



## 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 25<sup>th</sup> May 2023

<b>Governors Present:</b>	Mr Gareth Dee	- Head Teacher
	Mrs Miriam Edwards	- Co-Opted Governor (Chair)
	Mr Freddy Colquhoun	- Parent Governor
	Mr Phil Woods	- Co-opted governor
	Mr Rob Price	- Staff Governor
	Mrs Penny Lewis	- Parent Governor
	Mrs Joanne Ray	- Co-opted Governor
	Rev Julie Howell	- Foundation Governor
	Mr Rob Perry	- Parent Governor
	Mr Alastair Clifton	- Parent Governor
<b>Apologies:</b>	Mrs Kate Walbyoff	- Foundation Governor
	Mr Ian Morris	- Co-opted Governor

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 16<sup>th</sup> March 2023 were unanimously agreed, for signature by the Chair.

#### 3. Finance & Budget

The new school Admin Officer, Sarah Tilley was present, and welcomed to her first meeting. She had met with Freddy Colquhoun (FC) and everything was in line with the set budget. There was a small amount of additional spending on IT early in the year plus a reclassification (educational supplies). FC noted that it was good to see the off-site trips back to normal levels, and music tuition costs covered.



With regard to the 3-year budget, Governors agreed the 23/24 column within the parameters set (by HCC). The assumptions had been made with the budget inflation tool. There was also debate over the pay increases with the unions.

Additional costs had been rolled up by 2% (except energy where there should be an assumption, as stated by County, that energy costs should be going down over the course of the year). School meals would be increasing. The 2% increase was set by HCC.

Budget revision in November would also change the outcome.

*Q: are there any schemes the school can be in such as solar?*

*R: this was investigated but the roof strength for the building was an issue plus the electricity supply couldn't take anything extra as it was a domestic supply and was difficult to change.*

The website cost was an annual subscription.

NOR – based on the numbers last September (97) – Sarah updated that there would be another £4,500 for another child which would help the bottom line (c/f could be closer to £14498). Sarah had been contacting those on the waiting list to try to get the NOR to 100. October would be the key date for the census which would affect the next year's budget.

In year surplus – it was hoped to be able to roll £63k into the next year. Budgeting was always for a worst-case scenario.

Capital budget – Sarah was still waiting permissions but it was likely to be approx. £22k, to be spent on capital projects around the building (such as the toilet refurbishment). Capital allocation this year was anticipated to be around £5,500.

Governors' fund – this had been whittled down to almost zero. Historically it had been used for Y6 leavers' hoodies, leaving presents for staff etc, funded by governors' raffles but these ceased during Covid then the Friends have run a big raffle so the Chair to ask the Friends' Committee for the hoodies from 2024, and to fund the Y6 leavers' book tokens.

Landon Trust – ME had made some progress via Lloyds but would have a better update at the July meeting.

FC and ST felt that the school was in good shape physically and financially.

Governors unanimously agreed to approve the budget to be signed by the Chair and the HT.

#### **4. Health & Safety**

FC had completed a school walk with the HT and Mrs Olding (admin assistant) since the last meeting. The building was in good repair, work had been completed on the roof, and some foliage removed which was causing damp. Autumn class flooring was still outstanding (HCC to deal) and ideally the hall floor needed to be stripped and varnished but from a H&S aspect, hall was not deemed critical.



## 5. Wellbeing

The Chair thanked Penny Lewis (PL) for organising the SATS monitoring support, which had proved vital with the inspector turning up for a spot check. Thanks also went to PL for organising the Breakfast Club for the Y6 children during the SATS week.

Wellbeing Wednesday for staff continued with more treats being provided from local businesses.

A pupil wellbeing questionnaire was in draft form to be agreed, Mr Price had made some amendments, and there would be a rerun of the staff wellbeing questionnaire before the end of term.

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

*Q: What is the girls/boys split for the YR intake in September?*

*R: GD – it is more balanced than the last 2 years! All children who have been offered a place in Yr R have accepted.*

*Q Attendance – how is this being monitored and managed?*

*R: GD – the run up to Easter seems to be the time when parents take their children out more than any (even than the week before Christmas). Hence the Inset day strategically placed, to minimise the work for the admin officer with unauthorised absences.*

*Q can you split the percentage of absence (holidays vs sickness) on Arbor?*

*R: GD - Yes, the reason for the absence is recorded, so it can be broken down. This is currently the highest number of absentees and will have an impact on our Ofsted grading. Parents don't realise that their actions will affect the grading.*

*Q is there a threshold for Ofsted? No, they will look at persistence.*

*A lot of the absentees are children who have joined recently, and it has also increased since Covid. Below 90% is equivalent to a day out of school every fortnight.*

