



Hurstbourne Tarrant Church of England (Controlled) Primary School.

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Hampshire Education Committee

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School held on Thursday 4th October 2018 at 5.15pm

Governors Present	Mrs Sue Evans (SE)	- LA Governor (Chair)
	Mr Gareth Dee – (GD)	- Headteacher
	Mr Rupert Condor (RC)	- Co-Opted Governor
	Mr Steve Swift (SS)	- Co-Opted Governor
	Mrs Miriam Edwards (ME)	- Co-Opted Governor
	Mr Robin Price (RP)	- Staff Governor
	Ms Georgina Wilson (GW)	- Parent Governor
	Ms Carrie Reeves (CR)	- Parent Governor
	Mrs Louisa Savage (LS)	- Parent Governor
	Mrs Deirdre Nicol (DN)	- Co-opted Governor

Apologies

Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Kim Trewby (KT)	- Foundation Governor

These apologies were accepted.

The meeting opened at 5.15pm with a prayer from Mrs Sue Evans

Welcome

Mrs S. Evans welcomed all governors.

1. Declaration of Pecuniary Interests

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

2. FGB Committee Membership and Responsibilities

SE has been appointed as LA Governor for another term (4 years).



DE asked for nominations for Chair and Vice Chair of the FGB. RC proposed SE and this was seconded by SS. For the Vice Chair SE nominated ME and this was seconded by RC. Both nominations were agreed by all governor's present.

Next was election of a Staff Governor. RP has been nominated again by the staff of the school and he was duly elected to continue as Staff Governor representative.

SE noted that a new Parent Governor was needed to be elected to replace Mrs Davina St Aubyn who resigned at the end of last term when her children left the school. Paperwork appealing for a new Parent Governor representative has been sent out to parents and the closing date for nominations is Friday 5th October. GD noted at least one parent was interested and was due to fill out an application. LS and SS noted that some parents new to the school had expressed wishes to serve in the future, but not immediately.

SE noted that CRs term of office was due to expire on the 24th October, but she has agreed to stay on for the near future if no other parents apply. SS suggested the request for Parent Governors be made at the next days school assembly which is attended by parents. GD agreed to announce it. Requests go out on paper and texts (ME to put future ones on the village face book page). SE noted that she and GD has asked for parent experience in finance and budgets, personnel and team working skills in the applications.

SE noted that the school needed a governor responsible for watching Special Needs (SENS) provision and was looking for a governor volunteer. GW offered to take on the role. This was seconded by LS and was agreed by governors. GD suggested a meeting with Mrs Julie Souter, the SENS teacher.

3. Minutes of the Governing Body Meeting of Tuesday 10th July 2018 and matters arising

Minutes of the meeting of 10th July were accepted as a true record of the meeting.

Any matters arising were on the agenda.

4. Headteacher's Report

GD Headteachers report had been circulated to FGB members prior to the meeting and updates were discussed.

On admissions GD noted the school was down a little on applicants and 3 children have left since the beginning of term (2 in Year 5 and 1 in Year 3). Several parent governors noted playground rumours said that one child had left because of bullying issues. GD said that was news to him as he had not been approached about bullying by any of the 3 children's parents. If there were an issue and if he knew about it he could deal with it. Parent governors noted it was about child 3, the parents who also still have a child in the school. GD and RP noted there had been a long history with child 3, who had also been very close to the other two children who had left (one to Vernham Dean and one to Thorngrove school at the end of the previous term). This left child 3 alone in a very small Year 5 cohort. The parents had removed her with minimum discussion with GD to Rookwood private school. GW noted the child was often seen leaving school crying, but GD noted the child in question had often pro-actively isolated herself from others, despite school attempts to further integrate her. GD had hoped things would improve after the summer after her two friends had departed. It obviously not happened. The mother indicated it was due to Winter Class teacher re-structuring and friendship issues. SE



asked if the parent had come to see GD. He noted they had met but the decision to withdraw the child was already taken. When children are withdrawn from school to another, GD normally has a conversation with the parents and knows the reasons why. That was not the case here. LS and GW as parent governors were worried the bullying allegations were gaining ground and sometimes from people not connected with the school. RP backed up GD by explaining the 3 girls had been friends and with the loss of two of them, number 3 had isolated herself, despite school efforts to help her make new friends. RP noted there was no bullying issues between the girls, just falling out within the friendship. SS suggested if any parent governor hears play ground issues about children or the school they should approach the school and staff and get the issue into the open and resolved. He noted he had done this on occasions and they had been addressed.

SE noted governor conversations on this and other committees were confidential and care must be taken not to devolve them to third parties.

GD noted the next issue was admissions. GD had refused 2 new admissions into Year 2 as the year was full. They are now on the waiting list if space becomes available, but there are others ahead of them. Nothing more has been heard from Hampshire admissions.

The school held an open day for prospective parents for September 2019 on Thursday 27th September from 1-3pm which was well attended. Y6 pupils guided the parents around the school and GD was available to meet with them once they have looked around to answer any specific questions.

GD had received 1 CYP for a family with a pupil in Year1 over the summer (domestic violence issue and Police and other Statuary bodies involved). GD has also attended a Child in Need meeting in Andover to support a family who is currently struggling. LS asked if the second case involved the child's attendance. GD said yes and that a social worker has been engaged to bring the child to school when necessary, especially Fridays.

GD has completed the new Safeguarding Audit for this year and notified Hampshire. He has also met with SS following this audit and he continues ongoing Safeguarding checking meetings. Governors are expected to have read the summary section of the new Safeguarding Audit document (sent out by DE).

