



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 Tuesday 20th 2018 at 5.15pm

Governors Present	Mrs Sue Evans (SE)	- LA Governor (Chair)
	Mr Gareth Dee – (GD)	- Headteacher
	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
	Mrs Louisa Savage (LS)	- 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

Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Miriam Edwards (ME)	- Co-Opted Governor

These apologies were accepted.

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

Welcome

Mrs S. Evans welcomed all governors, especially the two new parent governors, Mrs Alex Luker and Mr Freddy Colquhoun.

1. Declaration of Pecuniary Interests

There were no declarations of pecuniary interests declared relevant to the meeting. DE will also supply Pecuniary Interest Forms to AL and FC for completion as soon as possible (Done).



2. FGB Committee Membership and Responsibilities

AL has agreed to join the Curriculum and Standards Committee (Chaired by SS) and FC has agreed to join the Resources Committee chaired by RC.

3. Minutes of the Governing Body Meeting of Thursday 4th October 2018 and matters arising

Minutes of the meeting of the 4th October were accepted as a true record of the meeting.

KT asked for clarification on the issue a child bullying incident and who had subsequently left the school which was reported in the headteachers report. She was concerned about parent's rumours and the reputation on the school. Both GD and RP noted there had not been bullying, but the child had left because her two close friends had left for private schools and that she lonely (as reported in the minutes). KT suggested that the schools robust anti-bullying policy should be re-stated in the next newsletter. SS noted he had talked to GD on two occasions on safeguarding issues and GD and action was taken immediately. SE and SS were concerned about raising the issue again when it had been resolved.

Any other matters were discussed during the meeting.

4. 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: 0
Movement in: 0
Exclusions: 0

One child (Y1) will be joining us shortly and will start in Spring Class on the 3rd of December.

SAFEGUARDING

One child on a Child Protection Plan as a result of an ongoing police investigation.
One child is on a Child in Need Plan as a result of domestic violence.

ATTENDANCE

Attendance so far this year: 97.94%
School Data for last year: 98.14%

5 pupils fall below 90% attendance. 2 of these pupils are in Year R and are still 4 years old. Another child is on a Child Protection Plan and one of the key targets of this plan is for an improvement in attendance. The other two children have had a short burst of illness as a result of the sick bug that has hit the school, particularly Spring class. If parents ring in that their child is sick that is deemed an agreed absence.

60 pupils are still on 100% attendance for this year.



GD noted he had received 21 applications for next years Year R (GD can take 17 next year).

ABSENCE REQUESTS:

I have had three requests for absences. One was to attend a family function which was declined. Another was for a child to attend a funeral which was accepted. The third request was for an extended visit overseas to see family that the children hadn't seen for two years. This was accepted as exceptional by myself and Mims Edwards.

STAFFING:

Two teachers (Mrs Hickman and Miss Dance) will be leaving us at Christmas. I am delighted that Mrs Ridler has agreed to return and teach Summer Class with Mrs Downing from January. This will allow Mrs Ellis to teach Winter Class full-time. There is currently an advertisement on the Hampshire website for a Spring Class teacher. The closing date for applications is Monday 19th November and the school will be interviewing 3 candidates on the 26th November. KT asked if the candidates would all be available to teach in January? GD said yes and noted each candidates' current positions. All teacher performance management has been completed. LSA performance management was completed during the Summer Term.

AL asked if anything could be done to improve Mrs Downings PR? GD noted Mrs Downing prefers to teach KS1, rather than be in Winter class, and would be set high performance management goals.

School Improvement Plan:

GD had agreed a new slimmed down SIP in talks with Stella Counsel (attached inspector) and it will also contain a Governor monitoring section. It is currently being populated with information and will go to the Curriculum and Standards Committee in the spring term.

The school gas tank will be moved to a safer location shortly and the tennis courts are to be-surfaced (paid for by HCC).

SE asked if GD could supply a current list of after school clubs.

5. Resources Committee Report

Minutes of the of the Resources Committee meeting of the 18th November 2018 had been circulated to members of the FGB.

RC summarised the last resource committee meeting.

RC reported that he had joined a meeting with GD, JI and Rebecca Baker (HCC Principal Accountant at Education Financial Services) concerning the state of our school funding and our proposed budget over the next three years.

Although the proposed budget for this year should leave us with a small credit balance of £6,543 to carry forward, we are only able to do so because we have a brought forward balance of £26,017. Expenditure over the next few months is not so clear as two members of staff are leaving, and replacements have not yet been appointed. However, it is clear, that if expenditure continues to exceed income, we shall go into deficit next year.



Rebecca Baker suggested some measures to mitigate the imbalance between income and expenditure with the aim of bringing the budget into balance as soon as possible.

The proposed budget for this year is in deficit with proposed income of £584,527 and proposed expenditure of £604,001 – a debit balance of £19,474, but we are fortunate to have a brought forward balance of £26,017, so we are likely to carry forward a credit balance of about £6,543 at EOY! In 2019-20 the deficit between income and expenditure is likely to be £9,892 and carried forward figure a debit balance of £3,340 and in 2020-21 a deficit of £13,564 and carry forward of a debit of £16,913. Clearly these figures are not sustainable, but much will depend on the number of children joining the school and those who leave before entering Year 5.

