



Hurstbourne Tarrant Church of England (controlled) Primary School

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

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

MEETING OF THE FULL GOVERNING BODY

Wednesday 3rd July 2024 at 5:15pm

Governors Present:

Mr Gareth Dee	Headteacher
Mrs Joanne Ray	Acting Chair, Parent Governor
Mr Rob Price	Staff Governor
Mrs Frances Monro	Parent Governor
Mr Chris Parker	Parent Governor
Mrs Sarah Tilley	Clerk

Apologies:

Mrs Joanne Hall	Local Authority Governor
Mr Rob Perry	Co-opted Governor
Mr Dominic Chad	Parent Governor
Rev Julie Howell	Foundation Governor
Mrs Kate Walbyoff	Foundation Governor
Mr Alistair Clifton	Parent Gov

Item	Discussion	Action
1. Opening prayer	GD opened the meeting with a prayer	
2. Declarations of Pecuniary Interests	None	Clerk to give to school office to scan and file
3. Apologies for absence	Apologies received and accepted in advance from JH, RP, DC, Rev JH, KW and AC	
4. Welcome to the new governors and new clerk	JR welcomed the new governors, CP will monitor the Sports Premium Grant. CP: When he should I visit to carry out this monitoring? RP advised that a visit in the Autumn Term would be good. FM take up the governor role of	CP visit RP in the autumn term (Sports Premium) FM to undertake the Understanding

	overseeing the financial aspects of the school. ST advised that there are 'checks' that should be carried out to ensure that the school is compliant and adheres to best practice. JR advised FM to undertake the 'Understanding Finance' course for governors. GD advised that this should be undertaken before the November Budget Revision	Finance course for Governors
5. Minutes agreed and signed and any matters arising	Actions: JR to look into recruiting new governors. Rob Perry will undertake the responsibility of carrying out Cyber Security checks as part of his Safeguarding remit. RP has lead a cyber-security course at Wolverdene Special School, for the pupils. JR has uploaded the 'governor pack' to the governor zone on the school website. This document was used for the HT recruitment, it is very informative and is current. This document will be useful for creating a new prospectus. AC will be asked if he could work on this. Transition matrices. GD will explain how these work and where the data comes from in the next meeting JR emphasized that she needs the monitoring reports, from governors, within a week of each monitoring visit. GD to update policies and upload. JR: The Yr 6 questionnaire usually goes out at this time of year. JR explained that she was unable to undertake carrying out this task this year. GD informed the new governors that this questionnaire creates soft data for the school about pupils' wellbeing and behavior. GD said that we have a template on the school's system that can be used and he will email it to FM: I'm happy to have a look at doing this.	JR New Governors need (2 x Co-Opted) AC to be asked if he could revamp the school's prospectus GD to email Yr 6 questionnaire to FM and a meeting next week ST to send prospectus electronically to JR

	Prospectus: it does need updating as it looks dated. GD confirmed that the content is relevant and is updated annually. JR would like a copy emailed to her. Arrange a meeting with FM and email the template of Yr 6 questionnaire as well	
6. Finance & budget	ST There isn't anything which needs to be brought to the governor's attention regarding budget at the moment. ST explained that the staffing costs were planned, in the budget planning meeting with EFS, whilst we were looking for a new HT, Maternity cover and a new KS2 teacher. This plan can be revised at budget revision and should give a more accurate picture of the school finances going forward. Capital budget: ST explained that this budget was used for IT and furniture. We may need to upgrade some of our IT in the future. Harrow Way are no longer supporting us with IT and we are currently looking for a company who can offer support which the school budget can afford.	ST to investigate costing for new IT support.
7. Vacancies on Board of Governors: Chair of Governors Vice Chair Parent Governor Co-opted Governor Clerk to the Governing Body	JR: We have vacancies for 2 Co-opted governors. JR, who has stepped up to the role of Chair temporarily, might stay in this role until Christmas CP: What are the requirements needed for the carrying out role of a Co-Opted Governor: enthusiasm and an interest in the school. To be able to be a 'critical friend' to the school We at full capacity for Parent Governors and we now have a Clerk to the Governing Body (ST)	
8. Headteacher's Report	GD Headlines: We lose 11 year 6 children this year and will gain 15 Year R's. We have lost 1 year 5 child, we have one child leaving at the end	

