



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 18th September 2024 at 5:18pm

Governors Present:

Mr Gareth Dee	Headteacher
Mrs Joanne Ray	Acting Chair, Parent Governor
Mr Rob Price (RPr)	Staff Governor
Mrs Frances Monro	Parent Governor
Mr Chris Parker	Parent Governor
Mrs Caroline England	Local Authority Governor
Mr Rob Perry (RP)	Co-opted Governor
Rev Julie Howell	Foundation Governor
Mrs Kate Walbyoff	Foundation Governor
Mrs Sarah Tilley	Clerk

Guest Speaker: Mr Jacob Solomon Guest Speaker

Absent: Mr Alistair Clifton Parent Governor

Item	Discussion	Action
1. Opening prayer	Rev Julie opened the meeting with a prayer	
2. Mr Solomon to present short review of Phonics provision	<p>JS presented a short review. He explained that some children missed passing the Phonics test by a narrow margin. It has been a difficult and hectic year: Staff who were trained in phonics have left and a member of staff was signed off sick for some time.</p> <p>Yr 1's who didn't pass were not far off. Yr 2 should have passed. The pass mark is usually 32 out of 40.</p> <p>The way forward: Subject time for phonics as music provision frees JS up.</p>	Governor's to arrange a catch up monitoring visit in the Spring Term.

	<p>CP: Joined the meeting at 17.26 Working closely with GC and TP to train them up. Leadership training planned. Parents informed of phonics in Parents' Evening. Read Write Inc programme followed. The programme contains a lot of resources, which are supportive to both the teacher and pupil. All staff have the resources needed to deliver targeted interventions. Fast track tutoring: 1:1 for children.</p> <p>JR: Is this new? JS explained that it was there but we were constricted with staff shortages. Teaching staff and LSA's across the school have their list of children to target support.</p> <p>KW: Some older children are being picked up? JS: Yes, a Yr 4 child is receiving 1:1. Teachers working with JS to fill gaps. Teachers and LSA are informed how to use the programme tracker and resources.</p> <p>JR: How many children are SEN children? SENCo and GD are currently reviewing this.</p> <p>Rev J: How are you assessing progress? Every half-term children are assessed. ReadWriteInc have revised the way this is recorded and now use an online, quick to use document, rather than a lot of paper forms.</p> <p>Has GC worked with RWI before? JS: Yes but the scheme evolves quickly.</p> <p>FM: So a strong start in reception is needed? JS: Have walked around Spring class with GC checking children: sounds were checked and repeated many times.</p> <p>JS: The pace of learning is faster in Yr 1. The results should be much better this year. Plan to improve results.</p> <p>GD: There is no reason why children shouldn't make it. Having said that one child will not attain.</p> <p>JS: Will look at GC teaching and for TP time tabling and support both members</p>	
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	<p>of staff. Primarily for Yr 1 and 2. I want Year 1 to have a better outcome. Inset, at the start of term, was used to train LSAs in phonics. Yr 3 and Yr4 brought into this as some children didn't pass in Yr2.</p> <p>GD: We are supporting them and other children will benefit from extra support in Autumn Class.</p> <p>JR: We should expect HBT figures to be above the national average for phonics this year, we are aspirational for our children.</p> <p>JS: Interventions are being logged and checked.</p> <p>JR: Governors to touch base later in the year.GD agreed</p> <p>JS left the meeting at 17.39</p>	
3. Declarations of Pecuniary Interests	None. New sheet has been signed by governors	Clerk to give to school office to scan and file
4. Apologies for absence	There were no apologies. AC absent	
5. Election of Chair Vice Chair And Resignations	<p>Resignation: DC. JR: This is very sad as he was an excellent governor with regard to the Curriculum & Standards Committee.</p> <p>JR: Elect Chair and vice chair.</p> <p>JR: Will cover until December</p> <p>Seconded by KW</p> <p>Vice Chair: KW seconded by JR, RP</p> <p>JR: We need someone to drive the Curriculum and Standards Committee.</p> <p>CP to Chair and FM (vice chair)</p>	<p>JR: Chair until Christmas</p> <p>KW: Vice Chair</p> <p>CP: Chair Curriculum and Standards</p> <p>FM: Vice Chair Curriculum and Standards</p>
6. Terms of Reference	<p>Inherited: TOR Safeguarding Compliant GD</p> <p>The Knowledge not on the website</p> <p>Cross through and put the Knowledge</p>	
7. Review of the committees: Curriculum Pay and Personnel	KW/JR: H&S no communication regarding this. This visit was completed on 9 th May 2024.	AC to send monitoring report to Chair
8. Minutes from FGB 3 rd July 2024, agreed and signed:	<p>CP and JR: Asked about the Sports Premium Policy. RPr and ST will be working on this.</p> <p>GD suggested that this be completed</p>	CP to visit RPr and ST

