



*'Love of Learning. Love of Life!'*

*Our Core Christian Values: Respect, Honesty, Care and Love.*

Hurstbourne Tarrant Church of England (Controlled)

Primary School.

Headteacher: Mr Gareth Dee BScEcon (Hons) PGCE

**Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England  
(Controlled) Primary School held via distributed emails and replies before 5.15pm  
Thursday 21<sup>st</sup> May 2020.**

**Governors Present**

Mrs Sue Evans (SE)	- LA Governor (Chair)
Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mr Robin Price (RP)	- Staff Governor
Ms Georgina Wilson (GW)	- Parent Governor
Mrs Alex Luker (AL)	- Parent Governor
Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Kim Trewby (KT)	- Foundation Governor
Mrs Eva Healey (EH)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Mr Robert Perry (RP)	- Parent Governor
Mr Rupert Conder (RC)	- Co-Opted Governor

**Apologies:** None

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

**Introduction**

The FGB meeting of the 21<sup>st</sup> May 2020 was subject to meeting restrictions enforced by HM Government in response to the Coronavirus world pandemic outbreak. The meeting was conducted via distributed Headteacher and Committee Chairpersons reports and emailed replies, questions and answers. Potential to hold a visual conference was investigated and the result reported in item 9.



## **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 Wednesday 11<sup>th</sup> March 2020 and matters arising**

Minutes of the meeting of the 20<sup>th</sup> November 2019 were accepted as a true record of the meeting.

Matters arising: None

## **3. Headteacher's Report, School Improvement Visit Report and Spiritual, Moral and Cultural development Policy (SMSC) (Documents distributed to all Governors prior to the meeting with invited responses /questions)**

### **ADMISSIONS:**

Number on roll: 96

Movement out: 0

Movement in: 0

Exclusions: 0

The school will a full cohort of 15 for this September in Year R. There are 9 children on the waiting list.

As well as our 8 Y6 leavers this year, we are going to lose at least 4 other pupils to the private sector at the end of this academic year. (4 in Year 2)

### **SAFEGUARDING**

We have 1 family who have been referred to the Early Help Hub.

### **ATTENDANCE and ABSENCE REQUESTS:**

Attendance so far this year (up to 20<sup>th</sup> March): 95.86%.

Attendance at this time last year: 96.65%

5 Children sit below 90% attendance. 2 of these children are in Spring Class, 1 family has been referred to the Early Help Hub and the other 2 children have had bouts of illness. Due to the exceptional circumstances in the current times we find ourselves, GD will not be sending out attendance letters on this occasion. Penalty Notices (fines) have been suspended with the legislation amended accordingly. Finally, we have had no absence requests since the last FGB meeting.

### **LOCKDOWN**

The school has been dormant since the 23<sup>rd</sup> March 2020. We are not officially closed but remain open for vulnerable and key worker children and so far, we have had two key worker children in school during the week beginning 4<sup>th</sup> May. Every day, GD sends Hampshire



County Council a form confirming the status of the school. Mrs Ingvorsen also sends a daily return to the Department for Education to confirm whether we have any children in school. We have one child who would be classed as a vulnerable child because he is a Looked After Child (LAC). His carers have made the choice to keep him at home as he has an underlying health condition. Mrs Davis contacts the family every week to complete a 'welfare check' and every Friday GD has to send a Vulnerable Child Report to Hampshire County Council. Mrs Davis has also been in contact with Children's Services.

GD has asked all teachers to complete welfare checks and any families that we have not heard from will receive either an email or a phone call from the class teacher. Mrs Davis has also contacted all of our SEND families as well.

Families who are entitled to Free School Meals can collect food from the school every Monday. We have also delivered the food to two families when they have not been able to travel to the school.

If a place is requested from a key worker, a staff rota has been circulated. A teacher and an LSA will be on duty. Mrs Olding will cover lunchtime so that both members of staff have a proper lunch break. There will always be a qualified First Aider on site and the Designated Safeguarding Lead is available in line with the guidance we have been given by the Department for Education.

