



## 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 24<sup>th</sup> November 2022 at 5.15pm

<b>Governors Present:</b>	Mr Gareth Dee (GD)	- Head Teacher
	Mr Rob Price (RP)	- Staff Governor
	Mrs Miriam Edwards (ME)	- Co-Opted Governor (Chair)
	Mrs Kate Walbyoff (KW)	- Foundation Governor
	Mrs Penny Lewis (PL)	- Parent Governor
	Mrs Joanne Ray	- Co-opted Governor
	Mr Ian Morris	- Co-opted Governor
	Mr Robert Perry	- Parent Governor
	Rev Julie Howell	- Foundation Governor
	Mr Phil Woods	- Co-opted Governor

<b>Apologies:</b>	Mr Freddy Colquhoun (FC)	- Parent Governor
	Mr Roddy Wakeford	- LEA Governor

<b>Non-Governors present:</b>	Dr David Ellis (DE)	- Clerk
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The meeting opened with a prayer.

#### 1. Declaration of Pecuniary Interests

There were no Pecuniary Interests declared. PW, IM and RPe signed their annual declaration forms.

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

The minutes of the Full Governing Body meeting held on 6th October 2022 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 & School Improvement Plan Update

The Head Teacher's report had been circulated prior to the meeting. The Chair invited



questions rather than the Head Teacher read through his report.

*The Head Teacher responded as follows to a number of questions from governors (in italics):*

- two staff leavers at Christmas - Mrs Davis (Yr R and SENDCo) and TA Mrs Mills. There had been one applicant for the SENDCo vacancy - the applicant was not qualified but brought a wealth of teaching experience and was willing to study for her NASENDCo qualification.

Read Write Inc - the HT and Mr Solomon were delivering storybook training so the books could be issued after Christmas.

*Q: Why RWI? Are other schools also using RWI in the locality?*

*R: Mr Solomon/Mrs Davis (Yr 1 / 2 and Yr R) had researched phonics teaching and learning, Mr Dee had a meeting with Oxford University Press. JS had previous experience or working with RWI. The scheme was funded by donations from the Friends Committee and the Ian MacTaggart Trust.*

Forthcoming LLP visit 30<sup>th</sup> November - a learning walk had been undertaken with Mrs Davis, reviews of maths and English books completed. Previous matters had been addressed (CPOMs and DSL meetings).

*Q: Will there be exit interviews with staff leaving the school?*

*R: GD/ME had discussed this at P&P Committee, and exit interviews will be offered rather than insisted on. A suggestion was that Rev Howell became an independent governor for any complaints/appeals which the Chair was unable to facilitate. This was agreed by all governors.*

ME had joined an attendance briefing the previous night held by Hampshire Governor Services. Attendance needed to be a significant focus going forward, in light of DfE guidance applicable from September 2022 "Working Together to Improve School Attendance". RW agreed, as governor who met and discussed absence, to review this policy with the HT.

GD explained that where attendance was below 90%, parents would receive a letter - a process agreed with local HT group.

*Q: Current HBT attendance is 94% therefore is that quite high?*

*R: GD: Anything below 95% is poor, but no conversations had been deemed necessary as yet as most attendance so far could be reasonably justified.*

A discussion was had regarding Pupil Premium - ME mentioned that as a result of recent training, information from Hampshire Governor Services regarding updated DfE guidance may mean the school's Pupil Premium strategy was out of date. GD to check. All schools were required to publish a pupil premium strategy statement using the DfE templates by 31.12.22, reporting on their use of PP in line with the 3-tiered approach set out in the Education Endowment Federations' pupil premium guide.

**Action: GD to update PP statement and upload to school's website.**

#### **4. Curriculum & Standards Committee update** - see separate committee minutes from 10<sup>th</sup> November for full details

Re-election of Chair of C&S committee - governors unanimously agreed for RPe to

continue as Chair, which he accepted.

Policies - Governors discussed in depth the following policies and ratified them, as previously discussed and agreed by the C&S Committee:

- SMSC (Spiritual, Moral, Social & Cultural Development) ;
- Collective Worship ;
- RE

School Improvement Plan - updates had been made where necessary to the SIP and it was published on the Governors' Zone of the website. This was scrutinised and challenged and governors were satisfied with the updates provided by the HT.

Monitoring - Data monitoring had been completed. The editable governor monitoring report had been updated to reflect how the subject being monitoring links to the SIP. PL & KW to liaise with GD re topic book monitoring before the end of the term. PL asked a question about having safeguarding questions for children during monitoring sessions.

RE - Living Difference IV - a legal document for the agreed RE syllabus to be followed for Hampshire, Portsmouth, Southampton and IOW schools - was to be discussed during a staff meeting on 30<sup>th</sup> January, delivered by Jane Kelly, SIAMS co-ordinator. KW/JH to attend if possible.

