



Hurstbourne Tarrant Church of England (Controlled) Primary School.

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

Hampshire Education Committee

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School

15th March 2018 at 5.15pm

Governors Present

Mrs Sue Evans (SE)	- LEA Governor (Chair)
Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mrs Georgina Wilson (GW)	- Parent Governor
Mr Steve Swift (SS)	- Co-Opted Governor
Mr Rupert Conder (RC)	- Co-Opted Governor
Mrs Davina St Aubyn (DS)	- Parent Governor
Mr Robin Price (RP)	- Staff Governor
Mrs Kim Trewby (KT)	- Foundation Governor
Ms Carrie Reeves (CR)	- Parent Governor
Revd Trevor Lewis(TL)	-Foundation Governor

Non-Governors Present

Dr David Ellis	- Clerk
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Absent and Apologies:

Mrs Louisa Savage (LS)	- Parent Governor
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These apologies were accepted

Welcome

Mrs Evans welcomed all governors.

The meeting opened at 5.15pm with a short prayer from Kim Trewby.



Membership of the Governing Body

Mrs Julie Ridler has stepped down as a Co-Opted Governor and has been thanked for her role on the governing body. Nominations for her replacement had been requested. SE noted Mrs Deidre Cockcroft of Paddock House, Horseshoe Lane, Ibthorpe had asked if her name could be put forward for the position of Co-opted Governor. She currently helps with young readers in the school. This nomination was accepted by Governors and DE will source and send an application form.

Declaration of Pecuniary Interests

There were no declarations of pecuniary interests declared relevant to the meeting.

Publication of Governors details on the School website

SE requested KT if she could write some details on her background relevant to being a Foundation Governor for Hurstbourne Tarrant School and pass them to GW for incorporation onto the website.

Minutes of the Governing Body Meeting of 21st November 2017 and matters arising

Minutes of the 7th February FGB meeting were agreed, with no matters arising which we're not already to be raised in the current meeting.

Headteachers Report (including the School Improvement Plan)

GD presented his latest Headteachers report, including the latest ASI school sheets. He then went on to brief the FGB on the latest updates to the School Improvement Plan (SIP).

ADMISSIONS:

Number on roll: 109
Movement out: 0
Movement in: 0
Exclusions: 0

Two pupils from Autumn Class will be leaving us at Easter. One pupil, currently Y5, will be leaving us at the end of the academic year. the latter will reduce the number of statemented children from 4 to 1 in September and so will have financial implications.

SAFEGUARDING

We still have just 1 family who are subject to a Child In Need Plan although the family seem to be stepping up to their responsibilities. He will be attending a Team Around the Family (TAF) meeting on the 25th April. After receiving a call from Children's Services on Monday 5th March, it is likely that another family will be placed on a Child In Need Plan.

ATTENDANCE:

Attendance so far this year: 96.81% (up to 07/3/18)



School Data for last year: 97.18%

1 child has fallen below 85% attendance. A letter has been sent to this parent regarding this level of attendance. This child may soon be placed on a Child In Need Plan. 3 children are currently at 90% attendance. We have 5 other children who sit at between 90% and 93%. However, there has been a lot of illness during the past half term so this data should improve. GD continues to fully engage with Governing members of the C and S subcommittee on these figures and issues arising.

GOVERNOR PERMISSION FOR OFFSITE ACTIVITIES:

Autumn Class will have a trip planned to Marwell Zoo on 26th March 2018. Permission for this trip was agreed by all Governors.

ABSENCE REQUESTS:

GD has had two requests of absence for holidays, one of which is over 6 days and likely to result in a fine. DS noted it was very definitely a holiday issue with no special circumstances. SS asked 'what is the time period of absence that triggers a letter and fine?' GD replied 10 consecutive half day periods of absence (therefore 5 full days of absence). The fine is £60 per parent and per child so the fine can be substantial.

