DW will ask when visiting AMVC r.e electricity and gas as this is hard to cost. Will the trust itself purchase on behalf of the schools or schools purchase individually?</p> <p>It is prudent to change the lighting to LED in preparation for the increase of costing. This has been rolled out across the school and is currently in the process of being replaced.</p> <p>The school is also in the process of updating classroom screens with remotes so the screens can be turned on and off.</p>	

8.	<p>Property</p> <p>Majority of things are green where there is no concern or amber of which has been noted but is being addressed.</p> <p>The studio roof was repaired over christmas and is now completed. The playground gate was also removed and repositioned.</p> <p>There was a small leak into a classroom, however this was weather dependent. The Site Manager is waiting for better weather to be able to fix this. This is not urgent but will be reviewed when possible.</p> <p>A new Site Assistant has been appointed which has made an impact. This helps to start on many of the things on the list.</p> <p>Alarm for the Specialist Building to be added to the report.</p>	(Clerk)
9.	<p>Personnel and Staffing</p> <p>The Assistant Site Officer started at the beginning of January 2022. Three new Class Teachers also joined at the start of the year, who have settled in brilliantly and are working hard to develop the HVPA approach and building positive relationships with the children.</p> <p>There are a few changes highlighted but nothing huge to report.</p> <p>A governor asked about the Inclusion Officer role that is vacant. Unfortunately a member of the Inclusion team leaves at the end of February. It is not working for the individual's personal lifestyle and therefore has had to find something closer to home.</p> <p>The maternity list is ever growing and therefore needing to consider maternity replacements for the absence periods for these members of staff. It was stated in the last meeting that 4 members of staff were struggling with mental health. A governor asked if this had improved?</p> <p>PP advised that there were two main concerns, one had handed in their notice as they did not feel there was a point of returning to work and therefore they felt it was the right thing to do.</p> <p>The other member of staff has made really good progress and is back in the school. The class was a trigger and therefore this has been minovered and supported as much as possible.</p> <p>The school does not use supply/cover teachers as the cost is very high. We decide to invest and increase the numbers of support staff, making sure we train them well and understand the approach and children and can cover when required. 3 teachers were recruited on a temporary basis but if they continue to make good progress as they have started to, they will continue to cover the maternity cover.</p>	
10.	<p>Students and Safeguarding</p> <p>Covered in the head teacher report.</p>	
11.	<p>Headteacher report</p>	

	<ul style="list-style-type: none"> For the future, it would be great if the Nursery could expand but currently do not have the space, but this could be a longer term plan to help the reception intake. Year 3, 4, 5 & 6 are all full. The school are now back on track filling the Reception years, with only 2 spaces available. PP to remove the suggestion of a questionnaire for the governors. This was mis-understood and is not required for governors to complete. This is for governors to complete the correct forms when completing a visit. <p>Clerk to communicate a link to governors to complete once completing a governors visit.</p>	(Clerk)
12.	<p>Governor Visits</p> <p>AW completed a visit and advised the performance improvement is great and can definitely see a change.</p> <p>JF advised of a previous small issue where documents were missing prior to being an Academy, this is now up to date. A member of staff will review and make notes so that OFSTED can see comments. JF checked this on a Safeguarding course and this was confirmed this is the correct thing to do.</p> <p>JF to visit prior to HD going on maternity to complete a Safeguarding tour.</p>	(JF)
13.	<p>Trust Update</p> <p>KSCS has been delayed in joining the trust, this is now proposed for September.</p> <p>JT provided an update on Manor Drive. The building programme is on track and may finish slightly earlier. Appointments for staff in the secondary school have gone very well.</p>	
14.	<p>Governor Training</p> <p>DW has completed training for SEND through the council.</p> <p>SJ is overseeing the governor training and will work with DW to sort how this is monitored going forward.</p>	(DW & SJ)
15.	<p>Any Other Business</p> <p><u>Hire Charges:</u> The Clerk communicated Hire Charges for the 2021/22 and 2022/23 academic years. Governors advised compared to local schools, these are reasonable prices and also enticing children within the school to be able to attend these external clubs should they want to.</p> <p>This has only just been reviewed to be advertised to the public due to the pandemic. These can now be published to start involving the community with lettings.</p> <p>The charges were approved for this and the next academic year by Governors.</p> <p>Hire Charges for 2021/22 and 2022/23 included within appendix 3.</p>	

16.	<p>Date of Next Meeting</p> <p>The date of the next meeting is Tuesday 14th June 2022. This was agreed to be held in person at school unless drastic measures are in place.</p>	
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Appendix 1:



Appendix 2:



DB FIRE SAFETY LTD

0800 772 0559

www.dbfiresafety.co.uk



7th January 2022

Hampton Vale Primary Academy
West Lake Avenue
Hampton Vale
Peterborough
PE7 8LS

F.A.O. Daniel Freeman (Site Manager)

Dear Dan,

REF: Safe evacuation from the first floor classrooms

Further to my site visit of yesterday (6th January), I am pleased to confirm my findings as follows;

ISSUE OF CONCERN:

A concern has been raised regarding the lack of a secondary safe escape route from the first floor classrooms; where there is only a single staircase to the ground floor.