Any matters arising	before half-term. JR will be visiting.	
9. Review of Trust Deed and Christian Vision	JR: Nothing has changed in this document. Trust Deed reviewed and agreed along with Christian Vision	
10. New Calendar Dates	GD: The first Curriculum Committee date needs to change as GD and RPr are on the Residential at PGL Osmington Bay. New date: Wed 13th November at 5.15pm. JR: we need to establish who is on what committee. JR: We are a Parent Governor short KW: Request will go out for a new Parent Governor ST to send out letter.	List of Governors and their responsibilities to be completed. ST: Parent Governor recruitment
11. OfSTED - Training	JR: Thank you to all governors have signed up for training. JR: Ofsted visits which occurred between 2013-2015 will be carried out by Summer Term 2025. The Ofsted inspection framework has now been updated. JR: Emphasised that attendance was required for this training session. You will gain an understanding what is expected of you. Ofsted will now only ring on a Monday if they are visiting during the week. JR: Information and updates are slowly coming through.	Whole Governing Body
12. Governor Training – sign ups	JR: If you can sign up for training please do, as the more you are aware of governance the better it is for us as a governing body. We have the Hampshire Training package. We subscribe to The Knowledge which contains useful information. KW: If you book training inform KW as a record is kept. JR: Ofsted will look at Governing Body and there is work to do. We are required to produce figures and give reasons why members of the Governing Body don't attend meetings.	KW: recording training taken

<p>13. Governor Strategic Plan 2024 2025</p>	<p>JR: This is the first time we have drawn a Governor Strategic Plan. We will use this as guidance as to what we are doing this next academic year. The plan has been broken down into terms. We will focus on this year first. The Governor Strategic Plan usually follows a three year plan and will do so in the future.</p> <p>KW: This is to be read along with the Governor Code of Conduct and will help us focus on key priorities.</p> <p>FM: Maths: how do we track progress in autumn term?</p> <p>Maths data will be shared at the Curriculum committees.</p> <p>Sign sheet with what you have read Kcise etc</p>	
<p>14. Finance</p>	<p>JR: The time periods on the report go from 1-15, why is this?</p> <p>ST: Period 1 is April (new financial year). We go from 1-12 for the financial year. Period 13 will let me see the whole year after 31st March of that year so I can see income/expenditure for that year.</p> <p>JR: Support Assistants?</p> <p>ST: Coding error. I will need to ask IBC to rectify. I used the incorrect GL code.</p> <p>JR: Temporary Caretaker. How much will the over spend be?</p> <p>ST: Unable to forecast this at the moment due to the sick note being a long term one and at the moment it covers EO'R until the end of December 2024.</p> <p>JR: Fixtures and fittings. What is covered in this GL code?</p> <p>ST: Basic repairs such as door handles.</p> <p>JR: It is showing overspend?</p> <p>ST: Plumbing expenditure is taken in the background by HCC contractors. I have been told by other Admin Officers to contact Tews direct as they are more economical.</p> <p>JR: IT services: How much will this cost?</p> <p>ST: Drift IT Services are supporting us now. I can't give a definitive figure at the moment as I requested IT support for</p>	<p>ST: Compile a report on the cost of IT Support for the school.</p>

