



Hurstbourne Tarrant Church of England (Controlled) Primary School.

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

Hampshire Education Committee

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School held on Monday 14th May 2018 at 5.15pm

The meeting opened at 5.15pm with a prayer from Rev Trevor Lewis

Governors Present	Mrs Sue Evans (SE)	- LEA Governor (Chair)
	Mr Gareth Dee – (GD)	- Headteacher
	Mr Rupert Condor (RC)	- Co-Opted Governor
	Mr Steve Swift (SS)	- Co-Opted Governor
	Mrs Miriam Edwards (ME)	- Co-Opted Governor
	Rev Trevor Lewis	- Foundation Governor
	Mr Robin Price (RP)	- Staff Governor
	Ms Georgina Wilson (GW)	- Parent Governor
	Mrs Davina St Aubyn (DS)	- Parent Governor
	Mrs Louisa Savage (LS)	- Parent Governor
	Mrs Deirdre Nicol	- proposed Co-opted Governor

1 Apologies Mrs Kim Trewby
Absent Ms Carrie Reeves

Foundation Governor This apology was accepted.
Parent Governor

Welcome

Mrs Evans welcomed all governors.

2. Membership of the Governing Body

SE introduced Mrs Deirdre Nicol, proposed as the new Co-opted Governor.
This appointment was unanimously agreed. SE will forward her form to the clerk, who will forward it to Governor Services.

She was welcomed by the other governors who introduced themselves.

It was agreed she would join a committee after she had been on her induction course.

3. Declaration of Pecuniary Interests

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

4. Publication of Governors' Details on the school Website

GW will ask DN to write a short piece about herself.

5. Minutes of the Governing Body Meeting of 15th March 2018 and matters arising

Minutes of the meeting of 15th March were accepted as a true record.

Any matters arising are already on the agenda.



6. Headteacher's Report

Admissions

Number of children on the school roll is 108, 2 children have moved out, 1 child has moved in and there have been no exclusions. One more child will be joining the Year 5 cohort after half term. GD has contacted another parent of a year 5 child who is currently on the waiting list

Safeguarding

The school has currently 1 family subject to a Child in Need Plan, This is due to finish in July.

Attendance

Attendance so far this year is 96.72% The Ofsted national average is 96.1%
One child's attendance is at 77.61%, but the child is not yet of statutory school age.
5 Children are between 85 and 90% attendance – these children are classed as persistence absentees
– GD will be writing to the parents.
A penalty notice has been issued to a family taking a child on a holiday in term time.

Permission for Offsite Activities

E Mail permission had been agreed for the Summer Class trip to Winchester Science Centre..
Governors agreed to the Winter class visit to Winchester Cathedral in July.

Staffing

GD outlined the proposals for staffing and class organisation for September.

Staff on temporary contracts leaving at the end of term: Mrs Ridler (teacher), Mrs Harris and Mrs Skeates (1 to 1 support staff)

Mrs Downing is returning from maternity leave.

We have only 11 reception class children registered – so not a viable number for a class.

Classes for September are:

Spring class 19 pupils (11 Year 1 and 8 Year 1). Taught by Mr Jenkin

Summer class: 30 pupils (8 Year 1 and 22 Year 2) Taught by Mrs Hickman

Autumn Class 28 Pupils (16 Year 3 and 12 Year 4) Taught by Mr Price.

Winter Class : 27 Pupils (11 Year 5 and 16 Year 6) Taught by Mrs Downing and Mrs Ellis

Mrs Ellis and Mrs Downing are both part time, so will operate a job share.

GD will hold a parents information evening after half term for Year 1 parents to explain the arrangements.

Inset Days for Academic Year 2018 – 2019

GD proposed the following dates for In Service Training – all are attached to holiday dates.

Autumn Term - 3rd September and 19th October 2018

Spring Term – 7th January and 25th February 2019

Summer Term - 3rd June 2019

These were agreed by governors.

School Improvement Plan

The updated version of the plan is on the school website. GD has met with GW and LS to review the progress of the plan

A revised version will be used for next year's plan.

Extra Curricular Activities.

This term we are offering: Tennis, Multi Skills, Choir, Book Club, Storybox club, Tag Rugby, Coding, Maypole Dancing and Kwik cricket (after half term).

Governors congratulated the staff on providing such a wide range of clubs.



CPD Internal

GD outlined the plans for Internal Continuing Professional Development for the term.

