



## Hurstbourne Tarrant Church of England (controlled) Primary School

Headteacher: Mr Gareth Dee BSc.Econ (Hons) PGCE

*Our Core Christian Values: Respect, Honesty, Love & Care*

### Minutes

#### Meeting of the Full Governing Body, Thursday 6<sup>th</sup> July 2023 at 5:15pm

Present:	Mr Gareth Dee	- Head Teacher
	Mrs Miriam Edwards	- Co-Opted Governor (Chair)
	Mrs Penny Lewis	- Parent Governor
	Mrs Joanne Ray	- Co-Opted Governor
	Mr Rob Perry	- Parent Governor
	Mr Rob Price	- Staff Governor
	Rev Julie Howell	- Foundation Governor
	Mr Alastair Clifton	- Parent Governor
	Mrs Sarah Tilley	- Senior Admin Officer
	Mrs Beccy Battle	- Clerk to the Governors
Video call:	Mr Freddy Colquhoun	- Parent Governor
Apologies:	Mrs Kate Walbyoff	- Foundation Governor
	Mr Ian Morris	- Co-Opted Governor
	Mr Phil Woods	- Co-Opted Governor

1. Mr Dee opened the meeting with a prayer
2. **Declarations of Pecuniary Interests:** None declared
3. **Apologies for absence** as above
4. **Minutes of the previous FGB meeting held on 25<sup>th</sup> May 2023, and any matters arising**
  - Confirmed no progress as yet on the floor in autumn class
  - Q: Have all governors completed both Safeguarding and Prevent e-learning course?  
A : Clerk to check and circulate outcome, and dates for courses where relevant
  - Q: Have we signed up to IDAMs, regarding attendance?  
A: Mr Dee advised have not heard anything from DfE about this and will check school

communications. Mrs Ray advised this will become statutory. Mr Dee confirmed that the school's attendance portal is already synchronised with DfE

## **5. Finance and budget**

- Mr Colquhoun queried item 4495 on IT software (£2,583); Mrs Tilley confirmed this is an item that has been accounted for in the wrong pocket of money and it is in the process of being rectified (from sports PE funding)
- Mrs Tilley updated on change from telephone communications to VOIP, as will soon be unable to use analog line. In process of obtaining 3 quotes; currently one preferred, one less favourable, and one quote expected in September. Preferred option currently approximately £35/m (comparable product at nearby school is £85/m) Mrs Tilley will report back once 3 x quotes received
- School will explore if Friends can reimburse travel costs e.g. for coach – seeking half the cost of the coach hire for trips
- Looking at in-year deficit of £25k, which is consistent with what we had in May. On track and all looks good
- Capital budget, £5k paid in
- 4 x essential new computers for staff have been purchased, totalling £2,016. This has come from the capital budget accounts; £24,000 remaining
- Plans for £24,000 – Mr Dee referenced toilets, but nowhere near to the figure required yet. Will not spend capital unless absolutely needed
- The Governor Fund – the Friends will pay for Y6 hoodies, book tokens, SATs breakfast, Y6 leavers questionnaire treats and will do so moving forward. Therefore Governors Fund will have a few hundred pounds in it

The Chair and Board thanked Mr Colquhoun for his work and time as a Governor.

## **6. Vacancies on Board of Governors**

- Local Authority Governor: FC vacancy. Mrs Edwards has a firm expression of interest from someone; will update after the summer
- Parent Governor: Election in September – Mrs Battle to work with Mrs Tilley on this
- Co-opted Governor: Mrs Edwards has a possible but unsure; any suggestions welcomed, especially with HR experience
- Discussion around Chair of Governors vacancy from September. Mr Dee mentioned it cannot be him. Mrs Edwards raised co-opted Chairs as a possibility which would mean 2 people sharing position. Mrs Lewis as Vice Chair will hold the fort

## **7. Headteacher's Report**

- **Absentees:** Attendance data showed there are some persistent absentees and the causes, impact and strategies to improve this were discussed.
  - **Causes** – Mr Dee explained previously an Education Welfare Officer would have knocked on doors; this position no longer exists; Mr Dee has knocked on doors. There is an after-effect from Covid and lockdown of more absenteeism. There is a change in attitude

- which makes it more challenging.
  - **Impact** – children are missing out on meaningful learning; key content is being missed that has an effect on children’s outcomes, putting them behind, e.g. particularly for phonics.
  - **Strategies** – a letter is planned for September to all parents about safeguarding and the importance of attendance (Mr Dee and Mr Perry to write)
- **SEND:** Mr Dee and Mrs Willis are exploring the ways in which children who are out of the classroom for SEND in the morning, transition back into the classroom on their return.
- **After school clubs:**
  - Q: are these accessible and reaching vulnerable children? Are we reserving spaces for vulnerable children on clubs list?
  - A: Mr Dee will look at evaluating this and seeing if reserving spaces is required
- **Admissions appeal panel:** Mr Dee explained recent appeal panel process for a child to join Reception. Procedural process and personal parent appeal process. Mr Dee attended. Outcome expected within a week.
- **Interview for reception 1:1 position, full-time:** Mr Dee updated that the applicant pulled out and there are no further applicants. Mr Dee shared that recruitment of support staff is very challenging at the moment. Plan going forward for this position is to utilise supply cover, and potentially could share the role across other staff members. Noted how lucky we are with our staff at school.