	<p>technical issues to start off with. We will receive a report from them which should indicate what condition the IT equipment is in shortly. I will report at the next meeting the costs of Drift.</p> <p>JR: This will be much more expensive than Harrow Way as Drift is a commercial company.</p> <p>KW: Breakfast Club: Where are you showing the expenditure for this?</p> <p>ST: I am using GL code 4641 for the food. I will need to adjust this in the budget revision exercise.</p> <p>JR: Residential: Do we have children who need help?</p> <p>ST: Yes, about 5. Some qualify for pupil premium.</p> <p>ST: What is the criteria for Pupil Premium?</p> <p>ST: FSM, Services Child, Looked after I have shown less income expected for this residential.</p> <p>FM: Where does the Friend's money fit into all this? Do they have restrictions? Angel's list/letter?</p> <p>GD: The treasurer produces a spreadsheet at the end of the year which is published so it is a public document.</p> <p>JR: There is a limit of how much money can be held.</p> <p>GD: The Angel's list is a wish list and it usually goes out in July.</p> <p>GD: The friends are very supportive and pay for music provision; L2Me which also frees teachers up for their subject time. They have also paid for the Early Years resources in the playground.</p> <p>KW: A few years ago it was suggested that the children's toilets were refurbished. Why has nothing happened?</p> <p>GD: This is due to the costs being so high. We raise this issue with our Property Officer and we have been told that the toilets have to be much worse than they are now before they will be addressed.</p>	
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<p>15. Headteacher's Report</p>	<p>GD: I hope you have all read report? Any questions?</p> <p>JR: Have all teachers had safeguarding training?</p> <p>GD: GC, AH & AK will receive training.</p> <p>KW: What about the CP child?</p> <p>We don't have a CP child now as they have left the school and all records have been transferred to the new school.</p> <p>Annual safeguarding report from Headteacher will be shared with the Governing Body in November meeting. Something that is being done already has to be presented to the Governing body: it is an audit and has to be shared.</p> <p>JR: RP will be questioned with regard to this by Ofsted</p> <p>We will cover this in November.</p> <p>Breakfast Club is now up and running with a small number of pupils.</p> <p>Parents' Evening will take place on 22nd and 23rd October:</p> <p>JR: We have always been represented at these. Who will represent this time? RP will, along with Rev Julie attend on 22nd</p> <p>CP asked what is required?</p> <p>JR: This is a link between Governor's and parents. Catering staff provide taster meals! CP will do 22nd October.</p> <p>JR: Celebration assembly needs to be delegated. The nominated Governor will need to be at school for 2.30pm</p> <p>Who will take this on?</p> <p>CP: will and FM agreed to undertake this.</p> <p>FM: Will co-ordinate via email.</p> <p>GD: Couple of amendments to CPD: RPr and GD attended a course/project which was Yr 6 data intense. The Project is planned to be 6-8 sessions long. We were invited to attend as our data is flagging up a few questions. This is aimed at analysing data and targeting support accordingly.</p> <p>GD posed the question of whether this data was if cohort specific or reflective of our teaching.</p> <p>CP questioned Data: 2022 first</p>	<p>GD</p>
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	<p>assessment which was low. Last year was phenomenal, this year not so. At the moment our data isn't indicating any trends. Reading information evening is on 30th for parents JR will attend this Data is compared locally and nationally and will be published in the schools IDSR, in November. Attendance: CP asked how do we compare to other schools? Many schools are using Arbor; our attendance is high. GD explained that the DfE site for attendance filters certain groups of children. CP: ST and JR confirmed that that the Policies mentioned were sent out via email. Rev Julie: Child protection what has changed? GD not many changes. KW: Are we keeping RG as a DDSL? GD: Yes, she is currently on maternity leave and is still a member of our staff team. GD: On 'keeping in touch days' we will visit Cpoms. KW: County Lines: this issue is now with primaries? How do we carry out supervision of children on break times? GD: All staff have been trained to be vigilant. Staff supervise, are aware of what to look for with regard to local dog walkers. CO has carried out risk assessments with regards to children and the local community using the field for dog walking. The field is a public area. There is a Risk Assessment for the playing field. Acknowledge it is a potential danger Risk assessment does this KW: Do we reflect dog waking is picked up in the risk assessment? Yes. KW: If child runs away from site what do</p>	
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	<p>we do?</p> <p>Don't approach the child, phone parents, official recommendation is to phone police. The Police aren't always able turn up as they can't do anything. We let parent know if the child has left the site without permission.</p>	
<p>16. Safeguarding – KCSiE 2024</p> <p>Any other safeguarding matters arising which are not in the HT Report.</p>	N/A	
<p>17. School Improvement Plan (SIP)</p>	<p>SIP not on Governor area of website yet. A lot has happened. Data priorities have changed and this plan reflects a change as GD didn't leave at the end of the Summer Term.</p> <p>GD: Receiving advice from Nicki Rickman and Rebecca Vickers (LLP and Maths HIAS Team)</p> <p>Maths is being pushed to support children who are not on track to make ARE</p> <p>Objectives: the main objectives on the SIP are: outcomes, learning environment and task design.</p> <p>Early years data was good last year</p> <p>Phonics not so good</p> <p>Yr 6 writing and maths not good. The school needs to establish if this is the way it is taught or whether it is cohort specific.</p> <p>Ongoing assessment: Assessment for learning should be used to identify children's next steps.</p> <p>Learning environment being accessible to children to support learning.</p> <p>Rev Julie: Is the equipment fit for purpose?</p> <p>GD: The children do need to be taught how they are used.</p> <p>Rev Julie: Teaching appears to have gone full circle.</p> <p>GD: The needs to be a focus on 'less is more' for writing and maths work needs</p>	<p>GD to upload the draft SIP to the Governor Zone for input.</p>

