



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 23rd May 2019 at 5.15pm

Governors Present	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
	Mrs Miriam Edwards (ME)	- Co-Opted Governor

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

Apologies: Mrs Louisa Savage (LS) -Parent Governor

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

Chair SE welcomed everybody and noted the full agenda.

1. Declaration of Pecuniary Interests

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

2. Membership of the Full Governing Body

SE noted DN has resigned from the FGB as she is moving to Chalke Valley west of Salisbury. SE thanked her for work on the Governing Committees on behalf of everyone. A position for a Co-opted Governor was therefore vacant and suggestions were requested. In addition, SS 3-year term comes to an end on June 29th and SE asked would he like to stand again? RC was re-elected Co-Opted Governor.



3. Minutes of the Governing Body Meeting of Thursday 14th March 2019 and matters arising

Minutes of the meeting of the 14th March 2019 were accepted as a true record of the meeting.

Matters arising:

During the March FGB meeting Governor self-evaluation was discussed and SE handed out the results of that evaluation. In addition, she handed out Sections 3 and 6 of the evaluation which were not discussed at that meeting, but would be discussed in the July FGB meeting.

4. Headteacher's Report

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

ADMISSIONS:

Number on roll: 103

Movement out: 0

Movement in: 0

Exclusions: 0

GD noted the school would have a full cohort of 15 for this September in Year R. There are 12 children on the waiting list. One of these has lodged an appeal. He recommended that we should allow this extra child into our Year R cohort for September for the following reasons:

- Spring Class will become a YR class once again so there is enough space.
- There will only be 12 Y1s from September which means that in September 2020 our Y1/2 class would consist of 28 pupils so we would still be under the 30 pupils' rule.
- This extra child would also benefit the school financially.
- We would probably lose the appeal anyway! (FC asked why would we lose the appeal? GD replied they are local and there is still just a little space. To challenge appeal also costs money)

SS asked if additional YR children could be enrolled? GD said he could consider up to 17. (and 12 are on a waiting list, but spaces are available in nearby schools). Any more would mean less in the following YR, plus could create over 30+ pupils in Yr2 (pupil losses generally occur in YRs 2, 3 and 4).

As well as our 16 Y6 leavers this year, the school is going to lose 7 other pupils to the private sector at the end of this academic year. (1 in Year R, 3 in Year 2, 1 in Year 3 and 2 in Year 4). A family have looked round the school to get their Yr4 child into the school in September and another family for a Yr1 pupil. The latter commented on the politeness of the pupils.

SAFEGUARDING



There is 1 family who are currently subject to a Child in Need Plan and have ongoing reviews with children's services. SE noted that at a recent external Safeguarding meeting that OFSTED inspections could be triggered if safeguarding assessment of the school falls. GD has been given safeguarding questions fielded to a Headteacher who was questioned on safeguarding and they are very useful.

ATTENDANCE and ABSENCE REQUESTS:

Attendance so far this year: 96.65%.

Attendance at this time last year: 96.72%

There are 4 children who sit below 90% attendance. These children are all classed as persistent absentees. One child is still 4 years old. Another child has had a minor operation as well as an unauthorised holiday. One child is on a Child in Need Plan where one of the targets for the parent is to increase their child's attendance at school. Although still below 90%, there has been a huge improvement here. The fourth child has had bouts of illness. We have also issued 3 Penalty Notices for family holidays in 2019. TL noted that other Counties do not enforce the penalties (which cost the school considerable admin time for no re-imburement, RC), but GD noted Hampshire is very hot on penalties due to local Andover school issues.

GOVERNOR PERMISSION FOR OFFSITE ACTIVITIES

Spring and Summer Class trip to Hawk Conservancy 12th June.

Winter Class (Y6) visit to Winchester Cathedral 20th June.

AL noted that she had already given parent approval, so why FGB approval? GD and SE said it was procedural for the FGB to approve. However, governors have to approve as pupils are being taught offsite. TL asked if governors see the offsite risk assessments? RP said risk assessments are done by staff according to Hampshire rules, but could be copied to governors if requested.

SE noted perhaps the FGB should look at least the next half term ahead to agree offsite trips before parent consent is requested (action GD and DE).

