



*'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

**Full Governing Body Meeting Tuesday 22<sup>nd</sup> September 2020 at 5.15pm (School Hall with Social Distancing)**

### **Governors Present**

Mr Gareth Dee (GD)	- Headteacher
Mrs Miriam Edwards (ME)	- Co-Opted Governor
Mr Robin Price (RP)	- Staff Governor
Ms Georgina Wilson (GW)	- Parent Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Mrs Eva Healey (EH)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor
Mr Robert Perry (RP)	- Parent Governor

### **Apologies:**

Mrs Sue Evans (SE)	- LEA Governor (Chair) (registered in absentia due to family bereavement)
Rev Trevor Lewis	- Foundation Governor (on vacation)

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

### **Opening Prayer**

GD opened the meeting with a prayer sent by the Rev. Trevor Lewis and wished condolences from the governors to Sue Evans on the recent loss of her husband Bryn and that our prayers are with her. Secondly, we wished recently retired governor Rupert Conder again our best hopes and wishes after a major operation for cancer, but who appears to be doing well.

### **1. Introduction**

ME introduced the meeting by saying SE may be away some time, but wished her well and she as Vice Chair would carry on SE's duties as Chair for the foreseeable future.

## **2. Election of Acting Chairperson to FGB, Resources, Curriculum and Standards and Pay and Personnel Committees.**

DE proposed the following endorsements following discussions with GD and ME:

- ME to act as interim FGB Chairperson until SE hopefully returns to the role.
- FC to act as temporary Chair of the Resources Committee with the resignation of RC due to illness. This was a legal requirement so that the Resources Committee could approve the school Service Level Agreements and co-ordinate with the school administrator (JI) monitoring of the school budget.
- Chairpersons for the C and S and P and P Committees be put on hold until a full compliment of new governors are elected and appointed and the new governors appointed to the appropriate committees.

This was unanimously agreed by all governor's present.

## **3. New Governor positions requiring to be filled**

DE noted the following governor positions were vacant:

A new Foundation Governor to replace KT who has resigned due to work commitments.  
(action TL)

New Co-opted Governor to replace RC.

GW whose role as Parent Governor on the C and S Committee was due to expire in November was nominated by ME to be the new Co-opted Governor and this was agreed by all governor's present.

This left 2 new positions for Parent Governors which would be advertised by the school and an election held if more than 2 persons apply.

## **4. Declaration of Pecuniary Interests**

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

DE distributed new pecuniary interest forms for the academic year 2020-2021 which were signed by all governor's present.

## **5. Minutes of the Extraordinary Governing Body Meeting of 15<sup>th</sup> July 2020 and matters arising**

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School of the meeting of the 15<sup>th</sup> July 2020 were accepted as a true record of the meeting.

Matters arising: None

(the SRE document is in progress and will go to the C and S Committee and then rolled out to parents and then formalised by the FGB (probably January 2021))

## **6. Headteacher's Report**

GD had emailed Governors his latest headteacher report and only points discussed are recorded here.

Before he discussed the contents of this report, GD said that his thoughts (and those of the staff at the school) are with Sue, Rupert and their families at the moment. They have given much help to the school, parents and teachers over many years. ME will arrange something to be sent to Sue and Rupert from the Governor's as a thank-you for all their years of service.

### **ADMISSIONS:**

Number on roll: 105. This the break-even number for school financing

Since the last meeting in July, we have lost one pupil to the private sector. However, 2 children returned to the school as their move to Scotland didn't go as planned.

We currently have 8 pupils on our waiting list for Year R.

We currently have 4 pupils on our waiting list for Year 1.

We currently have 4 pupils on our waiting list for Year 3.

We currently have 1 pupil on our waiting list for Year 4.

There was 1 appeal from parents out of catchment for a child to enter YrR. The appeal was unsuccessful.

Year Group numbers:

Year R = 15 children

Y1 = 16 pupils

Y2 = 13 pupils

Y3 = 14 pupils

Y4 = 19 pupils

Y5 = 15 pupils

Y6 = 13 pupils

The school will be holding an open morning for prospective Year R parents on Friday 23<sup>rd</sup> October as there will not be any children in school that day. GD will arrange timed slots for prospective parents and then be taking them on a tour around the school and answer any specific questions.

The Friends of the school will be holding their AGM next week and discuss holding potential 'bubble' events. GD noted an educational trust in London had donated £4000 to the Friends and this had helped offset the loss of income from the school fete.

The year 5/6 play will be filmed and shown to the other years at the end of the summer term.

FC asked how collective worship is being run. GD said David Sullivan was filmed holding a service in Winter Class and put on the school's collective website. Rev. Tom (the church curate) comes in on a Wednesday and is filmed alternatively in Autumn and Summer Classes. GD does celebration worship in each class on a Friday and hands out certificates and badges. Pupils can sing happy birthday to any classmate whose birthday has been that week. GW asked for them to be put on the school website.

