



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

Meeting of the Full Governing Body

Wednesday 20th September 2023 at 5:15pm

Governors Present:	Mr Gareth Dee	Headteacher
	Mrs Penny Lewis	Acting Chair, Parent Governor
	Mrs Kate Walbyoff	Foundation Governor
	Mrs Joanne Ray	Co-opted Governor
	Mr Rob Perry	Parent Governor
	Mr Ian Morris	Co-opted Governor
	Mr Rob Price	Staff Governor
	Mr Alastair Clifton	Parent Governor
	Mr Phil Woods	Co-opted Governor
	<i>Mrs Beccy Battle</i>	<i>Clerk to Governing Body</i>
	<i>Mrs Sarah Tilley</i>	<i>Senior Admin Officer</i>

Apologies: Rev Julie Howell Foundation Governor

	Agenda item	Minutes	Actions
1	Opening Prayer	KW opened the meeting with a prayer.	
2	Declarations of Pecuniary Interests	No verbal declarations were made. Hard copy form to be signed at start of next meeting – BB to arrange.	BB: arrange for hard copy Pecuniary Interests declaration form for next meeting
3	Apologies for absence	Apologies received in advance for JH who is on holiday.	
4	Minutes of previous FGB meeting held on 6 th July 2023, and any	Floor in autumn class: confirmed as not dangerous by surveyor. Surveyor coming back to assess modular	

	matters arising	<p>classroom.</p> <p><u>Question:</u> Has Prevent and Safeguarding training been completed by everyone? Answers of yes from around the table.</p> <p><u>Question:</u> Are we signed up with IDAMs? <u>Answer:</u> GD confirmed yes, all in place on arbor. This was completed voluntarily before Judith left.</p> <p>Safeguarding letter from GD and RPerry – in progress.</p> <p>After school club: it was confirmed that the list of clubs was made available for a vulnerable child earlier than rest of school.</p> <p>KW and AC signed up for Safer Recruitment Workshop; KW – next week; AC February.</p> <p>JR reiterated that more GB members needed on Pay and Personnel meeting; as this cannot be a parent governor it will therefore be one of the new governors once appointed.</p> <p>The minutes of the Full Governing Body meeting held on 6th July 2023 were unanimously agreed, for signature by the Headteacher and Acting Chair.</p>	<p>BB: email link to Prevent and safeguarding training as needed</p>
5	Finance & budget	<p>Little change from last report in July as no spending over August.</p> <p>£50k difference between what was predicted and spent in staffing expenses. <u>Question:</u> will this continue or are there costs that will eat into this surplus? <u>Answer:</u> There shouldn't be any overspend on staffing even after pay rises as this is inbuilt into budgeting tool.</p> <p>The flooring in Autumn Class is not ideal but is safe at the moment. This has been logged on Concerto (Hampshire's system for raising</p>	

		<p>buildings issues). It will continue to be monitored.</p> <p>Autumn class window – may need replacing coming up expense wise and will come out of SLA.</p> <p><i>ST left the meeting.</i></p>	
6	<p>Vacancies on Board of Governors:</p> <p>LA Governor Co-opted Governor Chair of Governors Parent Governor</p>	<p>We have received one official applicant for LA/Co-opted Governor which sounds very positive, with potential for Pay and Personnel Committee too. It was suggested that we consider this applicant for LA Governor.</p> <p>A letter seeking applications for Parent Governor is to go out this week; desirable attributes discussed and suggested – previous experience chairing, or as chair of governors, HR experience, commitment, willingness to volunteer and do monitoring in the school.</p> <p>No volunteers from current GB for Chair role.</p> <p><u>Question:</u> Can this be a role that is shared between 2 people? <u>Answer:</u> Yes.</p>	
7	<p>Headteacher's Report</p>	<p>The report was circulated ahead of the meeting; questions and highlights:</p> <p>Plan for phonics in Y2 – teachers and LSAs to have more confidence in delivering the programme. Outcomes in phonics relate a lot to attendance as hard to catch up missed sessions. Training ongoing in school, with trainer coming in next week.</p> <p><u>Question:</u> Is the school impacted by RAAC? <u>Answer:</u> Surveyors came to look at school. (Most part of school Victorian, with an extension 1997; dates after RAAC being used in schools. Highly unlikely an issue). Survey</p>	

		completed on our behalf by local authority – no suggestions of any RAAC in the building.	
8	Review of Trust Deed and Christian Vision	<p>A document that is read each year, to ensure we are following this and living up to the Trust Deed. It was noted that we are the latest custodians of the school. Interesting reading and to look at the historical roots of the school.</p> <p>The Christian Vision – has been tweaked in line with SIAMs inspection. Love of Christ is being more clearly woven in to vision statement, and also weaving the REACH value into biblical teaching at the school. This aims to bring the vision and values more closely aligned together.</p>	
9	School Improvement Plan	SIP has been updated. Evaluations for English, Maths and RE have begun – a few results and data starting to come in as we are early in the new academic year; effectiveness of above subjects is beginning to be evaluated.	
10	Health & Safety	<i>Update on progress on the floor in Autumn class covered above in section 4</i>	
11	Wellbeing Feedback from Y6 leavers questionnaires	<p>Y6 Feedback: overall positive and the children enjoyed their time at school. Mostly answered 'agreed with' option, as well as lovely comments. Some 'don't know' responses where the question didn't directly apply to the child e.g. booster groups. All thought that sport was done very well at school; REACH values mentioned, great toys for break time. Areas they thought school can do better – air conditioning autumn class, school dinners, longer breaks, extension for secondary school, mentor.</p> <p>Next year Y6 questionnaires: To achieve a greater understanding of</p>	PL: To note for next year's Y6 leavers