STAFFING:

Mrs Harrison has now begun training for her new role as a HLTA (she will still continue to teach French in a question from SE). Mr Price's NPQSL course has begun which will develop the leadership capacity of the school. Following Stella Counsells (attached school advisor) visit last week, GD is looking at the staffing structure of KS1 to ensure effective deployment of teaching staff. We will be beginning to look at class arrangements until September and linked to the school budget in April. GD noted that the best value for money would be to split Yr1 and Yr2 (Mrs Hickman will teach 22 children, Mrs Ridler 16). Yr2 needs more TA help so will get help from Mrs Moulding and Mrs Curd). Mrs Moulding will also help teach Yr2 on Wednesday to Friday afternoons when Mrs Ridler is not in school. SE asked 'where will the classes be based?' GD said that had not been fully decided, but at least one year will be based in the hall, but which one only after agreement between Mrs Hickman and Mrs Ridler. Several Governors asked 'how will the additional teaching and staff help Yr2?' GD said there were quite a few children in Yr2 who needed help to make small steps in progress and this would be monitored via staff pupil progress meetings. SE asked "how are the staff viewing this plan?" GD said staff appeared to welcome the new approach as it solved earlier complications. GW asked "how did he think Yr1 and Yr2 parents will react?" GD replied probably positively, as it helps the bulge in pupil numbers in those years to be better accommodated. Also, it reduces the work load on individual teachers such that increased illness and requirements for supply teachers is reduced. SS suggested the better than expected progress with the bulge years 1 and 2 should be highlighted in the school newsletters. SE asked how planning would be affected. GD said from Easter Mrs Ridler will plan the Yr2 curriculum. Some afternoons are already dedicated to music and PE which does not require her planning.

NEW BUILDING:

The new classroom is open for use. The total cost of the building, which includes all the furniture and fittings is £42,543.13. We have an Aviva Community Grant of £1,000



which will help towards the cost of the screen. Hampshire County Council have also offered us £2,000 towards the furniture. GD has been in contact with Mrs Emma Clark (Dinah Murdoch's daughter) who has agreed to come into school to officially open the classroom, with potentially her sister Caroline. The date will be in May and Chris Brookes-Martin has also been invited.

CURRICULUM /STANDARDS/MONITORING/SCHOOL IMPROVEMENT/STAFF DEVELOPMENT:

The latest ASI sheets had been distributed and showed the progress to date the position of pupils at the end of Spring 1. These will be updated again at the end of Spring 2 and will be brought to the Curriculum Committee for analysis.

Progress is good or better in reading and maths across the school. Progress is a little slower than expected for writing in Y3, Y4 and Y5, but following Pupil Progress Meetings, class interventions are in place during writing sessions to support these pupils. Mr Price notes Yr4 issues with punctuation which he is addressing and Mrs Ellis is helping with writing help to selected Yr5 pupils and Mrs Miller teaches Yr6 for 3 mornings a week in preparation for their upcoming SATs.

Mrs Hickman has attended 'standardisation' training (County Moderation sessions) to help with identifying Age-Related Expectations for KS1. Mr Dee is booked on similar training for KS2.

Mr Dee has attended Safer Recruitment and Prevent training and is booked on Accident Investigation training on the 24th April.

SCHOOL DEVELOPMENT PLAN (SIP):

GD handed out copies of the currently revised plan and noted the plan is a working document and as such is subject to change as the school moves forward. The document is also on the school's website. GD also noted he wished to slim the document down in the future. Governors supported this where overlaps were apparent.

GD then went through a brief presentation of the document and highlighted the following points and issues:

Strand 1 – Progress and Outcomes: Success criteria includes planning is informed by ongoing assessments, immediate assessment leads to responsive teaching and learning flow, children know their progressions and a defined level of mastery for the school.

For example: pupils need time to reflect at the end of their topics, what they have learned (and not), enjoyment, and changes during topic learning. Some years are more independent in learning than in others. The school plans to take the good teaching points from the more independent class learning and apply them more uniformly across the school.

Increase P4C teaching and learning in KS1. This encourages pupils to ask questions and not just be passive learners.

Teachers to assess pupils via the learning journey tool.



Progress skills as pupils move through the school, for example in art they acquire different techniques and skills year on year and age related.

Forest Schools Curriculum: GD has more details for it now and has contacted another school to come in say how they use it to fit into the rest of school curriculum. One worry is that Mrs Ridler, who has offered to lead the forest schools programme, may leave in August when her contract expires. Training her would cost £850 and may not be the best use of school funds. Perhaps it may be more effective if another school's forest leader comes to HBT and lead classes? SS questioned the use of the nearby woods against more local projects around the school grounds and playing fields. GD that safeguarding in the woods is very problematic and pupils already do many studies around the playing fields, so how can the forest school's curriculum enhance this? The subject evaluation is ongoing, SE suggested calling it 'Outdoor learning' instead.

