



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 20th November 2024 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
Rev Julie Howell	Foundation Governor
Mrs Kate Walbyoff	Foundation Governor
Mrs Sarah Tilley	Clerk

Absent: Mr R Price, Mr R Perry, Mrs C England

REV Julie arrived at 5.55pm

Item	Discussion	Action
1. Opening prayer	GD 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 RPr,RP,CE	
4. Minutes agreed and signed		
5. Any matters arising		
6. Vacancies on the Board of Governors	JR We have vacancies for 2 parent governors and 2 co-opted governors Q: Did the letter go out requesting parent governors? A: Yes CP and FM didn't receive email letter so ST to send out again. JR will send a letter out to parents to ask for parent governors, after Christmas, if we	ST to resend parent governor letter GD Article in newsletter requesting volunteers to help with school

	are unsuccessful in gaining any interest from the newsletter. Discussion regarding Volunteering followed: GD: Mrs Bass in regularly to volunteer, she listens to children read. We need a couple of more volunteers. GD to put an article in the newsletter.	
7. Policies for Approval • ECT Policy • Collective Worship Policy • Attendance Policy • SEND Policy • Pay Policy	JR: Policies, These were approved. Discussion on Attendance Policy: GD: We can't change anything in this as it is County/Government led. KW: Asked about the percentage attendance element of the document. GD: The percentage element is cumulative – each day is two sessions. Admissions Policy was Approved. Pay policy approved	
8. Policies for Discussion • Governor Expenses • Equalities Policy • Supporting Pupils with Medical Needs • Charging and Remission Policy for School Activities • Low Level Concerns	JR: Governor Expenses. Any questions? No? Governor Expenses Policy Approved. Supporting Pupils With Medical Needs. FM: Are there any long term health needs in school? If so where is the record? Is there a plan in place? GD: Records are kept in a folder. Supply staff are made aware of any children with medical needs with their induction. KW: How many Health Care Plans are in school? ST: A few, we have asthma, a type one diabetic and hearing	Governors KW & JR to approach local garden companies to ask for quotes on hedge cutting. CP will look into the line marking. GD to speak to the garden volunteers re weeding etc

	impairment. Supporting Pupils With Medical Needs Policy Approved Charging and Remissions for School Activities Policy GD: Main thing is that we don't legally we are under no obligation to charge for day trips. Wording in letter is 'voluntary donation'. Pupil Premium is used to support families who are unable to contribute. However, with the Residential trip, we do have to charge parents. If they can't we can encourage a payment plan. If they live in the area the Upton School House Trust may help, if the child lives in the parish. No child has ever been refused a place. Charging and Remissions for School Activities Policy Approved Low Level Concerns: JR: Item 5 in policy: Storage and information: Where is the information stored? There is a paper form which can be completed by staff. KW: is it on CPOMs? GD: Yes, staff to record on CPOMs if required. KW: Are there trends with low level concerns? GD nothing has been flagged up. JR: We can see a pattern if concerns are recorded on CPOMs or completed forms. GD: low level concern is often a concern with adults not the child. KW: The difference between KCSiE and Low Level Concerns is that KCSiE is focused on the child and Low Level Concerns are often focused on adult	
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	conduct/behaviour. Policy Approved Equalities came up in pay and personnel: Has been discussed. Approved JR: Grounds Maintenance: Have we got something in place? What is covered with the contract? ST: Grass cutting is paid for by the HBT Parish Council. We pay for hedge trimming, line marking and weed removal. JR: Local tradespeople can be contacted to see if they are able to take on grounds maintenance. CP: Line marking can be made by the Test Valley Borough Council? JR: Weed removal? GD: Parent Volunteers can do the weeding? Approach parents via the newsletter.	
9. Finance and Budget Budget Revision	JR: Amended plan now includes Breakfast Club staffing costs. How much does the breakfast club cost? ST: Breakdown given. The uptake is still low and isn't covering staffing costs. GD: Had hoped that this would be fully funded. 5.55pm Rev Julie arrived at the meeting JR: Will numbers go up? GD: Not sure demand is there. JR: Cost of school meals? Very expensive. ST: We are unable to do anything about the cost of the school meals. HCC will not be providing meals as of March 2025 and we have been advised to find other providers. GD: Meeting with other area Headteachers to discuss way forward but costs may increase.	ST to send an email to explain what comes from the Hired and Contracted GL code. Strategic Planning Meeting to be set to discuss the budget, after Christmas. GD to look into the staffing of the Breakfast Club.