Mr Dee thanked all staff for efforts this year

## 8. School Improvement Plan:

Mr Dee talked through the areas of progress and completion on the School Improvement Plan. Sample highlights below

Green:

- Made a good start on subject leaders gauging how well their subject is being taught. History, geography and art have been focused on so far
- Achieved prayer time sessions with Rev Julie and children, with focus on reflection.
- SEND files in each class used to analyse the impact of Catch Up interventions for pupils
- Staff leading sessions have been trained and receiving ongoing support from early reading lead
- Liaison between spring and summer class will ensure children receive their daily phonics session at the same time each day

Yellow:

- Fast track tutoring occurring for targeted pupils to ensure progress remains good
- Governor monitoring on foundation subjects: for Governors to pick up in the autumn (Teachers to provide a sample of workbooks to look at)

- Bit of a gap in Fieldwork; looking to find somewhere to fit this in
- Highlighted that focus needs to be given to pupils from vulnerable groups including SEND to make good progress and close the attainment gap

Also commented:

- Expectation from ofsted particularly focused on presentation and pride in work.
- Legoland trip could be a regular fixture – the coding they did there was a high standard. (computing) coding club running.
- Music priorities in the SIP are being met– often through the medium of collective worship

All agreed that excellent progress was being made against the plan.

#### **9. Health and safety**

- Mr Dee confirmed no holiday work taking place on school buildings
- Mr Dee explained the trim trail requires repair and this is being followed up by John Bentley who is chasing up the company who installed it
- Looking at getting AC units for Autumn class as the upstairs classroom is too hot in May, June, July. Friends have said they will cover the cost of it. Aim for this to also have heating capacity
- Mr Clifton has offered to be Health and Safety Governor

#### **10. Wellbeing: Mrs Lewis updated-**

- Staff survey underway, 3 responses so far.
- Pupil survey for November time; random selection of children to ask.
- Y6 leavers' questionnaires - Lovely piece of work to do. 14 children. Mix of paper questionnaire and talking to them about it.
- Mrs Lewis highlighted the impact on staff and school team of caring for a vulnerable child, and offered support if anyone wished to talk to her about this

#### **11. Monitoring: Mrs Ray updated-**

- National figures for SEND against our figures; national SEN support 13.5 % our is 19%
- EHPs: nationally for 2022/23 2.5% of children are on EHPs, next year we will have 1 child therefore roughly 1%
- It was discussed that we have a high level of SEND in the school, and confirmed that we do assess school place applications carefully against resource available, for children with EHP

#### **12. Safeguarding: Mr Perry updated-**

- Focus on attendance and looking in depth at child in need we currently have. Likely to be an ongoing plan. Explored wider concerns for specific children and situations, and how the school can support. School nurses are involved and have visited the school where required, a holistic approach being employed.
- Agreed that looking after the child in need is being managed as best as possible, and all that can be done is being done, from a school point of view.

- It was noted that CPOMS (Child Protection Online Management System) is going from strength to strength

### **13. Dates for next FGB meetings for new academic year**

Dates to be **circulated by Clerk** and send to Mrs Tilley for inclusion in school calendar where appropriate

### **14. Training**

- Safer Recruitment Training – Mr Perry is trained on this. Another Governor is required to sit on interviews too. It was requested that this training is completed by more Governors. Clerk to highlight when Safer Recruitment training is next coming up.
- It was confirmed that the Clerk would circulate training updates from Governor Hub
- FGB training –Wednesday 4<sup>th</sup> October, 6pm at school – Mrs Tilley to put in school diary and work with Clerk on this.
- Mrs Ray requested that all members of Pay and Personnel Committee complete Understanding Personnel Matters Tuesday 21<sup>st</sup> Nov 2023 7-8pm – can all members of this committee book onto this. Clerk to circulate with minutes
- Mrs Ray raised that she had asked Governor Services ‘Can a parent governor be a member of pay and personnel committee’, and they confirmed it was ok as long as they are not also a member of staff at the school. However, Chair and Mr Dee commented that as we are such a small school, it is very hard to anonymise effectively. Mrs Ray raised that Chair of Pay and Personnel panel (Mrs Ray) and Mrs Walbyoff, cannot be on HT panel, to ratify HT pay; therefore Rev Julie to stay on pay and personnel panel. It was agreed that parents not to be on Pay and Personnel panel.

### **15. Policies for approval:** There were no policies for approval at the meeting

- It was highlighted that policies should be circulated at least 10 days in advance of response being required

### **16. Any other business**

- Staff/Governor end of year social, and goodbye to Chair. Date and location to be circulated.

### **17. Reflection**

- Mrs Edwards thanked everyone for their work, time, commitment and energy during her time as Chair. Mrs Lewis presented Mrs Edwards with a gift and thanked her for all her work and time as Chair, and that she would be much missed.

**Date of next meeting:** Wednesday 20<sup>th</sup> September 2023