



'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 on Thursday 6th February at
5.15pm**

Governors Present

Mrs Sue Evans (SE)	- LA Governor (Chair)
Mr Gareth Dee – (GD)	- Headteacher
Mr Rupert Conder (RC)	- Co-Opted Governor
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 Headley (EH)	- Co-Opted Governor
Mr Robert Perry (RP)	- Parent Governor

Apologies:

Mr Ian Morris (IM)	- Co-Opted Governor
Mr Freddy Colquhoun (FC)	- Parent 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 began the proceedings

1. Declaration of Pecuniary Interests

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



3. Minutes of the Governing Body Meeting of Wednesday 20th November 2019 and matters arising

Minutes of the meeting of the 20th November 2019 were accepted as a true record of the meeting.

Matters arising: None

4. Headteacher's Report

The current report by GD had been circulated prior to the meeting and a summary with governors' questions are reported below:

Admissions:

Number on roll: 98

Movement out: 0

Movement in: 0

Exclusions: 0

Waiting lists:

Numbers of applications for September are about the same as last year. We currently have 43 applications for YrR in September. 16 of these applications are first choices. We have a Published Admission Number of 15 which GD recommended we should stick to.

Our Spring and Summer classes are full. (16 in Spring Class and 31 in Summer Class- 13 Y1s and 18 Y2s) Autumn class have 32 pupils (19 in Y3 and 13 in Y4). Winter class have 19 pupils (8 in Y6 and 11 in Y5).

Waiting lists:

Year R 7 children

Year 1 1 child

Year 2 0 children

Year 3 2 children

Year 4 0 children

Year 5 1 child

Year 6 0 children

Safeguarding

We don't currently have any pupils on Child in Need Plans or Child Protection Plans.

Attendance:

Attendance so far this year: 95.82% (up to 31/1/2020)

School Data for last year: 96.94%

We have 6 children whose attendance sits below 90%. These children fall into the Persistent Absentee category. Unfortunately, many of the children suffered from the flu/sickness bug that swept through the school before Christmas. 2 of these children are still 4 years old. One child went on an extended break over Christmas which brought their attendance rate to below



90%. SE asked if staff had also been affected by illness. GD replied yes but they had been to a lesser extent.

Absence Requests:

GD has had one request for absence which is needed to be considered with the nominated governor. A sibling request for the same time period at a secondary school has been turned down, therefore the school is unlikely to approve the request. RC noted we do not get any fines money and admin costs have to be absorbed by the school. GD noted that the Hampshire guidance notes are published on the school website and in the school newsletter.

Staffing:

There have been a few changes in staffing since the last Full Governing Body meeting. Mrs Downing has now left the school and has been replaced by Mr Solomon who will be teaching Summer Class from Monday to Wednesday. Mrs Davis is now a fully qualified SENCo (Special Educational Needs Co-ordinator). Mr Price successfully completed his NPQSL qualification which will help prepare him for a senior leadership role in a school, should he so choose. We also have 2 excellent University of Winchester students in Summer Class and Autumn Class until Easter.

Mrs Ingvorsen will be off work for the foreseeable future. GD has met with Debbie Brown from the Hampshire CC Bursar Service and as part of our Service Level Agreement, we have 12hrs of bursar support. Caroline Cable was in on Friday 31st January to help clear the backlog of invoices, ordering etc. Mrs Olding is covering the office in Mrs Ingvorsen's absence.

We now have four members of staff (Mr Price, Mrs Ellis, Mrs Harrison and Mrs Moulding) who are Level 1 trained to deliver P4C (Philosophy For Children) to their classes. This will enhance the curriculum as a whole and gives pupils the opportunity to really explore 'big questions' that are linked to key concepts and values. SE asked if other new staff could be trained up. GD noted he would like Miss Kirk and Mr Soloman to also be trained up.