Hired and Contracted: PE grant expenditure, Active 360, after school clubs.

JR: EHCP funding. How much does it cost to support 1:1?

ST &GD: It can be worked out (salaries etc) but SEN does come at a cost to the school. We do have the first £6K of staff pay funded and we pay the remaining.

FM: Budget looking to go into deficit. Are plans being made to try and think about what can be done? No planning shown here.

KW: Gareth, you have some thoughts?

GD: Yes, I do but these are for the Pay and Personnel Committee.

KW: Staffing costs are the biggest costs to school.

Rev Julie: Strategic planning meeting to discuss the future?

JR: To be funded properly at school we will need 105 children (15 per year group).

GD: We could possibly increase our PAN. Make Yr R class bigger, with some Yr 1 children staying in Spring class longer. Moving forward - will give 4 more equally sized classes.

JR: Would Hampshire let us do this?

GD: Worth asking but not yet. Another thing to take on board, the EYFS teacher will be teaching Yr R and Yr 1. Two different curricula. Parents might interpret their children being 'kept down' a class.

FM: Can't keep whole year groups together?

GD: No, Infant Class size limit can't reach more than 30 without employing another teacher.

JR: Mix different year groups? Yr

	2/3/4, where we lose children in these year groups. We need a strategic plan. We do not want to be pushed into something that we don't want to do. GD: I am reluctant to make decisions now as this is a revision and things could change between now and the end of the financial year. If we budget set in April and set a deficit budget we will have to produce a recovery plan to get us out of deficit within three years. KW: Do we have friendly businessmen/ accountants who we can approach for ideas? JR: In our eyes we are looking after children, not a business! ACTION: Look at it and plan for the future should we be looking at a deficit budget.	
10. Headteacher's Report	GD: I hope everyone has seen this and I now invite questions. JR: 2 children on waiting list in Yr 2, can we take them? Siblings? Yes, there are siblings in other years which I can't take as we are full in their year. ECT teacher this year. Mindful that we shouldn't overload them. FM: Losing Yr 3 children? Do you rely on parents informing you? GD: Yes, although there is no deadline for informing us that a child will be leaving. GD: It can be difficult planning classes as we aren't always given much notice. GD: October Census provides the figures which influences the following year's budget share. This funds the school. As we already have the funding for this year, it won't make any	Action: Set meeting date for IDSR JR to make sure all Governors have completed the Safeguarding Training

difference for next year's budget share if children leave at Christmas. This is because the census has already occurred.

JR: We need to make sure that all governors have training in KCSiE. Governors to go onto the Knowledge and this will give a certificate once completed.

FM: How are we recoding the evidence that this has taken place?

GD: Training Governor will have a list of training completed.

JR: KW will compile a list of training undertaken by the Governors.

GD: Part 2 of KCSiE is really important for Governors to read and understand.

JR When do you send out the non-attendance letter?

GD: This will go out at the end of the term.

Rev Julie: Good attendance 97.6%

JR: How long does the training take for SC (HLTA)?

GD: SC will have to create a file containing assessments on practice that she has evidenced at school – it should take roughly a year.

KW: How many children are receiving ELSA support?

GD: Small groups receiving support. Mostly girls and older pupils rather than younger ones.

GD: JS attended the English Core Provision Conference last week and found it very informative.

GD: will put this on the staff meeting agenda so he can feedback to staff.

GD: NR (LLP) was on teams last week giving support regarding

	Ofsted visit. There is a large document to populate, which is being done at the moment. Everything is there in one area. GD will also share IDSR with all governors. GD explained that Self Evaluation forms part of School Improvement Plan – Self Evaluation is ongoing – there is not a separate SEF. KW: what about safeguarding self-evaluation? JR: This is a separate document and I have it here. GD: All past School Improvement Plans are in the governor zone Not taken off as they give a good narrative of school improvement/development over a period of time.	
11. LLP Report	KW: Some of the actions have been addressed or are in progress. Filtering and monitoring Safesearch is on will filter out any websites that the children should not be accessing. Children know what to do if they find something they should not be seeing. If something crops up we can block it. For example: You Tube is blocked for pupils but not for staff. Information security KW: what about information security? GD: The server is backed up and Staff can't get onto all areas of 'the system'. Controls in place. We are in the process of sorting the monitoring aspect. ST is in touch with Drift to resolve this issue.	
12. Safeguarding	RP has he done the reading Attendance exclusions etc	Check that RP is up to date with training.

