



Minutes of Virtual Full Governing Body Meeting (Resources/Strategy) Thursday 8th February at 1800

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair), Jo Burgess (Vice Chair), Caroline Crowe (Lead of Strategy), Dominic McGrath, Marishelle Butler, Guy Ladenburg, Andy Goodall, Matt Darby, Marina Slaney (Clerk).

Apologies: Mark Watkiss, Kelly Hanlon.

2. Declaration of interests in agenda items (All)

JM to step out during agenda item re. SLA.

3. Approval of minutes from last meeting (JM)

Approved. M to sign when next in school.

4. Actions update and matters arising (JM)

ITEM	ACTION	WHO	COMPLETED
6	AC to send report by email with option to ask questions at next FGB meeting in February.	AC	Completed
6	Curriculum document Action: Similar documents for EYFS, Maths, Reading and British Values will also be created and will all be put in one place. AC to upload to new system once up and running.	AC	Document for Ofsted folder – ready just need to be uploaded
8	AC to send survey re. after school club to parents/carers in January.	AC	Completed
9	MS to update website, Governors who have not yet updated bios to send to Marina. Noticeboard to be updated too.	MS/Governors	AG to send bio to MS
11	MW AC and JM to talk about finance going forward	MW AC JM	Postponed
13	Policies - MS to update them on website and confirm at next meeting. MS to send JM policies list.	MS	On-going

Whistleblowing Policy – approved as part of MOPPS – **Action** - MS to change the date on Policy.

CC joined at 6.12pm



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Breakfast Club – Prices were increased in January and new system introduced for booking. Prices of other schools were looked at and realised that our prices were cheaper therefore adjusted accordingly. There is also no choice now to have without breakfast. There have been no comments made by parents re. increase in cost and numbers are steadily increasing. Finance of breakfast club will continue to be looked at in budget.

5. Finance AC/JM

- Budget Update

Following points made by SC:-

YTD committed spend variance should be around **16.67%**

- 16.52% for staff

Overspends on

- Casual staff – breakfast club from Jan £368 monthly not budgeted
- Supply teachers – mainly to cover Owls class
- Supply teacher agency – Katy Angio to cover Owls class

To summarise

- Our annual budget currently shows a surplus of £13,149
- We are predicting to roll over £68,962 at year end.

Questions from JM sent in advance as below:-

Q - Please explain the 5K outturn variance forecast for teachers? A - JM is comparing £323,283 November revised budget figure against the original budget of £318,531 - approx. £5K difference. This was due to the difference in pay scales between the Owls and Kingfisher teachers that left in August and the new teachers starting in September

Q - Please explain the variances for catering costs and cost of meals provided?

4641 **Catering provision** = there is a variance of 19.76%. This is inset days/breakfast club provisions and we still have budget to spend.

4663 **Cost of meals provided** = recharge for paid meals from HC3S + Cool Milk charges for FSM milk.

- This figure is always changing and **today the variance is 16.75%**.
- The important thing is that it matches ok with GL 6726 which is our meal income, which it does. And that we do not have any large dinner money debts.
- GL4663 is the recharge for paid meals balanced by GL6726 dinner money income
- GL4663 is also milk provided for FSM children balanced by pupil premium money

Q - What is the apprenticeship levy spent on and why is there a variance? A - Mandatory levy. We aren't in control of when they take it out. not sure about variance

- The apprenticeship levy is something we have to pay by law. We pay 0.5% of our annual pay bill.
- The amount we pay monthly is driven by our staffing budget and will go up and down depending on staff changes/budget revision/vacancies on budgeting tool that haven't been filled yet etc.



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- The variance has already changed since the report was printed off and is today **17.41% (it was 25% when the report was printed for Governors)**

Q – There was a significant budget for IT this year and it appears only a fraction has been spent. Is it still hoped to buy tablets? A – Will be carrying monies over, the teacher who is starting in September is a former IT Lead. Looking at chrome books versus laptops. Less of a change/training costs if we go with laptops but they are more expensive. As we won't have spent the allocated money this budget year, this may make it look like we have an in-year deficit next year but this will be off-set by a bigger carry forward from this year.

- Discuss and agree priorities for the next year

Following points made -

AC in communication with Jo Cowmeadow, looking at toilets off Kingfishers class however this would be undertaken until over summer holidays – part of capital budget.