Governors approved the offsite visit request.

STAFFING:

Due to budget constraints, Mrs Stormer and Mrs Perrett will be leaving us in July (due to their special needs care child leaving for Secondary school in September, however they have also been employed by the future school as carers which will greatly benefit the child moving on). Mrs Souter has decided to retire at the end of this year as well. Mrs Davis, our Spring Class teacher, will be taking on the role of SENCo from September with Mrs Moulding covering her class when required (SENCO cover will reduce to a flexible 1 day/week from 2/week). Mrs Ridler has also decided to leave us and following discussions at the recent Pay and Personnel meeting it was decided to advertise for a Part Time teacher to teach Thursdays and Fridays in Summer Class. **More information regarding staffing and budget constraints would be given in the Pay and Personnel Committee Report and the Resources Committee Reports below (KT outlined the P and P discussions at this point, however they have been recorded in the records under the P and P agenda item).** It is GD intention to return to the situation where Spring Class will be an Early Years classroom once again so all of our Year 1 and Year 2



pupils will be in Summer Class. Mr Price will continue teach Y3/4 and Mrs Ellis will teach Y5/6. Parents have been informed that Mrs Souter and Mrs Ridler will be leaving.

Class sizes for September are as follows:

Spring Class = 15 pupils (15 YR). This could rise to 16 as eluded to earlier if we agree to take the extra child.

Summer Class = 29 pupils (12 Y1 and 17 Y2)

Autumn Class = 32 pupils (19 Y3 and 13 Y4)

Winter Class = 19 pupils (11 Y5 and 8 Y6)

Additional pupils from St Marybourne and Anton may boost higher year numbers.

GD noted the Hampshire Term dates and suggested the proposed school INSET days for approval.

Suggested INSET Days for Academic Year 2019/20:

4th September 2019 (Safeguarding and Precision Teaching)

25th October 2019 (P4C Training with Cluster)

6th January 2020 (P4C Training with Cluster)

24th February 2020 (SIAMs and Understanding Christianity Training with Cluster)

3rd July 2020.

These were approved by Governors.

4. Resources Committee Report

Minutes of the of the Resources Committee meeting of the 14th May 2019 had been circulated to members of the FGB.

RC summarised the last resource committee meeting.

The Budget for 2019/20

There has been a significant increase in the employer's contribution rate to the teachers' pension scheme, which will increase from 16.4% to 23.6% from September. Although the DFE has given a grant to cover the additional cost for 2019/20, it is unclear whether this will continue in future years. RC said we are assuming the grant would continue as all schools would be 'hit' hard if it was discontinued and many other schools will be far worse off than we are. The school should plan for the worst by keep the situation under review and, if the DFE decides to stop the grant, have plans ready to mitigate the effect.

2018/19 End of Year. RC congratulated GD and JI on managing last year's income and expenditure to be able to carry forward a credit balance of £15,559, better than expected, but we have expended £10,458 of the brought forward balance!

2019/20 Proposed Budget.

The proposed budget for 2019/20 is for:

- a. A total Expenditure of £566,036 (of which £414,745 [73.3%] is for staff pay), reduced from actual expenditure last year of £595,376 (of which ££438,748 [73.7%] was for staff pay).
- b. A total Income of £556,685, reduced from £584,918.



- c. Taking into account the brought forward balance of £15,559, the in-year deficit of ££9,351 would leave us with a credit balance of £6,208 at end of year.
- d. Although it is acknowledged that the budget is not yet balanced, plans are still under discussion on how to close the gap further.
- e. GD noted the new photocopier contract is 1/3rd the previous one (for 4 years) and price /copy is reduced (usage will still be monitored though)
- f. Taking teaching graduates from Winchester University provides income but has not been factored into the budget. GD has requested students at different levels for each term and notes from 1 exception we have had very good students over the years. Winchester University also sees HBT school as a high-end teaching school.
- g. The Resources Committee had recommended that the FGB ratifies this budget.

Three-Year Forecast

Turning to the Three-Year Forecast, the drop in Numbers-On-Roll (NOR) from 103 this year to 95 next year, has a significant impact on the income forecast for 2020/21 and beyond. We have a responsibility to do what we can to reverse this trend by recruiting more children to fill the gaps in the appropriate years where possible.

