



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 23rd November 2023, 5:15pm

Governors Present:

Mr Gareth Dee	Headteacher
Mrs Penny Lewis	Acting Chair, Parent Governor
Mrs Kate Walbyoff	Foundation Governor
Rev Julie Howell	Foundation Governor
Mr Rob Perry	Parent Governor
Mr Rob Price	Staff Governor
Mrs Joanne Hall	Local Authority Governor
Mr Dominic Chad	Parent Governor
Mrs Sarah Tilley	Senior Admin Officer

Apologies:

Mrs Joanne Ray	Co-opted Governor
Mr Alistair Clifton	Parent Governor
Mr Phil Woods	Co-opted Governor
Mrs Beccy Battle	Clerk to Governing Body

	Agenda item	Minutes	Actions
1	Opening Prayer	Rev Julie led an opening prayer	
2	Declarations of Pecuniary Interests		BB: forms to be brought to next meeting and signed
3	Apologies for absence	Apologies received from JR, AC, PW.	
4	Minutes of previous FGB meeting held on Wednesday 20 th September 2023	Outstanding actions from previous meeting – surveyor yet to attend to determine the work	ST: follow up with surveyor to schedule date for visit to school

5	Finance & budget	<p>It was reported that budget looking well, no deficit until year 3, no present concerns. Staffing pay has been agreed and factored into budget; this will be paid at Christmas.</p> <p><u>Question:</u> Who sets the budget and produces the material?</p> <p><u>Answer:</u> The budgeting tool comes centrally from Hampshire County Council, and figures are from the budget set in April, reviewed in November. An accountant from HCC comes in October to scrutinise each line. School budgets are accessible to HCC finance teams.</p> <p><u>Question:</u> Is it ok to have an anticipated deficit in year 3?</p> <p><u>Answer:</u> Yes – it is unlikely this will occur, but is a worst case scenario. The budget is in a healthy position.</p> <p><u>Question:</u> What are schools staff numbers?</p> <p><u>Answer:</u> 5 teachers, headteacher, support staff – support staff numbers will be varying at the end of this year.</p> <p><u>Question:</u> Do we have any supply teachers?</p> <p><u>Answer:</u> No, but we set allowance in the budget in case we need them. The HCC system is that the first 4 weeks of supply needs to be paid for by the school, until insurance kicks in at the end of the 4 weeks.</p> <p>Budget unanimously agreed. Signed by Chair and Headteacher.</p>	
6	Vacancies on Board of Governors	<p>Rob Perry's term as Parent Governor has drawn to an end. <u>Unanimous vote to co-opt Rob Perry.</u></p> <p>Remaining vacancies: 1 x parent governor 1 x co-opted governor</p> <p>Parent governor vacancy – interest has been expressed by a parent, BB to follow</p>	<p>BB: update website and governor hub with RPe new role</p> <p>BB: parent governor advert process in January term</p>

		<p>up.</p> <p>Co-opted governor vacancy – KW mentioned there is interest from a local lady who we are awaiting an application from, JH mentioned a further potential candidate that is interested but personal circumstances are preventing application at the moment.</p>	
7	<p>Headteacher's Report</p> <p>Additional news</p> <p>Safeguarding</p> <p>Attendance</p>	<p>Late additional news: a year 4 child is moving to the private sector. School are considering not filling this space, due to the SEND provision currently required in this year group.</p> <p>CAFCASS – involvement in one child's circumstances, 1 x CIN plan. CAFCASS are liaising with Rob Price.</p> <p><u>Question:</u> Is this a new situation or one previously discussed in safeguarding meeting?</p> <p><u>Answer:</u> A situation previously discussed in safeguarding meeting.</p> <p>A report is sent by GD to CAFCASS relating to all the safeguarding and attendance matters for this child.</p> <p><u>Question:</u> Would you expect to hear back from CAFCASS?</p> <p><u>Answer:</u> Unsure as it's the first incidence of this type.</p> <p><u>Question:</u> How is this reviewed? Do you need to close off each entry to run a report?</p> <p><u>Answer:</u> Safeguarding team meetings review each entry and consider next steps / closure of case, but the report handles each status. The safeguarding monitoring report reflects that this process is so well embedded.</p> <p>Attendance is pretty good. Recorded on IDAMS so can see our attendance against all other schools across the country – we're</p>	

