



'Love of Learning. Love of Life!'

Our Core Christian Values: Respect, Honesty, Care and Love.

Hurstbourne Tarrant Church of England (Controlled)

Primary School.

Headteacher: Mr Gareth Dee BScEcon (Hons) PGCE

Full Governing Body Meeting Monday 23rd November 2020 at 5.15pm

(via Zoom Pro)

Governors Present

Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor (Acting Chair)
Ms Georgina Wilson (GW)	- Co-Opted Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Mrs Eva Healey (EH)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor
Mr Robert Perry (RPe)	- Parent Governor
Rev Trevor Lewis (TL)	- Foundation Governor
Mr Roddy Wakeford (RW)	-LEA Governor
Mrs Isobel Maclachlan (IM)	-Foundation Governor
Mrs Adel du Toit (AT)	-Parent governor
Mrs Penny Lewis (PL)	-Parent Governor

Apologies: Mr Robin Price (RP) - Staff Governor

Non-Governor: Dr David Ellis (Clerk to the Governors)

Opening Prayer

The meeting was opened by a prayer by Rev. Trevor Lewis

1. Introduction

ME welcomed the 4 new governors (RW, IM, AT and PL). ME will contact Councillor Kirsty North to get RW confirmed as the new LEA Governor.

2. Declaration of Pecuniary Interests

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

DE will email pecuniary interest forms for the academic year 2020-2021 to the new governors.

TL will email a link for Governing Body/School acronyms to DE for sending out with the minutes.

3) Minutes of the Full Governing Meeting of 22nd September 2020 and matters arising

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School of the meeting of the 22nd September 2020 were accepted as a true record of the meeting.

Matters arising: ME asked GD if the school could produce a 'memory book' for the out going Chair of Governors (Sue Evans) commemorating her long service with the governing body. GD said he would organise it.

For outgoing governor Rupert Conder ME will ask his wife for ideas for which to thank him for his long service as a governor and particularly the role of chair of the Resources Committee.

4) Governor Committees (proposed staffing-ME)

ME had sent out an email of suggested members for each of the governing body committees and asked for comments.

ME and DE noted parent governors or governors with children in the school and staff governors cannot sit on the Pay and Personnel Committee due to the strict guidelines agreed by Hampshire County Council and the Full Governing Body (and the headteachers review committee).

ME suggested AT might like to sit on the Resources Committee as well as the Curriculum and Standards Committee due to her business background. She agreed to the suggestion.

IM will join the School improvement group (Chaired by GD), along with AT. (GW will chair the C and S Committee and be the Special Educational Needs and Development (SEND) Governor.

PL will help ME with organising Governor training (Governor training is covered by a training fee paid by the governing body and is not restricted to the number of courses, often online, a governor can undertake). Courses can be found on the Hampshire Governorhub website (to which DE will send introductory emails to all the new governors).

5. Headteacher's Report

GD had emailed Governors his latest headteacher report and only points discussed are recorded here.

Admissions

Number on roll: 104

Movement out: 1
Movement in: 0
Exclusions: 0

One child has left the school for the private sector. Another child will be leaving us at Christmas for the private sector.

We currently have 18 children on our waiting list.

YR – 8 children

Y1 – 5 children

Y3 – 4 children

Y4 – 1 child

GD does not wish to replace the 2 children leaving Y3 as funding for 105 pupils has already been received and we would not get additional funding for any new pupils. Autumn class will drop to 31 pupils which is still a significant class size. The other years are all full so we cannot take additional children into those years.

SAFEGUARDING

We still have one family on an Early Help Hub Plan. There has been a lot of progress in achieving the targets on the plan and it is hoped that the plan will cease early in the new year.

ATTENDANCE:

Attendance so far this year: 95.81%

School Data for last year: 97.74%

13 pupils fall below 90% attendance. This is entirely due to families having to self-isolate whilst waiting for a test as well as the normal colds and stomach bugs that are quite normal at this time of year. Having spoken with other Headteachers in our cluster, this seems to be the 'new normal' at the moment. Pupils not in school have work sent to them, especially by Google classroom.

ABSENCE REQUESTS:

I have had one request for absence since our last meeting. This was agreed as it was leave to attend a family funeral.