*One particular absentee suffers with anxiety & depression, not wanting to come to school. A social worker has been involved but not been very proactive. GD has been to the house when they've been refusing to come to school, but there is nothing that can be done to make a child come to school who flatly refuses! 30% is the threshold for HCC to be involved.*

*Q Is absence linked to any evidence of bullying or other issues in school?*

*R: GD -No, we are just dealing with a different level of complexity post Covid.*

*Q: IDAMS Identity and Access Management System – there is an expectation for all schools to sign up to the pupil attendance dashboard.*

*R GD - Sept 2023 may make it statutory to sign up to IDAMS*

**Governing body to send out a letter to all parents about the issues of attendance. RPerry to meet with GDee to draft a letter. Admin officer to assist.**

*GD felt it was still worth mentioning that the school's attendance was still above national average.*

Q: regarding the LLP report - what is classed as a vulnerable child?

R: GD - a pupil with SEND, a pupil in need of help or protection, those receiving statutory LA support with a social worker, meet criteria for Pupil Premium, LA children and children who have left care or adopted.

Q: The SENDCo will be going onto maternity leave at the end of the academic year. Who pays for maternity cover?

R: GD – the County, but the staff member is entitled to 10 KIT (keeping in touch) days which school has to pay for. That has affected the budget for next year, but the SENDCo is keen to take the 10 days in order to continue with her excellent work so far. We may have to look for a temporary SENDCO to cover if she feels once the baby has arrived that she won't be able to manage the KIT days.

Q: Is the 32 children in Autumn class an issue?

R: GD – Mr Price (RP) is supported by a HLTA who is able to teach so has the highest qualified support staff. The school has also signed up to Winchester teaching students, so in terms of additional adult support, we should be in a good place.

Diane Perrett and Liz Harrison have been undertaking some good interventions in KS2.

Neither the school (inc governors) has any jurisdiction over admissions, it is a decision for HCC. Six years ago, there was a 'bulge' - County asked the school to take extra children and extra funding (although it was never enough to cover). We took 21 in reception which became 22 in Yr 1 (with a looked-after child). There are only 14 left of that bulge (2 children joined the school in KS2 or that figure would be down to 12). The HT cannot explain why this was done, but knew that it would be handled much more carefully now and would always be the County which inflicted it.

Governors don't ratify the admissions policy.

INSET days were all agreed by governors.

SAFEGUARDING – there was one child on Child In Need plan (multi agency meeting at the end of June). This matter would be discussed after half term with Rob Perry (RPe), the Safeguarding governor. There was also safeguarding training planned for the next INSET day.

**7. School Improvement Plan** – the 2023 SIP was on the Governors' Zone of the school website.

The HT reported that RE and spirituality/reflection was looking very positive on the SIP, with thanks to Rev Julie starting the pupil prayer sessions, and the monitoring sessions undertaken by Kate Walbyoff. As always, the SIP was a living document, constantly changing, and governors were asked to check back regularly to see which areas had changed to green to show they had been satisfactorily evaluated.

**8. Training report**

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



Going forward, the new clerk, Beccy Battle, would keep abreast of training for governors.

## **9. Monitoring reports**

**RE** – Kate Walbyoff (KW) had undertaken an RE books monitoring exercise with Gareth on 27th March. In her absence, the key points of note from her were:

- most children definitely making progress in developing independent learning behaviours
- as the books progressed it was clear that across all classes children's independence increased with more volume of personal reflective and task focussed writing.
- most children's understanding of the Christian concepts had developed over the 2 terms reviewed, with some fascinating insights expressed and confidence in their own views vs the Christian positions presented.
- what was also interesting to observe was the massive improvements in handwriting from the beginning of the year to the point at which the books were reviewed. The majority was Autumn class and they had clearly worked very hard and there was a noticeable difference in handwriting. The HLTA has worked very hard and they were making progress. A lot of understanding in RE was communicated through art not just writing.

**Data** – the Average Step Increment document and the Transition Matrices were circulated to governors.

**READING** - overall, the HT felt that Reading was very good. Y6 were slightly below but not concerning. He was interested in the Y6 SATS Reading results when they were published.

**WRITING** - Y5 and Y2 were the main concern with progress. In Y5, there were 10 children in the cohort and 5 were SEND. Many of those were finding writing very difficult but the SENDCo was very invested in them and the TA was giving a lot of support with interventions.

In Y2 the HT had spoken to Mr Solomon about utilising the TA for more interventions. Of the two children not achieving ARE, one was making slow progress yet the other was doing much better. There were some 'middle ground' children who could have been making more progress and some who hadn't made any. The work needed to be much more targeted and the teachers in both cohorts were fully aware from the data who required what extra input.