SEND - Mrs Davis would be unable to conclude all education, health & care plans (EHCPs) before leaving, so these would roll over to the new SENDCo. The HT explained how the interventions being undertaken by TAs were making a real difference to the children's progress. The Individual Education Plans (IEPs) reflected the achievement of the differentiated learning journeys.

*Q: Would there be opportunities for the new SENDCo to shadow someone already experienced?*

*R: GD: To set up engagement with local experienced SENDCos to assist.*

ME explained how during the data monitoring, the progress of SEND children was very much improved, despite them not always attaining age related expectations.

## **5. Resources Committee update - see separate committee minutes from 16<sup>th</sup> November for full details**

The November budget review had taken place (full details in the minutes)

*Q: What does a deficit mean in practice for a school?*

*R: GD: A recovery plan is required if a school goes into deficit.*

*Q: Although there is a surplus budgeted for this year with a breakeven in 2023, 2024 and 2025 show a deficit. Do we need to consider this and a recovery plan?*

*R: GD: This doesn't take into account the closure of Hatherden and income generated from that, and additional County funding, there is a lot that can change.*

*Q: Where would the money come from if the school went into deficit?*

*R: GD: the County's Educational Financial Services (EFS) provide advice, and it is usually focussed around staffing costs.*

*Q: What are the threats to our finances?*

*R: GD: Children being taken out of school to the private sector, the increase in the cost of housing (but also encouraging new families to send their children to HBT). There is opportunity*

for out of catchment children in the new housing estates to keep things more stable. There was a discussion surrounding options to keep up the profile of the school, open days, proactive 'selling' of the school out of catchment area in new estates.

## 6. Pay & Personnel Committee update

Governors discussed and ratified the Pay Policy, as previously agreed by the P&P committee at its meeting on 16<sup>th</sup> November 2022.

*Q: Regarding budgetary provision, how are staff pay rises funded?*

*R: GD: If a member of staff is deserving of a pay rise up to the next pay band, budgetary restrictions cannot stop this, even if it forces the budget into deficit. The offered pay rise of 5%, below inflations, was not felt to be commensurate with teachers' efforts and workloads, and unions were balloting to strike in January/February. The HT did not support striking due to the ultimate impact on children's education.*

Shared Services Service Level Agreement - the SLA with Hampshire County Council required review and agreement to renew on 1<sup>st</sup> April 2023. This included supply teaching for long term sickness, after 20 days consecutive absence (£3200). **Governors discussed and supported the continuation of the SLA with HCC.**

The Head Teacher's Performance Management panel (RW, JR, KW) were due to meet with external advisor, Stella Counsell, to conduct the HTPM.

## 7. Wellbeing Governor Update

PL had circulated her report. She had organised a group of volunteers from her place of work to do some painting and gardening tasks at school.

A suggestion was made to encourage staff/governors to attend a local pub quiz.

The HT thanked PL for her efforts as wellbeing governor and that the staff had particularly enjoyed the recent Wellbeing Wednesday cheese treats!

## 8. Training

- JR had completed foundation governor training (even though she wasn't a foundation governor) to give her an insight into RE/Collective Worship curriculum. She noted that there is significant value for ALL governors in doing this training.

GD mentioned that there was scope for some monitoring of the school's values in the new year.

- PL had completed Pupil Voice training which overlapped with attendance and SIAMS training. The HT reported that the NSPCC assemblies had just been completed which linked in to Pupil Voice.

- KW had undertaken HT Performance Management Training and attended a SIAMS briefing.

- RPe had attended a Safeguarding Learning Lessons briefing.

- ME had attended Understanding Data ; Attendance briefing ; Strategic Leadership ; Safeguarding Learning Lessons briefing.

- ME explained that she would be emailing the link for **safeguarding e-learning and Prevent training, both of which had been revised and were statutory to complete.** The DfE had published new guidance about The Prevent duty for those



with safeguarding responsibilities requiring all education providers ‘to have due regard to the need to prevent people from being drawn into terrorism’. A self-assessment tool was available to help schools understand how well embedded their existing policies and practices were, and to encourage a cycle of continuous review and improvement. It involved gathering evidence against 7 distinct areas to identify what was working well and what required development. Schools should ideally review their self-assessment results annually.

Whole Governing Body training on Ofsted was to be rearranged for 31<sup>st</sup> January so as many governors as possible could attend.

## **9. Any Other Business**

The Chair updated that Adel du Toit had resigned as a parent governor, so a letter would be sent to all parents prior to Christmas asking for applications.

## **10. Date of Next Meeting**

The next meeting was due to be held on Thursday 9<sup>th</sup> February 2023.