



Agenda for Full Governing Body Meeting (Resources/Strategy)
Thursday 21st March at 1800
At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair) (virtual), Mark Watkiss, Guy Ladenburg (virtual), Matt Darby (virtual), Kelly Hanlon (virtual), Susan Coulston (Finance), Marina Slaney (Clerk).

Apologies: Jo Burgess (Vice Chair) Caroline Crowe (Lead of Strategy), Marishelle Butler, Dominic McGrath.

2. Declaration of interests in agenda items (All)

None.

3. Approval of minutes from last meeting (JM)

Approved. JM to sign when next in school.

4. Actions update and matters arising (JM)

ITEM	ACTION	WHO	COMPLETED
4	MS to change the date on Whistleblowing Policy.	MS	Yes
5	AC to ascertain what part of driveway School/Hampshire owns.	AC	Pending – AC emailed Jo Cowmeadow waiting to hear back.
6	AC to look into the contrast as to why Hambleton is second highest on DfE in contrast to Hampshire one where halfway or below re. services on supplies.	AC	To follow
6	MS to ask Finance Offer at Sheet Primary re. how they generate income.	MS	Yes (see below)
6	AC to look into reasons for the high cost of IT learning resources.	AC	See below
6	AC to find out cost for local schools on cleaners.	AC	To be discussed at next meeting
8	Add 'full childcare provision' on next agenda as AC will need to get more information.		Discussed below



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10	After staff wellbeing training CC to discuss with AC and bring back to Governing Body.	CC	To discuss at next meeting
11	MB to do training report with actions included for governors to see.	MB	Carry forward
11	Driveway/uneven path - AG to put sign for visitors to be aware of uneven path. AC to find out who is liable if anything happens and insurance details.	AC/AG	See below
14	Advert to go out re. co-opted Governor vacancy. JM to discuss with AC.	AC	Advert sent to Hambletonian (published in April/May)
14	DMCG to look into equipment for meetings for with aim to be sorted ideally for next meeting.	DMcG	To be trialled at tonight's meeting
15	Suggestion made for MD to shadow CC on governor visit.		On-going

MS spoke to Finance Officer at Sheet Primary regarding how they generate their income. The following points made:-

SCITT – Headteacher is an advisor.

Have students from universities which provides income.

'Friends' fundraising – receive approx. £10,000 a year.

Have external breakfast and after school club. Receive 5% of income.

Under item 6 in action points – high cost in learning resources – this is due to coding software is placed under IT software whereas some schools place under educational resources.

Under item 11 in action points - uneven path – emailed Jo Cowmeadow but not heard back. AG put signs up and sprayed yellow. The bit crumbling is not more uneven than anywhere else on playground. Does not stand out as worse than anywhere else as all uneven.



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5. Finance (SC)

- Budget Update 4

Questions sent in advance from JM, as follows:-

Q - Explain the variances for:

Support assistants

A - 1 LSA contract finished on 18th February but admin error on IBC meant she was paid for the full month. This will be rectified.

We also appointed an LSA for a child that wasn't budgeted for in November (this child has since left)

Supply teachers (the budget was revised in November but is now almost back to the original budget)

A - We did not anticipate how much we would use Katy and she was used for Owls cover
Supply teacher agency

A - We used supply teacher agency to cover Owls class until 18th February

You will see there is an underspend of £8907 for teachers as no teacher pay from 1st January to 18th February until Alex Frost started.

Q - How is the staffing budget looking for the year ahead with our new teacher joining in September? A - It will be more than this year as new member of staff is on UPS scale. We also have budgeted for a current teacher to cross on to the UPS scale. It has been budgeted for.

Q – Explain variances for:

7212 Residential trip charges. A - Due to Sustainability Centre July 2024 – majority of payments not in yet.

4878 Hired and contracted services (curriculum) A - Swimming was overbudget due to coach costs £2442, Occupational Therapy costs for a child, we will be receiving funding for this. CM Sports Spring 2024

5414 Day activities A - Tudor House was not planned in November.

Q - When do we plan to spend the carry forward for the IT equipment? A - Early in the next budget year.