SE asked had GD refused the 2 applications for holiday absences. GD said yes, but another has now received another which might need Governor help (ME).

Governor requests for offsite activities including frequent locality trips, frequent sporting competitions and the whole school trip to Panto Newbury Wednesday 19th December. These were agreed by governors.

Staffing levels were as set out in the circulated report. SS asked about the email sent out by DE on behalf of GD about a teacher. GD was not able to discuss in detail, but SE noted it had been partially discussed in the recent P and P meeting. It is an ongoing confidential issue.

With regards to Curriculum and Standards and the school statistics presented in the July meeting GD show that some are down when compared to National results. The next C and S meeting will look at them in detail and report back. The school was moderated on the SATs results during the last term and the results approved.



LS asked what happens when the current Year 5 (8 pupils) go onto take their Year 6 SATs, as they are such a small number and one child can make a large impact on the results. GD noted that as the cohort was below 10, the results will not be published in national statistics.

Staff teaching and depth of learning observations and Performance Management meetings will be completed by 31st October and GD will update the C and S Committee. Stella Counsel (attached inspector) has been in and passed her observations to GD and he will discuss them with staff.

GDs Headteacher performance management will be held offsite with trained governors and Stella Council involved (21st November).

Parents evenings are next week (10th and 11th October, 3.30-7.30pm) and SE asked if Governors could volunteer for refreshment duties. GW volunteered 3.30-5.30 and SE 5.30-7.30pm on the 10th and DN 3.30-5.30 and ME 5.30-7.30pm on the 11th October.

SS thanked DE on behalf of the Governors for tidying the grounds and garden prior to the start of Autumn term.

Governors approved the new documents regarding Safeguarding, Managing Allegations against Pupils, 2018 Child Protection Policy and the Grievance Policy.

5. Resources Committee Report

Minutes of the of the Resources Committee meeting of the 25th of September had been circulated to members of the FGB.

RC summarised the last resource committee meeting.

On the projected figures at the end of the current financial year and the brought forward balance of £26,017, we should be able to carry forward a small credit balance into the next financial year. A deficit is forecast in the succeeding financial year (£10-15,000). If we could attract 6 pupils into those years with spaces, this deficit would be balanced by the input of the pupil per head funding.

The school is under continuing pressure to make more savings. Increases in staff pay have only been partially funded by Hampshire and both fixed and variable overheads have similarly not been fully funded. It is essential that we reduce all non-essential costs. For example: colour-photocopying is expensive and may have to be totally banned unless it is kept to the minimum, similarly heating and lighting should be turned off when not needed.

Capital Expenditure items: Funds for this year totalling £5,238 have been received adding to the remaining balance of £118.53 making a total of £5,356.53. GD said that this will be used to replace a failing interactive screen in Spring Class. The Friends have offered to fund the replacement of the interactive screen in Winter class. RC asked GD if the failing screen in Winter Class could be refurbished for Spring Class? GD thought this was not possible but would investigate.

Governors Discretionary Fund. Balance is now £371.60. RC said that £170,91 was spent on Leavers gifts and flowers and £150.00 was spent on leavers hoodies.



Terms of Reference for the Resources Committee had been agreed and signed off.

6. Curriculum and Standards Committee

There has been no formal C and S Committee since school started again in September, but SS has had safeguarding meetings with GD.

SS had also visited RP to discuss PE provisions, particularly those for less athletic pupils. Ideas discussed included dance, aerobics and gymnastics. RP has contacted a dance teacher to come in on future Wednesdays and teach Caribbean dance. This is provided via the sports budget.

SS to update and get signed the C and S Committees Terms of Reference document by SE.

SS asked DN if she could help the C and S Committee by attending the next meeting on the 5th November. DN agreed and will help make up the Committee numbers until a Governor replacement for Davina St Aubyn is appointed and Rev TL returns from hospital treatment.

7. Pay and Personnel Committee

The Committee had met on the 25th September and ratified the proposed Pay Policy, new Pay Progressions, the Grievance Policy and the Committee Terms of Reference.

KT was re-elected chair of the committee.

The committee had a discussion where a formal staff grievance issue may have arisen. That has now not arisen, but confidential discussions are ongoing and cannot be discussed at the FGB.

8. Governor Training

ME had attended a Training Governors meeting on Tuesday 2nd October and discovered we are not making full use of the Governor training available. She has printed out what training governors have carried out and if it needs refreshing after 3 years. A lot is e-learning which helps. We need to have a Training Policy document, a Code of Conduct document, and a Governor Skills Audit (last one was some time ago). ME will bring a series of draft proposals to the next meeting. She will also circulate the e-learning courses available which can be easily entered into (you need your governor login password).

The policy documents will be brought before the FGB during the second half of this term and in the Spring term there will be a skills audit.

9. Correspondence

DE reported that all incoming correspondence has been circulated to governors.

10. Date of next meeting

Tuesday 20th November at 5.15pm.

11. AOB



GW noted a speech therapist had approached her and offered to do 'pro-bono' work for the school. SE asked GD if the school had provision for speech therapy and he replied they do, but Hampshire Authorities move very slowly. GD noted the speech therapist currently operates under a private agreement with a child in the school, but she does come into school to help that child. This is, however, a private agreement with the parents of that child. Other parents would have to make similar arrangements with her if they wished to avail of her services.

With no further business the meeting closed at 6.30pm.

Dr David Ellis

Clerk to the Governing Body