	Staffing	<p>performing well but we still have 7 children who are classed as Persistent Absentees.</p> <p><u>Question:</u> When are the pinch points? <u>Answer:</u> The weeks before Christmas, February half term and Easter. All requests are reviewed by GD and RPe.</p> <p>Live advert for an LSA. Mrs Postle will share the role with a new person if we can make this work; some interest already.</p> <p><u>Question:</u> Will this work for the child? <u>Answer:</u> Better for the child not to rely too much on one LSA, and good for the staff member, as long as strategies are aligned.</p> <p><u>Question:</u> What happens in January if position not filled? <u>Answer:</u> Becomes very difficult.</p> <p>SENCO won't return after maternity. Post will need to be filled.</p> <p>Mr Solomon is spending regular time with all staff to embed and upskill on Read Write Inc Phonics programme</p> <p>GD and JRa attended the Transforming SEND in Hampshire conference - message is no budget for training; focus must be on upskilling</p> <p>Electricians are coming to school w/c 27th Nov to do the fixed wiring checks over 3 days</p> <p>Clubs: looking to extend the Planet Education clubs as they book up really quickly. Looking for 2 staff, which would mean it could double the numbers of children attending.</p> <p><u>Question:</u> Booking is now online – is this better or worse than on paper? <u>Answer:</u> The system went live and parents were not informed, so lots were taken by surprise and missed the opportunity to book before spaces filled.</p>	
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9	School Improvement Plan	<p>Updated to show that Julie Howell will contribute on the RE side of things</p> <p>SIP – taglines updated following SIAMS review</p> <p>Most updated on the Foundation subjects; key vocabulary identified for each topic, assessment of knowledge gain equal across the two assessment groups (SEN and not), but not as embedded as we'd like. Tightening up needed – through Kahoot quizzes this can be improved rapidly.</p> <p>Annotations and data added by GD to update SIP</p> <p>At the end of November, national percentages for Early Years, updated for 2023. School data for this year is very very good. Only average – year 1 phonics screening (80% vs 79% at national)</p> <p>Looking at this year for the 3 year trend – where are we last year, this year and next year?</p> <p><u>Question:</u> Are reception children assessed? <u>Answer:</u> Yes, must happen within 6 weeks of starting school (Reception Baseline Assessment) done against a national assessment model / approach. Comparison is done in year 6 for value added by the school over the 7 years.</p> <p><u>Question:</u> Do we have many children from army families? <u>Answer:</u> No, possibly only 2.</p> <p><u>Question:</u> How are we doing with Maths? <u>Answer:</u> RPRI attainment above average; progress net gain but no above average yet. Being worked on, particularly weaker areas. Mathematics being reinvigorated.</p> <p>Will be evaluated at the next INSET day 2nd</p>	BB: share with Julie to make sure she is aware
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		January; new draft for early January. Calendar year update.	
	After school wraparound care proposal	<p>Discussion:</p> <p>As a parent it seems a good idea, but it does need buy-in from the school. Cannot be ad-hoc, must be a consistent provision. 2026 position – doesn't have to be wrap around for all. Is it a genuine need? What is the need? Is this responding to a need, or a good idea? Would parents commit and pay up front? Is there a potential to do fewer days? Can we canvas all parents, including the cost?</p> <p>Staff feedback: potential of noise from the hall impacting staff still working, children going up and down the corridors unsupervised, parents having security codes (impacted Ofsted in Hatherden); impacts after school clubs if in the school hall; teachers wellbeing from decompression; what if a child not collected? Children who are unwell – what's the contingency? Access to staff phones? Toilet accidents?</p> <p>Comments sent in from Governor who could not attend: policy for response to care, financial sustainability, what about a number of schools clubbing together. Compared with other schools wraparound – Whitchurch 460 on record, £21 per day of breakfast and afternoon</p> <p>Staff ratios – depends on ages; how will this be managed with given staff. If at the school it can't be for profit.</p> <p>What about SEN support</p> <p>Village hall – viable; school can't store food</p> <p>What are the implications if the school can't</p>	

