



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 Wednesday 9th February 2022 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
	Rev Trevor Lewis (TL)	- Foundation Governor (Vice Chair)
	Mr Roddy Wakeford (RW)	- LEA Governor
	Mr Robert Perry (RPe)	- Parent Governor

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

Apologies:	Mrs Eva Healey (EH)	- Co-Opted Governor
	Ms Adel du Toit (AT)	- Parent governor
	Mrs Penny Lewis (PL)	- Parent Governor
	Mr Ian Morris (IM)	- Co-Opted Governor
	Mrs Kate Walbyoff (KW)	- Co-Opted 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 23rd November 2021 were unanimously agreed, for signature by the Chair.

Matters arising:

- appointment of a SEND link governor - the Chair ME agreed to take on this role in the interim
- appointment of well being link governor - to carry forward to a future meeting

3. Vacancy for Co-Opted Governor

The Chair had previously circulated an application for the vacancy, for governors' consideration. No other applications or suggestions had been received. Governors agreed that the applicant would bring previous governor experience as well as life experience to the governing body.

Governors unanimously agreed to co-opt Mrs Joanne Ray onto the Governing Body.

4. Governor Training

The DTG was not present in the meeting but had provided a short update.

Four governors had undertaken training since the last meeting, and three had booked future courses.

Governors were encouraged to look through the Hampshire Governor Services training package and book themselves onto courses (no restrictions) especially while so many were still online. A reminder to complete feedback forms, which will be uploaded to the Governors' Zone for everyone to peruse.

The course "Holding Leaders To Account" had been identified as an ideal course for all governors to attend. The document regarding training recommendations had been updated to reflect this. The course covered how to question school leaders appropriately and advice regarding school visits and monitoring.

Some governors still needed to complete PREVENT training.

Well-being Governor - carried forward to the next meeting.

5. 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: 91. There were 9 children on the waiting list - 5 for Yr R and 4 for Yr I. The HT had included suspensions *and* exclusions on his report which was a new qualification required to be reported upon. Both of these were zero. There had been two visits from potential new pupils and their families, whose children were at Vernham Dean school.

Q: We benchmark against Vernham Dean school. Is there any reason why there's a difference?

R: GD - There are some staffing issues currently at the school. Hatherden's children are tending to go to Vernham. More won't be known about Hatherden until April when HCC Education Board will make a decision about the future of the school.

Safeguarding

No children on Child In Need, Child Protection Plans or Early Help Support.



The link Safeguarding governor had made the termly visit - the main focus was on provision for Post Looked After Children, Safer Recruitment, online safety and emerging safeguarding issues.

CPOMs was being well used by teachers - building 'evidence' on each child, which could be as simple as reports of a child not sleeping, or friendship issues.

Q: Has much been input on the system yet?

R: GD - Yes! More than you would imagine. Playground issues, hearsay info about children gaming and talking to strangers online. Support staff require more encouragement to use it.

The Deputy DSL Mr Rob Price was booked onto refresher training and the second DDSL (Mrs Fliss Davis) was booked onto initial training.

Attendance & Absence Requests

Attendance to date: 95.65% (up to 28/1/22)

School Data for last year: 96.44% (to 31st December 2020, as the school was closed to the majority of pupils in January 2021 owing to lockdown)

10 pupils fell below 90% attendance (5 less than the last meeting) - although they fell into the Persistent Absentee category, most had been absent due to Covid. Two had been taken out for a family holiday (unauthorised absence) missing nearly a week of school. Pupil lateness was being monitored closely and a letter had been sent to a family where the pupil was constantly late.

One request for absence had been received since the last meeting and had been agreed by the link governor and the Head Teacher.

Staffing and Training

Mrs Moulding was covering Mrs Davis' SEND time on Wednesdays, and PPA on Thursday morning. She was also covering Mr Solomon's PPA. The remainder of her time was in Summer Class.

A temporary member of staff had been contracted to deliver intervention in Autumn Class, to cover staff sickness.

Three final year students from University of Winchester were based in Summer, Autumn and Winter classes.

Q: Is staffing in each class adequate, in your opinion?

R: GD - if all staff are at school and not off sick, then it's working. Budget restraints have put a strain on lunchtime cover. The school can afford to keep the temporary staff cover in Autumn class until Easter. HLTAs are a great help, as there is always one on at any point in the week, and they can cover a teacher, saving money on supply teaching.

The first training session in the Early Reading programme was due to be booked. Mr Solomon had used it in a previous school, so would become the school 'expert' when training began in September.

Mrs Harrison had attended Autism Awareness Training.

Mrs Ellis and Mr Solomon were booked on the Y6 and Y2 standardisation sessions via

HCC, supporting teachers in making accurate assessments in Reading, Writing and Maths.