Staff training for subject leaders

Will be focussing on IT.

AG mentioned tarmac on driveway to school. MB said that was bought up during Health and Safety visit yesterday. The cost for repair will not be cheap, discussion will be had between AG and AC. Part of it is owned by school, part by Hampshire. **Action:** AC to ascertain what part School owns.

- Discuss predicted pupil numbers and impact on budget

NOR – 108 pupils at the moment. 3 pupils are leaving but another one joining so will be 106.

Predictor for September is 105.

Applications are in for September 2024 – 12 first place ones. There is often some 'movement' in this therefore cannot guarantee anything. Some children end up going to private school. 12 pupils in Year 6 will be leaving at end of academic year.

6. Financial Benchmarking (AC)

Documents distributed to Governing Body in advance for their information.

One is Hampshire Comparison Tool, the other is DfE one.

Questions from JM sent in advance as below:

Q - Our cleaning and caretaking costs are high compared to the other schools in the comparison at £15.4K. I see in the budget that cleaning services are £14,461 plus an additional £1559 for cleaning materials (with a 19.76 variance for January when it should be 16.67). When is the last time we reviewed cleaning costs and are there any reasons that might explain why our cleaning costs should be higher than the other schools? Does the £15.4K include caretaking costs? A- We have two cleaners for two hours a day, costs stand out as substantially different. Caretaking is on a different line, comes under premises staff. **Action:** AC to find out cost for local schools on cleaners.

Q - The other schools are self-generating more extra income than us. I understand this may be because they have wraparound care. How much can we generate once we have our wraparound care fully in place and how can we ensure our income is on a par with the



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other schools? A - Not known at the moment, will depend on uptake and if we need one or more staff members, less strong PTA.

Q - We have the highest number of FTE TAs in the comparison. How are they being used so we get value for money? A - This is due to higher SEND needs as reflected in funding received. 2 FT SNAs for 2 specific children. These staff will also either work with their children in groups as well as individually or mix in independent activities to then support other children as appropriate. This allows our SEND pupils to work independently and in groups which are two skills we feel are important to their development. Our SEND pupils make higher than national and local authority average.

Comparison tool – services on supplies, Hambleton was the second highest on DfE document in contrast with Hampshire one where half way or below. **Action:** AC to look into this.

Q - Hampshire one – bought in services for curriculum higher on this - is that sports and music provision? A - No I believe it is HIAS.

Q – Self-generated income for Hambleton Primary is much lower than other schools? A – Curdridge have a successful after school club, hopefully something Hambleton can improve on. It was suggested that it is worth exploring with other schools whether it is just wrap around care or other things to help generate income Hambleton is well below.

Action: MS to ask Finance Offer at Sheet Primary re. how they generate income.

Hambleton high on IT learning resources – **Action** – AC to look into reasons for the high cost of IT learning resources.

7. Headteacher Report (Written) AC

0 incidents under Behaviour and Attitudes. Q - Can we ensure we would be picking them up? A – Yes would be picked up from CPOMS.

It was added that interviews were held for teacher to start in September. Two rounds of advertising undertaken. First one not successful so then increased role to UPS and received the strongest number of candidates in a long time. Successfully appointed Amy Turner.

Question from JM

Attendance - What are the reasons for the three children being on 89% and how can we help improve their attendance? A - 1 is holiday - unapproved; 2 are illness. Promote importance of regular attendance, signposts to NHS can my child go to school, unapprove 'tiredness'.

Hambleton have recently had more children join 'in year' than ever. It was explained that if children who joined recently are on low attendance, if only miss one or two days will look worse as not as many sessions in total compared to pupils who been at Hambleton since September.

Q - Safeguarding – Are we confident that CPOMS is up-to-date on everything? A - Yes half termly DSL meetings go through it, check actions that have been added and if anything needs to be chased.



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Change of Order

9. LLP Monitoring report (AC)

There has been a delay in getting report from visit in November, where MB, JB and JM attended meeting.

Q - Did you have any feedback on support continuing going forward? A – It is decided in March (19th) whether more support will be given.

