



## 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 24<sup>th</sup> May 2022 at 5.15pm

<b>Governors Present:</b>	Mr Gareth Dee	- Head Teacher
	Mrs Miriam Edwards (ME)	- Co-Opted Governor (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
	Mrs Eva Healey (EH)	- Co-Opted Governor

#### Apologies:

Ms Adel du Toit (AT)	- Parent governor
Mr Rob Price	- Staff governor
Mr David Ellis	- Clerk

The meeting opened 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 17<sup>th</sup> March 2022 were unanimously agreed, for signature by the Chair.

***There were no matters arising from the minutes.***

#### 3. Election of Vice Chair of Governors

ME nominated PL. RW nominated FC.

Nominees and governors discussed the role and the expectations of a vice chair. FC felt he could not devote the time to it. PL agreed to accept the nomination.

Governors unanimously voted to elect Penny Lewis as the Vice Chair of Governors

#### **4. Head Teacher's Report**

The Head Teacher's report had been circulated prior to the meeting. The Chair invited questions rather than the Head Teacher read through his report.

**Q: What is the constraint of only having 15 children in year R and who is it set by?**

R: GD - the PAN (published admissions number) can be changed if a request is put to Hampshire, but the main constraint is 30 for infants (Yr 1 & 2) which is set by law. If the Yr R numbers were increased, Y1 would subsequently need to be divided with some remaining in Yr R and others remaining in Summer class with Yr 2. Yr R teaching is very different to infants, so can impact negatively on those children remaining with the Yr R cohort. There would also be a workload impact on the Yr R teacher who is currently also the SENDCo.

**Q: what percentage of children leave in Yr1 and Yr2 to the private sector, year on year?**

R: GD - we lose up to 6 children at end of Y2 to private schooling

**Q: Absences and fines - ten have been issued - is this publicised?**

R: GD - the numbers are not published, but the current approach is letters to parents and in the school newsletter. Most are aware of the approach to absences being fines where they qualify for this, but the perception is that they don't understand how absence affects children's education and the school attendance data.

Q: How does the current absence level compare to previous years?

R: GD - most is Covid related. One child has had several hospital admissions. Overall, it is fairly average this year. A normal year is 96/97%, we are currently 90% including re-arranged holidays.

The Chair noted that DfE guidance "Working Together to Improve School Attendance" (which included a table summarising responsibilities, including those of governing bodies) had been published, to help schools, governing bodies and local authorities maintain high levels of school attendance. This would apply from September 2022. RW agreed to take up this responsibility as he already worked with the HT regarding absence requests.

A discussion was had surrounding a governor question regarding mental wellbeing and the impact on absence.

Q: Will Hatherden school closure have any impact on the school numbers?

R: GD - there are 6 Hatherden children on the waiting list to come to HBT but movement out of current children will depend on vacancies, particularly in Yr 1/2.

Q: How much notice of withdrawal of children from HBT is required?

R: GD - as much as possible but often parents leave it until very late so it's difficult to know for certain who will be leaving for the private sector. Reminders are posted in the newsletter asking for as much notice as possible.

Q: Ms Kirk is returning to Summer Class for one day a week (Fridays) to job share with Mr Solomon. Is there a proper plan for reintroducing her and working with JS?

R: GD - she will be attending INSET day this week, phonics training, and future INSET days. A handover plan had been agreed. There is no concern over the quality of her teaching.

A governor noted some frustration from parents regarding previous Summer class experiences

particularly during lockdown.

Governors approved the off-site trips planned.

## 5. School Improvement Plan

The School Improvement Plan was published on the Governors' Zone of the school website, updated and reviewed by the C&S committee.

ME noted a good precis provided at the previous FGB, and there was nothing further to present or discuss in detail.

## 6. Policies

Governors considered and discussed the First Aid policy for renewal.

*Q: how many staff in total are first aid trained, and what's an appointed person given there are 12 first aiders?*

*R: GD - 90% of staff are trained, with training throughout the year to ensure no gaps*

*It was pointed out by a governor that minor accidents were not reflected. **GD to update the policy as appropriate.***

*Q: Is there a 'near miss' record and lessons learned from it?*

*R: GD - a near miss register is maintained for Hampshire.*

*Q: Does HBT have a uniform policy?*

*R: GD - no policy at present. ME highlighted the statutory guidance from November 2021 which included a requirement for a uniform policy. **GD to research defining this for HBT for September.***

*Q: Will the first aid policy impact on the required toilet refurbishment?*

*R: GD - this could be a consideration and will research further.*

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

Approved based on changes agreed and signed by the Chair of Governors.

## 7. Committee Updates

### **Curriculum & Standards meeting on 5<sup>th</sup> May**

RP had completed a Safeguarding monitoring visit, which included participating in a staff business meeting, and the report would be included on the Governors' Zone.

AdT had completed a data monitoring session with the Head Teacher, and the report would be presented to the next C&S on 21<sup>st</sup> June.

Foundation subjects monitoring had been scheduled for before the next C&S, SEND pupil topic book monitoring had taken place.

## Pay & Personnel meeting on 11<sup>th</sup> May

The Head Teacher presented an anonymised Individual Performance Plan (IPP) - a once annual assessment April-March for support staff. Pay rises come in April rather than September (teaching staff).

Staff have 3 points to achieve which should support the School Improvement Plan, with a mid year review.

One member of support staff will move up a pay point within her pay scale, and three will receive 'honorary' payments of around £300 for going above and beyond, as they are at the top of their pay scales and cannot achieve a higher rate of pay. The honorary is more about recognition than the amount, and also reflects on performance management records. All support staff reached their expected targets.