Google G.Suite has been trialled and should be up and running by half term (in answer to a question by IM). Homework will be put on G.Suite and able to be monitored and marked by staff if a class bubble has to isolate. If pupils are not in school (self-isolating) Hampshire can help provide laptop support and G.Suite if required.

### **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 2020' (KCSiE). GD had circulated the new document to Governors prior to the meeting and was asking for Governor approval to the document (see Item 7) They are standard Hampshire policies that have been personalised for our school.

Whole staff safeguarding training has been rescheduled for the INSET day on the afternoon of the 23<sup>rd</sup> October 2020. Governors are more than welcome to attend!

GD is in the process of completing a new Safeguarding Audit for this year and will notify Hampshire County Council when it has been completed. GD has met ME to continue ongoing Safeguarding check meetings.

There is one child in Yr6 with mental health issues (CAHMs and Hampshire Education are involved in helping build a case for help for when they leave school for another future one at the end of Yr6). They are currently getting 1:1 support from Mrs Avery-Hall.

### **ABSENCE REQUESTS**

So far this year GD has received 1 request for absence – a 50<sup>th</sup> Wedding Anniversary in Newcastle. This was agreed by GD and a governor.

### **GOVERNOR PERMISSION FOR OFFSITE ACTIVITIES**

Frequent locality trips in the school near environs like the church, church environs or nearby fields and woodlands subject to risk assessments. Agreed.

### **STAFFING:**

#### **Spring Class:**

Mrs Davis/Mrs Mills 5x ams

#### **Summer Class:**

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

#### **Autumn Class:**

Mr Price/Mrs Lloyd 5x am's, 4x pms.

#### **Winter Class:**

Mrs Ellis (Mon - Fri) Mrs Harrison 4 x ams 1 x pm/Mrs Avery-Hall 1:1 Support 5x ams and 3x pms.

We also have:

Mrs Lloyd – ELSA 1 x pm weekly.

Mrs Harrison – SNA 3 x pm weekly.

Mrs Davis' SENCo time is on a Wednesday morning.

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

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

GD would normally be updating the FGB on whole school summative data, but there is none to report this year. The Y1 Phonics Screening assessment will be occurring in the Autumn 2 term for the Y2 pupils. The school will be able to administer this assessment using a past test paper and the results will need to be sent to Hampshire County Council. The teachers are currently assessing the pupils and will update Target Tracker in October.

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. Performance management interviews will also happen before Half Term as they need completing before the 31<sup>st</sup> October. The outcomes of these discussions will take place during the Pay and Personnel meeting in November.

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

The arrangements in Summer Class are also working well. Mrs Solomon and Miss Kirk have worked hard in ensuring that the job share continues to be a success. There is a lovely calm purposeful atmosphere in this classroom.

Unfortunately, we will not be able to hold a reading meeting this year. Most of the parents who have attended this session in the past had children in Spring Class. Mrs Davis will be putting information about reading/phonics on the Spring Class page of the website. Parents' Evenings will occur on the 21<sup>st</sup> and 22<sup>nd</sup> October.

Safeguarding Training is booked for all staff.

### **COVID ARRANGEMENTS**

Most children have returned to school. One child has been quarantined as a result of returning from a foreign holiday. The school has had a number of children who have had some symptoms of Covid-19. GD is playing it safe and advising they remain off school until they have been tested as per the guidance from Health England. There is also a rather nasty tummy bug in school at the moment. Parent/children inter-mingling on the field is not school responsibility, but it is a concern. Sending children dosed with calpol has been flagged as unacceptable in the recent school newsletter.

If individual children are off school, GD has asked the teachers to make contact with the family and provide work for these children to complete at home. Staff have been asked to prepare children's lessons for 2 weeks in advance in case of staff or class bubble lockdowns.

The delays in arranging Covid tests at the moment could pose serious problems for our school. If children or staff are having to wait days or weeks for a test, this could result in a prolonged absence.

A test requirement is not noted as a school absence. Currently no pupils are off due to parents testing positive.

School parent's evenings are being planned with timed access through and out of Sydds garden and table etc sanitization between each booked parent visit for the younger school. Social distancing will be observed. Other years will have similar access rules for each of their class access and safety.

### **SCHOOL SELF EVALUATION**

GD has begun to collect information to update the School Self Evaluation against the current Ofsted (2019) criteria. However, evaluation from school to school could prove difficult if individual lockdowns occur.

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 'Toys!' This is History/Geography that hits most of the other Foundation subject areas. Transition from YrR to Yr1 is a big step up but the children are coping well. Phonics testing has been requested by Government during the Autumn term, but this is still under review. Mr Sullivan has suddenly been hospitalised (non-Covid) and Mrs Moulding has stepped in as cover. The school awaits news on Mr Sullivan before taking more measures like taking temporary additional staff measures.

Y3/4 (Autumn Class) have begun their topic called 'Pop in, Pop out, Pop up!' This is a DT led topic where the children will be producing their own book with a variety of moving parts.

