



# Hurstbourne Tarrant Church of England (Controlled) Primary School.

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## Hampshire Education Committee

### Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School held on Thursday 14<sup>th</sup> March 2019 at 5.15pm

<b>Governors Present</b>	Mrs Sue Evans (SE)	- LA Governor (Chair)
	Mr Gareth Dee – (GD)	- Headteacher
	Rev Trevor Lewis (TL)	- Foundation Governor
	Mr Rupert Conder (RC)	- Co-Opted Governor
	Mr Steve Swift (SS)	- Co-Opted Governor
	Mrs Kim Trewby (KT)	- Foundation Governor
	Mr Robin Price (RP)	- Staff Governor
	Ms Georgina Wilson (GW)	- Parent Governor
	Mrs Alex Luker (AL)	- Parent Governor
	Mr Freddy Colquhoun (FC)	- Parent Governor
	Mrs Deirdre Nicol (DN)	- Co-opted Governor

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

### Apologies

Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mrs Louisa Savage (LS)	- Parent Governor

These apologies were accepted

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

Chair SE welcomed everybody and noted the meeting was primarily concerned with the discussion of the Hampshire Governor Services 'Governing Board Self Evaluation' Document and requested the other sections of the meeting be kept brief as possible to enable full discussion of the Governing Self Evaluation document.

### Declaration of Pecuniary Interests

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



## **2. Minutes of the Governing Body Meeting of Wednesday 6<sup>th</sup> February 2019 and matters arising**

Minutes of the meeting of the 6<sup>th</sup> February 2019 were accepted as a true record of the meeting.

GD noted in the new SIP some updates to the mathematics section will be forthcoming.

## **3. Headteacher's Report**

GD Headteachers report had been circulated to FGB members prior to the meeting and updates were discussed.

### **Admissions:**

Number on roll: 103

Movement out: 1

Movement in: 0

Exclusions: 0

One pupil from Autumn Class left us at half term (Yr4). GD had been notified in writing that we will be losing a Y2 pupil in the Summer Term. Other parents have notified him that they will be removing their children (Yr2) to the private sector at the end of the year but he does not have anything in writing yet.

YrR applications are currently over subscribed for September 2019.

KS2 numbers are now looking under subscribed, particularly Yr6 (8 only).

AL noted that in some years there is a large disparity in the boys to girl's ratio and 'why was this?' GD and RP noted this was not unusual and had not proved detrimental to either groupings in the past.

AL asked if GD inquired why parents withdrew their children to private education in Yr4? He said he does and noted it was a particular choice for a certain group of parents and has been an issue over many years now ('this is what we do'). Private education also offers longer curriculum days, with particular attention to end of day sporting and other activities which may be of advantage to certain parents.

### **Safeguarding**

The school now has only 1 family who are subject to a Child In Need Plan. The other family has been taken off a Child In Need Plan as both parents have fully engaged with the support Children's Services and the Probation Service offered.

### **Attendance**

Attendance so far this year: 96.63% (up to 8/3/19)

School Data for last year: 96.78%

No children are below 85% attendance. We currently have 5 pupils who sit between 85% and 90% attendance (Persistent Absentees). One of these children had a minor operation before Christmas as well as a family holiday in the Spring Term. One is on a Child In Need Plan. Two are still 4 years old. The other child is in KS2 and has been ill. We have



11 other children who sit at between 90% and 93%. However, there has been a lot of illness during the past term so this data should improve.

### **Governor Permission for offsite visit**

Autumn Class have a trip planned to Stonehenge on 2<sup>nd</sup> May 2019. Governors gave permission for this.

### **Absence requests**

I have had no requests of absence for holidays since the last Full Governing Body meeting. One fine has been issued for one family who took a family holiday in February.

### **Staffing**

We will be beginning to look at class arrangements for September linked to the school budget in April. GD will keep Governors posted on this.

Future P4C training is being agreed between the nearby cluster group of schools and will be reported when finalised.

SE and SS noted school club variety and take up was very good and the 'times table' club run by RP was increasing in numbers attending.

## **4. Resources Committee Report**

Minutes of the of the Resources Committee meeting of the 5<sup>th</sup> March 2019 had been circulated to members of the FGB.

RC summarised the last resource committee meeting.

The Committee accepted that, in general, our income and expenditure was in line with the other schools or, where not, there was an acceptable reason for the variation.

RC reviewed the income and expenditure for 2018-19 to end of year and congratulated JJ and GD for holding back expenditure so that the forecast for the EOY may be a carry forward of about £11,211 in credit. He stated that:

- A. The projected Income of £583,329 and projected Expenditure of £598,135 means that we are still overspending. Expenditure on items such as Educational and Vocational Training and Hired and Contracted Services has been held back to reduce the overspend.
- B. The income is likely to be below the Budgeted figure by £1,199 but, thanks to donations and High Needs top up, this was better than previously forecast.
- C. Although Expenditure on Staff Pay is likely to be over budget by £1,524, savings on other items should be under budget by £7,390, leaving Total Expenditure under budget by £5,886.
- D. The net result of Income and Expenditure is that the actuals are likely to be under budget by £4,667; however, as the budget was in deficit by £19,474, the deficit on our budget would be £14,807.
- E. Taking into account the Brought Forward credit balance of £26,017, we are likely to be left with a Carried Forward credit of about £11,211.

Although this is a better figure than forecast, we are likely to have a further income



reduction this coming year of about £18,000 as a result of pupils leaving at KS2 mainly to go to private schools. SE commented that we must provide teachers for four classes when we are really only funded for three and a half. GD noted that perhaps some reduction in support staff hours in the future may offer some help, but it had not been discussed or finalised yet.