- a. 2020/21. The reduction in NOR next year, indicates that we will have an excess of expenditure over income of £33,515 which, taking into account the credit balance brought forward of £6,208, would leave a carried forward debit balance of £27,307.
- b. 2021/22. In Year Three with 102 NOR, expenditure is expected to exceed income by £16,907, leading to a carried forward debit balance of £44,214.

These figures are depressing, but discussions of a number of scenarios on how to close the gap between expenditure and income are still in progress. There will be a total review of the position in November. In view of the continuing discussions, it was recommended that the FGB ratifies the Three-Year Budget. (the FGB is needed to approve the budget with the stipulation it is balanced in this financial year, but potentially in deficit in future years – in answer to a question from TL).

FC had drafted (and agreed with GD) a letter to our MP, Mr Kit Malthouse about the dire funding situation for the schools in Hampshire, which GD and SE will sign. GD requested permission to attend a headteachers 'worthless' protest march in September to the DFE and Government in the future in London to highlight school underfunding and this is supported by many local Hampshire school heads. (Governors supported this request).

Schools Financial Value Standard (SFVS). RC stated that the SFVS was changing in the Autumn and would be circulated as it is expected to be an on-going report (will be discussed in the September FGB).

- 1. Governors' Discretionary Fund. Balance unchanged at £574.60. SE recommended contribution towards the number of YR6 leaving gifts and prizes needed and felt that there are sufficient funds within the GDF to meet the requirement.
- 2. Landon Trust: GD is still trying to contact with Mr Alastair Brooks to be shown around the school and TL said he would help in the contact (as Mr AB is a Faccombe Church Warden).

FC has also agreed to put forward some proposals to develop facilities that private schools are offering that we are not and to better advertise the excellent outcomes and clubs etc that we provide at far less cost.



GD noted that JI (the school administrator) has contacted the military who are moving personnel and families back to the area from Germany that we have Yr5 and Yr6 vacancies.

SE asked approval of the proposed budget figures and this was approved by the FGB.

In addition, RC noted the school gas tank has been moved to a safer location (TL requested the Health and Safety evaluation for its current location) and requested a note in the parent's newsletter to help with an outside-grounds clean up on the 3rd June.

5. Curriculum and Standards Committee Update

Minutes of the last C and S meeting (8th May) had been distributed prior to the FGB meeting and only a summary/update was discussed.

SS had distributed the latest ASI (Average Step Increment) data sheets which demonstrated progress in all years, but especially in Winter class. GD noted the latter was due to interventions by Mrs Ellis, Mr Price, Mrs Harrison and himself, particularly during Spring term and pre-SATs.

TL noted that this Yr6 had a slow start on achievement (holiday lag) and he said we should strive not to repeat the slow start in next year. Perhaps pupils should be encouraged to read more over the summer vacation (Andover Library Reading Challenge) and keep a diary on their holiday activities? (perhaps then published in the school newsletter?).

Governor visits:

1) SS and AL Governor Monitoring of SIP-Teaching and learning

The aim of this visit was to monitor the Teaching & Learning section of the SIP, focussing on the following aims:

1. Children of all ages able to speak about which toolbox skills they use.
2. EY and KS1 make links to Toolbox in their learning.
3. Task design gives children opportunities to develop Toolbox skills.

These areas had been identified by the Headteacher from his classroom observations. They visited Spring and Summer Class as that is where the greatest upheaval has been in recent months.

2) TL and DN visit to look at pupils with RP, particularly looking at Presentation, Progress, 'Green for Growth' and Learning Journeys. They examined books from KS1 and KS2.

3) TL and DN visit to look at pupil's maths books with RP looking at Presentation, Progress, 'Green for Growth' and Learning Journeys. They examined books from Years 1-6.

GD had circulated a report to the C and S Committee on school provision for Pupil Premium pupils since 2016. It concluded money received by the school for Pupil Premium children is ring fenced (just over £1000/pupil) and is used to get additional staff and equipment to help them. This is reflected in the disadvantaged children achieving



higher than expected results in Reading, Writing and Maths. GD also noted they take care to add value to their experience of school as they progress through the years. TL also noted this beneficial effect. Analysis of Pupil Premium children's progress at the end of KS1 and then end KS2 shows they had made better than expected progress due to the school's policies.