Teachers are setting work every week using their class pages on the website. Teachers are also using the Video Resource Centre on the website to model some of the work in order to support parents deliver the home learning to their children. Parents also have teachers' email addresses so that there is two-way communication and any problems, concerns or support can be resolved quickly. To improve communication from the headteacher GD is sending out a weekly newsletter which includes pictures of excellent work or proud children showing their work. If and when he receives any updates from the Department for Education or other useful information he will send additional letters via ParentMail. All of the staff are in a Coronavirus Whats-app Group. This enables them to stay in touch and communicate quickly if there is any change in the status of the school as well as share good practice and resources to support our pupils at home.

GD has encouraged all staff to work from home (where possible). Most of the teachers are now in the process of report writing as we will still be sending out our annual written school report in July.

All staff have been issued with guidance on how to book Covid 19 tests if they are displaying any of the symptoms.

It is now highly likely that we will be reopening on the 1<sup>st</sup> June. GD has met with staff to risk assess the school and the various control measures that will need to be put in place to ensure the health and safety of children and staff. As soon as these arrangements were finalised, GD informed the whole governing body before sending out letters to parents. Although problematic, we will be able to accommodate YR, Y1 and Y6 on our site with strict control measures in place. If the rest of the school returns, with maximum class sizes of 15, we are going to need to rethink.



### **STAFFING:**

GD is not anticipating any staff changes in September but has asked Mrs Ellis to return to a full-time position in Winter Class. Although GD has enjoyed working with the children in Winter Class every Friday, it has put a lot of additional strain on his time and is again looking forward to being a full-time headteacher.

Probable class sizes for September are as follows:

Spring Class = 15 pupils (15 YR)

Summer Class = 28 pupils (16 Y1 and 12 Y2)

Autumn Class = 33 pupils (14 Y3 and 19 Y4) This may change if more Y2s leave at the end of the year.

Winter Class = 23 pupils (12 Y5 and 11 Y6)

See Hampshire Term dates and suggested INSET for Governor approval.

Suggested INSET Days for Academic Year 2020/21:

3<sup>rd</sup> September 2020

4<sup>th</sup> September 2020

23<sup>rd</sup> October 2020

4<sup>th</sup> January 2021

28<sup>th</sup> May 2021

### **4.Return to School Planning (Distributed to Governor prior to the meeting)**

Since the Prime Minister made his announcement that schools might reopen to certain year groups from the 1<sup>st</sup> June, GD has met with teachers, consulted with the support staff and together formulated a plan for Governor feedback and suggestions on planning a way forward in these challenging times. The plan is designed for the first phase of the reopening of the school and does not take into consideration the government's ambition of sending all primary children back to school before the end of the academic year.

Whilst looking at the guidance and support, the most important aspect of any plan going forward is the Health and Safety of children and staff whilst they attend the school.

We have to be realistic in so far as the children are going to find it incredibly challenging to practise social distancing and the government have recognised this in their guidance. Therefore, it is important that the school keeps the different groups within the school separate and when the school returns it will not be 'business as usual'. With this in mind GD proposed the following control measures.

### **Start of the School Day**

To avoid too many people congregating at the school in the morning, the start of the day will be staggered.

At 8:35am, Year 6 children will be dropped off on the playground at the back of the school and will access Winter Class through the fire exit. These children will be working in Winter Class.



At 8:45am, the Year 1 children will access the school from the field, through the gate into Syd's Garden. These children will be working in Summer Class.

At 8:55am, the EYFS children will access the school through the gate near the PE shed where they will be met by a member of staff. These children will be working in Spring Class.

Any Key Worker children will access the school via the gate by the PE shed and enter the school through the door near Spring Class opposite the staff room. The timing for this will be flexible in response to needs of our Key Worker Parents. These children will be working in Autumn Class.

Unfortunately, parents will not be allowed on to the premises during drop-off times. The children will make their way directly to their classroom where they will immediately wash and sanitise their hands. Each child (except Spring Class) will have a designated work station.