Dyslexia training had been booked for teachers and teaching assistants on 28th February, led by the British Dyslexia Association

School Improvement Plan

The previous year's School Improvement Plan had been evaluated and placed on the Governors' Zone of the school website. The new School Improvement Plan was a work in progress but should be completed by the end of February. A lot of the actions would be focused on the implementation of the Foundation Subjects. It would also be looking at how well the curriculum develops pupils' understanding of global issues and diversity. The awareness amongst our children and parents of the school's values which include our Christian values was also to be prioritised.

Mrs Ellis and Mr Dee were running booster classes for specific Year 6 children to help them meet ARE in maths and reading.

Q: What is a 'text driver'?

R: GD - a book supporting delivery of a particular English unit, of good quality text. The school needs to do work on the breadth of text covering variety, supporting values and including messages supporting our values, as well as cultural links. For example, Winter class are covering WWII Britain. They are using "Goodnight Mr Tom" which includes rich text and messages of care and love. On the school website under the curriculum page, there is information regarding this.

Q: If Ofsted inspected the school next week, would staff know the School Improvement Plan and how they were working to it?

R: GD - they would know the last SIP (2021) and the intent - implementation, especially collective worship, values and feeding into the wider community. The SIP was discussed 3 weeks ago at a staff meeting.

Progress Data

Most year groups were making expected progress to meet expectations by the end of the year but many were behind compared to where they might have been if the school had remained fully open during the pandemic. The cohorts causing the most concern were Year 4 and Year 6. Much of the Catch-Up support was targeted to these year groups and although they were making progress, some of these children were still a long way off Age Related Expectations (ARE). During a governor monitoring visit, a detailed discussion was had regarding the progress and attainment data for all the year groups at the school.

Q: Is there anything governors should be aware of regarding the areas of concern with Yr 4 and 6?

R: GD - regarding the end of year data for Yr 6 this year - we usually sit at 80% reading, writing & maths for ARE, and 20-40% for greater depth. It is anticipated that this year, ARE will be 50-60% with no greater depth in Yr 6 at all. There has been so much support over the years for those children, but Covid hasn't helped the situation but they are still a long way off.

Q: Can the other half of Yr 6 without SEN be taken into account?

R: GD - the DfE use the whole cohort to measure. The interventions need to get those children without SEND or vulnerabilities up to ARE.



Q: Will Ofsted know what's behind the data?

R: GD - we will drill down on individual children to show the results.

The Read, Write, Inc resources had arrived and would be sorted on the next INSET day ready for use.

The new Lead Learning Partner (LLP), Nicky Rickman was due a familiarisation visit to the school in advance of the annual visit to monitor the effectiveness of the curriculum, leadership and management, safeguarding, SEND and Vulnerable Pupils. Her report would be shared with governors later in the year.

6. Policies

The Head Teacher introduced the Maths Policy, which had been circulated prior to the meeting, and discussed by the Curriculum & Standards Committee on 27th January 2022. The maths policy required full FGB approval, as it had not been updated since 2018.
Governors approved the updated Maths policy.

7. Curriculum and Standards Committee Update

RPe summarised the C&S meeting held on 27th January 2022. The minutes had been circulated in advance of the meeting. Most matters were covered in the Head Teacher's report above.

Monitoring - governors had completed SEND, Data, Safeguarding, SIP monitoring and submitted reports for the Governors' Zone. RE was due to be completed by the new Foundation Governor before half term.

During the safeguarding visit, RPe had posed questions to the Head Teacher. In summary, he felt that his visit had been very positive, clearly showing that safeguarding was at the forefront of the school's ethos with clear development and progress every visit. The DSL had a firm grip of all aspects of the role and for the next monitoring visit he would report on how CPOMs was being used by all staff, and to speak to the DDSLs to explore their depth of knowledge.

8. Resources Committee Update

The minutes of the meeting held on 1st February 2022 had been circulated prior to the meeting.

General including Health & Safety - Covid mitigation procedures were in place if cases continued to rise.

The solar panels could not be fitted as electricity supply to the school was from two domestic supply lines which was not appropriate at this time. If the supply was ever changed to a single supply, then the school could then become eligible.

Capital Expenditure Budget - this stood at £3,801 with no further expenditure predicted this year and approximately £5,000 capital due in April for the following year's budget.

The toilets refurbishment was agreed as a long term aspiration with no known funding



options.

The WIFI network required upgrading at an approximate cost of £1,500 which the Resources Committee agreed.

The school iPads (15) required replacing as they could no longer be upgraded. The operating system was too old to support the newer apps and Apple no longer provided support. They were hoped to last until July (end of Summer Term).

