



## 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, 22/5/24, 17:15

Governors Present:

Mr Gareth Dee (GD)	Headmaster
Mrs Joanne Ray (JR)	Acting Chair, Co-opted Governor
Mrs Kate Walbyoff (KW)	Foundation Governor
Mr Rob Price (RPr)	Staff Governor
Mr Alistair Clifton (AC)	Parent Governor
Mr Dominic Chad (DC)	Parent Governor ( <i>scribing</i> )
Mrs Sarah Tilley (ST)	Senior Admin Officer

Apologies:

Mrs Joanne Hall (JHa)	Local Authority Governor
Mr Rob Perry (RPe)	Co-opted Governor
Rev Julie Howell (JHo)	Foundation Governor

Notes: Any questions asked need to be clearly noted along with answer. If people arrive late or leave early, a note needs to be made at which point and at what time during the proceedings they left or joined.

Item	Discussion	Action
1. Opening prayer	KW opened the meeting with a prayer	
2. Declarations of Pecuniary Interests	None were declared	
3. Apologies for absence	Apologies received and accepted in advance from Rev Julie, Jo Hall and Rob Perry	
4. Minutes agreed and signed and	Chair noted that previous FGB minutes identify DC as taking on the	

<p>any matters arising</p>	<p>Wellbeing Link role. Subsequent discussions have resulted in agreement that DC may take over Chair when JR steps down – this to be discussed further under AOB – and for Wellbeing to be treated as a full board matter.</p> <p>DC advised on previous discussion at C&amp;S Committee meeting earlier in the month, that there is a need to agree who in the staff team will take on the role of Wellbeing Lead.</p> <p>GD re-raised the question, previously raised at the FGB meeting of November 2023, over whether staff PPA cover may be taken at home as well in school.</p> <p>KW asked RPr whether he uses his full PPA cover allowance, as she already knows that GD does not. RPr discussed issues with using PPA cover at home – IT setup is inadequate for home working; generally everything that staff require is in the school building; other distractions at home – so PPA cover is usually taken at school but this causes its own issues, mainly around other staff wanting to interact when one is in the building.</p> <p>GD advised that report writing constitutes a very substantial job for teachers, so he has been devoting a portion of staff meetings to it and has scheduled half of the upcoming inset day as report writing time.</p> <p>ST advised that the school is in the process of looking for a new IT provider, and the hope is that a new provider will be able to issue the staff with licenses and keys to be able to access the school server from</p>	
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	<p>home. This will constitute an additional cost to the school but will, it is hoped, facilitate staff to make full use of their PPA cover allowances and positively impact their wellbeing.</p>	
<p>5. Finance &amp; budget</p>	<p>ST asked whether everyone had had a chance to look at the documents that she issued in advance of the FGB Meeting and invited questions from the board.</p> <p>KW drew attention to the large cumulative deficits projected for the year 2028/29. ST advised that these 5-year projections are generally of an alarming nature and highly inaccurate; Education Finance advise Finance Officers to only look at the 3-year forecast. GD added to this that, if we were to look at the same document from five years ago, the projected figures for 2023/24 would be equally alarming.</p> <p>ST and GD agreed that, following both the forthcoming General Election and the appointment of a new Headteacher for HBT, all of the financial projections for the school will look very different.</p> <p>Chair drew attention to the noticeable reduction in the “Hired &amp; Contracted” allowance from 2025 to 2026. ST explained that this is the PE budget – covering service provision and sports equipment – and that it is advised not to project beyond two years as the situation is subject to change.</p> <p>Chair raised the issue of IT provision, now that a new provider is required. ST advised that she has been approached by the Business Manager at Longparish school, who</p>	

	<p>has arranged for a group of four or five local schools to each approach one IT provider, in the hope that one such provider will be willing to service the group of schools at a reduced price. The HT at Longparish has offered to review the quotes over half term.</p> <p>KW noted that the KS1 maternity cover, SENCo and KS2 teaching vacancies have all been filled. General discussion around how the Apprenticeship allowance would be useful for funding the new SENCo's training. ST advised that there is a very specific list of training that may be funded by this allowance and it does not cover SENCo.</p> <p>ST advised that at next year's budget review, there will be a discrepancy between income and outgoings for Residential Activities – this will be as a result of the increasing number of Pupil Premium students taking part.</p> <p>KW asked ST and GD whether they feel there are any specific concerns with the school budget – they both answered that they have no concerns.</p> <p>Chair approved and signed the P&amp;P Committee minutes from the previous week, handed them over to ST, FGB gave their thanks to ST for her contribution and she left the meeting.</p>	
6. Vacancies on Board of Governors	<p>Chair advised that the two Parent Governor vacancies had both been filled following the call for applications, unfortunately one applicant subsequently dropped out, however there had been a late</p>	