Any other safeguarding matters arising		
13. School Improvement Plan (SIP)	Discussed last week. JH can access SIP on Governor Zone.	
14. C&S Committee Pay and Personnel	Minutes: Signed off Looked at Pay Policy, Teacher pay progressions and HT Performance Management has taken place.	
15. Governing Body Action Planning	KW Autumn term actions: we are up to date School prospectus is being worked on GD: we are nearly there with this? JR: CP is looking at this as a parent. FM will look at it too, from a parent's perspective.	CP and FM to look at the prospectus from a parental point of view.
16. Wellbeing	Rev Julie: As Governors we do have a responsibility to be aware of members of staff stress/poor morale. JR: It is more of an Over/strategic role. The HT post is an isolated job; it is about asking the right questions. Rev Julie: I ask staff how they are, I take time to talk to them. The teaching culture in other countries is different. Rev Julie: The accountability is huge, HT is under real pressure. Staff all exhausted as it is a long term. Need to decompress is so important. CP I can volunteer to take down Christmas decorations, help with the panto and also with the wrapping of children's Christmas Presents. (These are donated by Friends of HBT. To arrive at school at 9.30am on 17 th December.	FM & JR to help with the Christmas wrapping 17th December.
17. Prospectus	CP and FM to look at it from a parent perspective.	
18. Health and Safety	Health and safety walk has been	Downpipe needs to be

	taken place. AL did this before his resignation. Downpipe blocked on the external wall, outside the hall and damp has come into to hall. The blocked downpipe needs to be cleared and reassembled. Rev Julie: This is a risk. Mould spores, don't touch it. There is a type of PVA paint which will seal the wall. Rev Julie is happy to do Health and Safety walk before she leaves at the end of the year. Syd's Garden has been cleared, Mrs Bush organised a working party to tidy up during half term. A fantastic job was done. Downpipe needs to be addressed. This is situated outside the hall window.	addressed. This is situated outside the hall window. ST to contact HCC Property Services.
19. Monitoring • Collective Worship • SEND • SCR (Single Central Record) • Health and Safety • Read Write Inc (Phonics) • PE Sports Premium	All of this monitoring has occurred and reports are available for governors to read. KW has contacted the Rector (Alex) to see if there is a plan for a governor to replace Rev Julie SEND discussed JR: SCR: I picked two people from the school's personnel files. One support staff member and one teaching staff member was checked. SCR has to be checked termly and the next visit will be in the Spring Term A Checklist from the Knowledge was used to check Everything that was asked Electronic encrypted SCR file. Back up Manual Of Personnel Practice followed. Personnel files checked against statements Full understanding of what has to be achieved.	SCR to be checked again during Spring Term. ST: PE Action Plan needs to be uploaded on to the website.

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20. Training	JR: If training has been booked and attended please inform KW	
21. Friends of HBT • Terms of Reference • AGM Minutes	JR: Having looked at website I feel that they may not be compliant. AGM minutes were taken and GD has requested them as they need to go onto the website. The Terms of Reference need to be published as well. The charity commission will help with this, if needed As the information on the Friends of HBT is on the school website, it needs to be compliant.	Clerk of Governors to write to chair of HBT and request as copy of the Terms of Reference and AGM minutes. These documents need to be on the website to ensure that we are compliant with the upcoming Ofsted inspection.
22. AOB	Thanks and Flowers presented to Rev Julie as it is her last meeting.	
23. Reflection		

Date of next meeting is

- Curriculum and Standards Committee Thursday 30th January 2025
- Pay and Personnel Committee Thursday 6th February 2025
- Full Governing Body Wednesday 27th March 2025

Meeting closed at 7:30pm