



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 Wednesday 20th November 2019 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 Robin Price (RP)	- Staff Governor
Ms Georgina Wilson (GW)	- Parent Governor
Mrs Alex Luker (AL)	- Parent Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Kim Trewby (KT)	- Foundation Governor
Mrs Eva Headley (EH)	- Co-Opted Governor
Mr Robert Perry (RP)	- Parent Governor

Apologies:

Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor

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

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

Chair SE welcomed everybody and particularly the new Governors Eva Headley and Robert Perry.

1. Declaration of Pecuniary Interests

There were no declarations of pecuniary interests declared relevant to the meeting. Clerk (DE) distributed new Declaration of Pecuniary Interest forms for the school year September 2019-August 2020 for signing by governors.

3. Minutes of the Governing Body Meeting of Thursday 26th September 2019 and matters arising

Minutes of the meeting of the 26rd September 2019 were accepted as a true record of the meeting.

Matters arising: None

DE will circulate all Governor contact details to members of the committee as soon as possible

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: 98

Movement out: 0

Movement in: 1

Exclusions: 0

1 new child has been admitted to Yr3 (now 32 in RPs class of which 19 are Yr3). 6 children are on the waiting list for YrR, but YrR is full.

Safeguarding

The Child In Need Plan (CIN) for one of our pupils has now ended as they no longer met the threshold. We now have no pupils on CIN or CPP (Child Protection Plans).

Attendance:

Attendance so far this year: 97.74%

School Data for last year: 97.94%

5 pupils fall below 90% attendance. 2 of these pupils are in Year R and are still 4 years old. Two children have had a short burst of illness so these numbers should increase in time. One child sits on 81.4% at the moment. This is because one child in Spring Class is 5 years old and a decelerated child, therefore his half days at the beginning of the year count as unauthorised absence (by accident). 50 pupils are still on 100% attendance for this year.

Absence Requests:

We have had one request for absence. Following consultation with Mims Edwards, it was decided that we could not authorise this absence. Unfortunately, this absence will result in a Penalty Notice being issued.

Staffing:

Mrs Downing will be leaving us at Christmas. At the moment, potentially four people have shown an interest in the vacancy. The closing date is the 29th November with interviews on the 9th December. GD will keep Governors posted on developments as they occur.

GW asked is position still a job share? GD noted it could be reviewed at the end of the 2019-2020 school year. AL noted it is the KS1/KS2 class that often loses pupils to private education and was some of that due staff turnover? GD noted that the job share total is 1 staff position in money terms, but also KS1/KS2 staff are often the most mobile as they are a key point in their career development.

All teacher performance management has been completed. LSA performance management was completed during the Summer Term.

Curriculum/standards/Monitoring/School Improvement/Staff Development

New topics for this term are underway across the school.

Spring Class have started their new topic 'Come and Join the Celebration.

Summer Class have started the year with their new topic 'Dinosaur Roar'. This is Science led topic.

Autumn Class have begun their topic called 'Hail Caesar'! This is a History led topic.

Winter Class are continuing with their topic 'It's All Greek To Me!'

Governors have monitored Safeguarding, SEND, Religious Education and the School Improvement Plan with a meeting planned to monitor the Learning Toolbox.

The Curriculum and Standards Committee are currently looking at how the provision of the Foundation Subjects can be monitored. Rev. Trevor has already held a meeting with Mrs Downing (RE Lead) to look at the long-term plan for RE and how the Living Difference III syllabus and Understanding Christianity syllabus are being implemented, taught and assessed across the school. GD noted the school is expected to be inspected on RE provision next year.

School Self Evaluation:

Observations of teaching, including the role of TAs within the school, have been completed and teaching was graded as good or better in nearly all areas. Following my Performance Management Review with Governors and Stella Counsell (ex-Primary Phase Inspector for Hampshire County Council), a new School Improvement Plan will be written for January 2020. There will be a greater emphasis on the provision and teaching of the Foundation Subjects as part of the topics. Leadership of these subjects will also be an action going forward.

The new SIP will be ready in January and will need additional focus on providing the Foundation Subjects.

The staff are very active in attending 'cluster meetings' with other schools to share experiences on teaching and subjects.

More KS1 clubs are planned, including singing and dance.

