



Hurstbourne Tarrant Church of England (controlled) Primary School

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

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

MEETING OF THE FULL GOVERNING BODY

Wednesday 12th March 2025 at 5:15pm

Governors Present:	Mr Gareth Dee	Headteacher
	Mrs Joanne Ray	Acting Chair, Parent Governor
	Mrs Frances Monro	Parent Governor
	Mr Chris Parker	Parent Governor
	Dr Robert Poole (Dr RP)	Parent Governor
	Rev Alex Randle-Bissell	Foundation Governor
	Mrs Kate Walbyoff	Foundation Governor
	Mrs Caroline England	Co-opted Governor
	Mr Robin Price (RPr)	Staff Governor
	<i>Mrs Sarah Tilley</i>	<i>Clerk</i>

Absent:	Mr Robert Perry (RP)	Co-Opted Governor
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Item	Discussion	Action
1. Opening prayer	Rev Alex opened the meeting with a prayer	
2. Declarations of Pecuniary Interests	None.	Clerk to give to school office to scan and file
3. Apologies for absence	Apologies received from Rob Perry	
4. Minutes agreed and signed Vacancies on the Board of Governors	Minutes agreed and signed. JR: Will parents cut hedge? ST: Parents have agreed to do this. Breakfast club: Staffing has been halved. Low attendance but it is something the parents need. Rev Alex announced that we have a replacement for Rev Julie: The new reverend is Rev. Carol Dunk. She comes with a wealth of experience and loves	Please can all Governors ensure that they have read the safeguarding policies and especially KCSiE.

	<p>the village. She will start on 4th June.</p> <p>JR: Please can all Governors ensure that they have read the safeguarding policies and especially KCSiE 2024 Part 2. Once read, please sign the sheets.</p>	
<p>5. Math's Presentation by Robin Price (15 minutes)</p>	<p>Maths presentation given by RPr linked to SIP priorities. Focused on the development of Concrete, Pictorial and Abstract (CPA).</p> <p>Maths Tool kits are more evident on tables. As a result, children are becoming more confident with their Maths. We have adapted our short term plans. Children often work in groups with appropriately pitched work. We are teaching the right skills to the right child at the right time.</p> <p>JR: With regards to SEN pupils do you change the S plans?</p> <p>RPr: Yes, there will be variation for different groups of children.</p> <p>Working walls are used all the time to support the children's leaning. To enable the child to become more independent with their leaning. Want children to become active learners.</p> <p>JR: Presumably the children will learn to use a working wall as they progress through school?</p> <p>RPr: Yes we want to encourage this.</p> <p>Rev Alex: How is this data recorded?</p> <p>RPr: Target tracker used RP can track against target tracker /lesson objectives and through teacher marking.</p> <p>JR Progression?</p> <p>GD: Yes you can see this with target tracker.</p> <p>Use of mathematical language.</p> <p>Vocabulary being used. Good modelling and recording on Working Walls.</p> <p>Working walls: these are very important with supporting children.</p> <p>JR: Can the children refer back to them for previous work carried out? This helps the child with independent learning.</p> <p>Working walls are current. These are refreshed regularly but previous work is retained.</p>	<p>ACTION: RPr: To look at possibly inviting EYFS and KS1 parents to a meeting on 'introducing maths and the vocabulary used' to their child.</p> <p>RPr: Send presentation to all governors. (this has been done)</p>