The only change in staffing is Mr Solomon returning to 4 days a week in Summer class as of 10<sup>th</sup> June, when Miss Kirk returns from maternity

*Q: The Chair queried whether the Wellbeing governor should have involvement with the Pay & Personnel committee?*

*R: GD - parent governors could not be part of the P&P committee, and RW felt that staff wellbeing should be left to the HT, with governors being involved if required. A staff survey was being prepared by PL, the results of which could be fed confidentially to the P&P committee. Teachers could also contact governors via the grievance policy if they were unhappy.*

Chair to write to staff receiving honorary payments to thank them for their efforts.

## Resources meeting on 11<sup>th</sup> May

FC summarised the meeting:

- Health & Safety - school life was 'back to normal' and there were no Covid restrictions in place
- Maintenance - a broken pane in Murdoch Cottage had cost £800 to repair; the floor in Autumn class was hoped to be replaced during the summer holidays ; the exterior paintwork had been completed during Easter but a window required replacement owing to decay
- Wellbeing shed - this had been discussed with the SENDCo but required further consideration
- a parent had offered to pay for the cricket kit
- Budget setting - there had been a larger carry-forward from the previous financial year than expected, helped in part by utilities charges arriving later than planned
- the budget share had reduced due to numbers on roll (based on the October census)
- Staffing budget included salary increases for GD and the return of Ms Kirk, as well as support staff pay increases
- Non-staffing budget increases included phonics provision, maintenance, sharp increases in utilities. There had been no update on the Sports Premium, no changes to Harrow Way charges. ICT learning resources had increased as well as telephony, WIFI, broadband and MIS changes.
- Income - the donations budget had increased, the summer fair was predicted to improve income for the Friends, and extra income had been received for teaching students. If the Hatherden students did arrive, this would improve the school budget enormously.



*Q: As governors, we need to think of how to promote the school beyond the catchment area to keep the school running successfully in the future.*

## **8. Budget setting**

Governors ratified the budget as agreed by the Resources Committee on 11<sup>th</sup> May.

## **9. Wellbeing Governor update**

PL had formally taken on the Wellbeing Governor role. Ideas were in the planning stage, a meeting with the HT and SENDCo was due to be held to look at the situation with staff and consider policies and surveys which could be introduced to set a baseline. It was agreed that Wellbeing should be on all Committee agendas as well as a formal item on FGB, so that the wellbeing of staff and children be considered in all decisions.

Online Wellbeing training was just an hour, and highly recommended. One point was that 50-70% of the day for primary school children was spent sitting. This was in contrast to research on movement and exercise impacting behaviours.

It was agreed that the Golden Mile and new trim trail were very successful in ensuring HBT children were much more active than the average child.

ME updated that a healthy donation of £20,000 to the Parish Council had meant the roundabout on KGV was to be replaced

## **10. Development & Training Governor update**

ME had taken on the role of DTG from PL when she became Wellbeing governor. RW thanked PL for pointing governors in the right direction for training during her time in the role.

Whole Governing Body training would need to be agreed at the next FGB meeting. Face to face centre-based training was being reintroduced so all governors were encouraged to get relevant training booked whilst still available via webinars which was much easier and less time impactive.

The Diocese training was open to everyone, not just the Foundation governors, and was very informative.

Under the Service Level Agreement, the cost for Hampshire Governor Service training was £1295 and provided very good value. The DTG had worked out that if courses had been booked individually, the cost would be almost double this for the last financial year.

## **11. Governor Roles**

AdT - to move from Wellbeing to **Data monitoring**

PL - to move from DTG to **Wellbeing**

ME - to take on **DTG**

FC - to become **H&S** governor

## **12. Hampshire Governor Services Quality of Services Full Board Questionnaire**

All Governing Bodies had been asked to complete a short questionnaire regarding the quality of service provide by Hampshire Governor Services. Six questions required answering:

- *has training had a positive impact on the governing body?* All felt it had, as many practices had improved greatly
- *was the training provision successful?* All felt that especially the online training was very worthwhile
- *has the support and training helped drive forward school improvement?* Yes, it has had an impact on data, curriculum and policy activities
- *does the support & guidance provided through the service meet the governing body's needs?* There was a positive response to this, particularly with regard to waiting lists for training.
- *has the support and guidance improved governance?* GD felt that questioning by governors had improved significantly.
- *does the package provide value for money?* With a saving of over £1,000, this was definitely a yes.

## **13. Any Other Business**

GD thanked all governors who had assisted and supported the Yr 6 SATs tests. The results would be published in July, and governors would be interested in seeing the test papers for information.

PL commented on the down time given to the children during and after the SATS, and suggested offering a light breakfast to all for the following year, to assist with brain function.

The Chair awarded the half term Star Governor trophy to Penny Lewis, for organising, overseeing and improving governor training, attending many courses herself, and for taking on the role of Wellbeing governor and Vice Chair!

## **14. Reflection** - a few moments to consider how have we made a difference? For example, how have we impacted on the school? How have we achieved our three main principles (planning the strategic direction; overseeing the financial performance; and holding the head teacher to account)?

Governors felt that the minutes would reflect how much time and effort had been given by them in recent weeks, to help improve the school.

## **15. Date of next meeting**

The next meeting of the Full Governing Body was due to be held on Wednesday 6<sup>th</sup> July 2022

The meeting closed at 18:40 hrs

