



Minutes of Full Governing Body Meeting (Strategy/Resources)
Thursday 2nd October 2023
At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Blower (Headteacher), Jana Murray (Chair), Jo Burgess (Vice Chair), Dominic McGrath, Marishelle Butler, Andy Goodall, Caroline Crowe (Lead of Strategy) (virtual), Kelly Hanlon (virtual), Marina Slaney (Clerk), Susan Coulston.

Apologies: Matt Frost (Lead of Resources), Guy Ladenburg, Mark Watkiss

2. Welcome Caroline as parent governor or vote her in as co-opted governor (JM)

CC's term as Governor has ended. All voted for CC to continue as co-opted governor.

Action: MS to inform Matt Darby that his application for Parent Governor has been successful.

3. Declaration of Pecuniary Interests (JM)

All declared and sign pecuniary interests form on GovernorHub.

4. Declaration of interests in agenda items (All)

None.

5. Approval of minutes from last meeting (JM)

Approved and signed by JM.

6. Actions update and matters arising (JM)

ITEM	ACTION	WHO	COMPLETED
13/07/23 Item 11	MS to send out document of questions that governors can ask parents/children. MB to produce.	MB/MS	
	AC to check when SCR was last checked. Will also need to be done at beginning of next term.	AC/MB	Completed
20/09/23	Agenda item for Dominic to do Ofsted talk.	MS	Completed 2/10/23
20/09/23	Link governors to arrange their visits for the year ahead – fill in template with dates, actions and success criteria and email it to JM/JB/AC– deadline half term.	All	
20/09/23	MB to share School Self-evaluation (SEF) with GB and explain the process.	AC	Completed 2/10/23
20/09/23	MS to send email reminding Governors to declare pecuniary interests on GovernorHub and confirm read KCSIE 2023.	MS	Completed 3/10/23
20/09/23	MS to send letter re. parent governor vacancy to parents/carers	MS	Completed
20/09/23	MS to send dates for meetings 23/24 to Governors	MS	Completed 3/10/23

Change of order

10. Budget Update (AC)

AC explained that Sarah Blackburn is currently overseeing budget and preparing reports as part of service that Hambleton subscribe to (in absence of Finance Officer).

JM sent some questions in advance.

Q - Please explain the 'non-system gas oil' overspend? A - 3953 – Gas/Oil - Two commitments of 6k were added when there should have only been one. This is due to what happened last year, the last bill did not come through till end of financial year, therefore has been added onto budget for this financial year.



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Q - Is transport for school activities a realistic budget given the cost of coaches? How will we address the rising costs for trips? A - Transport for school activities – line 4330 – that is not for coaches, this is due to some taxis used for sporting events, that is what £100 is for. However no monies have come out as school have never been charged for costs, despite chasing taxi firm. Transport costs get put in with trip costs.

Re. rising costs do have to take into consideration cost of coaches, also getting hold of transport is tricky as some sporting events are after school at 3.30pm and coaches are tied up with school transport (pick-up). Therefore we are asking parents to collect children from school and take them to local events.

AC has spoken to 'Friends' who subsidise pantomime trip but also going to subsidise upcoming whole school trip. It is a voluntary contribution and we cannot force parents to pay as trips are part of curriculum. However we ask parents to let us know in advance if can't pay, as if school do not receive enough monies trip would not be able to go ahead.

A trip summary was produced at the end of last year and shows where school had to subsidise. There is a group of people in village who offer to help parents/carers who are struggling to pay school meals anonymously. Suggestion made to approach them if can help pay with parents/carers struggling to pay for trips.

May have to start looking at parents to drop off/pick up for local trips to help with costs. Quotes for coaches can be drastically different.

Question was asked if there are any community minibuses? They are none in Hambleton but another school's minibuses were used last year to help with taking children to swimming lessons, however bound with constraints re. mileage. Another school has minibus but not drivers, we don't have anyone who can drive them.

Havant Community Bus do not confirm drivers until a few days before so using them does not work.

Q - Did we have parents who were trained before? A - Yes and also villagers, however once reached a certain age they could no longer drive them. Would need to look at price of MIDAS training. Suggestion made if can ask staff members if they want to train.

Action: MB to find out who drives community minibus.

Q - What IT purchases are included in the budget? A – 4594 – Looking to replace pupils' laptops but looking into whether to go for laptops or chromebooks.

Q - Could we do a benchmarking exercise against similar schools for IT costs? A – Benchmarking comes out in January time, DfE one is in October. However ours will look high this year in comparison as buying IT equipment in one go.

What is the discretionary grant spend for catering provisions? A – 4641 – this is do with hug vouchers. School receive monies to provide vouchers for FSM children, is an 'in and out' one. All agreed helpful to have addition of notes included in budget document.