Y5/6 (Winter Class) have launched their topic 'Out of this World'. This is science-based unit that hits most of the other Foundation subject areas.

FC asked how children are responding to school after 6 months off. GD noted most were actively engaging in school learning again.

### **Staff Meetings** **Autumn 2020**

Date	Focus	Responsibility
3/9/20	INSET – G Suite training Health and Safety Training	GD
4/9/20	INSET – G Suite Training	GD

7/9/20	Governor Welcome	GD
14/9/20	Remote Learning SEND Intervention Evaluations How will SC look in our SEND books?	GD
21/9/20	Toolbox Review use – how do we ensure children are developing these skills. Evidence.	GD
28/9/20	SIAMs/ RE books	GD
5/10/20	Topic Book Scrutiny - What do the books look like? How are our SEND pupils being supported/scaffolded? - Is there evidence of IEP targets being applied in this work?	GD
12/10/20	Whole School Writing Day – Anti-Bullying Week	GD
19/10/20	No Staff Meeting – Parents’ Evenings	GD
23/10/20	INSET – Whole School Safeguarding Training Pupil Progress Meetings – Review Interventions	GD FD
<b>Half Term</b>		
2/11/20	No Staff Meeting PGL	
9/11/20	Skills Progressions in Art/DT (GD and RP at C and S Meeting)	EE
16/11/20	Cluster Staff Meeting - Moderation	All staff
23/11/20	Learning Journeys in English How are SEND children being catered for in Maths? Are IEP targets part of the SC?	GD/FD/EE
30/11/20	Xmas Decorations/tree.	RP
7/12/20	Learning Journeys in Maths How are SEND children being catered for in Maths? Are IEP targets part of the SC?	GD/FD/RP
14/12/20	Christmas Preparations Carol Service Fun Day	All staff

### **EXTRA CURRICULAR:**

Due to the current restrictions in place, the school is offering the following class clubs:

Football Skills – Summer and Winter Class

Art – Summer and Winter Class

Kurling – Autumn Class

Kwik Cricket – Autumn Class

All of the clubs are very well attended and GD thanked all of the staff for giving up their free time to run these.

GW asked if she could meet GD prior to any next C and S meeting, given that no governor school class visits are allowed. School books can be looked at and the school SIP can be looked at. This was agreed.

## **7. Resources Committee Update (FC)**

Nothing to report, but a meeting between the school administrator (JI) and FC was suggested. An early October meeting was suggested. The budget situation according to JI is better than expected due to no external school trips or PGL during the lockdown period. IM asked have there been any additional expenses? Staff time increase (EE and bubble coverage) and spending on covid cleaning materials was highlighted. The Free School Meal Allowance for the school years R to Yr1 maybe recalled by Hampshire after the school lockdown.

IM asked about the Government 'catch-up' funding? GD said it was £80/child, but had to be targeted. Therefore, a potential £8000 was available which could support a teaching assistant for RP and a booster tutor for Yr6.

The Terms of Reference for the Resources Committee were approved by FC as acting chair and then agreed by unanimously governors.

Next formal meeting is in November to agree the future budget.

## **8. FGB to Ratify the Following documents (DE/ME):**

Sent out prior to the meeting the following documents were ratified:

### **- School Service Level Agreements**

Key details were distributed to Governors at the meeting which had been negotiated by Hampshire Education on a 3-year term for all schools. If not agreed by governors then we would have to negotiate individually with unions etc. the SLAs were unanimously agreed by governors. The HIAS payment has been reduced to 50% last year.

**- School Trust Deed:** Agreed by all and signed by GD and ME

**- School Whistleblowing Doc.** Agreed by all governor's present.

**- Keeping Children Safe in Education Doc. (2020, KCSiE)**

Agreed by all and signed by GD and ME

**- Collective Worship Policy Doc.**

Agreed by all and signed by GD and ME

## **9. Governor Training (ME)**



DE has been circulating training courses from Governor Services. Nearly all are currently website training. Governors are requested to sign up for the webinars if relevant.

Governors will be asked to sign up for the safeguarding of staff code of conduct at the next meeting and school safe guarding policies also.

With the loss of RC, KT and possibly SE there is a dearth of governors who are trained on staff recruitment and safety vetting. Volunteers were called for. Rob Perry said he would volunteer.

ME will continue as training governor until all new governors are recruited and then possibly hand that responsibility over to someone else.

#### **10. Correspondence (DE sent out as received)**

#### **11. AOB and Potential Date of Next Meetings**

None from ME.

Date for next FGB is Monday 30<sup>th</sup> November

IM asked about the new C and S and P and P Committee memberships? GD noted the P and P is composed of non-parent governors and needs a new Foundation governor (proposed by Rev. TL). New parent governors will be encouraged to volunteer for the C and S and Resources Committees with training provided.

With no further business the meeting closed at 6.45pm

Dr David Ellis  
Clerk to Governors