	<p>applicant who was contacted and agreed to step in.</p> <p>The two new Parent Governors are Frances Munroe (FM) and Chris Parker (CP).</p> <p>In lieu of a current Clerk to the Board, Chair advised that she is going to have to investigate what are the requirements in terms of a Welcome/Induction Pack for new Governors. Chair advised that this will have to wait until the ongoing HT recruitment process is completed, due to the extremely heavy workload involved. Chair requested that, in the meantime, GD send out a welcome letter to the new Governors.</p> <p>Chair discussed new Governors' relative strengths arising from their application forms and proposed that FM should take on the Finance Link role, which RPe has been covering temporarily, CP should take on the PE Link role, and they should both join the C&amp;S Committee as it is a good environment for learning more about the workings of the school as a new Governor. These suggestions were fully supported by all present.</p> <p>Chair advised that it is a requirement for there to be a Cyber Security Governor on the board and she suggested that this will be a good fit for RPe alongside his Safeguarding role. Chair advised that the new role will involve RPe undertaking full training and that he must also check that his Safeguarding training is up-to-date.</p>	<p><b>ACTION:</b> GD to send out welcome letter to new Governors.</p> <p><b>ACTION:</b> Chair to investigate new Governor welcome/induction requirements, after completion of HT recruitment process.</p> <p><b>ACTION:</b> Chair to propose new Cyber Security role to RPe.</p> <p><b>ACTION:</b> RPe to check Safeguarding training is up-to-date.</p>
7. Headteacher's Report	KW noted the update on the new air-conditioning in Autumn class, which	

	<p>RPr advised is now installed but not electronically connected as yet. Electricians have been booked and, once their work is completed, there will be a final couple of hours of installation work before the system is up and running.</p> <p>Chair noted the figures around pupil migration. GD advised that he has invited parents through recent school newsletters, to inform him if they intend to remove their children to the Private Sector in the next school year. He has received one response from a current Y2 family, to say that they will be removing their child from Y3 during the 2024/25 school year.</p> <p>Board approved all planned off-site visits.</p> <p>Further discussion around staffing – GD advised that the KS1 maternity appointment is subject to receipt of references.</p> <p>GD explained his planning of inset days for 2024/25 and these were all ratified by the board.</p> <p>KW noted the need for staff RE CPD arising from the recent monitoring visit. All present agreed the proposal that Jane Kelly should attend a staff meeting to provide this CPD.</p> <p>GD advised that this year's Writing SATs are to be externally moderated by HIAMS to ensure quality of teacher's assessments. Moderation visit will take place on Friday 14 June. GD has agreed that Winter class student teacher is skilled enough to cover the class while Mrs Ellis is out of the room for the meeting.</p>	<p><b>ACTION:</b> Jane Kelly to be booked to provide RE CPD at a forthcoming staff meeting.</p>
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	Brief discussion of the plan for RPr to return to the role of Winter class teacher, allowing for Miss Kersey to start out in the school as Autumn class teacher, with RPr as her mentor. This plan has been announced to families in the recent school newsletter.	
8. School Improvement Plan	<p>GD advised that the revised SIP has been uploaded to the Governor Zone on the school website.</p> <p>Repeat of discussion from recent C&amp;S Committee meeting, around the focus on the Learning &amp; Teaching section and specifically the need to promote pupils' grasp of subject vocabulary.</p> <p>KW drew attention to the SIP's reflection that PSHE objectives are not being met, for which there are valid reasons. KW asked for guidance on what has been achieved in this area of the curriculum. GD advised that the curriculum is being delivered but not progressing. KW noted that this was something highlighted at the last SIAMS inspection. KW advised that the RE monitoring visit found the quality of the children's work to be of a good standard, but the RE section in the SIP is thin. GD recognised this and admitted that he hopes his replacement as HT will have some fresh ideas for reinvigorating RE provision in the school.</p> <p>General discussion around the remaining points in the SIP, no areas for concern.</p>	
9. Monitoring		
<ul style="list-style-type: none"> <li>Health and Safety</li> </ul>	<p>Chair advised that AC carried out his scheduled monitoring visit and submitted his report in timely fashion.</p> <p>AC advised that his visit highlighted a</p>	