	<p>to be carefully sequenced to ensure progress and to build confidence.</p> <p>JR: to come in again after Christmas</p> <p>Outcomes emphasis on maths and writing</p> <p>KW: Moderation of writing SATs?</p> <p>Writing judgement is a teacher assessment. These judgements were moderated and all agreed.</p> <p>Rev Julie: Where are Yr 6 in maths? GD: RPr is conducting initial assessments which are flagging up many gaps in prior learning these will need to be addressed quickly.</p> <p>GD explained that Covid may have affected some early learning in Maths and Writing.</p> <p>KW: Has our Senco started her qualifications? Signed up will start the course in October. SENCo NPQ is now the new qualification.</p> <p>Rev Julie: What has happened to the target for spirituality?</p> <p>GD: This isn't a priority for SIP at the moment. The target was removed as little action had been taken towards achieving this aim due to staff and governor absence.</p>	
18. Governing Body Action Planning		
19. Wellbeing Feedback from Y6 leavers questionnaire	<p>FM met with 11 children who were lovely to meet and they said that overall, they enjoyed their time here. This was said with no hesitation.</p> <p>There was no negativity with reference to Group Intervention</p> <p>A point for consideration is that maths resources are great but this isn't replicated with the English resources.</p> <p>Another observation: A couple of children worried about friendship issues as when a friend had left the school, they had struggled.</p> <p>RPr: More children left this year group than any other time.</p> <p>FM: be aware of mental health issues when this happens</p>	

	Really great group very chatty. Children who were new to us really liked our school.	
20. Prospectus	AC not here so this will be discussed at another time.	
21. Home School Agreement	RP: Left the meeting at 18.50 JR: Draft Home School Agreement: This should go home annually for every child. Child has to sign. Reception child's parent signs on their behalf JR is concerned that social media during the last academic year was not positive. Parents need to understand that they are responsible for what they post. The Home School Agreement will go to children annually.	ST to send out
22. Updated Calendar	Adjustments were made	
23. Vacancies on Board of Governors	Parent Governor Vacancy Co-Opted Governors x 2	ST to send letter to parents
24. Health and Safety	We are awaiting AL's report	
25. Monitoring: Governors to share updates and experiences on monitoring they have undertaken	KW: What is the best way to carry out monitoring visits? GD replied that it was best to email him.	
26. AOB	SEND increased nationally Demand is growing. SENCo has to prioritise her workload as she is only in for one day a week. GD explained that it is all about managing expectations. Work load of SENCo needs to be considered. RPr: LSA down already. Staffing impacts interventions. Small school one staff member is off and the ripple effect is awful. CP: Is the school going to look at how After school clubs are booked to ensure it is fair? Does the school have any plans to extend provision? Booking system will be changed to a paper	New format for allocating clubs will be in place for January 2025

	<p>based system in January 2025. There are no plans to extend provision; this was discussed at length in the FGB in November 2023.</p> <p>CP: club subject too many sports GD: These clubs are selected by the teachers who give up their time to lead something of their choice.</p> <p>JR added: When parents sign up to HBT they are aware that we do not offer anything other than the school day and from this term, Breakfast Club. We looked into After School Wrap Around Care thoroughly and spent many hours during the last academic year researching but at this present time it is not financially viable. Parents were sent a letter to explain the situation so are fully aware.</p>	
27. Reflection		
<p>28. All governors to sign to say that they have read:</p> <ul style="list-style-type: none"> • KCSiE • Governor Strategic Plan • Governor Code of Conduct • Governor's Impact Statement 		<p>Governor's to sign to indicate that they have read the policies.</p>

Date of next meeting is

- Curriculum and Standards Committee 13th November 2024
- Pay and Personnel Committee 14th November 2024
- Full Governing Body Wednesday 20th November 2024

Meeting closed at 19.50.