	of the term, to go to the private sector. Another child is leaving at Christmas. We will receive funding for the child leaving at Christmas as the Census in October takes the number on roll to calculate the budget for the following year. Safeguarding: We have one child on a CP Plan. Targets are not academic although HT does share attendance data with Childrens' Services. KCSiE changes every year. The KCSiE 2024 will be live in September. New child protection policies will be written in respect of any changes that might be made to this document. Governors are asked to read Section 1 of this document and be familiar with it. Ofsted will check that we know the contents. The draft KCSiE (2024) is available online to read. GD explained that the language can change within the document. RP comes in 3 times a year, as the safeguarding governor, to oversee the safeguarding of the school. GD carries out an audit in September. RP will ask about any current issues. Our attendance statistics are okay. SEN children usually have a lower attendance rate nationally but we have exceeded national trends. We are monitored against this and Ofsted will ask why the child isn't in school. The reasons could be illness and holidays. Penalty notices are issued when required. Absence is authorized at HT discretion. Sporting activities are supported. We have a promising Equestrian so this absence is supported. Some parents will complete the form for 'Step up day' for secondary schools which is agreed. Any child below 90% are considered low. CP asked about the ramifications of GDPR and do we identify a child.	
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	GD explained that no, the child will not be identified. CP: do we need to see evidence of medical appointments? GD replied that he doesn't want to spoil relationship with parents by being heavy handed when he know the appointment is genuine. We are planning for 100 pupils on roll for September. This number can change. There are spaces in Summer class. FM: Is there was a limit on the number of pupils in KS2 classes? GD said that there wasn't a limit on class size KS2. GD explained that we had an ECT teacher joining us in September and that she is entitled to 10% non-contact time as well as time for PPA. GD explained that EE has been asked to work one day a week to cover the teacher's absence in class. This is financial viable. EE has been budgeted/planned for. The new teacher will not have to mark and plan for that day. EE will continue to be the Science lead. The Governing Body agreed that EE covers the one day of teaching and will continue to be the Science lead. Curriculum: Yr 6 report data; our Yr 6 data is nowhere near as high as last years. This year is not an academic year. Writing judgements are teacher lead. We were chosen this year by HCC to be moderated to make sure that the teacher is making sound judgements with writing. All judgements from EE were agreed by the moderators. There is no question of poor teaching. Maths Advisor from HIAS has carried out an audit for us to see where our maths is. It is good in some parts of school. The advisor will send a report to help GD and RP with SIP next year. The Advisor will visit again in September on our inset day. We need	
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	to improve teacher practice in some areas of the school. Nicola Rickman is coming in to discuss with GD to how he can develop subject leadership, in time for a future Ofsted visit. We need to be Ofsted ready. Yr R: GD happy with this set of data one child has only with us for a few weeks and one child would have never had made it due to a high level of SEN. 80% is good. Strong. Baseline assessments will be taken in the Autumn term. CP: when and how is this data used? GD said the from the data you will know very early on which children will go on to achieve. Yr 1: Disappointing, this has not been a good year. Phonics results are not good. Action plan drawn up for the class teacher and support assistants of that class. The pass mark was 32 and some children got 30/31. Phonics program used is very rigorous and the teaching has been monitored by governors. The fast track tutoring hasn't always happened so this needs to be in place as soon as possible. 'Cuspy' children should have been identified and supported. GD sat on phonics screening to see what was tripping up the children. Why weren't certain sounds picked up earlier? Mrs Bass, a new volunteer is listening to readers in Summer Class. GD acknowledged that Phonics isn't the only way children learn to read. Yr 4 Multiplication Tables Check (MTC): The children need to answer 25 questions on the computer. 6 of the pupils were SEN and achieved in line with their peers. The average score was 22.7 which is above national average. 11 Yr 6 children. 6 got the 'expected' mark in writing. No one got 'greater depth'. SATS results are due to be published next week. There will be a	
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	reading percentage and maths percentage. Parents will be informed of the scores in their child's report which is due to be sent out soon. GD explained to CP about small cohort fluctuations. Unlikely to get value added progress data as children didn't sit assessments in 2020 because of COVID. Building and grounds: new items on playground. Early Years area is looking tired. New equipment has been paid for by the Friends. GD said he would like an area which is loved and cared for to be available for our Yr R children. In September, parents will be asked to leave and enter the school in a different way: The children will be dropped off and collected from the tennis court and no longer from the playground. New equipment is not to be played with by children who are not in Spring Class. This area will be locked. FM: how important is the money raised by the friends to the school? GD explained that the budget wouldn't stretch for a project of this size or the music provision in other classes.	
9. School Improvement Plan	SIP is on the website. This is a working document and it can change all the time. Areas marked in yellow, are for areas being worked on. Areas marked in green show that the work has been carried out. Areas marked in red show 'jottings'. The SIP is being heavily worked on from now and over the summer holidays as GD is continuing as HT. This is very much work in progress for the start of the academic year.	JR will be visiting her on 11th July

