



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

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

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

*“Through our Christian values of Respect, Honesty, Care and Love, we aim to ensure that our school is a place which enables you to fulfil your journey together in mutual respect within an environment that enables you to have a positive purpose in life being true to yourself and others”.*

### MINUTES OF THE FULL GOVERNING BODY MEETING Thursday 16<sup>th</sup> March 2023

<b>Governors Present:</b>	Mr Gareth Dee	- Head Teacher
	Mrs Miriam Edwards	- Co-Opted Governor (Chair)
	Mrs Kate Walbyoff	- Foundation Governor
	Mrs Penny Lewis	- Parent Governor
	Mrs Joanne Ray	- Co-opted Governor
	Rev Julie Howell	- Foundation Governor
	Mr Rob Perry	- Parent Governor
	Mr Ian Morris	- Co-opted Governor

<b>Apologies:</b>	Mr Freddy Colquhoun	- Parent Governor
	Mr Alastair Clifton	- Parent Governor
	Mr Phil Woods	- Co-opted governor
	Mr Rob Price	- Staff Governor

#### **Not present:**

The meeting opened with a prayer.

#### **1. Declaration of Pecuniary Interests**

There were no Pecuniary Interests declared.

#### **2. Minutes of the Previous Meeting & Matters Arising**

The minutes of the Full Governing Body meeting held on 9<sup>th</sup> February 2023 were unanimously agreed, with two minor amendments, for signature by the Chair.

***There were no matters arising from the minutes.***

#### **3. Head Teacher's Report** – the report had been circulated prior to the meeting and questions were invited.

Q: What is the standardisation training which Mrs Ellis and Mr Solomon have attended?

R: This is for teacher assessments in KSI – reading, writing and maths – the tests support that teacher assessment but it's the assessment that carries the weight. In Y6 only writing is assessed. But the teachers need to attend the training to ensure that their judgements are at the right level. Representatives from Hampshire Assssments talk to them, other teachers are present, so it confirms what they're doing is the right level. It validates the teacher assessments.

Q: "Maths Book Scrutiny" – what was the outcome of this?

R: We covered

- how SEND pupils are being supported – marking policy codes record additional adult support in the lesson and work may be adapted in the lesson (this is visible in their books). One of the codes "IEP" (individual education plan) may be present to show they are meeting targets, although very few SEND children are. Out of class interventions may be linked to the in-class adaptations.

- there is more of a whole school approach to maths than before Christmas

Q: Attendance – a governor had joined the HGS Attendance Briefing the previous week. There was reference to IDAMS (identity and access management system) and data comparison with other schools. (It was interesting to note that 90% absenteeism equates to a day off every fortnight).

R: HBT uses Arbor and attendance is favourable, in the 98<sup>th</sup> percentile with 100 being the best, and the 94<sup>th</sup> for persistent absentees.

Q: Is there ever any response to letters to parents regarding absence?

R: There have been 4 letters sent to parents regarding their child's absence. No responses received. (Parent governor feedback was that the letters were pitched correctly, firm but fair). Absence records can transfer between schools via CPOMS, and if absence persists, the next step will be to contact the County.

**Mr Perry agreed to become the Attendance Governor (the role was vacant owing to a recent governor resignation). It was felt this would work well with his Safeguarding Governor role.**

Q: There is a new pupil in Autumn class this week. What does her learning look like already?

R: This pupil takes Autumn class to 28 in number. They are a Y4 child and in comparison to some in the class, they appear to be up to speed with their learning so far.

#### **4. School Improvement Plan** – the 2023 SIP is now on the Governors' Zone of the school website.

The Chair thanked the HT for his work on this to date including the RE section with the assistance of Rev Julie the previous week. They were awaiting the delayed visit from the Diocese RE lead regarding the targets. (SIAMS on 22<sup>nd</sup> will happen before this). There was also a foundation governor monitoring visit booked for 27th, unfortunately for after SIAMS.

Mrs Ray was working on the SEND area and the points in her recent monitoring were on the SIP.

## 5. Policies for Approval:

Agreed: Complaints Policy – no comments other than some layout issues.

Agreed: English policy – it was felt this was an encouraging policy.

*Q: What does 'rich opportunities' look like?*

*R: "The children's progression is underpinned by 'rich opportunities' – the children are engaged to write through real life experiences, using diversity, and making the writing as real life as possible rather than fantasy, writing for a purpose and thinking about their audience. They enjoy writing letters of complaint! For example, some of the RE work is rich in deep thought.*

Agreed: Restrictive Physical Intervention in Schools Policy – this was commented on as being a fascinating policy, which doesn't discourage physical intervention. The HT mentioned that de-escalation is always the first line of action. The policy was for where a pupil was putting themselves or their peers at risk, and an additional adult should always be present when physical intervention used.

*Q: have risk assessments been done?*

*R: Not specifically for the policy, but risk assessments are completed by Mrs Olding as H&S lead for any child we feel is at risk of requiring interventions.*

Team Teach training is undertaken by the HT every 2-3 years.

(Amendments: Pg 9 – reference to deputy to be removed ; risk assessment - #5 and appendix 4 (as above))

## 6. Dissolution of Resources and Curriculum & Standards Committees

The Chair raised the matter of dissolving the two committees (Pay & Personnel was required to remain to discuss confidential matters and Head Teacher Performance Management), with the intent that this improved all governors' knowledge of the three strands of governance, and working 'smarter'. It was anticipated that with appropriate pre-reading of discussion documents, meetings could be only marginally longer than at present, perhaps 2.5 hours. She felt that there was a divide between governors on each of the two committees, that each didn't truly understand the workings of the other in as much depth as was required.

