



Hurstbourne Tarrant Church of England (Controlled) Primary School.

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Headteacher: Mr Gareth Dee BSc (Hons) Econ, PGCE.

Hampshire Education Committee

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School

7th February 2018 at 5.15pm

Governors Present

Mrs Sue Evans (SE)	- LEA Governor (Chair)
Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mrs Georgina Wilson (GW)	- Parent Governor
Mrs Louisa Savage (LS)	- Parent Governor
Mr Steve Swift (SS)	- Co-Opted Governor
Mr Rupert Conder (RC)	- Co-Opted Governor
Mrs Davina St Aubyn (DS)	- Parent Governor
Mr Robin Price (RP)	- Staff Governor
Mrs Kim Trewby (KT)	- Foundation Governor

Non-Governors Present

Dr David Ellis	- Clerk
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Absent and Apologies:

Revd Trevor Lewis (TL)	- Foundation Governor
Ms Carrie Reeves (CR)	- Parent Governor

These apologies were accepted

Welcome

Mrs Evans welcomed all governors.

The meeting opened at 5.15pm with a short prayer from Kim Trewby.



Declaration of Pecuniary Interests

There were no declarations of pecuniary interests declared relevant to the meeting.

Membership of the Governing Body

Mrs Julie Ridler has stepped down as a Co-Opted Governor and has been thanked for her role on the governing body. Nominations for her replacement were requested and would include appeals via the school newsletter and the Parish Magazine. Nominations can be parent or non-parental, but as a Co-opted Governor they should also include a wider skills base. ME has volunteered to take on the role of co-ordinating future governor training.

Minutes of the Governing Body Meeting of 21st November 2017 and matters arising

Minutes of the 2nd October FGB meeting were agreed with no matters arising which were not already to be raised in the current meeting.

It was noted by GD that the results of the polling of Hampshire schools by County had been received regarding their preference for a future funding formula. Currently Hampshire can apply local changes to the national formula over the next 2 years and involves school lump sums based on total pupil numbers and per pupil head payments. The formulae would be reviewed after 2 years. Three options (A,B and C) had been presented and had circulated by CB-M as applied to Hurstbourne Tarrant. Governors were asked to examine the 3 scenarios and email back their preferred choice. Governors had requested more detail on the impact of the 3 different scenarios and CB-M replied, A and C were more flexible with time and financially annually and better with changing student numbers (C being his considered better option). Option B was a flat rated option through time. Results of the poll showed Hampshire schools preferred option A, while Hurstbourne Tarrant had preferred option C.

Headteachers Report

Admissions:

Number on roll: 109

Movement out: 0

Movement in: 0

Exclusions: 0

Waiting lists:

Applications for September are not as high as last year. We currently have 25 applications for September but there may be another soon once the cottage opposite the church has been sold. We have a Published Admission Number of 15 which we hope we will be sticking to. We are not sure whether the above applications list us as a first choice, second choice or a third choice.

Our Spring and Summer classes are full. Autumn class have 26 pupils (14 in Y3 and 12 in Y4). Winter class have 29 pupils (13 in Y6 and 16 in Y5).

Waiting lists:



Year R 2 children
Year 1 2 children
Year 2 5 children
Year 3 0 children
Year 4 0 children
Year 5 4 children
Year 6 0 children

Safeguarding:

We now have just 1 family who are subject to a Child in Need Plan, although the family seem to be stepping up to their responsibilities. GD attended a Team Around the Family (TAF) meeting on the 7th February. A potential problem with an additional family may occur, where an older sibling may impact a younger sibling who attends the school.

Attendance:

Attendance so far this year: 97.43% (up to 19/1/18)

School Data for last year: 97.18%

GD did note that short term attendance had fallen due to absences due to flu.

1 child has fallen below 85% attendance. A letter has been sent to this parent regarding this level of attendance. 2 children are currently at 88.55% attendance. We have 6 other children who sit at between 90% and 93% attendance but 2 of these have had an extended holiday therefore it should improve. GD will monitor the attendance of Pupil Premium pupils as the LLPR noted a slightly lower of attendance to other pupils. One Year R pupil (age 4.5 yrs) is showing cause for concern in attendance and GD has had dialogue with the family. One Czech family is approaching 90% attendance due to frequent visits home. They will be given guidance that this is unacceptable and if not rectified will show as persistently absent, which then triggers more formal procedures.

Request for absence:

One has been received for leave of absence for a holiday. GD has refused it and in future will also consult Governor DS who Vice Chair to the Governing body.

