



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 Tuesday 23rd November 2021 at 5.15pm

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

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

Apologies: Rev Trevor Lewis (TL) - Foundation Governor (Vice Chair)

The meeting opened at 5.15pm with a prayer.

1. Introduction

ME welcomed KW to the governing body.

2. Declaration of Pecuniary Interests

There were no Pecuniary Interests declared.

3. Minutes of the Previous Meeting & Matters Arising

The minutes of the Full Governing Body meeting held on 21st September 2021 were unanimously agreed, for signature by the Chair.

Matters arising:

The Chair reported that the Foundation governor, Mrs Maclachlan, had resigned and thanked her for her efforts during her time as a governor during lockdown. The Diocese had also written to thank her. KW agreed to move into the Foundation governor role, and the process was underway with the PCC and the Diocese. This would create a co-opted vacancy to fill.

4. Headteacher's Report

The Headteacher's report had been circulated prior to the meeting. GD discussed the salient points of the report and invited questions from the GB.

Admissions

Number on roll: 90. One child left start at an Andover Primary School nearer to home. Two siblings left to move abroad. There were 7 children on the waiting list - 3 for Yr R and 4 for Yr I.

Safeguarding

No children on Child Protection Plans. There were 3 LACs. GD updated that the school would be purchasing Child Protection On-Line Monitoring System (CPOMS) software for recording of more detailed interventions, conversations and issues which were not usually recorded on the current safeguarding reports. The annual safeguarding audit had been completed with the link Safeguarding governor.

Attendance & Absence Requests

Attendance to date: 95.38%
School Data for last year: 95.81%
National Average (2018-2019): 96%
Hampshire Average (2018 – 2019): 96.3%

15 pupils fell below 90% attendance (largely due to Covid)

Four requests for absence had been received since the last meeting. One was agreed as it was deemed to be exceptional. Paperwork to issue a fine for unauthorised absence (family holiday) was being completed.

Staffing:

All teacher performance management had been completed. LSA performance management to be completed during the Spring Term. As result of a member of teaching staff being on long term sick leave GD recruited a temporary member of staff to work mornings for four mornings per week in Autumn Class. There were also two University of Winchester students at the school (First Year B.Ed students). This improved staff pupil ratios. Three final year students were due in 2022. These placements generate funding for the school.

Curriculum:

The new term topics were underway. Governors had monitored PE, Foundation Subjects, school data and Collective Worship. SEND would be monitored once a new SEND governor has been appointed. The Chair suggested sending out a parent

questionnaire as part of RE monitoring.

Phonics audit completed by GD and with Mrs Davis. The current phonics provision would not be robust enough to withstand a 'deep dive' from Ofsted. Letter and Sounds, the scheme of work produced by the DfE, was no longer deemed to be robust enough. A systematic and synthetic scheme of work where the lesson plans, the reading books and the resources aligned would be required. The grapheme (the letter pattern that makes the sound) that the children learn was required to align to the book the child took home. This was not happening and many other schools were also falling foul of Ofsted as a result of their Early Reading provision. A new scheme would come with a cost implication and all staff would require training in its use (see Resource Committee update).

Since half term, four new after school booster sessions had begun for some Year 6 pupils focussing on reading and maths, led by Mr Dee and Mrs Ellis.

GD noted teaching standards (observation visits with staff) were very high in all classes, both from teachers and TAs.

Remote Learning

Google Classroom was still being utilised to provide home learning for those pupils who were self-isolating as well as for homework in some classes. Some appointments for Parents' Evening were conducted using Google Meet.

Staff Training

DSL refresher training completed the previous month by GD.

Mrs Moulding, Mrs Mills and Mrs Harrison were due to attend training at Norman Gate Outreach on 'Removing barriers to teaching and learning for children on the Autistic Spectrum'.

Staff would need to be trained in the implementation of a new Early Reading scheme of work once this had been purchased.

School Self Evaluation

Observations of teaching, including the role of TAs within the school, had been completed and teaching was consistently good, often better, in all areas. Following GD Performance Management Review with governors and Stella Counsell (ex-Primary Phase Inspector for Hampshire County Council), a new School Improvement Plan would be written for January 2022 with a greater emphasis on the provision and teaching of Early Reading as well as continuing the work already begun with the Foundation Subjects. With the forthcoming SIAMs inspection, there would also be an emphasis on the school's Christian Values. GD noted that with long term on and off site home learning due to isolation issues, staff were finding the doubling of workload stressful.

Buildings and Grounds

Work on the new Trim Trail had almost finished, but issues still needed to be resolved regarding ground matting edge, and was taking slightly longer than anticipated. The loft above Autumn Class had been boarded with new lights creating more storage.

Q: A governor asked if regular newsletters were sent out and whether the rules on absences could be reiterated to parents, to remind them that holidays could not be sanctioned during

term time other than for exceptional circumstances.

A: (GD) The HT would remind parents on the 2-weekly newsletter which was published on the website and circulated via ParentMail.

5. Curriculum and Standards Committee Update

RPe summarised the C&S meeting held on 11th November 2021. The minutes would be circulated when available.

Most matters were covered in the Head Teacher's report above.

Governors had monitored topic books in October and were most impressed by them and noted they were consistent across all year groups.

Governors had also monitored collective worship via a pupil questionnaire, feedback from which had been very positive. However, there were some comments about correlating bible stories to modern life.

Winter class Transition Matrices were being addressed, but with a high number of SEND children, booster sessions were being held after school to bring targeted pupils up on Reading and Maths.

The Leading Learning Partner visit in February had produced a very favourable report in July.