		<p>be a venue? Large number of risks, implications and responsibility for governing body and staff, as opposed to benefit. Would need a robust hiring agreement; responsibility of school to generate.</p> <p>Safeguarding policy – responsibility of HT and Governing Board to make sure this is all correct.</p> <p>School costs – utilities, insurance, damage, care taking, cleaning</p> <p>Site security – staff, children, oversight</p> <p>Village hall – more suitable premises with kitchen, toilets, single entrance, safer access and parking</p> <p>Put to vote: For the school to be used as a venue under the given proposal for wraparound care – those in attendance: unanimous no.</p> <p>Main reasons summarised:</p> <p>Genuine need unclear</p> <p>Viability</p> <p>Safer security and safeguarding</p> <p>Access and security</p> <p>Impact on school staff</p> <p>Governors not willing to accept the responsibility</p> <p>Costs for the school</p> <p>Solution for the school: community centre as a venue, run by a private enterprise</p>	
10	Health & Safety	<p>AC is lead governor on this area.</p> <p>No incidents to report</p> <p>Fences on the edge of the school grounds are going to be replaced</p> <p>Trikes are now being chained up to avoid near misses from pre-school children</p>	
11	Wellbeing	<p>Roll over update on the BeeWell programme</p> <p>Staff social</p> <p>PPA – proposal to offer working from home for staff for PPA. This is currently part of the</p>	

		<p>school day and all done in school; should be uninterrupted. Will be offered to staff. <u>Vote:</u> governors voted to support the motion.</p> <p>Duvet days. Really successful in the NHS, one day a year for a 'duvet day'. Question: how is this consistent with the attendance letters sent to parents? Needs additional thought, policy and rationale to support it, terminology, flexibility from GD and governors, discretionary. Decided to roll this over to a further meeting.</p>	BB: add to February agenda
	SEND	Roll over to next meeting	BB: add to February agenda
12	Monitoring	<p>Data monitoring PW has completed this but it is on his laptop which he does not have with him at present</p>	PW: share monitoring report with HT and Chair
13	Safeguarding – any other safeguarding matters arising which are not in HT report	Nothing further on safeguarding	
14	Training	<p>Safer recruitment AC has signed up for Safer recruitment training. JHo, RPe, KW, JR have completed this.</p> <p>A topic needs to be agreed for WGBT GDPR is a potential topic for this</p>	BB add to February agenda.
15	<p>Policies for approval</p> <p>Hot drinks SEND Performance management for teachers</p>	<p><u>Hot drinks policy – discussion:</u> Can mitigate risk and prevent accidents – can't eliminate risk. <u>Question:</u> Has there been an accident to trigger this policy? <u>Answer:</u> No, case of mitigating identified risks.</p> <p>Impact of parents evening and urn <u>Question:</u> Can we get disposable lidded cups? <u>Answer:</u> Have to consider impact on the</p>	

		<p>environment</p> <p>Ahead of next parents evening, conduct risk assessment and adopt measures accordingly. Can suggest bring a lidded cup if you would like a hot drink.</p> <p>Policy approved, subject to update to reflect 'Can mitigate risk and prevent accidents – can't eliminate risk.'</p> <p>SEND policy</p> <p><u>Question</u>: Do we do friendship club?</p> <p><u>Answer</u>: Yes</p> <p><u>Question</u>: Is this a review of an existing policy?</p> <p><u>Answer</u>: Yes confirmed this is a review of an existing policy.</p> <p>Some minor grammatical / formatting issues, shared with GD on paper.</p> <p>Performance management for teachers:</p> <p>Joanne Hall identified as additional governor for P&P committee</p> <p>Salary increases validated</p> <p><u>Question</u>: about LSAs, when do they go through same process?</p> <p><u>Answer</u>: March/April 2024</p> <p>Policy approved</p>	GD: update policy as per note
16	Any other business	<p>Swimming with KS2 – Monday afternoons for 6 weeks after 08/01/2024 – is anyone available to support Mr Price with this activity, bus and pool, 1-3pm?</p> <p>Rob Perry – possibly 2-4 weeks.</p> <p>Panto – Tuesday 28/11/23 10am – 1pm</p> <p>Julie, Dom.</p>	
17	Reflection - a few minutes to consider how have we made a difference? For example, how have we impacted on the school? How have we achieved our three main		

	principles (planning the strategic direction; overseeing the financial performance; and holding the head teacher to account)?		

Date of next meeting is Wednesday 7th February 2024

CAFCASS : Children and Family Court Advisory and Support Service
CIN plan: Child in Need plan