Questions in advance from JM below:-

Q – “Leaders identify that although year group expectations and non-negotiables for grammar, punctuation, spelling, handwriting, and times tables are in place, these are not consistently upheld in lessons and therefore there is a need to catch up on these areas as children reach upper Key Stage 2.” Which year groups does it apply to and do we know why? How do you manage expectations when classes are mixed years? A - LWs/Book Looks show evidence in all year groups, discussed non-negotiables now visible non-negotiables on display including previous year groups. Explain how we teach mixed years.

Q – “The use of other scaffolds to support children in their independent learning has begun but is not yet embedded. Although some scaffolds are in place, these are not well positioned within the classroom and children are not accessing them to support learning. Other scaffolds available are overly complex and result in children being unclear of their purpose. This is also apparent within books where evidence of feedback is limited.” Is this happening across all classes or is it relevant to a particular class and how is it being addressed? A - Feedback is varied by class due to age-range, staff meeting to discuss approaches and agree on consistencies, updated Hambledon Way and distributed to staff. Follow-up learning walks to monitor planned for Spring 2. Staff meeting time to plan for scaffolds in pairs. Book Look to monitor completed in Spring 1 and learning walk with Sarah P, staff cpd on scaffolding in Spring 1.

Q - "Teachers are less confident when articulating how the curriculum builds over time within lessons and therefore are not communicating the links strongly enough to pupils. As a result, pupils are also less sure when making connections between their prior learning and their current learning and are not demonstrating that they are remembering knowledge they have been taught. This is an area that requires stronger focus next term." Does this apply to all classes/subjects or a particular one? How is it being addressed? A - From the visit, this was evident in Art although children could talk about their Learning Journey and this was evident in sketchbooks viewed. As a group of subject leaders though, we found in previous monitoring that this is not limited just to art. Subject Leader rehearsal conversations due to take place in Spring 2, WAGOLL subject leader reports will be looked at. Reflected on impact of pupil sheets, will monitor at next moderation morning. Discussed use of floorbooks, will do e-books, can then reflect on at end of unit/beginning of next to identify transferrable learning.

8. Wraparound care discussion (AC/AG)

AG went to Forum meeting about wraparound care. The aim from Hampshire is to ensure all schools offer 8am to 6pm care so that parents can work. At the moment 54% have full



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care available, 43% have partial care and a very small percentage no care at all. There is £289 million available to allocate to schools to have wraparound care. Applications have to be made between Easter and Whitsun. A decision will need to be made if offer care in house or use outside provision etc.

Q – Are they able to give money towards member of staff who will run it? A - They will look closely at those who need it most and then go from there. There appear to be no set rules yet but is a case of getting in there early.

AC already spoken to Peter Cooper (he is from Services for Young Children and is the contact to discuss ASC provision with). With pre-school no longer available in Hambledon, school has gone up the list.

Minibuses will be required to take to after school provision or have to provide or have links with them. Also spoke about outside providers i.e CM sports R and R, need a minimum amount of pupils to make profitable and don't always meet requirement.

Survey was sent to parents/carers, not sure if answered for each child or per family. 23 replies said in need of after-care provision.

Action: After discussion it was agreed to add 'full childcare provision' on next agenda as AC will need to get more information.

10. Staff wellbeing (CC)

Booked governor training on 28th February for this. Article in recently newsletter from Department of Education concerning this (15th Jan). **Action:** After staff wellbeing training CC to discuss with AC and bring back to Governing Body.

11. Safeguarding/Health and Safety (MB)

MB met with AC before meeting to see if there are any issues. There is ongoing child protection plan and another one with children services. MB checking with AC regularly which is then updated at meetings.

MB checked SCR last half term and also completed it this half term. MB also spoke to staff and children during visit to school. MB to write up findings from visit.

MB attended a Safeguarding webinar **Action:** MB to do training report with actions included for governors to see.

MB to attend another webinar on 26th February and a safeguarding course in Winchester on 11th March.

JB has kept MB up to date with her recent safeguarding training and commented 'The first training gave me a certificate which is equivalent to 5 hours of CPD training on Child Protection and the second awarded me a certificate which is the equivalent of an hour and half CPD training on Prevent Duty.'

JM to send MB template report for MB to fill in.

Safeguarding audit – Documents placed in OFSTED folder.



