



Hurstbourne Tarrant Church of England (controlled) Primary School

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

Our Core Christian Values: Respect, Honesty, Love & Care

MINUTES OF THE FULL GOVERNING BODY MEETING Thursday 17th March 2022 at 5.15pm (via Webex)

Governors Present:	Mr Gareth Dee	- Head Teacher
	Mr Rob Price	- Staff governor
	Mrs Miriam Edwards (ME)	- Co-Opted Governor (Chair)
	Rev Trevor Lewis (TL)	- Foundation Governor (Vice Chair)
	Mrs Kate Walbyoff (KW)	- Foundation Governor
	Mr Roddy Wakeford (RW)	- LEA Governor
	Mr Freddy Colquhoun (FC)	- Parent Governor
	Mr Robert Perry (RPe)	- Parent Governor
	Mrs Penny Lewis (PL)	- Parent Governor
	Mr Ian Morris (IM)	- Co-Opted Governor
	Mrs Joanne Ray (JR)	- Co-Opted Governor
Apologies:	Mrs Eva Healey (EH)	- Co-Opted Governor
	Ms Adel du Toit (AT)	- Parent governor

The meeting opened at 5.15pm with a prayer.

1. Declaration of Pecuniary Interests

There were no Pecuniary Interests declared.

2. Minutes of the Previous Meeting & Matters Arising

The minutes of the Full Governing Body meeting held on 9th February 2022 were unanimously agreed, for signature by the Chair.

Matters arising: appointment of wellbeing governor - to be carried forward to the next meeting.

3. Head Teacher's Report

The Head Teacher's report had been circulated prior to the meeting. In summary:



NOR - 90 children with one family having moved out of the area, meaning Autumn class was down to 17 children across Years 3 & 4.

There had been no change in the numbers of applications for Yr R in September 2022, which stood at 14 (out of a potential 15 which was the Published Attendance Numbers (PAN) and had to be adhered to in law), and there had been no change to those on the waiting lists (9 in total for Yrs R and I)

Attendance levels were just above national levels, at 95.35% up to 10th March, but lower than normal, although the Covid impact hadn't been as bad as predicted. 96-97% was the normal level. Eight children stood at less than 90% attendance, mostly all Covid-related, and with none causing any concerns over their absence.

Five absence requests for holidays had been received, which were due to rearranged holidays cancelled because of Covid.

Q: How can we educate parents on the impact of unauthorised absences, not only on the workload of the Admin Officer with rejections letters and penalty notices, but how this affects attendance figures, Ofsted inspections?

R: GD: Penalty notices are only £60 which to some parents is a small price to pay, so they have little effect, although there is only one fine, then it becomes a summons. The HT includes the impact in newsletters on a regular basis.

A governor suggested rejection letters should make the legal consequences more obvious. The Head Teacher expected the requests to reduce after Easter.

Safeguarding - Mr Price had completed refresher training, with Mrs Davis due to complete her training w/c 21st March, which would mean there were 3 DSLs in the school.

Staffing - no changes and although the three students were due to leave at the end of the half term, two 2nd year students were expected in May, which would give extra income, and support for staff.

Staff Training - dyslexia was a real barrier to learning, so four teaching assistants had attended training by the British Dyslexia Association, a HLTA had attended Autism Awareness training to support the SENDCo and would also be trained as a second ELSA (Emotional Literacy Support Assistant) in the summer term, which would hopefully address some of the effects of long term absences from Covid.

Mrs Ellis and Mr Solomon had attended the 'standardisation' training to support teacher assessment judgements in Yr 6 and Yr 2 respectively.

Sports & PE training was also being increased as there was evidence to show how ELSA supported pupils really benefitted from exercise.

The new LLP visit in the summer term would focus strongly on SEND, looking at a broad and balanced curriculum as well as focussed interventions. The School Improvement Plan was constantly updated and on the Governors' Zone.

Buildings - the trim trail was complete and the floor in Autumn class was due to be replaced. Exterior decoration was to take place over the Easter holidays.

A nature club would be starting after the Easter break for Early Years and KS1 children.

4. School Improvement Plan

The Head Teacher gave a summary of the SIP and the rationale underpinning it:

- Teaching and Learning - this looks at the curriculum and are we delivering a broad, balanced, deep curriculum for all our children, and is there good progression from Yr R to 6. The starting point is the National Curriculum and then the School Curriculum is added which makes it locally specific. Everything is progressive now - this year's focus is enhanced in SEND to make sure that children can make links with learning they've had earlier in the school. Concepts that feed through the school are applied (Ofsted golden threads) - the target for this year is to embed this. It is linked to foundation subjects and long-term overview.

What will be different for the children? Linking subjects, being able to articulate their learning, and identify that the next year is harder, but that they can access the learning they have already received.

Data - we need to have aspirational targets - what value is the school adding to ensure children achieve the best they can and to try to exceed National averages.