DETAIL:

The first floor comprises three classrooms; each with the potential for maximum capacity of 30 children and 2 teaching staff. If all three classrooms were fully occupied, the total occupancy on the first floor would be 96.

The classrooms are configured with 2 classrooms (Beijing & Tokyo) with access from a dedicated corridor; and the New Delhi classroom with an independent access from the main landing.

The building benefits from an intelligent addressable fire detection & alarm system that extends throughout the common circulation areas, and into all classrooms, with fire detection and combined audible & visual alarms. This will ensure all potential occupants would be clearly aware of fire alarm activation.

Fully-openable windows are installed in all classrooms and in the common circulation areas. However, these are too high from the floor to enable children to evacuate through them. Additionally, escape from these windows is onto a flat roof that cannot be regarded as being safe for a number of reasons; including a slippery surface; and no safety rails.

Evacuation down the single staircase leads to a dedicated fire escape door.

CONCLUSION & RECOMMENDATIONS:

There is no possibility to install any secondary fire escapes from the first floor. In any event, the building will have passed Building Control inspection and 'sign-off' with only a single escape route from the first floor.

However, I strongly recommend and advise the following measures are implemented in order to ensure the existing escape route can remain clear of smoke; and that classroom (and corridor) doors would remain securely closed in the event of a fire incident.

- A. Install AOVs (Automatic Opening Vents) in the windows of the landing and the main corridor
- B. Remove all door wedges from the premises
- C. Install acoustic magnetic door retainers, or acoustic free-swinging door retainers (e.g. FreeDor) to all classroom and corridor doors.
- D. The lockers in the corridor should be relocated to a more acceptable position where they would not reduce the width of the escape route.

I trust that the above is of some assistance.

Yours sincerely,

D.E. Black

David Black
DB FIRE SAFETY LIMITED
07434 923197
david@dbfiresafety.co.uk



Unit 1, Wittering Service Station
Townsend Road
Wittering, Peterborough
PE8 6AB

Appendix 3:

Hampton Vale Primary Academy

LETTINGS CHARGES **SEPTEMBER 2021 - AUGUST 2022**

REGULAR HIRE

Invoices for regular bookings will be drawn up on a half term block basis at the start of each half term. Payment terms of the invoice are 15 days. (see VAT implications below. Any bookings outside this criteria will be subject to VAT).

SINGLE - SESSION HIRE

A 20% non-refundable deposit (minimum £4.00) will be required for all one-off bookings, to be paid on signature of Hire Agreement. All remaining monies will be invoiced immediately after the event. Payment terms of the invoice are 15 days. All single session lettings are subject to VAT, where applicable.

PENALTIES

A penalty of £10.00 is applied to bookings that run beyond their pre-arranged finish time.

FACILITIES

<u>Hire area</u>	<u>Cost per hour (From Feb 2022)</u>	<u>Facilities include</u>
Main School Hall	£25.00 + VAT	Car parking, Toilets, WiFi
Music Room	£25.00 + VAT	Car parking, Toilets, WiFi
Forest School	£15.00 + VAT	Car parking, Toilets

INDOOR SPORTS FACILITIES

Dance & Drama Studio	£25.00 + VAT	Car parking, Toilets, WiFi
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OUTDOOR SPORTS FACILITIES

School Field (Main football pitch)	£20.00 + VAT	Car parking, Toilets
Sports Arena (Hard Court)	£20.00 + VAT	Car parking, Toilets

VAT IMPLICATIONS FOR ALL SPORTS FACILITIES

Under H M Revenue and Customs guidance, VAT will be charged on all sports lettings.

However if a series of sessions is booked, and meets all of the criteria below, the charge will be exempt from VAT:

- Let to a school, club, or association
- The series consists of 10 or more sessions
- Sessions are one day apart but not more than 14 days
- The series is invoiced in full on the booking of the series of sessions, refunds will be given in event of the unforeseen non-availability of the facility.

For all enquiries, please call Hampton Vale Primary Academy on 01733 247000 or email office@hvp.org.uk

Hampton Vale Primary Academy

LETTINGS CHARGES SEPTEMBER 2022 - AUGUST 2023 (Average increase of 5%)

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PENALTIES

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FACILITIES

<u>Hire area</u>	<u>Cost per hour</u>	<u>Facilities include</u>
Forest School	£16.00 + VAT	Car parking, Toilets

INDOOR SPORTS FACILITIES

Dance & Drama Studio	£27.00 + VAT	Car parking, Toilets, WiFi
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OUTDOOR SPORTS FACILITIES

School Field (Main football pitch)	£21.00 + VAT	Car parking, Toilets
Sports Arena (Hard Court)	£21.00 + VAT	Car parking, Toilets

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