Engagement with the local community, the church and overseas communities: Being a church school spirituality is very important and links are strong with the local church (and the community). In school TL suggested the garden could be a quiet reflective area at certain times where pupils could write their thoughts in their diaries (reflection diaries as proposed by TL). Mrs Loden returns in September and may help with contacting overseas schools, if not TL is willing to help set up conversations with African schools.

Internet safety. GD appealed if anyone knew someone who could explain to staff and pupil's internet safety in plain English, then he would like to hear about them. He could then contact them to see what could be done to raise higher this important topic. Mr Price is gradually updating information on access to internally vetted websites for videos, pictures etc for pupil learning.

Short Term Action Plan:

Improve learning wall success.

Reading: Mrs Ridders lunchtime book club is becoming ever more popular, so is helping with better reading progress. The school 'Friends' have donated £1000 to refresh KS1 books (this may not be enough? TL). Reading folders are not popular with parents, so they could be made smaller (A5) and more HBT specific every 7 days. Guided reading and comprehension is to be enhanced all across the school, especially in the lower years.

Writing: make sure pupil progress meetings held regularly to identify shortfalls.

Upskill staff in phonics teaching and raise the profile of spelling.

Maths: HBT children currently outperform the national standards, but booster classes are held for targeted individuals.

Science: under Mrs Ellis and performing well. Will monitor for even greater improvements.

Mrs Souter is the 'Look after Children' co-ordinator and will undergo some training to help to liaise with Secondary schools, especially special needs children moving up (currently 2). This is to include staff visits to each other's school and pupil visiting days.

Music: Is supported by the Friends and Listen to Me external teaching.



PE: The school has lost access to the Parsonage Farm swimming pool, but another parent in HBT has offered one to the school. RP is undertaking risk assessments, including necessary staff training and walking there and back. Planning is ongoing. SE suggests we ask if parents who can help (but must be DBS checked).

The SIP will be monitored half termly by GD and RP with the help of the staff and Governors.

Resource Committee Report

RC briefed the FGB on the Resources meeting of the 6th March 2018. Minutes had been distributed to Committee members and DE will forward them to others after this FGB meeting.

1. Health & Safety Issues – The two gates going into Syd’s garden will be re-hung later when we have funds available
2. Window film – The lead on the bottom half of the windows in the Hall has now been replaced and wire soldered in will prevent the glass falling inwards.
3. Health & Safety Issues – installation of propane tank – we are still waiting for Calor to risk-assess taking the delivery lorry across the bridge. RC said that this is a Health and Safety issue and must be addressed.
4. Current Maintenance Tasks. Damp issues in reception have been resolved.
5. Landon Trust. SE said that David Harbottle said there was £500 in the account and asked GD to find the chequebook for it and to draw the money out.

Budget. The Committee had reviewed the income and expenditure for 2017-18 to end of February and the predicted out-turn at EOY. It was predicted that, provided there are significant no unexpected items we should carry forward a credit balance of about £7,000, which, in the Committees view, is a satisfactory position in view of the current funding situation (though substantial reserves have been used up).

Mr Kit Malthouse MP will be visiting the school on Friday 20th April. He has been asked to talk with the children about politics and to present awards at Assembly. It will be a further opportunity to discuss the critical school funding problems.

The Committee discussed the Capital Budget. This year 18 new laptops were bought, 16 were paid for out of Capital and a further two purchased by the Friends. We should receive a further £5,000 in April from Pupil Payment Premiums. It is felt that this should be reserved until later in the year to meet any emergency capital funding requirement. SE asked whether the school had made an application for funding to the Miss Gales’ Education Foundation. GD remarked that he would look into the terms of the Trust and, if the criteria for any of our pupils were met and funding was available, then he would apply.

DE had forwarded the Governors a Schools Financial Value Standards (SFVS) document from Mrs Judith Ingvorsen (School Administrator) on behalf of Hampshire County Education prior to the meeting. This was approved and SE signed it on behalf of the FGB.