Staffing:

The only change in staffing is currently in Winter Class. Mrs Miller has agreed to teach the Y6 pupils for three mornings a week on a Tuesday, Wednesday and Thursday. Mr Dee will teach Maths to the Y6 pupils on a Monday morning and Mrs Ellis will teach Winter Class the rest of the time. This will continue until the Y6 pupils sit their SATs (although Mrs Miller is in Australia for the first three weeks after the February half term so Mr Dee will teach the maths sessions during this time to ensure consistency) Mrs Harrison has agreed to begin training as a Higher Level Teaching Assistant (HLTA) which will mean that we have a HLTA in KS1 and KS2. This will mean that Mrs Harrison could cover PPA in KS2, whilst continuing teaching French and supporting small groups of pupils in the afternoons. Mrs Downing is still on maternity leave and we don't know what her plans are for September. The school will begin to look at class arrangements for September when they can be linked to the new school budget in April.



New Building:

The new classroom (Murdoch Cottage) has verbal permission for use. The steps are now safe and the gutters now drain into the ground. A new screen and furniture have been ordered. We are now waiting for building control to sign off the work and for an electrical certificate. The total cost of the building is £37,414.42 (before fixtures and fittings).

LS asked about who has use of the new building? With regard to the use of the new building GD noted that KS1 have first refusal, but Mrs Ridler (JR) had noted that morning use by KS1 involves a lot of wasted time in transition of the children back and forth across the school. Therefore, either Yr5 or 6 could use it in the morning. This would free up the hall for Yr1 and 2 completely. In the afternoon KS1 TA Mrs Moulding could use it for Yr2 children.

KT asked who would pick up longer term maintenance costs? GD replied Hampshire County Council would be responsible.

School Improvement Plan (SIP)

This is still a work in progress, but progressing. A recent pupil-parent internet safety day was well received and attended, especially with regard to controlling access to IT systems both in school and at home. It will now form part of the school short term action plan.

The SIP is not yet on the school website, but will be in the near future after GD talks to Stella Counsell (attached school advisor). GD has also distributed a parent's questionnaire and a Governors questionnaire, requesting feedback on what they want from the school? Staff and children will also be consulted.

Additional School Activities

GD and SE noted the wide range of clubs available to all pupils across the school, which was one of the school's great feature. Classes include cooking and sewing, Planet Education rugby and hockey, plus additional science and maths classes. GW asked if all clubs were free? GD noted the Mrs Ellis (EE) invoices for cooking and sewing materials, while science club costs £37 for 6 weeks (SS). SS also noted the science, though charged for, was very popular with both parents and children.

Finally, GD is keen to get more children to contribute to the School's newsletter. Future articles will include pieces from pupils regarding visit to the Swindon steam museum and RP's recent Roman Project.

Resources Committee Report

RC presented a summary of the Resources Committee meeting of 30th January 2018.

RC also requested if any progress had been made regarding Forest School Training and its £800 cost? GD noted it was 10 days training, some of it during the week end and in Didcot and therefore he was still looking into it. In a question from SS, GD noted there was a need for outside learning, but was Forest Schools the right way forward? There is also problems of land ownership and access to nearby woodlands. Safeguarding was also



an issue away from the school in open spaces. The field offers closer outdoor experiences but the pupils are very familiar with it. GD has contacted a Forest School coordinator in a school in Chandlers Ford, south Hampshire and he will be meeting with them and find out how they integrated the Forest School's programme into the school curriculum.

RC then presented a review of income and expenditure. RC commented that he considers our likely Carried-Forward Financial Balance at the end of year will be in danger of falling into deficit. He has reviewed all the items of expenditure in detail with JI and noted that most of the problem arises from matters outside our control; such as the 1% pay increase, which was not funded by Government, the Apprentice Levy (an annual charge from which we currently have no benefit) and the initial first £6,000 on each of the SEN/EHCP Classroom Support Assistant's salaries (the school currently has 4 Classroom Support teachers). To offset some of this we received, inter-alia, £10,265 of Growing Schools' money this year and £13,400 as an Additional Grant, but the latter is ring-fenced for Sports Education. RC said that we should not have to rely on the very generous charitable support of our parents to fund the school. He had raised these matters with Mr Kit Malthouse MP last week and asked GD to invite Mr Malthouse to visit the school, which would be an opportunity to brief him further on the funding issues. This has been accepted by Mr Malthouse. RP also noted the school has to pay £5000/year to Portway School to provide and transport school dinners.