It had been noted that there had been an added burden on staff around lack of access to remote learning by some children.

6. Resources Committee Update

The minutes of the meeting held on 17th November 2021 had been circulated prior to the meeting.

General including Health & Safety

Covid mitigation procedures were in place if cases continued to rise. Confirmed cases were in all classes, although pupils who had been isolating were beginning to return. The 10% threshold had been reached and the HT had contacted DfE as per advice and an update sent to all parents. The Christmas fayre, disco and joint worship had been cancelled. Any worship in church could continue, as there were separate rules for church attendance. Outdoor sports including swimming were continuing. A decision would be made regarding events such as carols round the tree nearer the time. Regular sanitising and other measures to reduce the spread of Covid were in place.

Solar panels - there had been no update as to a date for installation.

The football goal posts on KGV had been replaced by the Parish Council.

Outdoor painting of the school had been delayed until Easter 2022.

'Angels' gifts/donations had begun to be received. A further letter would be sent out to parents.



Capital Expenditure Budget - this stood at £3,801 with no further expenditure predicted this year. There had been no progress on the toilets refurbishment as funds will need to be raised. Approximately £5,000 Capital is due in April for next year's budget.

Landon Trust - it had been confirmed that the Trust had agreed to sell the shares and transfer the money to the Friends of the School charity (approximately £9,000)

Phonics provision - the cost of resources including training was approximately £8,950. To be discussed at the future FGB meeting. The cost could be spread over 2 financial years, as there was no financial assistance from outside the school's budget.

Budget Monitoring – The current annual budget has been revised as per the statutory requirement. The new revised budget predicts the following:

- Total staffing budget to decrease slightly from £443,688 to £443,415
- Non staffing expenditure budget to be raised from £150,612 to £169,599 mostly due to the increase in Residential trip and Sports premium and Catch-up premium expenditure.
- This would change the Total expenditure budget from £594,300 to £613,015
- The Total Income budget was amended from £582,860 to £606,717 due to an increase in Residential trip income, Sports premium income, catch up funding income and pupil premium income all of which could not be predicted at budget setting in April.
- This predicts a decrease in the in-year deficit from -£11,440 to -£6,298
- With the carry forward of £42,163 from last year the Predicted carry forward for this year will rise from £30,723 to £35,865.

3 year forecast – The number on roll is predicted to fall from 105 to 86 across the three years. The table below outlines the headline figures for the three years, predicting an in-year deficit for all 3 years that will get progressively worse. This will mean that the Cumulative surplus of £35,865 for 21/22 becomes a predicted cumulative deficit of -£50,209 by 23/24.

	21/22	22/23	23/24
NOR	105	92	86
Total Income	606,717	550,798	527,681
Total Expenditure	613,015	583,017	581,536
In Year Deficit	(6,298)	(32,219)	(53,856)
Surplus B/FWD	42,163	35,865	3,647
Cumulative Surplus/(Deficit C/FWD	35,865	3,647	(50,209)

Governors agreed the 3-year budget plan as the budgets for the next two years balanced due to the Surplus Brought forward. The purchase of the early learning (phonics) package Read Write Inc. was also agreed.

The residential PGL for Winter class in 2022 had been costed and included in the budget.

Sports funding was ring fenced and had paid for the trim trail, swimming and tennis club.

Freddy Colquhoun had been officially appointed Chair of the Resources Committee.

Governor funds stood at £492. The local convenience store - Family Shopper - had paid for the Year 6 hoodies last term (thanks to Vinoth Kumar for his kind donation). With cancellation of productions owing to Covid, it was suggested to hold a raffle at the Summer class nativity and carols round the tree, if these went ahead. Looking forward, an auction of promises could be held in 2022 to help fund the phonics provision.

7. Pay and Personnel Committee Update

The HCC Teaching Staff Pay Policy, negotiated with the teaching unions, had been agreed by the P&P committee. Failure to ratify would require the school to negotiate separately with HCC and various unions.

Governors approved the pay policy.

Staff progression and pay recommendations were largely unchanged except for Mrs Davis, to receive an increase due to increased SEND commitments.

Support staff pay reviews were due early 2022.

HT Performance Management - this was due to take place on 25th November.

One member of support staff had been on long term sickness leave but had since returned. Cover was financed to help Mr Price and Autumn class requirements.

The Head Teacher updated that nearby Hatherden Primary school had been deemed 'inadequate' by OFSTED. The school had only 2 classes in total across all primary years (30 children) and was under pressure to close. GD had been approached by the School Improvement Manager at HCC to provide cover at Hatherden while their head teacher was absent. ME had written a reply stating that GD could support Hatherden remotely in the short term whilst the headteacher and Key Stage 2 teacher were absent but not for the longer term for a number of reasons including the impact on the staff at HBT, their workload, and the impact on GD himself. A reply had not been received at the time of the P&P meeting.

8. Governor Training

Governors had completed various online courses, covering early years provision, curriculum, Head Teacher performance management.

Governors were asked to complete training feedback forms to be shared.

Some governors still needed to complete PREVENT training.

Only three skills audit forms had been returned, and the Chair asked if the remainder could be completed.

A new governor induction policy and governor training policy had been drafted
Governors agreed to adopt these policies.

Governors discussed introducing a well-being governor. This concept would be taken forward and an update given at the next FGB meeting.

9. Correspondence

There was no additional correspondence to discuss above that which had been circulated by the clerk to all governors.

10. Any Other Business

The Chair announced that the half term's "Star Governor" was Mr Rob Perry for his commitment to Curriculum and Standards, monitoring and general hard work.

Dr David Ellis (Clerk to Governors)