New data protection measures are imminent and need to be discussed. SE that there appears no clear guidance at present so the item should be discussed at the next FGB meeting. GD will send out the current legal advice received from Hampshire County Council to schools.



Curriculum and Standards Committee Report

GW gave an update of their meeting with GD on 5th March 2018.

The Committee had discussed how to evaluate following items on whether pupils are progressing and reaching their age-related expectation and use their topic books and learning walls following the recent LLRP visit.

Topic Books: Students start at point A and should reach certain milestones before reaching point B, i.e. their goal. When looking at their books you should be able to see them developing an understanding via a set of targets that the children tick off. Teachers monitor this process to check they are self-assessing accurately. This is called a 'learning journey' which is referenced in the SIP. The Committee viewed some maths books from Autumn Class. Children are encouraged to self-assess if possible, but don't always tick all of the boxes in order. These gaps are reviewed by staff and then reflected in the Target Tracker. Members viewed some year 6 maths books to check against targets. At the bottom of the topics is a line 'My teacher thinks box' for the teacher to tick. This is to double check the pupils-self assessment and check that they are accurate assessments. For each topic there is a Learning Intention Box in which it lists success criteria. At the bottom - My Learning Toolbox – you can circle 6 options How did I do today – you can circle 3 options (H, I, T) This information is fed back into Target Tracker so it is clear which students are not reaching ARE or those who could be pushed beyond ARE. Afternoon classes and extra booster sessions are designed around this information. Regular class assessments also throw up gaps. This reveals what the children DO NOT know and highlights what needs to be covered in Booster groups. These start from year 4 on, but the majority are year 6.

The Committee viewed some Year 6 English books - Year 6 writing expectations. They questioned, 'Have you got evidence for reaching expectations?' Mr Dee replied that he attends Standardisation meetings to compare results with all teachers. Pupils also regularly do 'A Big Write' (a more independent piece) at the end of topics so that teachers can see if the pupils are meeting expectations and see if they have included what they have learned. In English there is a need to develop criteria like they have in the maths book and Mr Dee said this is what is planned.

In conclusion, The Committee needed to refer to all books, rather than just topic books as the books cover both English and Maths, as well as the specific class topics.

LEARNING WALLS: Early Years – these teach pupils to talk, learn and provide the opportunity to write independently. In Year 1 & 2, very detailed walls were observed, while in Year 3 & 4 the walls were not as detailed due to the children's ages and understanding. This reduces when they move through topics in Year 5 & 6.

The new SIP includes some recommendations from Stella Counsell which are already being implemented.

1. Spring Class – how can Mr Jenkin reflect his teaching in the layout and design of his classroom. He has set up a role-playing area to start with and is currently focussing on further improvements.
2. Key Stage 2 – improve comprehension with future focus on reading comprehension.



In conclusion the Committee saw clear evidence of learning continuums being applied throughout the school, both in the books reviewed and the working walls seen. Lots of work has clearly done and good progress has been made. As Mr Dee advised, the key next step is to get the good practice witnessed fully embedded in that it becomes business as usual.

Pay and Personnel Committee Report

Nothing to report

Governor Training

ME will email current training courses, including the Induction Policy course for Governors. ME also noted we must decide on a Group Training course, as we are only entitled to 1 per year (SE: can ME circulate a list of available group courses).

Update and new Data Protection Regulations

Dealt under the Resources Committee report above

Correspondence

DE regularly circulates the Hampshire Governor Services fortnightly information letter and the Diocese information letters when they come in. Hampshire Governor Services have acknowledged they have updated their records to record that ME has taken over the FGB role for co-ordinating Governor training.

AOB

Governor volunteers were requested to serve tea and coffee at the upcoming parents teachers evenings on the 20th and 21st March

20th: Early (3.15-5.00pm) DE, late (5.15-7.00pm) CR
21st: “ “ DS, “ “ ME

GD to ask DE to circulate the latest Keeping People Safe document from Hampshire County for all Governors to read.

Date of Next Meeting

Date of next meeting is the 14th May at 5.15pm.

KT asked in advance apologies of not being able to attend (accepted).

The Meeting Closed at 6.45pm.

Dr David Ellis
Clerk to the Governors



