



*'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 Monday 8<sup>th</sup> February 5.30 pm**

**(via Zoom Pro)**

### **Governors Present**

Mr Robin Price (RP)	- Staff Governor
Ms Georgina Wilson (GW)	- Co-Opted Governor
Mr Freddy Colquhoun (FC)	- Parent Governor
Mrs Eva Healey (EH)	- Co-Opted Governor
Mr Ian Morris (IM)	- Co-Opted Governor
Mr Robert Perry (RPe)	- Parent Governor
Rev Trevor Lewis (TL)	- Foundation Governor (Vice Chair)
Mr Roddy Wakeford (RW)	-LEA Governor
Mrs Isobel Maclachlan (IM)	-Foundation Governor
Mrs Adel du Toit (AT)	-Parent governor
Mrs Penny Lewis (PL)	-Parent Governor

### **Apologies**

Mrs Miriam Edwards (ME)	- Co-Opted Governor
-------------------------	---------------------

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

### **Opening Prayer**

The meeting was opened by a prayer by Rev. Trevor Lewis

### **1. Introduction**

TL welcomed all the governors present, especially the new governors RW, PL and AT. ME was elected Chair of Governors and TL as Vice Chair.

### **2. Declaration of Pecuniary Interests**

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

### **3) Minutes of the Full Governing Meeting of 23<sup>rd</sup> November 2020 and matters arising**

Minutes of the meeting of Governors of Hurstbourne Tarrant Church of England (Controlled) Primary School of the meeting of the 22<sup>nd</sup> September 2020 were accepted as a true record of the meeting.

Matters arising: None

### **4. Headteacher's Report**

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

#### ADMISSIONS:

Number on roll: 102

Movement out: 1 (to private sector)

Movement in: 0

Exclusions: 0

#### Waiting lists:

Numbers of applications for September are about the same as last year. We currently have 41 applications for September. 19 of these applications are first choices, 12 are second choices and 10 are third choices. We have a Published Admission Number (PAN) of 15 which we should stick to. GW asked how many were in catchment? GD replied 16, so one may be disappointed if 16 still apply.

Spring Class are currently full with 15 children. Summer Class has one space for a Year 2 child. Autumn Class is full and we have 2 spaces in Winter Class. We have 29 in Summer Class (16 Y1s and 13 Y2s) Autumn class have 30 pupils (11 in Y3 and 19 in Y4). Winter class have 28 pupils (15 in Y5 and 13 in Y6). DE noted the house 'Sunnyside' was now sold and they had children in school and would this affect school child numbers. GD replied the parents were keeping their children in school.

We currently have 18 children on our waiting list.

#### Waiting lists:

Year R 8 children

Year 1 5 children

Year 2 0 children

Year 3 4 children

Year 4 1 child

Year 5 0 children

Year 6 0 children

#### SAFE GUARDING

We don't currently have any pupils on Child In Need Plans, Child Protection Plans or Early Help.

All staff have now completed Prevent Training. Safeguarding Governor (ME) has also completed their termly visit. The main focus of this meeting was to look at consistency of approach between Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead. The outcome of the visit has been shared with the Curriculum and Standards Committee.

#### ATTENDANCE:

Attendance so far this year: 96.44% (up to 31/12/2020)

School Data for last year: 95.82%

We have 10 children whose attendance sits below 90%. Although these children fall into the Persistent Absentee category, many of them have been self-isolating as a result of waiting for the outcome of a test. There have been very few cases of children coming into contact with someone who has tested positive. TL asked if there was a national target presently? GD said no, but we are above 95% and the national average. RW asked over what period the figures are calculated? They are cumulative over the academic year (GD)

#### ABSENCE REQUESTS:

There have not been any absence requests since the last FGB.

#### STAFFING:

There have been a couple of changes since the last meeting. In Summer Class, Mr Solomon has increased his hours to four days a week with Miss Kirk reducing her hours to one day a week. FC asked if one day a week was adequate. GD said she is now part time and clinically very vulnerable. Mrs Ingvorsen has increased her hours to 4½ days per week. Our 2 final year students from the University of Winchester will be returning to the school after half term and they will be based in Autumn Class and Winter Class. The University of Winchester has postponed all other teaching practices as a result of the lockdown.

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

Progress Data – most year groups were making expected (and in most cases accelerated) progress to meet progress expectations by the end of the year. However, as a result of the first lockdown, many of these children are behind to where they would have been if the school had remained open during this period. A Catch-Up plan was formulated to target individuals and groups of children. We were due to begin implementing the Catch-Up Plan in January. This has now been postponed until the school reopens to all pupils. GD noted the SEND children in Year 5 will be particularly targeted. The English and Maths leaders, as well as the SENDCo have a detailed analysis of the pupils who are not on track to make Age Related Expectations by the end of the year.