Buildings and Grounds:

We are currently waiting for the lines to be painted on the playground – this should be happening shortly. The 'down pipe' next to the hall fire exit has come away from its fixings. Property Services have been informed and will repair this soon. The Caretaker is currently looking at all the guttering around the school to ensure that it is clear of moss and leaves. We have had to contact a plumber to replace all the taps in the toilets and replace three syphons in the toilets (cost estimate £1100).

5. Curriculum and Standards Committee Report

The report of the meeting of the 11th November meeting had been distributed to all Governors prior to the FGB meeting and only issues raised were discussed.

TL again re-iterated that the committee will need look carefully at Foundation Subject provision and monitoring.

School health and safety responsibility has moved to the Resources Committee.

RC raised the issue of 'invisible children' at the back of the classes who often stay silent. Perhaps the school should be more proactive in making every child give a presentation to their class. KT asked 'how many children this affect in each class?' GD suggested possibly 3-4 across the school, but observed that when taking part in school plays they often blossom. He agreed earlier recognition of quieter individuals would be advantageous to their greater development.

AL asked if the reduction of Mrs Davis SENCO work from 2 days under Mrs Souter to half a day now was adequate? GD noted there were less SEND children now in the school compared to a year ago and in fact many small schools do not have dedicated SENCO staff, but hire them in.

FC asked GD if he was happy with last years Yr6 SATS result? GD said 'yes', though ARE was down, but all results were above the national average.

DE noted all school governors must be DBS screened and forms to enable that can be found with the school administrator, Mrs J. Ingvorsen.

6. Resources Committee Report

Minutes of the last meeting (12th November) had been distributed and only the highlights were discussed. These included:

Review of expenditure and forecast to EOY 2019/20. RC said that he had analysed the income and expenditure report to the end of October and had forecast the end of year (EOY) outturn. Staff restructuring has had a beneficial effect on the budget and we are likely to have a credit balance at EOY in April 2020; but we cannot be complacent as expenditure is still exceeding income and we are only still in credit owing to the prudent management in previous years when a large credit balance was built-up.

Half-Year proposed amendments to the Budget. RC said that he had run a comparison of the Budget approved in May and that being proposed for adoption. He highlighted and explained every significant proposed amendment over £1,000. RC explained how the proposed amendments would be reflected in the Three-Year Forecast, with an income of **£567,715** and expenditure of **£569,627**, enabling a carried forward credit of **£13,646** in April 2020, but this is likely to still drop into deficit in the following two years of **£10,642** and **£22,718** respectively owing mainly to the expected reduction in Numbers-on-Role (NOR) next year. The proposed amendments were approved unanimously, and it was agreed that the Proposed Budget would be recommended to the FGB for ratification.

7. Pay and Personnel Committee Report

The P and P Committee had met on November 12th and minutes had been distributed to P and P committee members and as usual confidential (parent governors are not allowed to sit on the P and P Committee SE/DE).

KT summarised the main issue which was they had endorsed the Hampshire County agreed pay increases after negotiation with the teaching unions.

KT/SE will carry out the staff exit interview with Mrs Downing.

8. Ratification of Committee Terms of Reference 2019-2020

Governors all agreed the distributed Terms of Reference documents for the C and S, Resources and P and P Committees and SE will ensure they are signed off by the relevant committee chair people.

9. Governor Training

Due to illness ME who deals with governor training was not present, but had distributed an update summary to the FGB committee. In it she noted:

Confirmation of the Whole Governing Body training on Protecting Children which will be after the FGB meeting on 11th March 2020. Perhaps if we can do the same as last year, and everyone bring some refreshments (cake, etc) for a quick snack in between the meeting and the training?

Highlighted that the email suggests that all governors complete the e-learning on safeguarding (link in the email) prior to the WGB training.

She has noticed training courses are getting booked up very early. When the next term's email comes out with the training course booklet attached, which DE forwards to all governors, that governors look at it promptly and book any relevant training asap.

GW has attended a SEN conference while SE recommended new governors should attend a couple of meeting in the school to gain experience of the issues etc before undertaking their initial training (agreed).

10. Correspondence

DE has circulated any correspondence as it comes in.

11. AOB and Date of Next Meeting

With no AOB the meeting closed at 6.00pm.

The next meeting is the 6th February 2020

Dr David Ellis

Clerk to the Governing Body