	SENCo new to the post is working very hard in this area of the school. She has made a good start.	
10. Breakfast Club September 2024	ST has been working on this. Costings have been calculated and we are aiming for a September start. We are going to charge £4 per day per child to cover cost of food etc. Labour Party say they will cover the cost of breakfast club if they are elected. We will see if this actually occurs!	The Breakfast Club will open in September 2024
11. Health and Safety	There is nothing to report at the moment. GD did want to point out that the fence panels at the bottom of the playground, by the flag post, have been repaired. JR: who had carried out the work? ST replied it was a local contractor. FM: what does the school do regarding the nettles in the verge outside the school? JR said that the Parish council are responsible for the verges. FM said that they need cutting and she'd be happy to do so!	
12. Wellbeing	Wellbeing: GD feeling rejuvenated!	
13. SEND- June conference update	SEND: JR attended the SEND conference. She informed the committee that the demand for SEND support is still increasing. There are more requests at KS2. There is a 15% increase in Early Years. A 7 % in KS1. Hampshire CC has launched a SENCo helpline. There is a SEN complex learner's course available for teachers. GD said he was aware from feedback that the units are good but take too long to cover and should be bitesized. Launched 3 different pilots: One is for Yr R to support transition into school. The support isn't in our area yet. GD said that the behaviour of children is a lot more challenging after Covid. The learning behaviours of children have been affected with	

	many children relying on adult support when faced with barriers to learning. Compared to other children from other schools our children are doing okay.	
14. Monitoring	Monitoring Data 11 th monitor wellbeing	
15. Safeguarding – any other safeguarding matters arising which are not in the HT report.	Covered in HT report. Serious safeguarding incidents take about 1 whole day for GD to process.	
16. Committee updates • Pay and personnel Committee • Curriculum and Standards Committee • Any other committee meetings that have taken place	DC apologised that the minutes for C and S are late but they will follow soon. Training: All Governors are to sign up for training on Ofsted on 10 October, by Friday 20th July. GD explained that everyone needs to be informed of Ofsted and understand the process of an inspection. GD said that Ofsted do like to see two or three governors at their visit. JR showed a copy of the Training record which showed what training has been undertaken and by whom. Training is vital. Makes the role more meaningful. Governors are critical friends. Ofsted do look at the questions which are asked at Governing body meetings. CP: Is one course per month is that enough? GD said that people are upskilled by being trained. Courses book up fast, so book in advance. We use HCC SLA and this pays for the training so do it! Foundation subjects: All governors are responsible for this.	All Governors are to sign up for training on Ofsted on 10 October, by Friday 20th July.
17. Training ALL governors to sign up for	Dates have been set	

OFSTED training 10th October 2024		
18. Policies for approval		
19. AOB	No AOB everyone happy that meeting has covered everything.	

Date of next meeting is

- Pay and Personnel Committee 14th November 2024
- Curriculum and Standards Committee 7th November 2024
- Full Governing Body Wednesday 18th September 2024

Meeting closed: 18.51