GD had circulated the schools most recent SEND policy document and brought additional copies of it to the meeting and the C and S Committee had suggested some minor changes which were agreed.

6. Pay and Personnel Committee

GD outlined the various staffing and cost issues he had discussed with the school administrator JI and offered 6 options for consideration. KT (Committee Chair) outlined the options considered and those with the least impact on the quality of education currently provided.

Option 1: Do nothing would mean a carry forward in the next financial year of a surplus of £6,208 and a deficit in the following year of -£27,307. This was evaluated a high risk and negative impact option and the option was rejected.

Option 2: GD to cover 0.4/week in Summer Class from September 2019 (no replacement for retiring Mrs J Ridler). Future carry forward for the next 2 years would be £16,896 in year 1 and £18,180 in year 2. In year 5 this would amount to a surplus in Year 5 of £22,182. However, though the best financial option GD noted he was not an experienced KS1 teacher and would prefer to appoint a trained part-time KS1 teacher. SE also worried about the additional workload for GD, to which he agreed. Governors decided this would achieve the financial targets imposed, but with high risk for teaching/pupil delivery, plus leadership capability. The option remained, but was not favoured.

Option 3: Appoint a KS1 teacher on 0.4/week for Summer class and release the caretaker, but employ professional cleaners, Costings showed no savings. With no cost saving this option was rejected. SS asked why was the retention/release of the cleaner option not considered in the other options? GD and KT said that once it was identified there was no saving it was not input to the other scenarios. RC noted that both the Resources Committee and the P and P Committee had recognised budgets were very tight and that staff cost was the primary major element.

Option 4: Employ a fulltime member of staff for Summer Class at 0.4 per week (main pay scale), but look at downsizing support staff from 1-3 in total (leaving 1 LSA). This would entail little savings and no TA support staff in school for intervention teaching especially SEND support etc. Lunchtime supervision would also be severely affected and fulltime staff would legally not be obliged to cover due to 'break requirements' If all 4 LSA staff were released the savings would total £6,205 in year 1 and -£18438 deficit in year 2. HLTAs would remain. SE had asked if Mrs Mills could support both reception and year 1? This was also asked by GWGD said that this would not support the needs for both classes. Mrs Lloyd is also a highly skilled pastoral care LSA. The Governors recognised this was a high-risk strategy and impact severely on the school. This option was rejected.

Option 5: Mrs E.Ellis accepts a reduction of hours to 0.6/week in Winter class and GD steps into 0.4/week (2 days per week) for Winter class and a new 0.4/week employee for



Summer class from September 2019. Savings in Year 1 would be £18,242, £5,476 in Year 2 and up to £32,844 by Year 5.

Option 6: Mrs E. Ellis accepts a 0.75/week contract (4 mornings and 3 afternoons) and GD steps in to cover the remainder. All support staff would be retained. Savings would be £13,729 in Year 1 and -£6,818 in Year 2, falling to -£3,260 by Year 5. Cover when required for Mrs F. Davis would be via Mrs Moulding (a HLTA). Although there would be some impact on leadership quality, it was less than option 1 and became the favoured option.

All scenarios assume the school continues to get the proposed government pension grant and would be reviewed in November.

KT had asked have the knock-on effects of GD going back into a teaching role been fully explored? (too stretched for example). TL noted this would add stress on the Headteacher and he was concerned for staff well-being. GD noted it is now the norm in the area that headteachers part time teach and deputy heads are no longer being appointed. However, staff stress levels would be monitored by himself and the P and P Committee. In addition, any staff leaving in the future would be asked to fill in a leaving form asking questions on job satisfaction, school support etc. Governors would be in control of distribution and analysis of this document and GD not involved.

GD noted that Option 6 saved the skilled support staff and the high-end teachers. FC agreed and with particular reference to keeping Mrs Mills in Year R (and possibly Year 1? SE). GD agreed to reviews by Governors as a support group as to his work load (Governors TL, ME, RC).