Some painful staffing decisions must be made for the 2019-2020 year in the near future given that we are required to balance the budget and expenditure must not exceed the budget for income (and we will have to take a reduction of income of £18,000 into account for those pupils leaving the school for private education). RC added that if we have to carry forward a deficit, that deficit would eventually have to be clawed back from funds allocated for the education of children in later years thus unfairly disadvantaging them.

It was agreed that the “Well-being of Staff” matter should be referred to the P&P Committee.

The Education Endowment Fund will be discussed by GD with Mrs Stella Counsell.

It was felt that the concept of growing our own teachers could not be supported at present.

Governors noted that the issue of rural school underfunding had been raised nationally in the press and that governors and the admin staff had cleaned the school during half term.

## **5. Curriculum and Standards Committee Update**

There had been no formal meeting of the C and S Committee since the 23<sup>rd</sup> January 2019.

SS had circulated Pupil Performance Tables for each year and progress had improved and was on track for each year to achieve 6 incremental improvements by end summer 2019. TL noted a full review of the Performance Tables would occur after Easter. GD noted the help of final year student teachers from Winchester had helped noticeably and would be pursued in the future.

One pupil in YR6 is a SEND and on Pupil Premium and they will not be entered into the end of year SATs exams, but will affect the end of year score due to the small cohort. The child has had 30 hours per week of 1 to 1 specialist support since first attending the school (GD and SS).

Booster Groups: Mrs Harrison is carrying out spelling interventions in YR5 and some YR6 are receiving Greater Depth and Age-Related interventions. Mrs Ellis and Mr Dee are holding booster groups for pupils in Yr6.

## **6. Pay and Personnel Committee**

KT appraised the FGB of the meeting of the P and P Committee meeting of the 5<sup>th</sup> March 2019.

Staff levels, particularly with respect to future support staff had been discussed with acknowledgement difficult decisions may have to be made.



RC and KT noted we needed the equivalent of 10 additional pupils to balance the future budget.

## **7. Governor Self Evaluation Form and Discussion**

Chair SE suggested the discussion of the Hampshire Governor Services 'Governing Board Self Evaluation August 2018' document should be discussed in allocation to sub-groups for 20 minutes. The document had been circulated to governors prior to the meeting, along with evaluation guidance notes. Each sub-group would then report their discussions and findings to the full committee after that period.

Identified sub-groups were:

Strategic Leadership (Sections 1a-1e): GD, SE, RP.

Accountability Financial (Sections 2c-2d): RC and FC.

Accountability (Sections 2a-2b): TL and SS.

Competence and structure (Sections 3a-3d): GW, AL and DN)

Compliance (Sections 5a-5d and 2e): DE and KT.

Other sections (Sections 3 and 6) would be discussed at the next FGB meeting.

Reports back:

Strategic Leadership: GD noted the governors were very active at knowing the strategic direction of the school (score 1). Culture, values and ethos plus governor decision making also scored a 1. Communication with stakeholders and partners where governors kept parents/carers well informed and their views, perceptions and concerns were also considered (score 2, suggestion was to put out at regular intervals governor's letter, termly? and website on aims, discussions and achievements throughout the year – on agenda for next FGB). Governors and staff are open to courageous discussions. The governors openly identify and discuss risk management issues and appropriate actions taken.

TL suggested an audit of what information was on the governor's website for the school? RP noted the audit group (Primary Site) responsible for maintaining the website had not flagged up any issues on data included and not included (action check RP and GW).

Accountability (Sections 2a-2b): SS reported in their discussions they were quite hard on their evaluations. For example, sections 2a I and II the governors performed well but in 2a 111 better evaluation of the pupil's premium could be improved (latter scored 2).

Other sections were scored 1 except 'what was triangulation, 2b II, and do we use it? GD explained the process but agreed school C and S visits should be tied to SIP aims (score 3) as noted by TL and GW.

Financial accountability (Sections 2c-2d): Received scores of 1 in all sections (backed by all governors).

Competence and structure (Sections 3a-3d): GW suggested discussions in their group on section 4a a welcome advice pack could be created for new governors (ME to be consulted). Scores were 2 as more help could be given to new governors and from present standing governors to new governors.



Compliance (Sections 5a-5d and 2e): Generally scored 1 but with a couple of caveat questions. Scores were 1 for all sections, but 2 for 5c. Have governors had training or seen the OFSTED School Inspection Handbook, particularly pages 146-148/ (GD to distribute to Governors). On section 5 'what is meant by a regular review of documentation relevant to compliance? GD stated documents are updated on a 3 year basis.

SE requested one member of each break-out group send her the scores and comments for collating prior to the next FGB.

### **8. Governor Training Update**

In the absence of Training Governor (ME), this item was deferred to the next meeting.

### **9. Correspondence**

DE noted he had circulated the recent Governors Summer term training schedule and details of the Governing Body annual conference to be held on the Friday 21st June 2019 at the Hilton at the Ageas Bowl, near Southampton.

### **10. AOB**

SE noted that the Governors provided teas and coffee at the upcoming Teacher and parents evenings (27<sup>th</sup> and 28<sup>th</sup> March). She asked for volunteers and the following was accepted:

Wed 27<sup>th</sup> March: 3.30-5.30pm AL, 5.30-7.15pm SE

Thurs 28<sup>th</sup> March: 3.30-5.30pm GW, 5.30-7.15pm DN

### **11. Date of Next Meeting**

With no other business the meeting closed at 6.40pm

Next meeting will be held on the Monday 20<sup>th</sup> May 2019 at 5.15pm.

**Dr David Ellis**

**Clerk to the Governing Body**