The broadband and telephony line were due to have Hampshire funding cease at the end of 2022. Further research was required, with an update at the next Resources meeting in March.

Landon Trust - the shares could not be cashed in and donated to the Friends of the School (a registered charity) and would require transferring to a broker's account set up by the Friends which held a cost implication.

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 staffing budget was on target with a balance of £363,954.

Expenditure notable items:

- 4540 Educational supplies - a commitment of £5446.25 for RWI resources, this item was not budgeted for in the budget revision that took place in November so would show as a committed overspend against this line item.
- Electricity paid up until 30/11/21
- Gas paid up until 6/12/21
- Water & sewerage paid until 5/11/21
- 5414 Day Activities overspend on budget but would be matched on income

Utility bill price increases had not impacted to date.

Total non-staffing committed expenditure to date of £129,814 was well within the budgeted amount of £170,274.

Income notable items:

- Friends' donations on target.
- Still awaiting LAC payments from Luton.

Total Income only £14,348 short of budgeted amount of £606,405.

Giving a current in-year surplus of £98,289 and a current Carry Forward of £140,452.

The carry forward into the next financial year was predicted to be similar to the £42,000 brought forward in the current year. This would help alleviate the expected fall in pupil numbers due to pupils exiting to the private sector.

PGL activity for the following year had been costed and already in budget.

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

There was still £149 to bank from Governor Christmas raffle which would bring the balance of the Governors 'Fund' to £642.49.

Yr R admissions for September might be down a little to 13 as there had only been 13 first place applicants

3 year budget– Remained unchanged from that set in November. The number on roll was predicted to fall from 105 to 86 across the three years. The table below outlined the headline figures for the three years, predicting an in-year deficit for all 3 years that would get progressively worse. This would mean that the Cumulative surplus of £35,865 for 21/22 becomes a predicted cumulative deficit of -£50,209 by 23/34.

	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)

Bench Marking - This year the school had benchmarked HBT against Hampshire schools using the Hampshire comparison Tool, as well as against similar schools nationally using the DFE benchmarking tool and data.

Hampshire Comparison Tool

A minor change was made to comparator schools this year as Appleshaw had federated so Abbots Ann school was compared instead.

Governors compared a set of financial indicators for HBT against Abbots Ann, Longparish, Smannell and Enham and Vernham Dean.

As with previous years, the comparison showed that HBT's finances were similar in many ways to those of the comparator schools.

Governors then looked at the Trend Analysis for HBT finances across the last five financial years which showed the following:

- Numbers on roll had fallen
- Income had fallen
- Expenditure had fallen
- Teacher numbers had fallen
- Number of support staff had fallen
- Pupil to Teacher ratio had risen
- Pupil to support staff ratio had risen

This showed how the management of the school has had to change with the fall in income over the years.

Governors then looked at the ratio comparison and trend analysis graphs which illustrate in graphic form how HBT compared to the other four schools.

DFE Benchmarking Tool

Governors looked at a similar set of tables as with the Hampshire tool but with ten comparator rural schools from all over England of a comparable size to HBT and with similar numbers of FSM.

As with the previous comparison it was decided that nothing particularly stood out from the graphs to indicate that the financial management of HBT was different to the other schools.

DFE Dashboard

Governors then discussed the DFE Dashboard for HBT which forms part of the SFVS report to be submitted by Governors in March. Most of the indicators on the dashboard were green showing HBT was 'Broadly in line with similar schools'. There were two amber indicators Administrative and clerical staff and Educational supplies. There were no red indicators.

Governors were satisfied with the results shown on the dashboard.

Q: Can a levy be raised in a state school?

R: GD - this would have to be in line with the charging and admissions policy (which is due to be reviewed by governors), and inclusion has to be considered (ie not excluding the disadvantaged)

The Head Teacher remarked that Hampshire was gradually reducing support and services, and a governor mentioned that information had been circulating that the government would be withdrawing funding for the Hampshire Information and Advisory Service at the end of 2022. Because the school has a Service Level Agreement with HIAS, the fees were much lower and it could also look outside of HIAS for more competitive support.

9. Pay and Personnel Committee Update

The Head Teacher's Performance Management had taken place on 25th November. The HTPM Committee had agreed a pay progression for the Head Teacher, which was recommended to the Full Governing Body meeting for ratification. The details were confidential and the Head Teacher and Staff Governor left the meeting during this item. **Governors unanimously agreed to the recommended pay progression for the Head Teacher**

10. Any Other Business

The Chair announced that the half term's "Star Governor" was the Head Teacher, Mr Gareth Dee, for a great start to 2022, and for efficiently dealing with the Governing Body's various and numerous questions, visits and requests.

11. Date of Next Meeting

The next meeting of the Full Governing Body was due to be held on Thursday 17th March 2022.