



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 26th September 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
Mrs Miriam Edwards (ME)	- Co-Opted Governor

Apologies:

Rev Trevor Lewis (TL)	- Foundation Governor
Mrs Kim Trewby (KT)	- Foundation Governor

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

The meeting opened at 5.15pm with a prayer from the Chair Mrs Sue Evans

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. Clerk (DE) distributed new Declaration of Pecuniary Interest forms for the school year September 2019-August 2020 for signing by governors.

2.Committee Memberships and Responsibilities

- Election of Chair and Vice-Chair

SE was re-elected Chair and seconded by ME and AL, Vice Chair elected was ME and seconded by RC.

- Appointment of Co-Opted Governors
Two Co-opted governors were proposed, Mrs Eva Healey and Mr Ian Morris. Mrs Healey comes into school to help with pupil reading and other tasks and Mr Morris has children in Yrs 3, 5 and R. The committee agreed to their appointments.
- Election of Parent Governor (closing date 12.00 Thursday 26th September)
Two candidates had applied for the vacant nomination of Parent Governor, Mrs Gemma Coombes and Mr Robert Perry. Mrs J. Ingvorsen (School Administrator) will organise and publicize a parent's ballot of the 2 candidates.
- Governor responsible for SENDS
GW has accepted this role on behalf of the governors
- Committee memberships

Resources Committee: RC (Chair), GD (Headteacher), SE, KT and FC

Pay and Personnel Committee: KT (Chair), TL, GD (Headteacher), RC and SE.

Curriculum and Standards Committee: ME (Chair), GD (Headteacher), RP, GW, TL and AL.

The Clerk to the Governors noted that in the current school academic year, September 2019-August 2020 2 Governors are due stand down or re-apply for election, Mrs Kim Trewby 21st January 2020 and Mrs Miriam Edwards (27th June 2020).

3. Minutes of the Governing Body Meeting of Tuesday 9th July 2019 and matters arising

Minutes of the meeting of the 23rd May 2019 were accepted as a true record of the meeting.

Matters arising: None

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: 97

There have been 3 children join us from other schools plus an additional 2 from recent

return from abroad. This has helped fill some of the places by those who left for the private sector at the end of the year.

We currently have 6 pupils on our waiting list – all for Year R

Year Group numbers:

Year R = 16 children

Y1 = 13 pupils

Y2 = 18 pupils

Y3 = 18 pupils

Y4 = 13 pupils

Y5 = 11 pupils

Y6 = 8 pupils

We will be holding an open afternoon for prospective Year R parents on Thursday 17th October. Y6 pupils will guide the parents around the school and GD will be available to meet with them once they have looked around to answer any specific questions. GW asked if GD was worried that Y1/2 is now 31 children? GD replied he was not as some children may leave after Y2 and if necessary siblings of children currently in school may move in to take up any losses (but not a total over 31).

SAFEGUARDING

There is a new Child Protection and Safeguarding and Policy that has some changes from the previous versions. This is due to the updated version of 'Keeping Children Safe in Education 2019' (KCSiE). The main change from the KCSiE 2018 is the addition of 'upskirting' as a criminal offence. Governors accepted the new policy and SE signed the documents acceptance.

GD attended a Designated Safeguarding Leader (DSL) refresher training course on the 17th September (the other DSL is RP) and will be booking whole staff safeguarding training for the INSET day on the 3rd July 2020. Governors are encouraged to attend the 9.00-12.00 course.

GD has completed the new Safeguarding Audit for this year and has notified Hampshire County Council. He will be meeting with ME shortly to continue our ongoing Safeguarding checking meetings.

ATTENDANCE:

Attendance so far this year: 98.76%

National Average: 95.8% (DFE National Statistics)

ABSENCE REQUESTS:

So far this year I have received three requests for absence. All have been agreed. 1 was for a family wedding and two were for a funeral of a grandparent.

GOVERNOR PERMISSION FOR OFFSITE ACTIVITIES

Frequent locality trips.

Frequent sporting competitions

Winter Class trip to the Ashmolean Museum in Oxford (approved by Governors by emails).

Whole School trip to the Panto on 18th December 2019.

Governors approved the remaining trips and SE continued to ask for as much warning in advance of trips if possible.

STAFFING:

Spring Class:

Mrs Davis/Mrs Mills 5x mornings

Summer Class:

Mrs Downing (Mon, Tues, Weds)/Miss Kirk (Thurs and Fri)/Mrs Moulding/Mrs Curd

Autumn Class:

Mr Price/Mrs Avery-Hall mornings and 3 x afternoons, Mrs Lloyd 4x mornings, 3x afternoons.

Winter Class:

Mrs Ellis (Mon - Thurs)/Mr Dee (Fri) Mrs Harrison 4 x mornings 1 x afternoon/Mrs Lloyd 1x morning

We also have:

Mrs Lloyd – ELSA 1 afternoon weekly.

Mrs Harrison – SNA 3 afternoons weekly.

Mrs Davis' SENCo time is on Tuesday morning.

PPA is being covered by Mrs Moulding, Mrs Harrison and Listen 2 Me Music Provision.

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

GD briefly presented the statistics for the school at the summer meeting for governors to see with a brief summary of data compared with national expectations. ASP=Analysing School Performance is just starting to be populated and will be published in the autumn. The school is doing really well at children reaching Age Related Expectations especially across Reading, Writing and Maths Combined. The percentage of pupils achieving a Higher Score in KS1 was also very good. In KS2 the numbers of pupils achieving a High Score was above national in reading and writing but below in SPAG and Maths. As the full data for the school is released GD will forward it to Governors for discussion at the next C and S committee. FC asked if the 'summer vacation' lag as noted last year was again seen this term? GD said the first early data was not in yet but should be available for the first C and S meeting.