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Health and safety – AG and MB did walk through school and MB commented that is amazing what AG achieves on limited time and budget. The tarmac in drive leading to school needs sorting out and needs to be moved up the list of priority. Decorators in (care in the community) that are brilliant with school looking fresher. Suggestion made for children to write letter of thanks in order to keep them motivated. Front playground needs jet-washing, moss removed etc. It is understood that need to keep children safe, but is currently an area unused which would be great for pupils to use, needs money and time spent.

A generous amount of £5,000, through some people who run a trust fund, would like it to be donated to Hambleton Primary School. Would like something tangible with it, not toward cost of teachers. Front playground would be maybe be a good choice.

AC to start think about how like to spend it, AC thanked anonymous donor.

Q- Is tarmac in drive at a point where there is a trip hazard and if so are we aware of what liabilities are in the event of an accident? A – It may get worse in areas already that are 'really broken up' and is in the middle where parents/children/visitors etc. walk.

Suggestion made to highlight area with yellow paint and then AC to email those using the car park. **Action:** AC to find out who is liable if anything happens and insurance details. AG to put sign for visitors to be aware of uneven path.

13. HTPM Committee feedback/Pay Committee feedback

HTPM met on 5th December, where Headteacher performance was discussed. AC has met targets and more targets were set for current academic year.

Pay Committee met on 30th November – recommendations from AC were agreed.

Teachers and support staff recommendations have also been completed for this academic year.

14. Governing Body Business

Update on Hampshire Services for Schools – This will be a forum where all information is in one place, i.e. training, resources, agendas etc.

Co-opted governor vacancies – Two local people previously expressed an interest however there were no vacancies. Now that we do MS has made contact and explained that one person is no longer able to commit due to change in circumstances and the other one's email address has 'bounced back'. **Action:** Advert to go out re. co-opted Governor vacancy. JM to discuss with AC.

Discuss meeting format – A few of the Governors have expressed a preference to meet in person, however for those who cannot attend in person frequently suggestion made that need to look at better equipment for them. **Action:** DMCG to look into equipment for meetings for with aim to be sorted ideally for next meeting.

Agree decision regarding Hampshire Governor Services SLA – JM explained what SLA is for those not aware. JM then left the meeting whilst vote was made. It was added that without it there is not access to training. Vote made and all approved.



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15. Governor Visits

Teaching and Learning – (CC) Visit reports were added to website for Governors to view. During LLPR visit consistency of teaching was looked at across school including confidence of teachers. CC is confident that following visit and meeting with AC that all is currently in place and will be going back to look at evidence, books, pupil conferencing and possibly a learning walk. Added that confident is all on track in this area. **Action:** Suggestion made for MD to shadow CC on governor visit.

Attendance – DMcG From Headteacher’s report it shows that there are a few concerns re. attendance but satisfied that AC is ‘on top of it’. Disadvantaged and vulnerable groups were looked at and confident all in place.

16. Training

New training programme (JM)

Training programme has just been launched and is in Hampshire Services for Schools. Action: JM to put document together over half term looking at link roles and basics of what need to do to in terms of training, important to show that Governors have relevant to do.

Feedback from Governor Forum (AG) – Discussed previously under Item 8.

Single Central Register – Suggestion made for another Governor to complete this going forward.

17. Date of Next Meeting - Thursday 21st March 2024 at the school.

Meeting ended at 7.50pm.

ITEM	ACTION	WHO	COMPLETED
4	MS to change the date on Whistleblowing Policy	MS	
5	AC to ascertain what part of driveway School/Hampshire owns.	AC	
6	AC to look into the contrast as to why Hambleton is second highest on DfE in contrast to Hampshire one where half way or below re. services on supplies.	AC	
6	MS to ask Finance Offer at Sheet Primary re. how they generate income.	MS	
6	AC to look into reasons for the high cost of IT learning resources.	AC	



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8	Add 'full childcare provision' on next agenda as AC will need to get more information.	AC	
10	After staff wellbeing training CC to discuss with AC and bring back to Governing Body.	CC	
11	MB to do training report with actions included for governors to see	MB	
11	AC to find out who is liable if anything happens and insurance details. AG to put sign for visitors to be aware of uneven path.	AC	
14	Advert to go out re. co-opted Governor vacancy. JM to discuss with AC.	AC/JM	
14	DMcG to look into equipment for meetings for with aim to be sorted ideally for next meeting.	DMcG	
15	Suggestion made for MD to shadow CC on governor visit.	MD/CC	