	<p>couple of maintenance issues, all in hand and nothing that presents a danger.</p> <p>Chair requested that AC continue to visit and report once per term and AC confirmed that he will do so.</p>	
<ul style="list-style-type: none"> <li>Safeguarding</li> </ul>	<p>Chair advised that RPe submitted his report to her, but due to his shoulder fracture had to type it one-handed on a touchscreen. Chair will transfer the report into the appropriate monitoring form.</p> <p>Nothing to discuss.</p> <p>Chair asked GD whether parents may request to see their children's CPOMS reports – GD stated that he believes they may not see the Safeguarding information as this may constitute a safeguarding concern in itself.</p>	<p><b>ACTION:</b> Chair to transfer safeguarding report into monitoring form.</p>
<ul style="list-style-type: none"> <li>Data</li> </ul>	<p>Chair carried out a data monitoring visit and stated that it increased her own understanding of the data that she looked at with GD.</p> <p>Chair noted that in the case of pupils who are not achieving ARE, they are still making incremental progress.</p> <p>KW requested some sort of guidance document, to aid new Governors in understanding the Transition Matrices. GD gave a brief overview of how to interpret the matrices.</p>	<p><b>ACTION:</b> GD to consider producing Governors' guide to interpreting Transition Matrices</p>
<ul style="list-style-type: none"> <li>Wellbeing</li> </ul>	<p>Already discussed under section (4) "Minutes...and...matters arising."</p>	
<ul style="list-style-type: none"> <li>SEND</li> </ul>	<p>Chair advised that she is waiting until after half term to carry out the next SEND monitoring visit, to allow new SENCo time to settle into her role.</p>	



<ul style="list-style-type: none"> <li>Finance</li> </ul>	<p>Chair advised RPe did come in to conduct a Finance visit with ST, nothing to discuss at FGB and this role to be handed over to new Governor FM to take advantage of her relevant expertise.</p> <p>Chair added that, in lieu of a current Clerk, she is working to add as much as possible to the Governor Zone on the school website.</p> <p>Chair has uploaded all of the Committees' updated ToRs and most monitoring reports.</p>	<p><b>ACTION:</b> All future monitoring reports to be completed on the correct forms and submitted to the Chair within a week of the visit for inclusion on the Governor Zone of the website.</p>
10. Safeguarding	No other safeguarding matters not already mentioned in the HT report.	
11. Committee updates	<p>DC circulated C&amp;S Committee minutes prior to FGB, only one minor correction which has been made and no further questions arising.</p> <p>The three policies ratified at C&amp;S Committee earlier in May, have been amended as discussed, standardising layout across the board.</p> <p>Chair advised that P&amp;P Committee met and all LSAs and support staff have been reviewed.</p>	<p><b>ACTION:</b> DC to submit corrected minutes to Chair for inclusion on Governor Zone of website.</p> <p><b>ACTION:</b> GD to add latest updated policies to Governor Zone of website.</p>
12. Training	<p>KW outlined timetable for HT recruitment process over the next few days.</p> <p>Clarification sought as to whether RPr to be involved in ratification process as Staff Governor - RPr and GD agreed that staff input not appropriate.</p> <p>Brief discussion around practical setup for the next day's morning worship sessions to be led by candidates, and around logistical arrangements for the day generally.</p>	

13. Policies for approval	See (11) "Committee Updates."	
14. AOB	<p>Chair raised matter of Y6 questionnaire to be circulated to leavers in July.</p> <p>DC advised on the help available through Governor Hub and IGovS, for recruiting, training and mentoring a new Chair of Governors to take over when current Chair steps down. DC sought approval from board to initiate the process, to which all present agreed.</p> <p>Further discussion around advertising for clerk, existing adverts to be run out again.</p>	<p><b>ACTION:</b> Chair/GD to arrange Y6 questionnaire for end of Summer term.</p> <p><b>ACTION:</b> DC to initiate Chair recruitment process.</p>

Date of next meetings:

- Pay & Personnel Committee 5/6/24
- Full Governing Body 3/7/24
- Curriculum and Standards Committee 27/6/24