The school has been awarded the Gold School Games Mark. GD thanked Mr Price for all

his hard work in leading PE in our school and organising the festivals and collecting all the evidence to achieve the award. Governors also offered their thanks. The school has also been given a music award by the UK Association of Music for music provision.

Observations of Teaching and Learning will happen over the next three weeks and GD will update governors at the next Curriculum and Standards Committee on the quality of teaching observed. GD has already carried out an observational tour of TA resource deployment and it is going very well with high standards from all TAs. Performance management interviews for staff will also happen before Half Term and need completing before the 31st October.

The new YR children have settled brilliantly into the school this year and GD has completed 2 learning walks of this classroom so far and held brief drop in sessions and the children are receiving a high-quality education.

The arrangements in Summer Class are also working well. Mrs Downing and Miss Kirk have worked hard in ensuring that the job share is a success. Some of the Y1s have found the transition from an EYFS setting to a more formal setting challenging, but the school is working hard with the parents and the children to ensure that this is a success.

The new arrangement for Winter Class is also working well so far. There is excellent communication between both teachers (Mrs Ellis and Mr Dee).

A reading meeting for Parents has been held in the hall. There was information provided by all teachers across the school about reading at home right the way through to Year 6.

P4C Training booked for teaching staff.

Target Tracker has been updated for the new year and targets have been set for pupil progress across the year.

SCHOOL SELF EVALUATION

GD will be beginning to collect information to update the School Self Evaluation which now needs to be realigned against the new Ofsted (2019) criteria.

Topics are underway across the school. The children in YR have settled remarkably well and are going out to play with the rest of the school.

YR (Spring Class) have started their time at our school with their 'All About Me!' topic.

Y1/2 (Summer Class) have started the year with their new topic 'Hello Hursbourne!' This is a Geography based unit that looks at the local area.

Y3/4 (Autumn Class) have begun their topic called 'Me Et Moi'! This is a DT led topic where the children will be producing their own board game.

Y5/6 (Winter Class) have launched their topic about ancient Greece. This is History based unit that hits most of the other Foundation subject areas.

Finally, extra-curricular activities for Autumn term are tag rugby, football, sewing, construction using lego, computing and performing arts.

ME noted that the newly re-surfaced tennis court play area will line marked out for tennis and netball (and possibly hop scotch) by half term.

AL asked if more choices for KS1 pupils in the Autumn term could be made as present choices were more boy orientated?

6. Ratification of the schools updated Child Protection and Safeguarding Policy and Hampshire County Service Level Agreements (SLAs)

Both were approved by the governors with SE signing both documents on behalf of the governors. RC noted the SLAs were the same as the school agreed to last year, were economic compared to outside providers and had been discussed by emails between governors.

7. Feedback from staff exit interviews in July 2019

With KT absent this item was postponed until the next FGB meeting in November.

8. Governor Training

Governors SE, TL and ME had recently attended courses updating governors on the new OFSTED inspection regime (GD has also received training). Some spaces for governors are still available on the 9th October venue in Alton.

All noted that things have changed since the last school OFSTED inspection. ME noted that even outstanding schools may be now undergo OFSTED inspection (currently only 10% by law or over 10 years since the last inspection), but schools with less than 105 on roll it would be for 1 day only (unless issues arose). Safeguarding is now a significant trigger. GD noted with safeguarding they will look at the school's paperwork on policies and referrals etc and then test its implementation by questioning school staff and governors. ME noted that they had been given sample potential questions from OFSTED which she would copy to all governors (future session on them recommended). GD noted that 'deep diving investigations in key areas' have now been introduced. These include a core subject like reading and geography, history or foreign languages as part of the wider curriculum. ME noted evidence is a key factor.

FC noted with both himself and AL being recently appointed governors and 3 more joining soon should governors all have a refresher session on safeguarding for example. SE agreed and suggested a half hour session before an upcoming FGB meeting as the July 2020 or a full governors training session (with cluster group schools?) as the inset course was a long way in the future (date to be discussed at next FGB meeting). GD noted governors should read the 2019 Keeping Children Safe document, but would also circulate slides from his recent DSL course.

ME to put together welcome governor packs for the new governors.

9. Visit to school of Kit Malthouse MP

Political uncertainties may mean Kit Malthouse may have to cancel his visit but currently it will stay fixed as the 15th November 2019. GW voiced concerns about his political speech to pupils recently at Vernham Dean school, particularly on Brexit. GD noted he would be on hand to balance the views and note, should the issue arise, advise pupils that others have disagreements.

10. Review and Ratification of the School Trust Deed

SE apologized that the wrong 'Terms of Union with the National Society, Founded 23rd February 1847' had been circulated, but then handed out correct copies of the deed and asked governors to read and approve it (last approved in 2015), GD noted the school practices worship in different formats each day of the week. SE and GD noted that in 2022 this would have been in existence with the school for 175 years and special events and topics would be held. Governors re-approved the deed.

11. Correspondence

The clerk has distributed all correspondence as it has come in.

12. Confirm Dates of Meetings September 2019- end July 2020

Dates of the present academic year schedule were agreed.

13. AOB and Date of next meeting

The Bishop of Basingstoke will be visiting the school on the morning of Friday 2nd of October to see teaching and talk to children, staff and governors. He will depart for Vernham Dean school at 10.30am.

Governors help with refreshments at the upcoming parent's evenings on the 16th and 17th of October. SE called for any volunteers.

Wed 16th October: 3.30-5.00pm (ME), 5.00-7.00pm (AL)

Thurs 17th October: " " (GW) " " (SE)

Next meeting: Wednesday 20th November at 5.15pm.

With no other business the meeting closed at 6.45pm.

Dr David Ellis

Clerk to the Governing Body