Benchmarking: RC circulated the Hampshire School Comparison Tool, which gives the expenditure of similar size primary schools and the Country Primary school average broken down by items. He highlighted where HBT was either at or near the top or at or near the bottom for certain items and explained why this was so. The Committee thanked RC for his explanations and the page of graphs put before the FGB.

GD added that, with a relatively small number of staff, if one of them is sick, there is an immediate staffing problem. Due to the wide-spread winter sickness this year, he has had to employ a supply teacher from an agency to provide cover, which is an expensive, 'though necessary solution'.

GD noted the soft leading on windows in the hall will be replaced over half term.

Movement and relocation of the propane tank was still an issue and needs pursuing.

RC noted damp issues in reception, where some tiles on the roof above the reception desk have slipped and let water in and not yet attended to.

RC also noted for the *Governors Discretionary Fund* – The Governors' Raffle in December raised £200.05 and a Book of Prayers costing £11.69 was purchased to mark GD's commissioning. The Fund now stands at £400.51.

Regarding the Landon Trust SE said that she would contact David Harbottle to get an update on the Trust.

Curriculum and Standards Committee

Minutes of the meeting of 23rd January had been distributed to Governors and SS gave a brief summary.

A draft LLRP report written by Mr Jason Mathews who visited in mid-December 2017 had been received and distributed to Governors prior to the meeting.



Three action areas were noted:

1) Improve outcomes at a Greater Depth at the end of KS2 in all areas and the combined measure, to ensure that they are at least in-line with the LA and national figures. Responsible staff were HT/English Lead/Maths Lead with a deadline of end July 2018.

2) Continue to refine the quality of teaching and learning, with a focus on the use of AfL (by all adults) at the point of learning to identify opportunities to move children on in their learning. Ensure that the level of challenge is always appropriate for all children.

Ensure consistency in the teaching of English through the school, with a focus on the learning journey. Governors will visit the school on March 5th and review the learning wall approach to subject teaching in each of the classrooms.

Staff responsible were HT/English Lead/Maths Lead with a deadline of end July 2018.

3) Ensure that the changes to the leadership of the school do not impact on the culture, standards or outcomes.

- Carefully monitor the impact of the change of teacher to the Year 6 class.
- Protect the dedicated HT time for the new Headteacher.

Ensure the new Headteacher is provided with the necessary and appropriate development opportunities.

Responsible parties were the Governors and the HT.

Pay and Personnel Committee Report

KT gave a brief summary of the P and P Committee meeting of 30th January 2018.

KT noted that minutes of the meeting were confidential to the committee, but non-confidential items had been covered in the headteachers report. This included considering additional staffing in September, subject to receipt of the new school budget for 2018-2019 in late April.

GW asked if the school could employ additional staff to teach Yr6 English and Maths when Mrs Miller is absent after SATs. GD noted that was of no real concern as Yr6 then largely go on to concentrate on the play. SE was more concerned for 3 weeks in February when Mrs Miller was absent? GD noted he was going to talk to EE about potential solutions, as outside cover is disrupting and expensive.

Governor Training

ME has taken over the Governor role coordinating training. She is still waiting for a handover meeting with Mrs Ridler (GD to facilitate). DE noted HCC are aware ME has stepped into this role.

SS and ME have completed a Protecting Pupils training course.

On the 20th March in Winchester there is a 'Financing for Schools' course available 7-9.00pm. SE, RC, GD and Mrs Ingvorsen (JI, School Administrator) to attend?



SE had received a letter regarding subscription to Governor Support Services which is frozen at last year's rate.

Correspondence

DE has circulated fortnightly correspondence to all Governors as he receives them from County and the Diocese.

AOB

SE asked for volunteers to hand out certificates for Celebration Assemblies. DS will do the 9th February, GW 23rd February and ME the 9th March. In addition, SE at the FGB meeting of the 15th March will produce a list of further dates so Governors can volunteer for them.

KT asked how the school and Governors were prepared for new data protection rules due on the 25th May? GD noted JI had been on a relevant course. KT asked if we could get more information before the FGB meeting of the 15th March, especially with regard to written and electronic data, plus permission forms for data sharing.

This will form an Agenda Item for the meeting of the 15th March (Action DE, KT to send DE any relevant paperwork). SE will help coordinate.

GW, how do we help GD in the near future as Governors. GD noted Stella Counsell was on the end of a phone and CB-M is also helping.

GD noted the Staff Quiz was Friday the 16th March at 7.00pm. All were welcome.

The date of the next meeting will be 15th March at 5.15pm.

With no other business the meeting closed at 6.40pm.

Dr David Ellis
Clerk to the Governing Body



