



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 Wednesday 6th February 2019 at 5.15pm

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| Governors Present | Mrs Sue Evans (SE) | - LA Governor (Chair) |
| | Mr Gareth Dee – (GD) | - Headteacher |
| | Mrs Miriam Edwards (ME) | - 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

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| Rev Trevor Lewis (TL) | - Foundation Governor |
| Mr Rupert Conder (RC) | - Co-Opted Governor |
| Mr Steve Swift (SS) | - Co-Opted Governor |

These apologies were accepted

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

1. Declaration of Pecuniary Interests

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

2. Minutes of the Governing Body Meeting of Tuesday 20th November 2018 and matters arising

Minutes of the meeting of the 20th November were accepted as a true record of the meeting.



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: 104

Movement out: 1

Movement in: 2

Exclusions: 0

Waiting lists:

Applications for September are much higher than last year. We currently have 46 applications for September. 23 of these applications are first choices, 17 are second choices and 7 are third choices (15 are catchment). We have a Published Admission Number of 15 which we should stick to although as we have a small Y1 cohort there is some flexibility.

Spring and Summer classes are full. Autumn class have 28 pupils (14 in Y3 and 14 in Y4). Winter class have 24 pupils (16 in Y6 and 8 in Y5). Governors had a discussion concerning future potential class size in Yr 3 and 4 if additional children, including siblings applied from new incomers from the village. GD and RP said the optimum combined class would be 30, but up to 32 could be accommodated in special circumstances.

Waiting lists:

Year R: 0 children

Year 1: 3 children

Year 2: 2 children

Year 3: 0 children

Year 4: 1 child

Year 5: 0 children

Year 6: 0 children

SAFEGUARDING

We have 2 families who are subject to Child In Need Plans. One of the families was on a Child Protection Plan, but this has been downgraded to a Child In Need Plan following a review meeting in January.

ATTENDANCE:

Attendance so far this year: 96.94% (up to 18/1/19)

School Data for last year: 97.43%

1 child has fallen below 85% attendance. This child is in Spring Class and will not be 5 years old until July. 5 other children currently sit between 85% and 90% attendance. One of these children (Yr 4) has now left the school (and returned to a London School), another one is on a Child In Need Plan. Another child has recently had a minor operation. One child has had an extended holiday so the attendance should improve. Finally a winter virus has affected attendance.

ABSENCE REQUESTS:



GD has had four requests of absence, two for holidays that will result in Penalty Notices being issued (already issued). SE and KT suggested with 4 requests involved GD should re-issue the school guidelines on absence requests in the next newsletter. GD agreed to do this. AL asked if there was a pattern to these absences? GD said they were either at the start or end of a holiday period and involved holiday over-runs. Hence, why he noted staff inset days were time-tabled at the end or beginning of terms so that parents with absent children were technically absent for 4 days, not 5 (the latter which incurs a fine and a lot of administration).

STAFFING:

Mrs Davis has been appointed to teach Spring Class full-time. She will become a qualified SENCO (Special Educational Needs Co-ordinator) in February. This means the school has a qualified SENCO in the school to replace Mrs Souter who will be retiring at the end of the academic year. Mrs Downing and Mrs Ridler are now teaching Summer Class as a job share. The school also has 3 University of Winchester students supporting in Summer Class, Autumn Class and Winter Class. They are all on their final teaching practice and will be with the school until Easter. KT asked if having students was a burden on staff and administration? RP said good students required little increase in admin and they helped with staff teaching and training (school observations). The school is beginning to look at class arrangements for September linked to the school budget in April.

GD noted the school had received a letter from Nick Gibb (schools minister) congratulating the school and its Yr 2 pupils on achieving a very high phonics standard (over 95% success).

School Improvement Plan

GD noted Jason Mathews (LLP, Leading Learning Partner) will be coming in to see KS1 And KS2 provision in the school. HBT is seen as a least concern school and problems are not expected and his visit will generate a future report for Governors. The school is also due an early year's moderation inspection.

GD presented a ppt presentation of the current progress with the new slim down SIP (circulated to all Governors by DE post the meeting).

It covers 3 key sections: Outcomes, Teaching and Learning and Peer/Social Development

GD presented key aspects of the new SIP and Governors offered questions and comments in appropriate places.

In teaching and learning there will a school drive to improve children's toolbox skills and a push on improving handwriting and spelling (especially by improved phonics teaching across the school). GD has also put out plea via the school newsletter and the Parish magazine to parents with interesting jobs or hobbies to come into the school and talk to the children about they use toolbox skills in their lives and therefore inspire the children in their lifelong learning skills.

In English (Lead teacher Mrs K Downing) help children make inferences and explain word meanings such that pupils achieve above national levels in Greater Depth Expectation (GDX) and Age-Related Expectation (ARE). Finally ensure guided reading (like by big write) challenges all pupils.



Maths (Lead teacher Mr R Price) is generally in a good position but improvements will focus on improving GDX in maths by book scrutiny to demonstrate the Teach, Practise and Apply model helps improve the children's learning journey. Booster groups for identified pupils will continue plus stretching more able pupils.

In Religious Education (Lead teacher Mrs K Downing) the school curriculum provides opportunities for pupils to discuss and reflect upon 'big' questions. Book scrutiny (Philosophy for Children, P4C) and Learning walks will show pupils are receiving high quality RE provision.