The Committee had discussed measures that could be taken to bring the budget into balance in future years and eliminate any debit balance. GD was asked to examine these in more detail and to report back. SS asked ‘what can we do to balance the books?’ GD noted some reduction in support staff may have been considered. KT asked when do we get an idea of the next school year budget and FC asked if it was inflation linked? GD noted the school budget is given in late April and did not currently know if it was inflation adjusted.

The re-hanging of the garden gate to aid quicker escape in an emergency was on hold due to lack of funds. AL would ask her husband if he could help out with re-hanging the gate.

The Resources Committee agreed the proposed budget which will be presented to the FGB for ratification. The budget was agreed by the FGB.

Governors Discretionary Fund. Balance is now £371.60. RC said that £170.91 was spent on Leavers gifts and flowers and £150.00 was spent on leavers hoodies.

6. Curriculum and Standards Committee

Minutes of the C and S meeting of the 5th November had been circulated to the FGB prior to the meeting. SS summarised the main points.

GW and LS had held a meeting with GD on monitoring and the new SIP. They had also undertaken a class visit to Spring class and Year R. They had discussed the Year 1 split with GD. GD felt that all of the Year 1s were in the right place in terms of the split between Spring and Summer Class. He said that the school needed to make sure the Year 1 children in Spring Class came together more with those in Summer Class so they are not left behind next year. This was particularly important for friendships. Currently they are together for music, discovery time and are doing the nativity play together. As the year progresses, particular effort would be needed to bring them back together ahead of the Spring Class Year 1s moving up to Summer Class. It would also be important to work on the reintegration once the children were all back together. The jump from Spring to Summer Class was always a big one, although this may be slightly easier for the Year 1s currently in Spring Class. However, on the other hand, some of them may be further behind in academic work (but receiving extra help from Mrs Molding).

SS had talked with GD on pupil progress monitoring and some low scores (an early year blip after the summer vacation or something more substantial. In particular they had discussed:



Maths:

Yr3 low because of increased SENs in the cohort. In Yr5 Mrs Ellis is traditionally very cautious about progressing pupils (last years' first half-term scores were also low, albeit not quite as low as the current years.)

Writing: (typically the weakest of the three disciplines for the school in recent years)

Yr3 again low because of increased SENs in the cohort. Mrs Lloyd is supporting in the mornings.

Yr5 again, Mrs Ellis is traditionally very cautious about progressing pupils. Mrs Harrison is providing extra support.

Reading:

Yr3 there is a traditionally a fall in reading scores after the long summer holidays and with the decrease in formal reading in KS2 compared with KS1. Better progress is allied to home reading to a greater extent at this stage. GD noted that there seems to be less home reading in this cohort. In Yr4 it is unclear why this score should be low, so GD will seek specifics from RP. RP noted Autumn Class are always historically low in the first term.

SS had attended a pupil progress meeting between GD and RP and GW had attended one between Mrs Ellis and GD. Both noted the teachers clearly understood their pupil's attainments and weak points and had plans to improve them where necessary.

SS had suggested the school use parents as extra helpers in the classrooms. GD noted he now has 3 parents who come in at various times into Autumn class where there is a significant SEN problem. SS suggested that we should expand this to get a larger pool of helpers, so that extra help is available more frequently (and extended into other classes?). The additional helpers could help fill gaps in case any of the existing ones leave. GD noted the helpers would need to be DBS checked. GD had put out a plea in the school newsletter with no results to date.

7. Pay and Personnel Committee

The Committee had met on the 13th November and Chair KT noted the issues raised had been already discussed, that was teacher staffing and budget constraints.

8. Governor Training

SE distributed a draft Training Policy document and an Induction Policy Document on behalf of ME. SS had sent ME some comments. A Governor Skills Audit would be discussed at the next meeting in the Spring term. New governors AL and FC had been contacted by Governors services re their induction training. SE suggested they attend courses after experiencing a few governor meetings (agreed). The draft training and induction documents were agreed by the FGB.

9. Correspondence

DE reported that all incoming correspondence has been circulated to governors.



10. Nativity Play and Raffle

Governors run the raffle and donate raffle prizes at the Nativity play. SE requested they drop their prizes into the school office prior to the play which is the 12th and 13th of December.

On Wednesday the 12th LS, SE and AL agreed to help sell raffle tickets.
On Thursday 13th DN and DE will help sell tickets

SE asked Governors to be in place by 1.30pm.

11. AOB

GD had sent out a School Privacy Notice detailing what the school holds on School Governors (GIAS) and its Data Protection Policy. Governors were asked to email their approvals via email to GD and copied to DE and SE.

A school Statement of Intent was agreed by Governors and signed by SE.

With no further business the meeting closed at 6.40pm.

12. Date of Next Meeting

Next meeting will be held on the 6th February 2019.

Dr David Ellis

Clerk to the Governing Body