Unfortunately, we will be suspending our Kiss and Drop arrangements until further notice. GD will, however, still be available to meet parents at a safe distance!

There will be clear signs around the school reminding staff, children and parents of these arrangements.

### **Toileting**

In order to maintain the separation of the different groups of children the toileting arrangements are as follows.

The children in Winter Class will use the toilets within Winter Class.

The children in Summer Class will use the toilet near the Group Room.

The children in Spring Class and Autumn Class will use the toilets in the corridor. To ensure that there is little or no contact between these children an adult will escort them to the corridor to check that the toilet is vacant.

### **Break Time**

Break times will be staggered. Spring Class will use their outdoor area from 10:15 to 10:35.

The Y1s will use Syd's Garden or the field from 10:20 to 10:40. The Year 6s and Key Worker children will use the playground and field from 10:20 to 10:40 with one group being on the field and the other being on the playground.

### **Lunchtime**

Lunchtimes will also be staggered. Those children who have ordered a school lunch will be able to eat them in their classroom. The lunchtime staff will drop off the school dinners outside the classroom and the teacher/LSA can give them to each child. The food will be in bags so that it is easy to transport. Mrs Olding has very kindly offered to cover the play element of lunchtime. The teachers have agreed to eat their lunch with the children. Below is a timetable for lunchtime – although timings may vary a little.

Spring Class	Lunches delivered at 11:30am.	Outdoor play from 12pm.
Summer Class	Outdoor Play from 11:30am	Lunches delivered at 12pm
Winter Class	Lunches delivered at 12:10pm	Outdoor play from 12:40pm



Key Worker	Outdoor play from 12:10pm	Lunches delivered at 12:40pm
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### **End of the Day**

Again, the school needs to ensure that we don't have too many parents congregating near the school so the children will leave from different exit points. Our EYFS children will leave via the gate near the PE shed at 3pm. All of the other children will leave at 3:15pm but by different exits. The Year 6 pupils will leave through the fire exit in Winter Class and make their way to the playground where they will be met by their parents. The Year 1 pupils will leave through Syd's Garden and meet their parents on the field and the Key Worker children will leave via the gate near the PE shed. Parents will be reminded to 'stay alert' and adhere to social distancing guidelines.

### **Health and Hygiene**

Firstly, there will be hand sanitiser in all classrooms for staff and children to use. We will be asking the children to wash and sanitise their hands on entry to the school, before and after break time, before and after lunchtime and before they leave at the end of the day. Children will be encouraged to socially distance, but we realise that this might not always happen – we are dealing with young children! This is unlikely to happen with primary school children and GD has advised staff that if they feel uncomfortable, they can adhere to the guidelines on social distancing.

The surfaces within the school will be cleaned after break time, after lunchtime and at the end of the day. There will be enough staff to ensure that this happens. The school will also clean the resources at the end of the day. If children bring in pencil cases, they must not share their stationary with other pupils.

There will also be First Aid facilities in each classroom to attend to any bumps and grazes.

Children will not have access to the office, the registers will be kept in the hall. Parents will be able to pop into the office but we would prefer them to make an appointment so that we do not have large numbers of people congregating near the office at any one time. A perspex screen has been ordered for the office and social distancing will be in operation between staff and parents.

PPE equipment does not need to be worn in school however, we have ordered this if there is anyone who feels uncomfortable working at the school. If parents want to send their child into school wearing a face mask, this will not be a problem.

The school will be advising parents that if children exhibit any symptoms of COVID 19, it is vital that they keep their children at home.

If a child displays any symptoms of COVID 19, they will be immediately quarantined in Murdoch Cottage and their parents called. The staff member attending will adhere to social distancing guidance and wear PPE.

If a child or a member of the child's household is described as being 'extremely clinically vulnerable' and has received a shielding letter, we will be advising that this child does not attend school.





Finally, as a result of the different classes being separate, we will not be holding any whole school assemblies or worship until further notice. Each class will have daily class worship. All of the whole school activities planned such as Sports' Day will also have to be cancelled.