Curriculum/Standards/Monitoring/School Improvement Plan/Staff Development:

Progress Data – most year groups are now making expected (and in some cases accelerated) progress to meet progress expectations by the end of the year. Another data drop will occur before Easter; these updated results will be brought to the curriculum committee for analysis. Mrs Davis will be meeting with all support staff on the 24th February to analyse the impact of all the interventions which are being delivered to targeted pupils.

Our current Y6 are making good progress and we can really see them taking strides forward in their learning. We believe that all of the pupils should make at least ARE when they sit the Y6 SATs in May. Mrs Ellis is currently running a booster club after school to support targeted pupils in maths. With a small cohort each child makes such a difference to our percentages. We can however prove good value added for all of these children so it shouldn't raise concern at Ofsted level.



Our annual visit from Jon James (our new LLP) will take place on Tuesday 11th February. TL, KT and SE asked 'how much can we place on a report by the LLP given that in the past there has been a high turnover by staff appointed by HCC to this role? GD said he hoped for a 'low priority school' outcome for the visit.

Visits:

Please could you approve two class trips:

Spring Class visit to the Bournemouth Oceanarium on the 27th February 2020

Autumn Class visit to Marwell Zoo on the 20th April 2020

Both were approved by Governors.

School Improvement Plan

The old School Improvement Plan has been evaluated and placed on the Governor Zone of the school website. The new School Improvement Plan is a work in progress but it should be complete by the February half term. GD thanked governors for their active school monitoring as it helps with improvement of the SIP. A lot of the actions will be focused on the teaching and Learning of the Foundation Subjects. RE and Collective Worship will also be prioritised as we will be having a SIAMS inspection during the Autumn Term. This is where the Church of England inspects its schools. Richard Wharton from the diocese will be delivering a staff meeting on the 10th February on spirituality. GD has also invited him to deliver training to the Full Governing Body on the 8th July so that all governors have a greater awareness of the process and expectations of a SIAMS inspection.

Staff Meetings

Spring 2020

Date	Focus	Responsibility
6/1/20	INSET - Level 1 P4C Training First Aid Training	GD FD
13/1/20	Collective Worship Early Reading - link banded books to phonics phases	GD FD
20/1/20	RE - Assessment. Prayer Spaces Early Reading - link banded books to phonics phases.	GD
27/1/20	SEND Early Reading - link banded books to phonics phases.	FD
3/2/20	Curriculum Principles and Intent/Aims Aims of Foundation Subjects World Book Day Planning Early Reading - link banded books to phonics phases.	GD/EE
10/2/20	Spirituality Richard Wharton from Diocese	GD/RW
Half Term		
24/2/20	INSET - Understanding Christianity Review of Class Interventions by SENCo	GD FD



SCHOOL
MEMBER



2/3/20	Intent/Implementation/Impact Foundation Subjects Skills Progressions - mapping	GD
9/3/20	Intent/Implementation/Impact Foundation Subjects Skills Progressions - mapping	GD
16/3/20	Intent/Implementation/Impact Foundation Subjects Skills Progressions - mapping	GD
23/3/20	No Staff Meeting - Parents' Evenings	
30/3/20	Intent/Implementation/Impact Foundation Subjects Skills Progressions - mapping	GD

Extra Curricular Activities:

This term we are offering:

Mad Science

Sewing Club

Kurling Club

Tag Rugby Club

Colouring Club

Singing Club

Mrs Ellis is running booster classes for specific children to help them meet ARE in maths.

Curriculum/standards/Monitoring/School Improvement/Staff Development

Minutes of the C and S meeting of the 22nd January had been circulated to all governors prior to the meeting.

Governor TL and AL reported a couple of typo mistakes which DE will amend and re-send the document.

The new SIP was sent to the committee by GD for comment and committee input. 3 data analysis per year are used to update the SIP (including pupil skills mapping).