GD proposed Option 6 to the FGB and had discussed the issue with Mrs Ellis after SATs and pre-the FGB meeting. Mrs Ellis had reluctantly agreed the change, but recognized with GD this would be the 'Least-worse outcome'. Her days would be flexible around GD external meeting days and would contain PPA time.

The complaints policy was updated and agreed, in addition to the disciplinary policy (Hampshire standard). They are updated every 3 years. SE signed these off on behalf of Governors.

7. Governor Training

ME updated governors on current training. ME and GW will attend a SEND pupil course in October.

KT has attended a SIAM (Statutory Inspection of Anglican and Methodist Schools under Section 48 of the Education Act 2005) training course (handout on topics etc discussed/included given out and inspectors expectations). SIAMs was introduced in 1998 and revised every 5 years. The latest revision took effect in April 2018. TL noted the new inspection scheme was deemed to be more professional and inline with OFSTED and how the Christian ethos permeates through all lessons, not just RE.

ME noted in March a new Governor evaluation course was coming up and suggested members might wish to attend. SE suggested this could be reviewed in the Autumn after Governors had evaluated sections 3 and 6 of the Governor Self Evaluation Document (of which copies were handed out).



8. Governor Website update

DE briefly updated Governors on his recent training course on Hampshire's new Governorhub website (which he had emailed previously). Governor hub can be accessed via Hampshire Services, then click Governorhub or via Governorhub.com

Governors should have all received an email requesting you to enrol in Governorhub and they had 7 days to enrol, otherwise the offer will be deleted until asked for it to be re-instated (DE can do this, to date only GD, DE and ME have enrolled). DE noted this hub would replace Hampshire's antiquated CWA Governor database. This system has to be discussed by Governors but acceptance by Governors is not binding.

DE noted Governor hub is a database to record governor roles, responsibilities, dates of tenure etc. No personal or confidential data other than formal data should be recorded on the site (County recommendation).

Governorhub is also meant to be an interactive forum for Governors to browse meetings on its colander and documents in folders to relevant committees. I am to have sole administrative ability and can hide confidential minutes from those not supposed to view or access them. The old Governor CWS database has been transferred into Governorhub but I have to go through and check and correct any inaccuracies.

Governorhub is not legally binding and as Governors we must legally hold paper copies of all meetings, agreed minutes and declarations of interest.

Only the school constitution as signed off by County and the school will be displayed on the data site. It cannot be changed unless agreed by County.

Sensitive minutes or personal details will not be kept on the site (DBS clearance of Governors will be though).

Training programs and courses can be viewed and booked by all Governors individually via the site and if the course is attended it will automatically register the fact and date. The role of Training Governor is unaltered and they can view all Governors training. Training can still be booked by email or direct phone call to Governor Services still though.

Governorhub can be accessed via your phones, tablets and pcs, but data may not be altered via them (again I as Clerk only have that right).

Governorhub is a good Governor database tool, but as an interactive website where discussions can be posted many clerks had reservations (time constraints, tech savvy or not all Governors being able to engage and yet another database to check regularly).

Finally, Governors can agree not to use Governorhub at all and still stick to emails and document attachments as they are still legally required, while storing them on Governorhub is not (or an OFSTED requirement).

Finally, if you do log on and want guidance on what Govenorhub does go to the help icon and click, then click basic information and view what is in there. They intend to send out help brochures in the near future.



DE recommended that Governors agree to use Governorhub as the new updated Hampshire database, but not endorse it as a document storage area (doubles Clerks workload and is not legally binding) or as a chat room/calendar etc (too many pitfalls)

Governors agreed to the proposal.

9. Correspondence

DE noted he had circulated all relevant correspondence as it came in.

10. AOB

The Governors leaving party for staff would be held on the 22nd July at 3.45pm. Volunteers for cakes were requested. SE, ME, KT and GW stepped forward.

Governor volunteers to sell raffle tickets at the end of summer term KS2 play performances were requested.

16th July: ME, GW
17th July: SS, AL, SE
18th July: Volunteers please

The leavers service is Tuesday 23rd July and Governors are encouraged to attend.

11. Date of Next Meeting

With no other business the meeting closed at 6.40pm

Next meeting will be held on the 9th July 2019 at 5.15pm.

Dr David Ellis

Clerk to the Governing Body