### **Staffing Arrangements**

I am in the process of organising the staff arrangements. At the moment Mrs Ellis will teach Y6, Mr Price will teach the Key Worker children, Mr Solomon will teach Year 1 from Monday to Wednesday and Mrs Moulding will teach Thursday and Friday. Mrs Davis will teach the YRs all week. Mr Solomon has kindly agreed to plan the work for the whole week so Mrs Moulding will have the planning. Miss Kirk will set the work for the Y2 pupils who will still be working from home. Mrs Ellis will continue to upload work on to our website for our Year 5 pupils. Mr Price will continue to upload work for Autumn Class.

It is GD's intention to have at least two adults in each of the classes. This will allow greater flexibility for covering comfort breaks, breaktime and a rigorous cleaning regime. Only two members of staff will be allowed into the staffroom at any one time.

GD asked for Governor feedback. He also knew that some parents will be extremely apprehensive about sending their children back to school so wanted to make the school as safe as possible, but with realistic and manageable control measures.

Governors commended the staff and GD on their planning and endorsed the Return to School Plan.

### **CURRICULUM /STANDARDS/MONITORING/SCHOOL IMPROVEMENT/STAFF DEVELOPMENT:**

Jon James, our new Lead Learning Partner (LLP) from Hampshire County Council, has sent his report. This is an annual visit and is in effect an evaluation of the school by the County Council and the Headteacher. Many of the actions highlighted are in the new School Improvement Plan. GD attached a copy of the report to Governors for information.

As a result of a visit in January by Richard Wharton from the diocese, the staff and GD have written a new SMSC Policy for analysis and ratification by Governors. All Governors approved the document.

We are not expected to submit any data this year. This includes: Early Years, Year 1 Phonics Screening Check, End of KS1 teacher assessments and KS2 data. As for internal tracking of pupil progress, Target Tracker has been completed up to Spring 1. If we return in June, the next internal data that will be collected will be at the end of the Summer 2 term.

The legislation relating to school inspections has been amended which includes Ofsted and SIAMs. This means that almost all inspections have been suspended until further notice.

TL noted the LLP report showed areas where we need to improve in teaching and learning and is something that the Standards and Curriculum Committee will look into.



## **Curriculum/standards/Monitoring/School Improvement/Staff Development**

ME (Chair of the C and S Committee) had a meeting with GD on the 29<sup>th</sup> April. This meeting was conducted during Covid-19 lockdown, through the reception hatch at school, maintaining social distancing. Headteacher (Mr Dee) was inside the office, whilst the monitoring governor (Mrs Edwards) remained in the foyer.

In summary:

### **Child Protection Monitoring**

Prior to the closure of the school building, an early help referral had been submitted for one child. Children's Services met last Thursday for an initial meeting regarding the single-parent family. There has been no formal update yet. The family have been visited by Mr Price in the interim, and he reported no concerns surrounding the child being schooled from home. Mrs Davis is conducting welfare checks on all pupils on the SEN register. All teachers are conducting welfare checks on their individual class students. Mr Dee circulated the addendum to the Child Protection policy to all governors on 6th April to reflect the Government's guidance that our safeguarding regimes and child protection policy needs to reflect the current situation. Working with the guidance he wrote an addendum to our current child protection policy so that it now meets the requirements. Mr Dee has no current concerns for the welfare of any other children whilst being home-schooled.

### **Staff welfare - personnel & finance**

All staff are members of a 'Whats-App' group so they can continue to group chat not only about work and practices, but also to give each other friendly support. Mr Dee reports that this is working well and he has no concerns about any individual member of staff feeling under pressure or not coping. All staff remain on full pay so there should not be any major financial difficulties or hardship felt by staff, but Mr Dee will ensure that should anything of this nature come to light, he will discuss it with the Chair of Governors initially prior to further discussion with the Resources Committee. A letter has been provided to all staff to show to the police if they are stop-checked whilst driving to and from school or if visiting children.