Focus areas - early reading scheme and the maths curriculum, linking into a long term overview. A resources review has identified the White Rose Hub to support teachers and remote learning activities.

Objective - all children to meet the 6 points of progress - interventions and teaching with the focus on teaching.

Subject Leader conferencing with children to assess progress.

Q: A governor noted that there also needed to be some focus on those children who excel and those unlikely not to reach ARE.

R: GD assured this was his area of focus.

Social, Emotional and Spiritual - embedding the values in and out of school via questions such as how are pupils able to apply the values and how diverse is the school's curriculum - environment, other cultures, disabilities, and how do the school values help pupils engage with those different to them. An area for governor monitoring would be to ask parents how the values are used in and out of school.

Linked to this are the stories heard in collective worship and how they equate to values and children's lives outside school. The Citizen Cup has recently been replaced with the Values Award.

Subject plans are written in conjunction with subject leaders -

English - Early Reading, speaking and listening, SEND, learning behaviours, changes in perseverance, how to recover perseverance, presentation of work (handwriting) ;



Maths - SEND, data targets, learning behaviours

Religious education - new agreed syllabus that needs to be deployed, teacher assessment, speaking and listening and learning behaviours ;

SEND - monitoring intervention programmes, fully access the curriculum, build capacity to address mental health issues.

Foundation subjects - early years linked to reading

Science - connectivity of the curriculum, website material has been uplifted over the last 2 months

Geography - a specific target on 4 figure grid references

History - chronology

Art - using a range of tools in KS1, textiles in KS2,

Design Technology - Y5/6 3D models with moving parts, and topics changed completely to address DT coverage

Music - Winter class miss out on the Listen to Me tuition, so going forward this will be spread across Yrs 3-6

French - speaking opportunities to be developed.

The Head Teacher made reference to historical SIPs, all available on the website, to show the development of the document.

The Chair thanked the HT for a very comprehensive explanation, and the Vice Chair complimented the HT on the new format which he felt worked better than previous formats.

5. Policies

Governors considered and discussed the following policies for renewal:

Governor Expenses

Science

SEND

Curriculum

Charging and Remissions

Complaints

Drugs, Alcohol and Smoking (including drug related incidents)

Low Level Concerns

Assessment Recording and Reporting

Attendance

Comments were noted by the Head Teacher and agreed amendments to be made prior to publishing on the school website.

6. Pension indexation

The Head Teacher explained that if a teacher over the age of 45 had not received a pay increase in the previous year, the indexation wouldn't occur on their pension, so their pay would have to be increased by £2 per annum! This was an anomaly, and only affected two teachers. Governors unanimously agreed to the pay increase for staff affected by the pensions indexation issue.



7. Resources Committee Update - meeting held on 8th March 2022

The Chair of the Resources Committee noted that the Head Teacher had covered the Health & Safety element including reduction of covid restrictions, albeit Covid infections and absences were still present in school.

Capital expenditure - the new WIFI expenditure had been approved. The Head Teacher had made an offer to Property Services to share cost of toilet refurbishment but this had not been accepted.

Budget Monitoring - the end of the financial year was close and a small surplus was anticipated to take forward, which would begin to offset the loss of pupils forecast.

Capital budget - this was anticipated to stand at £3,800 for the year end, with a further £5,000 income after April.

The Chair of Resources thanked the Admin Officer and everyone behind the scenes working on the figures for the good standing of the budget, with significant efforts from many.

Schools Financial Value Standard

The Resources Committee had already agreed the SFVS. Governors considered and discussed the Schools Financial Value Standard documentation as a whole, and the Chair thanked the Admin Officer for her valuable assistance. The document was agreed, for signature by the Chair of Governors and subsequent submission.

8. Development and Training Update

The DTG thanked Governors who had undertaken training but encouraged all governors to sign up for training sessions - the expectation was a minimum of three per year but the Service Level Agreement meant there was no limit on how many could be booked.

PREVENT training was an annual training requirement.

9. Any Other Business

The Chair presented Rev Trevor Lewis with the Star Governor award, for his commitment to the school during his time as a Foundation governor. On his retirement (and last meeting as a governor) he was wished well for the future by all. The Head Teacher thanked Rev Trev for all his hard work, and ensuring that the governing body was robust and effective. The Chair thanked him for his mentorship, particularly with regard to the 'tricky' questions!

Mrs Ray congratulated all the cross country runners from the school on their recent achievements.

Q: why there isn't a Hampshire schools representation from HBT?

R: RP - we are part of the Basingstoke and Deane sports partnership for indoor sports, but it can be tricky to get children to Basingstoke to compete.



Mrs Ray offered her help and support to the running this was very close to her heart.

10. Reflections

Governors felt there had been value added by involvement in the SFVS, policies had been reviewed on time and with critical thought, and working with the senior leadership on monitoring and questioning.

11. Date of Next Meeting

The next meeting of the Full Governing Body was due to be held on Tuesday 24th May March 2022.