	<p>KW: What are we doing in terms of getting the parents involved with the children becoming more independent?</p> <p>RPr: We held a Maths evening for parents of KS2 children to show what we are studying. Very few parents attended.</p> <p>JR: Parents who attended found the session useful.</p> <p>Reading diary has a section with the mathematical vocabulary and information that we use.</p> <p>FM .Is it better to get correct vocabulary terms used, in early, Early Years for example?</p> <p>JR: Would it be worth getting the parents in at KS1 to explain the vocabulary used in maths? Get more parents in from all year groups?</p> <p>RP: said he would look at a possible Parent Information Evening for EYFS and KS1 to develop vocabulary.</p> <p>GD: Explained that the school should be aiming to achieve ARE above national averages. Target to get every child to the national average.</p> <p>HIAS Hampshire Maths Team and LLP have been working alongside us with supporting our maths.</p> <p>The development of the teaching of Arithmetic has been a key area of improvement within the school.</p> <p>Rebecca Vickers (Hampshire Maths Team) is very impressed with the progress being made and the way we are tackling this. We are challenging our children.</p> <p>Rev Alex: What is happening to children who are not where they should be with their maths?</p> <p>GD: We are using in class and out of class interventions; we have seen gaps so we are working on this. After school booster clubs have also helped with Year 6.</p> <p>We have support staff who are giving invaluable support at the moment.</p> <p>CP: What changed and why do we have to do these interventions?</p> <p>GD: Last year's data posed a few questions. Was it cohort specific or did</p>	
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	<p>we need to look at our practice? GD said both. We have bought quite a lot this year of support to help us close gaps in learning. A lot of support and training have occurred this year.</p> <p>KW: Is there a split in attainment between boy and girls?</p> <p>GD: Boys were stronger last year, with both maths and reading.</p> <p>We are hopeful that we can support the children to enable to increase our percentage pass to 84 percent.</p> <p>JR and GD thanked RPr for all his hard work and his development as a subject leader.</p>	
<p>6. Policies for Approval</p> <ul style="list-style-type: none"> • Handwriting Policy • Relationships and Sex Education Policy • Data Protection Policy 	<p>JR: Handwriting and the Relationships and Sex Education Policy has been approved and recommended for ratification. KW and FM. Proposed and seconded the policies.</p> <p>Data protection policy was ratified too.</p>	
<p>7. Finance and Budget</p> <ul style="list-style-type: none"> • Budget Monitoring • Benchmarking • SFVS 	<p>Benchmarking: ST explained what benchmarking was and how the DFE had updated the tool for this year. The benchmarking tool chose the schools for comparison, they are all a similar size.</p> <p>JR: Explained that 'per pupil' funding can differ from county to county. Our 'per pupil' funding is very low in Hampshire.</p> <p>JR: Looking at the benchmarking slides we were in 'yellow' category in everything except for school meals, where we are in the 'red' zone.</p> <p>Hampshire Caterers are no longer going to provide this service.</p> <p>Budget:</p> <p>JR: G/L cost area 4495 IT software: This is high, what falls in this GL area?</p> <p>ST: admin software.</p> <p>HCC have changed the central mapping system. It are now in two categories 5102 (schools educational software IT and Admin related software IT)</p> <p>JR: GL 7444 Interest? Where did this</p>	<p>Action: To set up a Resources and Finance Committee as soon as possible.</p>

	<p>come from? Is it in the correct GL area?</p> <p>ST: We were given some additional funding and the council placed it in this area.</p> <p>JR: This year's surplus looks as it might be £31,435?</p> <p>ST: This is a projection. We might have a higher or lower carry forward figure. The accounts will close in the middle of April.</p> <p>JR: Capital budget: £25K what can we spend this on?</p> <p>Furniture, IT hardware and decorating.</p> <p>JR: is there anything we need now?</p> <p>At the moment we are not in need of anything other than looking into replacing the hall chairs.</p> <p>JR: With the NI increase, is HCC covering it all? Are we going to be funded for the full amount?</p> <p>ST: We don't know at the moment. The Government is yet to finalise their decision.</p> <p>JR: We are no longer a flat board. We need a small group to discuss budget/finance rather than bring everything to the full board. I will think how to proceed with this. A flat board doesn't work for us and we need to bring back a finance committee. (Resources Committee).</p> <p>KW: This is the monitoring budget for the current year. When will new figures/budget be available?</p> <p>ST: I will be working closely with my EFS officer and will be in a position to present my proposed budget at the FGB in May.</p>	
<p>8. Headteacher's Report Including attendance. DfE is urging Boards to look at the absences in the 5% of severity beyond the headline statistic, to understand the full distribution of absence, so targeted steps can be considered.</p>	<p>GD: Any questions? IDSR and HT report. Historic report a year behind. Desktop audit of school (Ofsted will have a look at this and website)</p> <p>Dr RP: Is the HT report set template?</p> <p>GD: no, we have adapted it over time.</p> <p>JR: What happened regarding attendance in the week before half term? A lot of sickness and a couple of</p>	

	<p>family holidays.</p> <p>JD staff training: it has had an impact</p> <p>WE have made very good progress due to CPD. It is showing with our monitoring.</p>	
<p>9. Safeguarding</p> <ul style="list-style-type: none"> Any other safeguarding matters arising which are not in the HT report Safeguarding Pupil Voice Cyber Security 	<p>Any safeguarding questions?</p> <p>Pupil voice JR referenced to question on bullying.</p> <p>JR: Has anything been addressed to the children?</p> <p>GD: Children sometimes have a misconception with bullying so this needs regularly revisiting. A discussion along some of the key points raised took place which included bullying and feeling safe. Teachers have revisited some of the concerns raised in the last questionnaire to gain a better understanding of the responses.</p> <p>CP Could we do a report before Easter?</p> <p>GD: Yes.</p> <p>Cyber Security</p> <p>JR: Do the school have a list of the different organisations that provide its IT Services?</p> <p>ST: Yes, I will produce a list for the Governors.</p> <p>JR: Does the school leader know who manages or coordinates the IT within the school?</p> <p>GD: Yes, Drift IT</p> <p>JR: Has the school identified the most critical parts of the school's digital estate and sought assurance about its security?</p> <p>GD: Ours systems are backed up daily, off site. We have paper copies of parent contact information and class registers.</p> <p>JD: Does the school have a proper backup and restoration plan in place?</p> <p>ST: Drift IT backs up our system four times a day.</p> <p>JR: Does the school's governance and IT policies reflect the importance of good cyber security?</p> <p>ST: Yes</p> <p>JR: Does the school train staff on the common cyber security threats and incident that schools experience?</p>	<p>Action: governor with HT to complete the Pupil Voice before the end of term.</p> <p>ST to produce a list of the different organisations that provide IT services to the school.</p>