TL asked how pupils 'greater depth' was progressing? GD noted in Yr5 the priority was getting them to ARE status, particularly a cohort of 3-4 children who are challenging. 1 is currently achieving greater depth. Again, in Yr4 only one child has achieved greater depth so far. Yr3 appears better but the school will take a hit on greater depth success over several year groups due to the small cohorts and the impact of only a few not achieving greater depth status. Those often capable of achieving greater depth often leave at the end of KS1 to private education.

6. Resources Committee Report

Minutes of the last meeting (28nd January 2020) had been distributed and only the highlights were discussed. These included:



Invitation to Kit Malthouse MP. FC has suggested that the visit should be rearranged for Friday 13th March at about 1.00 p.m. This was agreed. RC said that he would be away and unable to attend. IM agreed to attend in his stead!

Trim Trail. GD said that Mrs Mims Edwards is trying to obtain funding grants (meeting next week with Test Valley) to repair or replace parts of the Trim Trail, as we had only been given a one-year amnesty on the replacement of some its elements.

Maintenance Tasks. Referring to the list maintenance jobs that need doing e.g. hedge cutting, painting etc, for which the caretaker doesn't have enough time, it was agreed that parents and governors would be 'invited' to help during the Spring Term. FC said that there were a couple of leaking gutters and a damp patch in Summer Class which needed attention, GD said that these have been referred to Property Services as there were health and safety and insurance issues if non-school staff went up ladders.

Budget –

- a. Review of expenditure and forecast to EOY 2019/20. RC said that he had analysed the income and expenditure report to the end of December, had forecast the end of year (EOY) outturn and was satisfied that we will still have a credit balance at EOY. He added that, as JI is away on compassionate leave of absence, it was not yet possible to obtain the figures for the end of January, especially as many of the January bills have not yet been paid. GD stated that support assistance is being provided by HCC Budget services.
- b. Bench Marking. Our income and expenditure per pupil compared to four local schools of a similar size and variations of our income and expenditure over the last five years were discussed. GD explained that Staff restructuring will have a beneficial effect on the budget in the next financial year which was not yet reflected in the report. The Committee was satisfied that our income and expenditure was reasonable in comparison with the other schools.
- c. Capital Expenditure – GD said that he planned to buy a new interactive whiteboard for Spring Class.

Development Initiative. Proposals have been sent by FC to the Friends Committee for discussion on funding initiatives.

Disaster Recovery. RC commented that the absence of JI on compassionate leave, has highlighted the need to urgently review the action we need to take in such unforeseen events, which impact the functioning of the whole school. Plans should cover the unexpected absence of key individuals or damage to the structure of the school so that the school can be fully operational with the minimum of disruption. RC noted that he thought a policy had been written to cover this some years ago and would circulate it if it still exists.

SFVS. GD stated that the Governors are due to complete the annual SFVS return. The format and content have changed so this needs to be rewritten. GD said that he would circulate a copy of last year's report and the new form.



Governors' Discretionary Fund. The exact balance is currently unavailable as the accounts cannot be accessed but is in excess of £500.00.

7. Pay and Personnel Committee Report

KT briefed the governors on the recent staff exit interview of Mrs Downing who has moved to a new school. She said the interview was positive but noted that in the job share for her class there was no timetabled overlap time to consult with Mrs Ridler for example who was the job share teacher. GD noted the combined job share added to 1 full year teacher salary and there was no available budget for overlap time. The current new teaching staff co-operate very well.

9. Governor Training

DE has sent Hampshire training dates to ME. Courses can be booked via the Governor hub or by phone.

A governor SIAMs inspection course (which is expected by the school in September or October 2020) will take place on the 8th July (after the FGB meeting)

10. Correspondence

DE has circulated any correspondence as it comes in.

11. AOB and Date of Next Meeting

GW asked if we could reduce our carbon footprint by switching our energy suppliers (like electricity)? GD noted Hampshire services already negotiates a discount on behalf of all schools. A switch to new LED lights would also probably need school rewiring (RC)

With no other AOB the meeting closed at 6.30pm.

The next meeting is the 3rd March 2020

Dr David Ellis

Clerk to the Governing Body