STAFFING:

All teacher performance management has been completed and the outcome of these meetings has been reported to the Pay and Personnel Committee. LSA performance management will be completed during the Spring Term. We currently have two University of Winchester students at the school: one in Autumn Class and one in Winter Class. This improves staff pupil ratios and we receive some funding from the university. 2 additional trainee teachers will arrive next year and go into summer class and YrR. The current final year student brings £1600 into the school budget and the more junior trainees £5-600 each.

CURRICULUM /STANDARDS/MONITORING/SCHOOL IMPROVEMENT/STAFF DEVELOPMENT:

New topics for this term are underway across the school.

Spring Class have started their new topic 'Come and Join the Celebration'.

Summer Class have started the year with their new topic 'I'm a Survivor'. This is Science led topic.

Autumn Class have begun their topic called 'The Spice of Life!' This is a Geography led topic.

Winter Class are continuing with their topic 'St Lucia!' This is also a Geography led topic.

Governors have monitored Safeguarding and SEND with a meeting planned in January to monitor the delivery of the Foundation Subjects within our topics.

Remote Learning

Google Classroom is now being utilised to provide homework for pupils in some of the classes. This platform is also being used to place work for those pupils who are self-isolating. This has not been easy to achieve and we still need to ensure that all teachers have the confidence to use this technology. It is my intention to give teachers time to share good practice and become confident in its use. The use of Google Meet in providing virtual Parents' Evenings for some parents was a success and should be considered as a means for delivering Parents' Evenings in the future.

Staff Training

During the last INSET Day, most staff attended the Level 1 Safeguarding training. During the Performance Management meetings, Mrs Davis explained that she would like to commence the '*Future Change Makers*' course which prepares staff for leadership roles. It is also my intention for all staff (and governors) to receive PREVENT training this year. This training raises awareness amongst staff about radicalisation.

SCHOOL SELF EVALUATION

Observations of teaching, including the role of TAs within the school, have been completed and teaching was graded as good or better in all areas. Following my Performance Management Review (11th December) with Governors and Stella Counsell (ex Primary Phase Inspector for Hampshire County Council), a new School Improvement Plan will be written for January 2020. There will be a greater emphasis on the provision and teaching of the Foundation Subjects as part of the topics as well as how our SEND pupils needs are being met.

CPD Internal

Staff Meetings

Autumn 2020

Date	Focus	Responsibility
3/9/20	INSET – G Suite training Health and Safety Training	GD
4/9/20	INSET – G Suite Training	GD
7/9/20	Governor Welcome	GD
14/9/20	Remote Learning G Suite	GD
21/9/20	Remote Learning G Suite	GD
28/9/20	Remote Learning G Suite	GD
5/10/20	PSHE/SRE IEPs Remote Parents' Evening Options – Google Meet	GD/FD
12/10/20	Whole School Writing Day – Anti-Bullying Week	GD
19/10/20	No Staff Meeting – Parents' Evenings	GD
23/10/20	INSET – Whole School Safeguarding Training Pupil Progress Meetings – Review Interventions	GD FD
Half Term		
2/11/20	Collective Worship Analysis	GD
9/11/20	Cluster Moderation – English, Writing EYFS @ VDG KS1 @ SMB KS2 @ Hatherden	
16/11/20	Topic – Moderation of books.	All staff
23/11/20	Learning Journeys in English How are SEND children being catered for in English? Are IEP targets part of the SC?	GD/FD/EE
30/11/20	Xmas Decorations/tree.	RP
7/12/20	Learning Journeys in Maths	GD/FD/RP

	How are SEND children being catered for in Maths? Are IEP targets part of the SC?	
14/12/20	Christmas Preparations Carol Service Fun Day	All staff

EXTRA CURRICULAR

Until the latest lockdown, we were offering:

Kwik Cricket (Autumn Class)

Football skills (Summer and Winter Class)

Kurling (Autumn Class)

Art (Summer Class and Winter Class)

All of the clubs were very well attended and I thank all of the staff for giving up their free time to run these. However, under the lockdown guidance they have had to be suspended.

TL noted applications for next YrR are due and asked what was the current Yr6 number. GD answered 13. For YrR applications there are currently over 20 applications, of which 11 are first choices. Deadline on applications closes in 15th January 2021.