A query was to ensure the finances were properly scrutinised prior to FGB meetings. This was currently done by Mr Colquhoun who undertook the internal audit with the admin officer. **Mr Morris agreed to replace him when he stood down in July.**

There was unanimous agreement to dissolve the Resources and Curriculum & Standards Committees and discuss all matters of governance in detail at full governing body meetings.

## **7. Training report**

Mrs Edwards thanked those who had completed their safeguarding & Prevent e-learning.

## **8. Wellbeing Report**

Mrs Lewis reported that she was starting work on a children's wellbeing survey. Wellbeing Wednesdays for staff were continuing.

## **9. Monitoring reports**

Mr Perry was thanked for his comprehensive and insightful safeguarding visit report, circulated prior to the meeting.

\* note to add in the section "what is the monitoring to achieve?" that it is to review the efficacy of the policies and procedures and see evidence of a safeguarding culture.

Mr Perry mentioned the significant improvement in the use of CPOMS by support staff, which was good evidence of the safeguarding culture in the school.

## **10. Resources Committee - 8<sup>th</sup> March 2023**

### March Budget Monitoring

For the 22-23 financial year so far we remain in a good position.

Staffing expenditure is £419,037

Total non-staffing expenditure £150,932

Total Income £664,672 Including £71,829 additional allocation for Hatherden children.

Giving current In-year surplus of £94,703

Plus £50,695 carry forward

Cumulative surplus of £145,398

### Outturn Prediction

Taking into account the following:

- 1 months payroll remaining
- Outstanding commitments (including the purchase of 15 l pads)
- Predicted income

The Predicted outturn figures are as follows:

Staffing expenditure is £460,293

Total non-staffing expenditure £163,814

Total Income £664,852

Giving current In-year surplus of £40,745

Plus £50,695 carry forward

Cumulative surplus of £91,440

3 year budget– Remains unchanged from the November budget revision.

### Capital Budget

Carry Forward of £3801 from 21/22

2022 Allocation £5148

Additional allocation of £12,046.12 to be spent on energy efficiency measures.

Capital Balance £20,994.41 (but £12,046 ring-fenced)

#### Governors' Fund

Governors' 'Fund' balance remains at £293.10

Schools Financial Value Standard – this is a risk assessment of the governing body's ability to make appropriate financial decisions. Mr Colquhoun was thanked for his work on this document and it was felt that there was a good mix of skill sets and qualifications within the governing body to ensure the financial running of the school was effectively governed. Mr Colquhoun had wished to comment that he felt the school was in a robust financial position with no concerns going into the next financial year. The only amber 'flag' was expenditure on admin staff but this was felt to be justified.

*Q: Can the additional funding from Hatherden be used to pay for extra SENDCo and LSA support?*

*R: HT: The SENDCo is submitting additional time already, she is very dynamic and effective, has met all the SEND parents, hosted a PEP session for parents, plans have all been reviewed and improved.*

The SFVS was unanimously agreed.

### **11. Pay and Personnel Committee** – 1<sup>st</sup> February 2023

Governors approved the Head Teacher's pay progression as approved by the committee (the governing body was not quorate without the staff governors at its last meeting to be able to agree this).

Governors approved the retention of Mrs Perrett as a permanent member of staff as of the end of her temporary contract on 31<sup>st</sup> August 2023 (as above, this could not be ratified at the last meeting).

In light of the Chair of the P&P committee resigning, Mrs Ray agreed to Chair the committee in lieu of a more qualified governor being co-opted to replace Mr Wakeford.

Mrs Ray and Mrs Walbyoff agreed to continue on the panel of the Head Teacher's Performance Management as interim meetings had already been booked. Until an additional non-parent governor was found to replace the Local Authority governor who had resigned, Rev Julie Howell would be co-opted onto the Pay & Personnel committee to ensure a quorum.

### **12. Any Other Business**

Mrs Ray mentioned the SEND green paper consultation from March 2022 and the SEND review "Right Support, Right Place, Right Time" report had been published. The DfE have now published plans to change SEND and alternative provision, for better fairer access to high quality support.

Mrs Edwards updated that a new clerk had been found – Mrs Beccy Battle who lived in

the village.

A new Local Education Authority governor would be sought following the resignation of Mr Wakeford.

Mrs Ingvorsen, the school's highly respected and longstanding admin officer, was moving to a new role. Her job had been advertised, with interviews of potential candidates taking place on 31<sup>st</sup> March.

SIAMS due on Wednesday 22<sup>nd</sup> March – this would focus on our Christian vision and how this is lived out in school by pupils, parents, staff and governors, and allow our children to flourish.

Examples put forward by governors were:

Values questionnaire spring 2023

RE monitoring reports by the Foundation Governor

Collective Worship questionnaire summer/autumn 2021

strategic RE elements of the SIP

charities which money has been raised for by the children – including out of school in their own time

community engagement which has flourished as a result of a pupil's thank you letter to the local shopkeeper

conduct on the sporting field

feedback from parents – particularly during covid

Friday celebration assembly prayers and new prayer time sessions with Rev Julie

### **13. Reflection**

There had been plenty to reflect on from this meeting and governors fulfilling their governance role and making a difference was being met with rigour.

### **14. Date of next meeting**

The next Full Governing Body meeting was due to be held on Thursday 25<sup>th</sup> May 2023.