		<p>responses, we can drill into the answers a little bit before they leave – e.g. what is meant by ‘mentors’ (would they like to be mentors, or have a mentor?)</p> <p>Reconsider the wording of some of the questions as some comments were that they didn’t totally understand all the questions.</p> <p>A brief discussion about school dinners followed and whether happy with quality – consensus that they are good quality and the company are receptive to feedback, with menus regularly reviewed.</p> <p>Staff welfare questionnaire – no specific comments about school itself; newer members of staff spoke favorably about staff team and culture compared to previous places of work. Nothing immediate to implement.</p> <p>JR highlighted upcoming #beewell programme – focus on primary and post 16, which launches at half term. This has come through governor information and JR will update once this has launched.</p>	<p>questionnaires, and to look at wording.</p> <p>JR: to update on #beewell programme at next FGB meeting</p>
12	<p>Monitoring</p> <p>Ensuring this transition back into classroom smooth – JR to look at in her monitoring</p>	<p>JR came in to do monitoring last term on handwriting and speed up programme; saw positive improvement in children’s work and thought it was excellent.</p> <p>Monitoring due to take place: Safeguarding and attendance -RPerry Collective worship RE - KW SEND - JR School improvement plan – All FGB Foundation subjects – GB team effort, second week of November a few members to come in and look at books Data – PW to come in before November FGB to discuss Finance – IM</p>	<p>Monitoring due: RPerry – safeguarding and attendance KW – collective worship JR – SEND IM – finance PW – to come in before November meeting to discuss date for data monitoring</p> <p>FGB – second week of November a few members to come in and look at books</p>

	SEND: GD and TW exploring the ways in which children who are out of the classroom for SEND in the morning, transition back into the classroom on their return	Ongoing, and TW currently on maternity leave.	
13	<p>Safeguarding – any other safeguarding matters arising which are not in HT report</p> <p>Letter from GD and RPerry to all parents in September about safeguarding and importance of attendance</p> <p>After school clubs: are these accessible and reaching vulnerable children?</p> <p>Latest document in force from 1st September 2023: 'Keeping children safe in education 2023'</p>	<p>Letter is being finalised</p> <p>New audit document – how we are evaluating the effectiveness of safeguarding in school. Covers all elements of school. Comprehensive document to ensure children are safe.</p> <p>GDPR training and data protection – check in as to whether governors are up to date on this. PL will send round link to this.</p> <p><i>Discussed in section 4</i></p> <p>Annually updated document. GD confirmed a summary of changes is displayed in staff room.</p> <p>Filtering and monitoring section highlighted: To do with internet use – filtering and monitoring process is whether the firewall is good enough, and more importantly careful supervision of children using internet.</p>	<p><i>Letter now sent</i></p> <p>PL: send link to GDPR and data protection training</p>

		<p><u>Question:</u> Do any organisations use the school premises?</p> <p><u>Answer:</u> Yes - planet education, Andover tennis club, mad science; who provide after school clubs. Have verified all DBS checked and PLI.</p> <p>A parent is exploring options for providing after school provision – it was noted that if on school site then safeguarding procedure comes under GD. If off site in community centre then the responsibility is with the provider.</p>	
14	Training	<p><i>Safer Recruitment Training: next webinar training session is Friday 23rd February 2024 – discussed in section 4.</i></p> <p>WGBT booked for 4th October here in school 6pm – 8pm. Managing the work of the governing body.</p> <p>Current gap for development and training governor; agreed BB to cover.</p> <p>SEND: ‘Transforming SEND in Hampshire’ – all Headteachers will have a briefing this term; there is a Governor briefing 21st Nov – JR signed up.</p>	
15	<p>Policies for approval</p> <p>Child Protection Policy</p> <p>Safeguarding Policy</p> <p>Whistleblowing Policy</p> <p>Low Level Concerns Policy</p> <p>Code of Conduct</p>	<p>Child protection and safeguarding policies are given to us by HCC. Yellow sections customised to be fit for school. This is updated every year. Some formatting feedback given by governors, noted by GD.</p> <p>Staff code of conduct: it was questioned at SIAMs inspection whether all governors know about the staff code of conduct, therefore shared.</p> <p>Low level concerns: <u>Question:</u> Have there been improvements in capturing and monitoring low level concerns?</p>	

		<u>Answer:</u> The capturing of these incidents has improved considerably as a result of CPOMS being used in the school. Issues are shared with staff (where appropriate) during staff meetings and business meetings.	
16	Any other business	<p>Parents evening cover for teas needed: 17th and 19th October; Celebration worship: 13th Oct onwards on Fridays.</p> <p>Star governor awarded to BB.</p>	PL: arranging with Governors to cover these dates
17	Reflection - a few minutes 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)?		

Date of next meeting is Thursday 23rd November 2023