GW asked about staffing in the current lockdown for summer class. In answer he said due medical advice Miss Kirk was shielding and interim arrangements are in place. Miss Kirk is sending lesson plans in and Mrs Moulding is covering. FC asked if we should consider in the long-term we should appoint a full-time teacher? GD agreed that would be the best result but cannot be enacted at the moment.

Relationships and Sex Education policy (PSE)

GD had circulated the latest draft of the policy document to governors and for comments. It focusses mainly on the relationship and friendship issues and only a very light touch on the Yr6 sex education bit (much of the document is based on Diocese guidance). Comments are invited before it is circulated to parents in early 2021. There will also be an information meeting for parents.

ME asked if parents had many questions in previous years. GD replied very few and those raised were ironed out at the parents meeting. Many were glad the school was teaching the issue and not them having to explain things..

The next step is to circulate the policy summary for parents' comments, before final ratification by the FGB. It then goes to Diocese for any final comments/ adjustments.

7. Resources Committee Update (FC)

a) Health and Safety- Covid measures (GD)

School is operating in 4 very distinct bubbles with staggered separate meal and play times. Spring, Summer and Autumn classes use the main school toilets under supervision and Winter class have their own toilets. All staff, including all teaching assistants, plus Mrs Moulding, GD and JI are supervising outside play activities, especially at lunchtimes. This could result in some additional overtime claims by staff. Ventilation of classrooms during the winter months is becoming more problematic. If children are feeling cold with the doors and windows open, they can wear coats, fleeces etc to stay warm. Any play equipment moving between classes is sanitised when moved. Overnight trips like PGL are not allowed. Near school activities are allowed but under social distance Covid rules. After school sports and clubs are not allowed under the guidance rules. Summer class teacher Miss Kirk is shielding for health reasons. FC asked if the school and staff are staying safe and healthy? GD said 'yes' they were and more so than other Test Valley schools.

b) Trim Trail

New inspection granted the trim trail another year for safe use. Another interim inspection will take place in February.

c) Maintenance Tasks progress report (GD)

All maintenance issues detailed in the 12th May minutes have been completed.

d) Capital Expenditure- Projects for 2020-2021

There has been some capital expenditure on IT, like an interactive white board. Some £5,561 remains which could be carried over into next year's budget or spent on Google Chrome books (15 books at approx. £300/unit), as the school I pads are ageing. JI noted the next tranche of IT budget from County is in April 2021 (again about £5,500). They would be used across all classrooms where children needed them for particularly English topics. GD recommended the purchase of the chrome books. The committee were minded to agree and asked GD to come back with a firm proposal. **GD confirmed the cost was £300/book, so the FGB agreed the spend recommended by the Resource Committee.**

PL asked if there would be software issues switching between ipads and chrome books. GD did not think so we do have an IT service agreement with Harrow Way school in Andover.

The toilets need refurbishing but the cost is expected to be over £20,000-£25,000 so would require some rollover of the capital budget before we could carry out the refurbishment. IM suggested the costs seem very high, but JI noted the special taps for children are £280 each. GD noted that costs whether from Hampshire county workmen or private contractors would be similar, as the private contractors have to be regulated by county. JI noted we could look at applying for some grant funding. FC asked if the refurbishment could be done in phases. GD noted the guidance was for it all done in one go.

4. Budget (JI and GD)

JI and FC had distributed the updated budget spreadsheet which included increased income per head for children (the school has 105 children which is more than in the budget forecast before the summer recess).

a) Review 2020/2021 Budget-In Year Revisions

Column 1 was the budget estimate in April, the second column the figures up to October this year and the 3rd column the variance between columns 1 and 2. Column 4 is the new budget proposal.

Staffing costs are relatively stable with some increase from September of £442,388, rising to 456,853 in 2022-2023. This is 77% of the total school budget. Guidance says they should be between 70-80%.

JI noted that the school pension contributions do not have to be increased to cover any shortfalls for the next 3 years. However, County are reassessing again in February 2021 and some increase may then occur.

Training budget has been reduced, but covers planned training for the 2020-2021 year.

Cleaning budget costs have increased due to the Covid restrictions and guidance.

IT budget increased to cover the purchase of Google Classroom. A grant of £1500 was used to help pay for it.