#### Lockdown 3.

The school has remained open for the children of critical workers and those the school has deemed vulnerable. On average, we have had between 15% and 20% of our pupils in school. To ensure equality of opportunity with the pupils at home, these children are being taught the same as those working off-site. This is in line with our Remote Education Provision document that has been published on the website. Pupils access most of their work using

Google Classroom and levels of engagement have been high. Google Meets are also organised so that the children can see their peers as well as the class teacher. 1:1 Google Meet sessions have also occurred to meet the needs of individuals, particularly those children on our SEND Register. To further support the delivery of remote learning, laptops have been provided for children to access the work (4 on a rolling average). We are also providing paper copies of work on request.

Our annual visit from Jon James (our Lead Learning Partner) took place remotely on Tuesday 2<sup>nd</sup> February. This is an annual audit of the school that is carried out by Hampshire County Council and we receive a written report of the visit. We should have the report in about two weeks. Jon met with GD, Mrs Davis, Mr Solomon and Mrs Ellis. Once I had updated him on the current context of the school and how our remote learning was working, he met with Mrs Davis and Mr Solomon to talk about the phonics provision in school. He then looked at our SEND data and provision with Mrs Davis and myself before meeting Mrs Ellis to discuss the impact of Covid on Year 5/6 Maths provision. Mrs Ellis also gave him an update on the provision of History in the school as she is the History leader. We then discussed safeguarding before ME was invited to attend the feedback session. It was a very positive day and GD will share the report with all governors once it has been published

### 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 completed by the end of the month. 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.

### CPD Internal

#### Staff Meetings Spring 2021

Date	Focus	Responsibility
4/1/21	INSET - Prevent Training Catch-Up Planning	GD FD
11/1/21	Remote Learning.	RP
18/1/21	Lateral Flow Testing. Remote Learning.	GD
25/1/21	Analysis of R,W and M data. Remote Learning.	GD
1/2/21	LLP Visit Preparation Remote Learning	GD/EE/FD
8/2/21	Feedback from LLP visit Remote Learning	GD
Half Term		
22/2/21	Art Skills Progression Remote Learning	GD

1/3/21	Computing Skills Progression Remote Learning	RP
8/3/21	DT Skills Progression Remote Learning	RP
15/3/21	Assessment Remote Learning	GD
22/3/21	Geography Remote Learning	EE
29/3/21	Spirituality/Reflection Spaces Remote Learning	GD

Staff meetings are kept very short as staff welfare is very important in these very testing times

### **Relationships and Sex Education policy (RSE)**

GD had circulated the latest draft of the policy document to governors and for comments from parents online from the HBT school website. It focusses mainly on the relationship and friendship issues and only a very light touch on the Yr6 sex education bit (much of the document is based on Diocese guidance). Comments were requested from parents via the school website. GD said there were no comments received and so asked the FGB to agree the document so it could be sent to Diocese for comments. *This was agreed by the FGB.*

### **5. Curriculum and Standards Committee**

Minutes of the meeting of the 28<sup>th</sup> January 2021 had been circulated to all Governors.

GW addressed the key issues to the FGB. She also passed on the C and S Governors and parents feedback on the hard work the staff were doing and could he pass that on.

#### **Safeguarding**

ME had a meeting with GD and RP on the 14<sup>th</sup> January. ME shared a draft minute of that meeting on screen.

GD had sent out a letter about vulnerable children provisions to all parents (5<sup>th</sup> January)

Mrs Davis will train as a third DSL in case GD and RB are out of school.

It also asked that all pupils had access to a computer (school provided if required, see above for GD reply). GD had provided answers to a series of Governor Services questions which were in the draft minutes of the meeting.

ME and GD will agree the minutes and circulate them.

One child was shielding due to asthmatic issues, but is now in school.

With Google classroom teachers are able to set work, see the returns and mark the work and see the quality of the work.

GD would like teachers to get the Covid vaccine and all students back by Easter.

### Data

GD had sent out the latest APS Target Tracker data. Data suggests some pupils are coping well, but also others will need catch up help. Year 5 with a large number of SEND children is some concern. PL asked if the catch-up money from the government (£80 per child) was sufficient. GD said the money would be targeted at those most needed it.

Extra post school lessons were not feasible currently as staff workload is very high catering for those in and out of school. PL suggested a letter saying staff workloads were high to all parents as not all appreciate the problems currently.

Phonics : Yr 1 and Yr2 now 85% achieving the required levels (December evaluation). Both boys and girls achieved above the national average. 2 children will need however intervention planning.

### Covid Catch Up Plan

The government has provided £8,400 for a post Covid catch up plan and the C and S members are invited to help with the catch-up plans. TL asked if the catch-up plan was ready? GD said yes but needs a few edits. It is now on the school website.

### Remote Learning Plan

Now on the school website as per government instructions

## **6. Resources Committee Update**

### *Health and Safety-Update on Covid-19 and Lockdown measures (GD)*

Winter class and Autumn class are in separate bubbles, but Spring and Summer do come together at certain times. The school is well ventilated and all lessons learnt from previous lockdowns are in place. Children in school fluctuates between 13 and 18. Support staff are being rotated to help teachers where needed. JJ and Claire Olding rotate jobs in and out of the office and both work remotely from home on their days out of school.