Other areas addressed included Foundation subjects in the early years and History, geography and Science. In Special Educational Needs the school will ensure a pupils transition to secondary school is as smooth as possible. This will be aided by Mrs F.Davis becoming the new SENCo teacher who will meet in the near future the new SEND Governor.

Finally, Governors are encouraged to help the headteacher evaluate the school's performance internally and nationally.

SE asked if Mrs Downing is taking on too much by being lead teacher for both English and RE, particularly on a part time contract? GD replied he did not believe so as most lead discussions occur in weekly staff meetings and Mrs Downing is also lead in English at Whitchurch school so she has that experience already and is the most experienced teacher in RE and is also attending subject leader meetings in RE.

PE will be incorporated into the plan once RP and SS have met to discuss the SIP inclusions.

4. Resources Committee Report

Minutes of the of the Resources Committee meeting of the 29th January 2019 had been circulated to members of the FGB.

ME 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 said that he had reviewed the income and expenditure for 2018-19 and had forecast the outturn to the end of year. Using an average monthly income and expenditure algorithm, it is likely that we will be overbudget by £6,745 on staff pay, underbudget by £2,646 on non-staffing items, but also under budget on income by £3,311. This would result in being over the authorised budget by £7,410. Unfortunately comparing the expenditure and income against the budget gives a false sense of where we are financially as the authorised budget expenditure exceeds the authorised budget income by income by £19,474. This means that this year expenditure will have exceeded income at EOY by $£7,410 + £19,474 = £26,883$. As we only have a brought forward credit of £26,017, we are likely to be carrying forward a deficit balance of £866. In view of the current staff changes which have not been fully reflected in these figures, it was felt that no further corrective action should be taken until it is possible to see the figures at EOY more accurately.



RC (Committee chairperson) had added that we will need to discuss what steps are necessary to bring the budget into balance and to implement them as soon as possible so that future cohorts of children are not penalised because we have overspent on the current ones and are having to pay back out of “their” annual allocation of funds.

RC noted that Stella Counsell recommended that the FGB monitor the well-being of staff and pupils. KT noted that the scheme (Athena Swann) was aimed at higher education and another, better approach was needed for primary education. The matter was referred to the Pay & Personnel Committee.

JI (School administrator) had pointed out that the playground needs resurfacing, but the school does not own it. The matter has been referred to the Parish Council which is in discussions with HCC Estates.

5. Curriculum and Standards Committee

Minutes of the C and S meeting of the 23rd January 2019 had been circulated to the FGB prior to the meeting. LS summarised the main points outside the SIP plan. SE congratulated the C and S Committee on the active monitoring program (DE would also like to thank them for the individual sub-reports which make minutes recording easier by being able to concentrate on the questions raised and discussed at the full C and S meetings).

Pupil Progress Meetings:

TL noted that progress in the early Autumn term had been slow but had improved in the latter half, but in some areas not all individuals had made 1 progress step each half term. GD has arranged for additional interventions for identified struggling pupils. TL also noted that had looked more closely at the data differences between Spring and Summer class which had previously been highlighted.

GD noted that Summer Class had just made the required progress in Reading, but Spring Class were just under. This was due to 1 child in YR1 who has attendance and child protection issues. All pupils in Spring and Summer Classes made the required progress in maths.

Several YR3 and 4 pupils are also on the SEND (Special Educational Needs Development) register and affect the year pupil progress results, but they are receiving targeted support from staff and non-teaching staff, and are making progress. Since January, GD has requested a push on writing and spelling for those who will enter Autumn Class next year.

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.

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 Yr 6.



Sport:

SS had met with RP on January 22nd to discuss pupil physical education and had circulated a report of the meeting to committee members prior to their C and S meeting. Actions are ongoing. For example, SS and RP were trying ensure that less-active children don't miss out. A Curling club was proving positive, plus a dance club and the individual goals in the 'golden mile' exercise.

Four areas for future C and S monitoring were identified:

- 1) Pupil conferencing (results from the pupil questionnaire)
- 2) Class observations and working walls review.
- 3) Book review on mathematics teaching (with RP).
- 4) YR1 and YR2, plus Spring Class learning walk.

Governors divided the tasks accordingly and would liaise with GD, RP and relevant staff on dates.

- 1) GW and LS pupil conferencing
- 2) TL and DN mathematics book review with RP.
- 3) SS and AL classroom observational walks
- 4) SS and AL working walls review (Summer term)

TL noted pupil progression charts should also be reviewed after half term.

6. Governor Training

The draft Training Policy document and an Induction Policy Document distributed at the last meeting on behalf of ME had been accepted by Governors. A Governor Skills Audit would be discussed at the next meeting in March.

A Governor overview on Data Protection was handed out at the meeting and will be discussed at the next FGB along with the 2 documents previously distributed (ME to email Data Protection doc. To absent governors).

SE suggested a topic and theme for a FGB training session be actioned for April.

7. Correspondence

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

8. AOB

Governors were invited into the school on the next inset day (25th February) to help clean the school between 10 am and 2pm. DE will attend to the garden and grounds.

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 14th March 2019.



Dr David Ellis

Clerk to the Governing Body