**MATHS** - Y2 and Y4 were the main concern. Y3, 5 & 6 had made masses of progress. Y2 - 3.9 - they were on track but one of the SEN children was making slow progress

Y4 - a very small cohort of 9 (at the time of the data). One child who came from Endeavour school in September had made no progress but had plenty of intervention. Another had made 1 step instead of 2. Mr Price was aware and targeting accordingly.

After general discussion, governors could see that from the last monitoring the Y2 Maths had been a concern, and remained so to a degree. This was not felt to be the fault of the teaching or interventions, but purely the learning ability of the child. It was clear that the SENDCo is working incredibly hard and was very focussed, motivating the



TAs with their support of pupils.

Governors should continue to question the progress in between the tri-annual data monitoring to ensure teachers were doing everything possible to improve the pupils' progress.

**SEND** – Jo Ray had– attended a seminar. More core funding for SEND was to come .. caveat was that it would be 2025, but with another general election likely, that was open to change. In Hampshire, 2 new Special Needs schools were earmarked for the future, one funded by Hampshire, one by the government. But again, all likely to be from 2025 onwards.

JR had undertaken a school visit to gauge governors' understanding of SEND in school. A new whole school intervention plan, written by SENDCo, was excellent. JR had checked the intervention timetable against what was happening in classes. She found it all really positive, children fully engaged and focussed, and was planning to return and see the books which the children had been very excited to show her!

From classroom visits (all but Yr R), most were really positive, there were a couple of issues the HT was aware of but overall, JR's comment was that the SENDCo was inspirational, and had lifted the whole SEND area to another level. Her understanding of what needed to be achieved was excellent and she was a breath of fresh air to SEND matters as well as the school as a whole, despite only working one day a week. She had already invited all SEND children's parents to come into school and had seen a good proportion. She wouldn't be able to see them all before going onto maternity leave but had planned to have a coffee morning, to meet other parents. and speak in a more informal atmosphere.

The LLP report tallied up with the outcome of JR's visit.

The HT touched on the LLP report, which highlighted that the phonics teaching was now running smoothly and was much improved compared to the start of the year. Mr Solomon had provided learning support.

AfL had been used in maths – the HT didn't feel that they were 'quite there' yet in all classes, but the progress was going in the right direction.

The LLP's additional visit (June) would focus on vulnerable children which was a Hampshire target. The SIAMS inspector had also asked about provision for vulnerable children.

*Q: Does the LLP and SIAMS inspector judge vulnerable children differently?*

*R: The LLP report doesn't feel particularly supportive and area HTs feel it's quite a gruelling process. We could come out better from an Ofsted inspection than an LLP inspection!! The outcome was challenged in the last meeting but the LLP felt there was sufficient capacity to sustain what was needed. The Maths SATS results last year were contributory to her first report last June.*

### **Governor Monitoring Roles**

- RPe agreed to cover attendance as part of his safeguarding role ;
- Alastair Clifton (AC) agreed to take on Health & Safety as FC was leaving ;
- Ian Morris (IM) agreed to monitor the budget & finance taking over from FC.





## **10. Safeguarding**

A safeguarding governor visit was planned.

There had been two social worker visits regarding two children. Only one child went onto a CIN plan.

## **11. Pay & personnel**

The last meeting had reviewed the non teaching staff for their pay progressions. No other matters had arisen for full governing body discussion.

JR highlighted the need for a member of the committee with HR experience. Although she had done the training relevant to the committee, she had no previous experience. A social media advert had gone out asking for volunteers to be governors, and that those with an HR background would be strongly considered!

School had not been affected by strike action. If all unions were to become involved, there might be a need to shut individual classes depending on which unions strike and which union the member of staff was affiliated to. There was no obligation on staff to tell the HT until the morning of the strike action.

## **12. Any Other Business**

- the HT had attended an area head teacher's meeting that day. An issue had arisen where the HT of a small school in the district had gone on long term sick, no teachers were willing to act up, so effectively that school had no leadership. The County had to step in and ask other heads to cover. This highlighted the issue of what the governing body of this school would do in the same situation and to consider a contingency plan. Deputy heads rarely exist in small schools. What would "Plan B" be to ensure the leadership of the school continues in the Head Teacher's absence?

In HBT, Mr Price felt he would need to prioritise his own pupils. The HT raised the issue that Mr Price was also not on the leadership pay scale so if he did agree to provide cover, he would need to have his pay scale adjusted.

Academisation should be considered sooner rather than later (prior to the 2030 cut off) to deal with such issues. It should also be considered with regard to succession planning rather than just emergencies.

## **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. Any Other Business**

The Chair (ME) announced that she would be standing down as a governor at the end of the summer term after 7 academic years in the role.

FC was also ending his term as his daughter was leaving the school. A parent governor election would be carried out in September.



### **15. Date of next meeting**

The next Full Governing Body meeting was due to be held on 6th July 2023.