FC asked how staff are coping with in school teaching and remote teaching. GD noted it was exhausting for them and not sustainable in the long term. One pupil has had to self-isolate after a relative's positive test. Staff are self-testing with lateral flow tests twice a week. All have been negative.

The trim trail is due for an interim inspection on the 8<sup>th</sup> of February (JJ). This has now been postponed until after half term. ME noted at the meeting of the Resources meeting recent money raised from the village Christmas raffle could help repair any issues. The issue of the trim trail if it passes inspection will only be re-visited if new problems arise (GD/FC).

### *Maintenance Task Progress (GD)*

Autumn class needs a new window and extra lighting has been installed. The window is covered by the Hampshire Service Level Agreement.

### *Capital Expenditure- Projects for 2020-2021*

JI is pursuing Chrome Books purchase and will report on progress at the next meeting. They have now been ordered. The upgrade of the main school toilets is being investigated for possible funding, but it will be expensive (total refurbishment).

### Budget Monitoring

JI presented the budget update for the current year (until end April) to the Resources Committee and noted staffing costs were on target, despite some LSA overtime increase to help with individual bubble help and lunchtime monitoring. A contingency fund of £2000 for supply teachers has remain untouched.

There has been some extra expenditure on cleaning equipment.

Due to lock-down the expected student teachers have not been able to come and so a fall in income is expected. The School Friends have continued to raise significant funds, some £8000 so far. Money spent on in school books, pen etc has been reduced due less children in school.

Hampshire music are reducing their interaction during lockdown and some re-payment is to be expected to them. Also, government payment for free school meals may see some payback, though the school has been sending out meals to those entitled, but not in school.

Currently some £13,000 remains in the school sports equipment budget.

Current estimates suggest we may be able to carry £22,000 into the next financial year.

FC enquired about government catch-up funding? JI noted we had received some already and another tranche is due. However, due to the current lock-down not all the previous allocation has been used. GD noted until the whole school is back it is very difficult to target the funds to specific pupils or groups.

FC noted that Summer class staff teaching staff had changed and asked about any consequences? GD replied Mr Soloman was infilling for Miss Kirk and there would be a slight increase in costs as he is on a slightly higher pay grade. The increase would be a few hundred pounds.

RW asked what had happened to the money raised by the village shop for the school in the Christmas draw? JI said that went to the Friends as they are a registered charity.

The school summer fair is again unlikely and ME noted the village show was not likely to occur either. RW asked about how much the summer fair raises? GD noted it has been between £5000-£9000 pounds.

### *Benchmarking*

This has to be carried once a year (JI). This year we have been compared to Long-parish, Smannell and Vernham Dean. These are similar pupil numbers and number of class sizes. JI noted they were all very similar to HBT and staff sizes and pay were very similar. We did stand out when we had major capital costs for the new Winter classroom and Murdoch Cottage compared to the other schools.

#### *Governors Discretionary Trust*

Still stands at £580, but no fund raising has been possible increase it. A Year 5-6 production at the end of Summer term would allow for a raffle to raise some funds.

#### *Landon Trust*

GD had made contact with Alistair Brooks of the Trust asked if Sue Evans (ex-governor) was still wishing to be a Trustee of the Trust, and if not search for a new Trustee. Mr Brooks also floated the option of liquidating the Landon Trust and giving the money to the school. The trust was set up by the late Brigadier Landon from the Faccombe estate to help the local school (about £500/yr for IT equipment for example). There are 3 trustees, the school headteacher (GD), chair of the school governors (SE in the past) and Mr Brooks from the estate. The school is currently owed 3 years in arrears from the trust. ME will contact him as acting chair of governors. IM asked what is the hold-up? GD said he thought it was the required change in trustees and signature requirements. IM said we should first understand the trust set up and RW said he would also have a word with Mr Brooks. Governors would appear not happy for the trust to wound up as the school would not be able monitor any future investment of funds and also not have an undeclared fund to Hampshire Education.

### **7. Pay and Personnel Committee Update (TL)**

Had met via email and agreed the school teachers and LSA's pay scales. TL noted a discrepancy in the proposed headteachers pay scale. The proper pay scale for the headteacher was then agreed (now 17-29). *This was all agreed by the FGB.*

### **8. Governor Training**

GD, ME and PL recommended Prevent Training to the FGB and RW noted he was beginning his new governor training with guidance from ME. PL noted following the LLP visit the recommendation was for Governors to undertake a joint Curriculum monitoring course. PL chasing a course for May.

GD noted that someone had to take over Sue Evans role as Safe Recruitment governor. RW was proposed and RPe has just completed his.

ME, PL and GD can guide governors on committees appropriate training.

### **9. Correspondence**

DE circulates any correspondence to all governors as it comes in.

### **10.AOB**



Next meeting is March 8<sup>th</sup> online at 5.30pm.

**Dr David Ellis (Clerk to Governors)**