AC had a meeting with Ed Battison yesterday to discuss updates.

EFS recommend that the budget is looked at with CFR codes, suggestion discussed as this allows governors to look at budget in simpler detail. All agreed to do this going forward.

- SFVS approval – Finance lead, JM, met AC prior to the meeting to review/complete the document.



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JM asked the following questions at this meeting:

Question 8:

Where are the Disaster Recovery and Business Continuity plans and are they reviewed annually? AC showed JM the documents and confirmed they are reviewed annually.

Does the data that is backed up daily include the single central record?
Yes, it does.

Question 13:

Is the carry forward below 8% as we have our IT spend to carry forward? Yes.

SFVS – vote made and all happy to approve and submit it.

6. Headteacher's Report (AC)

Staffing Update: Currently no changes.

Number on Roll/PAN - 106 pupils on roll. 4 children left recently, 3 moved to another area and 1 moved to be nearer to family. However, have also gained 4 new pupils.

Classes as follows - Year R – 13, Year 1 – 17, Year 2 – 16, Year 3 – 19, Year 4 – 14, Year 5- 15, Year 6 – 12.

Robins – 21, Kingfishers – 25, Owls – 33, Ospreys – 27

Received application for 1 pupil to start in Year R and is coming for a tour tomorrow.

There are 12 first place applications for Year R next year. Offer letters go out at Easter.

There are spaces available in Years 4 and 6.

NOR figures are looking better than predicted and figure for September 2024 currently stands are 107.

Attendance

National Data for Spring 2 is 93.7%. Hambleton currently stands 1% below national average at 92.7%.

Of the 5 pupils below 80% the reasons are as follows:-

1 EBSA – referrals, etc.

3 School Transport.

1 Newly joined, medical.



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There are 9 pupils below 90%, 1 pupil is on 89%.

Robin's attendance has gone up since spring, Kingfishers and Owls has gone down slightly, Ospreys has dropped the most, but still only 1%

Please see Confidential Minutes

At recent District Heads meeting were informed of new guidance coming out. From next academic year school will have to put forward to local authority children who have had 15 days of illness. This will be interesting to see as there are some children who are absent due to illness a significant amount.

Quality of Education

Following points raised:-

Focus on modelling – seeing more of and impact of this came from LLPR feedback however there is still more still to be done. There has been focus on 'I do we do' approach.

Task design matches learning objectives and clear scaffolding in place through learning walks was clear.

Focus on presentation – improved care/pride in work.

Quality of teaching is judged to be good. There is one teacher left to work with Sarah Sedgewick.

Better use of assessment for learning being seen.

Children are able to talk about how they get feedback.

The staff manage challenges that individual children bring really well and that their needs don't impact on the rest of the children in class.

Children were clear on the work they needed to do and we could see how assessment for learning from the previous day had been used to make decisions about starting points.

KA and AC went on a course on SEND and law, feel more equipped now, really useful course.

7. LLPR Visit Summary (AC)

To be looked at next FGB meeting once received report.

8. Data Drop (AC)

- Data discussion and analysis

Questions from JM:-

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- Q. Given the SEND progress is good, is the below expected percentage for attainment what you would expect and if not what more can we do to improve SEND attainment? A - It is what we would expect for the nature of SEND that our pupils have.
- Q. Similarly, low attainment for maths in Year 6 is 17% compared to 8% for reading and writing. How are we going to improve the attainment of these children up in time of their SATs? A - This is 2 children - one with SEND who is making good progress but working behind peers and the one who has been off since before half term. We are not expecting these two to reach ARE.

Discussion about format of data provided – JM commented that data was great and looked well presented. Graphs (from Insight) were included, and all agreed summary was helpful.