	<p>GD: A Cyber security training session was held for school staff on the INSET day in January 2025. Cyber security training did cover phishing emails. We do get them. It is important to be aware of these. The training covered this.</p> <p>JR: If the school temporarily lost access to its data and/or internet connection would the school still be able to operate?</p> <p>ST: Paper copies of the school's MIS have been produced (parents details/registers/would enable teaching to carry on).</p> <p>JR: Does the school know who to contact if it becomes a victim of a cyber-incident?</p> <p>ST: We would contact Drift IT who support us.</p>	
10. School Improvement Plan (SIP)	<p>This is work in progress and is on the website.</p> <p>KW: Do the EYFS children play outside on grass?</p> <p>GD: We have areas of learning linked to EYFS inside and outside: Role play areas such as construction, a small area for gardening, and the playhouse and water walls.</p> <p>KW: How are key adults assigned to the children?</p> <p>GD: Adults should facilitate for children. Encouragement should be given. We need to provide an ever changing environment for our children.</p>	
11. C&S Committee- Committee Chair to give a quick update	<p>JR: Most of us sit on this committee. Are there any questions?</p> <p>No questions were raised.</p>	
12. P&P Committee-Committee Chair to give a quick update	<p>JR: The Non-Teaching Staff Pay and Performance was discussed.</p>	
13. Data including the IDSR <ul style="list-style-type: none"> • 	<p>Each section of the IDSR was shared with governors and was fully discussed. All governors have a copy/link of this to refer to.</p>	
14. Education Catering Service <ul style="list-style-type: none"> • Updates 	<p>JR: We have signed up to HCC catering service for them to provide a supplier. This is work in progress</p>	

15. Governing Body Action Planning	English monitoring Maths Geography RE Early reading (phonics) and English maths and geography a lot of phonics monitoring history monitoring	
16. Wellbeing	JR: Children's Wellbeing in School has had the first reading and the second reading will take place soon. No immediate action for us. Wellbeing training HAH is training	
17. Prospectus To be finalised and signed off	Updated and clearer. Chris to do final read through Back to Gareth for any changing of pictures. Update tree to include 'Love of Christ'	
18. Health and Safety	CP: Carried out the H&S walk with CO and has produced a monitoring report. JR: H&S with Ladders? AH, our temporary caretaker/cleaner will be given access on line training. Drain pipe? ST to ask Property Services what action we need to carry out to try and resolve the issue of damp inside the hall due to the drainpipe on the outside of the wall.	ST to facilitate online ladder training for AH. ST to contact Property Services to resolve the damp issue in the hall resulting from the drainpipe.
19. Monitoring <ul style="list-style-type: none"> Governors to share updates and experiences on monitoring they have undertaken Data English History Safeguarding SCR (Single Central Record) SEND SCR (Single Central Record) Read Write Inc (Phonics) 	JR: Reports. You should have received and read these reports. In the next few weeks English, Maths, RE and Geography will be monitored.	
20. Training Ongoing development for governor	JR: Please sign up for training on the Governor area of the website. There is a lot of information here.	

21. Any Urgent Items requiring action	JR: We have received SEND apology from head of department. Trying to improve our service. JR: Parents' Evening: Rota teas and coffee? KW will do Rota. Easter service 2 nd April. Autumn class will be performing a play. Next FGB 21 st May at 5.15pm. SATs: 12 th to 15 th may can the Governors help with the invigilation please? JR: I can do Wednesday and Thursday. Tuesday? Monday Rob Poole	Invigilation: Monday: Dr RP Tuesday? JR: Wednesday and Thursday.
22. Reflection		
23. Date of next meeting is	21 st May.	

Date of next meeting is

- Curriculum and Standards Committee
- Pay and Personnel Committee
- Full Governing Body Wednesday

Meeting closed at 8.05pm