GD was thanked for his report.

7. Resources Committee Report

RC reported that:

The installation of the propane tank should take place during the Summer holidays.

The £500 donation from the Landon Trust will be allocated to purchase Mathletics.

When Mr Kit Malthouse MP visited the school, he was made fully aware of the critical financial situation facing our school mainly as a result of the change in the funding formula.

Budget –

In relation to the Proposed Budget, RC expressed his grave concern about the 3-Year Budget Forecast. He said that we need to live within our means and the start to reduce the in-year deficit to zero by increasing the income and reducing the expenditure. He added that the earlier reductions are made the easier it would be to achieve the target.

RC said that the Committee had reviewed the income and expenditure for 2017-18 to end of Year and compared expenditure against the proposed budget for all Codes. Although some minor Non-Staffing Expenditure adjustments were made to the Proposed Budget, these were limited as much of it was outside our control, such as Business Rates and Insurance. The Committee had not achieved the reduction in Non-Staffing Expenditure for which he had hoped, so, to make a meaningful reduction in expenditure, we would need to look at Staff Costs, which make up over 79% of it. GD said that proposals on Staff expenditure are still under discussion. RC proposed that we continue to monitor expenditure closely and see where savings can be made on Staff Costs and asked that, in the meantime, this year's annual budget with Income of £583,373 and expenditure of £606,404 be ratified, being fully aware of the likely deficit in future years if in-year expenditure continues to exceed income. The proposal was seconded by Rev Trev and passed unanimously.

RC said that, without mitigating action to bring the in-year deficit to zero, the school would be running into deficit. Bearing in mind this caution, he proposed that the revised three-year budget be ratified. The proposal was seconded by Rev Trev and passed unanimously.

GD said that we are currently short of children in Years R, 3 and 4 and, as each child is worth about £2,700 financially, we should try to find applicants to fill these vacancies.

RC said that we should receive £5,000 in the Capital Budget in July; no proposal has yet been made on its allocation.

GD said that he would see if any pupils could benefit under the terms of Miss Gales' Education Foundation Trust or the Upton Trust and, if so, he would apply.

School Playground.

GD said that funds were being made available to repaint the school playground to make it more educational and fitness related for Year R children.

Governors Discretionary Fund.

RC said that £400.51 remains in the fund. Funding for hoodies, prizes and £10 per leaver was approved up to a total of £260.

RC was thanked for his very full report.



8. Curriculum and Standards Committee

SS presented the minutes of the meeting held on 2nd May.

The focus for the meeting was the Average Step Increments sheets, where and the school improvement plan. It was agreed that future editions of this would be to make it much more concise.

Stella Counsell, Attached special advisor, had visited and completed a learning walk and looked at children's books. She made some enhancement suggestions..These were detailed in the minutes of the meeting.

Craig Jenkin and GD had visited Smannell primary school and were developing new ideas to enhance the learning environment for the early years children.

Governors have come into school to monitor pupil progress. In addition to looking at working walls and examining books, there will be a focus on Religious Education, with the return of Mrs Downing from maternity leave.

Forest Schools is being developed as Outdoor Learning,. The use of the PE budget could be used to promote outdoor and adventurous Learning. SS offered to oversee this development, To enable this to happen, another governor needs to take responsibility for Health and Safety. RC agreed to take this on.

9. Pay and Personnel Committee

SE summarised the meeting held on 8th May, which focussed on restructuring and staffing; This had been discussed in detail as part of the headteacher's report.

10. Governor Training

Whole Governing Body training was discussed. Various topics were considered.

Following this discussion, it was agreed to focus on Revisiting the School's Christian values.

ME will try to arrange this for Tuesday 10th July:

5.15 pm Short business meeting.

5.45 pm Break with snacks and tea and coffee.

6 pm – 8 pm Training session.

ME will circulate the details when she has confirmation from Governor Services.

11. Data Protection Regulations

Judith Ingvorsen is making good progress with this.

12. Correspondence None to report.

13. Any Other Urgent Business

Attending the Key stage 2 performances and selling raffle tickets.

Tuesday 17 th July	1.45 performance:	Georgina and Steve
Wednesday 18 th July	7 pm performance	Sue, Mims, Deirdre
Thursday 19 th July	7 pm performance	Deanie, Trevor

All governors are asked to provide a raffle prize.

14. Date of next Full Governing Body meeting: Tuesday 10th July 2018 at, 5.15 pm