9. Wrap around care update (AC)

Peter Cooper – spoke about survey and looks to be demand there. Funding was discussed at last meeting and that it can be applied for between Easter and May half-term with notification of outcomes in June. Application form has not been released yet. Ideally would like to get after-school care option available by September however there quite a few steps to arrange before - staffing and recruitment in particular. Q – *Is school going to use private provider, or run it in house?* A – AC asked current staff, however no-one available or wanting to take this on board.

Peter Cooper informed Headteachers a little more about what funding would look like. There are fixed hourly contributions for after-school/breakfast clubs. There will be 20 or more additional spaces for funding – do not have to have 20 to receive funding.

Funding cannot be used to prop up existing club.

Would be eligible for funding – just under 30K for first year and 15k for second year; approx. 44k for two years.

Capital funding is also available of under half a million pounds – it could be small adaptations for wraparound care, storage, toilets, additional space etc.

Need to complete application for funding and decide if want to go provider led or staff led. There is nothing to organise in terms of insurance – this has been checked with legal team.

AC was hoping it would be school led as profit would be higher but on flip side would have to cover staff shortages etc. Regarding current staff it was added that generally LSAs work mornings only therefore to come back after school would be difficult and between 3 and 6pm is a difficult time for teachers as they have work to do.



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The question has not been asked to parents yet if there is any interest in staffing it and was suggested to place small article in Hambletonian that looking for two people to run after-school club between 3 and 6pm.

Suggestion made to approach cricket club re. overseas players, perhaps in the summer term.

Action: AC to send details re. staffing club to MW so can forward to cricket club.

Q - Do we then promote other clubs? A - It might mean not using other clubs like we do.

Agreed to put an advert out and see what interest is received.

10. Governor Visits (AC)

Safeguarding visit – MB visited school and spoke with AC, children and staff and also completed SCR check. Talked to children about how safe and secure they feel – main response was that they could turn to staff if worried about something and could name them. Spoke to staff about CPOMS and using safeguarding knowledge to recognise signs in children.

MB and AC speak regularly, and any updates are discussed.

MB also completed a learning walk with Andy Goodall for health and safety but spotted posters, of who would need to contact beyond school staff.

Safeguarding audit – **Action: AC and MB – to look at section of safeguarding audit and actions and then review it at each meeting.**

Pupil Enrichment - GL to look at dates for visit and will get in touch with AC.

11. Governor Training (JM)

Governor training plan – JM encouraged governors to look and book on to sites.

Governor training policy – approved by all.

Staff wellbeing to move to next FGB meeting.

12. Governing Body business (JM)

Co-opted/staff governor vacancies - advert to be placed in Hambletonian's next edition.

JM signed up for Inspiring Governance, trying to find more two co-opted governors.

Staff Governor to replace Andy Goodall – **Action: AC to put message out to staff re. Staff Governor vacancy**



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Document storage – It was noted that Hampshire Services for Schools meeting storage will not be sufficient. Question asked to all if happy to keep on school website with advantage is that it is all there in advance of possible OFSTED. All agreed.

13. Approving INSET Days 24/25 (AC)

Following days suggested - 2nd and 3rd September 2024, 14th and 24th February 2025, 30th June 2025. **Action: All happy to approve INSET days. AC to send dates to parents/carers.**

14. Any Other Business (JM)

Change of date to July meeting. **Action: MS to send suggested dates for last meeting of academic year - Wednesday 10th July or Thursday 18th July - to Governors by email and will go with majority.**

15. Date of Next Meeting (JM) Thursday 16th May 2024 (Resources)

Item	Action	Who	Completed
9	AC to send details re. staffing club to MW so can forward to cricket club.	AC	
10	To look at section of safeguarding audit and actions and then review it at each meeting.	AC/MB	
12	AC to put message out to staff re. Staff Governor vacancy	AC	
13	All happy to approve INSET days. AC to send dates to parents/carers.	AC/MS	
14	MS to send suggested dates for last meeting of academic year - either Wed 10 th July or Thurs 18 th July - to Governors by email and will go with majority.	MS	