## **6. Resources Committee Report**

Minutes of the 12<sup>th</sup> May Resources Committee which was held via Cisco Webex, a secure virtual meeting platform (though some 'buffering' problems were experienced).

Approval of Minutes of the Resources Committee Meeting of 25<sup>th</sup> February 2020 were approved without comment.

### **Budget**

Review of expenditure at EOY 2019/20. RC said that the EOY figures for 2019/20 reveal that Expenditure on staff, for which we budgeted £408,357, was £408,335. Other expenditure, for which we budgeted £161,270, was £145,196. Total expenditure therefore was £553,531 (£16,096 under budget).





The total income was £565,587, against a budget of £567,715. The balance of Actual Income over expenditure was £12,056, which with the brought forward credit figure of £15,559 from 2018/19, gives a carried forward credit balance of £27,615. Part of this credit balance is ringfenced for Sports. Although this is a satisfactory position, we must not be complacent as we had planned a negative budget imbalance last year of £1,912 and we are expecting a significant drop in income due to the reduction in Numbers on Roll (NOR), which, is forecast on the Three Year Plan to eat up the credit balance and plunge us into deficit.

The proposed budget and Three-Year Plan for the current year 2020/21 was circulated prior to the meeting. RC commented that the budget is complicated by the unknown date when the whole school will re-open and any additional costs associated with health and safety measures which may need to be implemented. Expenditure on the most valuable asset, our outstanding staff, makes up the bulk of the budget (73.77% last year) and this percentage is unlikely to vary much. Much of the remaining 26% of the budget is for fixed overheads (utilities standing charges, business rates etc.), so we have little flexibility in influencing on what we can commit expenditure on the remaining variable items.

- a. Proposed Expenditure. There is a proposed increase of £7,671 over last year's actuals for staff salaries to £416,006 mainly relating to teachers' pay. Non-staffing expenditure is proposed to be £142,241 a decrease of £2,955 from last year's actuals and £19,029 below last year's approved budget of which reduction £8,700 relates to the Past Year's Employer Contribution.
- b. Proposed Income. The proposed income is £535,604 a decrease of £29,983 from last year's actuals and £32,111 below last year's budget. The proposed figure takes into account a significant drop in the Number on Roll to 97.
- c. Questions and comments on the budget were invited:
  - (1) FC asked whether the funds for school meals would be clawed back as most of the meals have not been needed during lockdown. JI replied that this was one of several unknown factors which will be decided by HCC when the school has re-opened and can be adjusted in the November budget review when a decision has been made.
  - (2) IM raised the matter of Residential Activities in particular PGL and whether they would be going ahead this year. RP replied that we will have to see what we are allowed to do when the lockdown has been relaxed.
  - (3) JI commented that although the Past Years' Employer Contribution of about £9,000 has been stopped this year, she warned that it is quite likely to be re-instituted next year and in future years.
  - (4)

3 Year Forecast. The Proposed budget will result in a deficit balance of £22,643, but, as we have a healthy brought forward credit of £27,615, we should still be able to have a credit balance of £4,972 at the start of 2021/22. Unless we can increase the Number-On-Roll from the anticipated 99 the start of 2022/23 will see us with a Deficit of £20,215, which will increase to £41,229 at the end of that year. This is an alarming forecast, but if the Government's promise to increase the schools' budget is honoured, it should mitigate the position.

TL had tabled some questions to the Resources Committee. These included:



- Last year I think we talked about a pension provision. Can you tell us what the current status of that is and what provision is made for pensions in the three year budget? Has this been solved?
- What numbers on roll have been included for years 2 and 3 in the budget?
- What is the number on roll that brings us back to a breakeven budget? Is it above our 105 PAN?
- Can we take more than 15 this year without a problem being generated in Summer class in the future?
- What is the full-time actual equivalent (FTE) teacher allowance in the income budget from County based on current numbers and our maximum of 105? What is our current FTE teacher number?
- What savings can we make in the budget?