The budget for paper towels has had to be increased as we have switch off the electric hand dryers (which are on a 3-year contract). There has also been the additional purchase of hand sanitizers.

The budget for day activities has been reduced due to Covid restrictions.

IM asked about the reduction of the school meals budget? JI said it was there were less meals needed during the summer term due to the lock down guidance.

Educational materials budget has been reduced from £8000 down to £6000 in April due to Covid restrictions pre the end of summer term meant less needed to be purchased. However, required book and stationary purchases in September due to full school opening again will mean some increase between the £6000-£8000.

The Friends have donated £8000 despite fund raising activities been curtailed by Covid restrictions.

Contributions from 'Other Bodies' like the University of Winchester grants for student teachers has been estimated the same as last year (2 are currently in School until Christmas).

Catch-up funding of £8,500 which comes in 3 tranches, of which we have received the first tranche. Sporting income will still happen, but the figure is still not available so has been based on the current grant.

The sports equipment grant of £22,000 we never spend completely year on year and therefore it helps us to carry the remainder forward at the end of each year to say offset increase in staff costs (in answer to a question from IM).

b) Budget for 2020-2021

As currently calculated: Staffing expenditure	£419,691
Non-Staff expenditure	£145,862
Total Expenditure	£565,552
 Total Income	 £545,275
In Year deficit	(£20,277)

Surplus brought forward £27,615

Cumulative Surplus £7,338

This revised budget will go forward to the Full Governing Body meeting of the 23rd November for approval with the approval of the Resources Committee.

c) 3-year Forecast

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Surplus (Deficit)	£7,338	£781	(£19,779)

(note there is historically a deficit in Year 3 as income (including pupil premiums) and carry forwards etc are greater unknowns)

RW asked if there was a significant single item that has caused the deficit this year (without the carry forward). GD said it was largely the fact we had 97 pupils on roll last year and this year 105. Each pupil gets the school a premium of £2800/head, hence the fall in income up to September 2020.

The Resources Committee agreed to also recommend the 3-year budget estimates for approval by the FGB.

The year 2020-2021 budget was unanimously approved with the planned 3-year budget by the FGB. ME and GD will sign it off

8. Pay and Personnel Committee Summary (TL)

TL said P and P minutes are confidential to the committee members for obvious reasons as they deal with staff salaries, complaints etc. The FGB does have to ratify the staff model pay policy which is negotiated between Hampshire County Council and the unions. If we object then we must negotiate ourselves which is not recommended.

Teaching staff reviews have been completed and staff have fully met or exceeded above their roles. Most are at the top of their pay scales so any salary increase is limited to the cost of living increase.

Finally, GD had asked the P and P committee to increase the school administrator's hours from 30 to 33.5 hours/week back dated to term start in September (so 4 days up to 4.5days/week). This due to an increased workload due to Covid 19 requirements and other additional DFE requirements. The additional cost has been factored into the recommended budget as presented to the FGB. **The Resources and P and P had examined the recommendation and both supported it. THE FGB was asked to ratify the recommendation which they did.**

The P and P committee also recommended the staff pay policy negotiated by Hampshire County and which runs for 1 year from September 2020. This ratification was agreed by the FGB.

9. Curriculum and Standards Committee (GW)

Minutes of the last meeting (9th November) had been sent out to governors and GW gave a brief summary.

GW had met with GD and Mrs Davies (SENCO) in an open- air meeting and had sent notes of the SEND meeting to all C and S committee members prior to the current meeting.

Profile range of SEND in our school

R – 0 YR1 – 1 (1 x M)

YR2 – 1 (1 x M)

YR3 – 3 (1 x F, 2 x M)

YR4 – 1 (1 x M)

YR5 – 5 (3 x F, 2 x M)

YR6 – 3 (1 x F, 2 x M)

HBT has 13% SEND children and the national average is 14.4%

Year 5: One new girl who is dyslexic. Her parents provide coloured paper and books as the father works in stationery supplies.

Year 6: One child under CAMHS as there are social and emotional issues. As she has a Wiltshire doctor, she doesn't fall under Hampshire SEND. So far Wiltshire have been very helpful in moving forward promptly. Currently going forward with EHCP which will help with her transition to secondary school. She has an exclusive TA (Mrs Avery-Hall) and works out of Murdoch Cottage as at this present time cannot be in the classroom environment (since October last year). The lesson is video linked into the cottage and she works remotely. The plan is to eventually try to help her back into the classroom. The school will probably use the government catch up funding for the cost of this TA as overall, post lockdown, the rest of the pupils are coping very well.

Mr Dee feels that Mrs Ellis and Mrs Harrison (and Mrs Avery-Hall) are coping well with their class of 28 pupils, considering 8 are SEND.

From last monitoring: There is more consistency across school TA's. They are recording interventions in a logbook and once a term, Mrs Davis goes through these individually with each TA. For the child in year 6, her TA keeps a diary, including behaviours. The SEND pupils' individual interventions are passed on to the class teachers. The teachers take these into account to incorporate into their class work. Mr Dee and Mrs Davis plan to look at these children's maths and English books to monitor their targets and their application in their work. The goal is effective intervention programmes carried out by TA's and good assessment for learning by class teachers

NEXT STEPS:

- ECHP progress
- Ensure links to SIP
- Monitor Interventions tracker
- Result of Maths and English book reviews
- Result of learning walks

GD noted a SIAMs inspection maybe on the horizon and the Rev Trevor Lewis will re-join the committee to help with the monitoring of religious teaching, collective worship etc.

There are 2 student teachers in the school, one in Winter Class (Mrs Ellis) and one in Autumn Class (Mr Price).

SIP will be more concentrated on the teaching and learning of the Foundation subjects like History, Geography and the Arts as OFSTED are currently concentrating on these (and not so much English and Maths). Children will learn via topics (which are on the school website) and recorded in topic books and children are encouraged to recognise the history, geography and art themes in each topic.

PHSE is not completed yet.

Outcomes: Due to the year's lockdown periods with in school learning for some year groups and home learning for others there was no data available until the beginning of the current term. GD has looked at the children's early reading books and phonics phases, plus the appropriate books given to children and their 'challenger' interest books and notes progress being made.

Guided Reading: RP noted this is a lot tidier than in the past and there is clear learning intentions. He noted English books and Journals of learning are 'Green', but speaking and listening sessions need tidying up. English is 'Green' in the purpose of the work and the targeted audience.

Collective Worship: This is still happening, but separately in the class bubbles via video links. The school council is helping out with prayers, but singing is not allowed. Children are leading the worship at times. GD noted progress has moved a long way but still some way to go. The children do enjoy the collective worships, but GD is going to send a questionnaire to all children to get their feedback.

The first Average Points Score (APS) data is now available since the spring partial closures and it is very spikey.

KS1 results are better than KS2 as KS1 returned to school at an earlier date. Many should be between 2-3 in progress, but many were out of school and catch-up is required.

Yr5: Has the most SEND children in there and there are lots of interventions by staff Progress for individual's is variable and the government catch-up money is being targeted here. It was noted during lockdown children were reading, but not producing much writing. Maths was also mixed picture across the school.

Yr3: Currently at 2.1 and much improved over the last half term and ground is being covered quickly. ME asked how they compared to last year? This was very difficult to analyse due to the lockdown and pupils being either or out of school. The next data gathering is just before the end of the Christmas term.

TL asked how the catch up funding was going to be spent? GD said he was formulating a plan where Mrs Harrison (HLTA) will come in for 3 hours on a Friday afternoon to help with Yr5 children (who are the most in need) and some will go on 1 to 1 tutoring for the Yr6 girl with special needs.

10. Governor Training (ME)

ME and TL had discussed FGB training which happens once a year. Training on Christian values was some years ago and a SIAMs inspection likely (from the Diocese). They look at the teaching of RE and Christian values in the school. It is hoped this can be fitted around February and pre-any SIAMs inspection.

ME email the training for new governors as soon as possible.

11. Correspondence

DE circulate any correspondence to all governors as it comes in.

12.AOB

With the resignation of Sue Evans as governor and chair of governors a new chair of governors must be agreed. ME will carry on as acting chair currently but asks if anyone else might like to be chair in the future?

Next meeting is Monday 8th February at 5.15pm

Dr David Ellis
Clerk to Governors