With the current pandemic and the effects on the economy I cannot see the Government increasing school budgets. The comment from our MP Kit Malthouse back on 13th March about the Government favouring Federation rather than increasing budgets I think will be pushed all the harder. This means next year we could be forecasting a negative in year budget and carry forward.

RC replied to the above points:

1. As I understand it, the Pension provision for past years has been "suspended" for this year, but is expected to be re-imposed next year and beyond. The balance in the fund is assessed every three years. When assessed, it was felt that there was sufficient in it, so it was suspended, but the pension fund will be reassessed next year and a new charge calculated.

2. Numbers on Roll are as shown on the Three Year Plan (TYP), namely:  
20/21 - 97.  
21/22 - 99,  
22/23 – 103

3. You will appreciate that the annual increase in staff costs is included in the Three-Year Plan, which will more than balance out the benefit of the extra NOR. The funding formula is not working for many schools, many are, I understand, far worse off than ours and carrying debit balances. The HTs are due to hold a rally to demand equal funding for every child and Kit Malthouse is fully aware of the situation. Of course, Covid-19 has created further complications which all have significant financial implications, and the situation and restrictions are changing daily, so the budget is "best guess", but will be kept under review and readjusted in November.

Some examples of significant financial considerations:

- A. Will we have to reduce classes sizes to 15? Even with only 15 in a classroom we cannot achieve the required social distancing.
- B. If so, will we need more teachers?
- C. Where will the displaced children be taught?

4. The NOR which would allow us to balance the budget is about 105, Resourcing for small schools' formula is, we understand, based on larger primary schools with an out-of-class



HT. Each child is "worth" about £2,700 in income. We tried balancing the budget by making staff adjustments, but the reduction in NOR has thwarted our efforts!

5. We can take more than 15 if the extra child comes as an exception, probably on appeal.

6. FTE is currently about 4.92, but this will increase to 5 when Mrs Ellis returns to full-time and Mr Dee returns to being a full-time HT.

7. Savings in the budget? Virtually none, we have cut to the bone already. Staff costs are over 73% and the fixed overheads costs have increased. There is really no flesh left on variable overheads that can be flayed off without damaging the core.

Policies for Review.

Emergency Response Plan. RC reported that *the Emergency Response Plan* has been populated and reviewed. As it includes some personal data, such as addresses, it will be circulated on a need to know basis.

Business Recovery. An instruction on how the school can plan to continue to operate in the event of an unplanned absence of a Key Members of Staff is now on file. GD said that HCC is very concerned at the possible insecurity of Passwords.

1. Governors' Discretionary Fund. RC reported that the balance is £747.49. GD asked the Committee to approve the purchase of hoodies and book tokens for the leavers. This was approved unanimously.
2. Landon Trust [*pour memoir*] GD said that he is trying to contact Al Brooks to obtain the three years donation for Athletics.
3. Future Meeting date 2<sup>nd</sup> July 2020.

Governors approved the current year budget and Three-Plan unanimously.

## **7. Pay and Personnel Committee Report**

No meetings and no issues were raised

## **8. Governor Training**

Governor training under the current circumstances has been reduced to on-line training. DE has circulated any training courses as and when received.

## **9) Virtual Meetings under the current CoronaVirus lockdown restrictions**

Governors GW and AL had asked if future meetings during the lock-down period could be held as virtual meetings via software on phones and home computers. GD had contacted Hampshire County for advice and DE had also contacted Governor Services. Both had replied many virtual meeting/contact sites are insecure (e.g. Linked-in, Facebook and Zoom) and we must be mindful of our data protection responsibilities which the school and governors have signed up to. Further communication with County that a secure platform they recommended for inter school conferencing is Microsoft 'Teams' The latter requirean



Microsoft Office 365 email address and password. GD will make enquiries on getting governors temporarily onto the inter school's system, but may include some expenditure. (staff have now had a trial introduction to the system at a recent 1 day inhouse meeting)

#### **10. Correspondence**

DE has circulated any correspondence as it comes in.

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

FGB Wednesday 8<sup>th</sup> July at 5.15pm

Dr David Ellis

Clerk to the Governing Body