Q - How is budget looking overall? A – It is first year in a long time not had in year deficit. There are still a few bits to adjust. Some savings have been made in a few areas so looking positive. Susan Coulston and AC meeting tomorrow afternoon then AC meeting with MF the following Friday.

JM on holiday next week so JB in charge in her absence.

SC left.

7. Headteacher's Report (Written)

Headteacher Report distributed to all in advance.



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It was mentioned that there was a 'deepish dive' for pupil premium and was asked how it come about. In Hampshire PP children do less well than non PP children. Therefore schools were offered a 'free' half-visit as time to reflect and be offered good practice.

Q - What was upshot from Kila? A – Visit was not a judgement, however discussed different resources, spoke to children who were engaged with work and pupil conferencing. It was a chance to reflect on what doing and share what other schools are doing.

Q - Do we have our pupil premium plan on website? A – Yes it has been reviewed and is now on website as well as reviewed one from last year.

It was added that Governors should read it as Ofsted could ask questions about it.

Q – Do Governors look at it at meetings? Action – Add PP to next agenda of Strategy meeting.

Q - When is the first data drop? A - End of November. Will look at at December meeting

Q - How many pupil premium children do we have? A – 15 across the school.

Question from JB in advance

Q - I am an advocate for Breakfast Club but seen that it's not had an impact - how long will it continue to run for to see if this changes? I noticed there are prospective new families, do you think any of these children might attend? A – Will continue with it till end of term - will look at in budget, how much coming in and going out and whether worth keep going.

Yes interest from a couple of Year R pupils. Unsure whether it is breaking even. Definitely growing slowly.

Q – Have there been any term-time holiday requests from parents? A– Yes someone for three days last week. At this point of the term it hits attendance quite hard.

Cold tasks Maths and English – it was explained that this exercise is done to see what children can/cannot do in order to prepare planning.

Phonics results – 11% is two children who are on EHCP. They are receiving individual phonics and one is still doing current level phonics but going over year one.

With PP children can look at progress from the prospective data analysis tools, can filter them on Insight tracking and then can compare to non PP which forms part of data drop.

CPD - AC is working with Liz Taylor and KA with Georgia West.

8. School Improvement Plan (AC)

AC to share School Self-evaluation (SEF) with GB and explain the process

SIP/SEF - Key documents that belong to check list is looked at with Katy Angio. Then used to produce the SEF which is on the website. School improvement priorities – from this AC creates a series of 'at a glance' sheets. AC is happy to distribute this to all. A summary of SEF linked to four main headings is also produced. Suggestion made to put all key documents on one area of website, another section for Governors.

Action: To create an Ofsted cheat sheet and Ofsted folder in website to include cheat sheet, SIP, SEF and other key documents – DMcG/JM/AC

DMcG and JM to look into and send to AC.

9. Ofsted Inspection Talk (DMcG)

(This was about school where DMcG is Chair of Governing Body)

Following points made:-

- School was previously inspected in 2018. Key thing is that school has been preparing for a long time. Received call the day before with two inspections on first day and one on the second.
- Final report is on Ofsted website. Deep dives in English, Maths and History.
- Strong support from Hampshire County Council, Kila is their LLP too.



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- Key points – had Ofsted folder for Governors so properly prepared. Asked for Chair of Governors and as many Governors as possible.
- Watertight on safeguarding – one governor who did not have DBS did not come in.
- Ensured that website is up to date.
- Looked at Minutes from a year before.
- Was a discussion rather than interrogation. Wanted to ensure all understood safeguarding duties. Looked at strengths and weaknesses of school.
- No questions on data – good look through books of children however.
- Questions around curriculum were asked and how we had oversight of it and if have sufficient awareness/understanding of it.
- Process of developing a new curriculum. That we have had oversight of learning journey at Hambleton and that subject leaders can trace learning journey from Reception to Year 6.

Action: AC to produce curriculum document which will be discussed in December. To go into governor part of website. Pin in to top. Safeguarding cheat sheet too.

JM and JB working on monitoring plan.

Each subject area is being monitored with focus for each term.

An additional comment to item 7 Headteacher's Report. AC received a resignation from a support member of staff (LSA), who will be leaving at the end of December, due to personal reasons. There is an advert out, HT report – staffing – had a resignation from support member, leaving at beginning of December.

11. Safeguarding (MB)

- Governors to confirm they have read KCSIE 2023 in their profile on GovernorHub – MS to check.
- Confirm and record safeguarding audit was submitted by 30th September – AC completed this action.

MB went on school trip with Ospreys to Haslemere Museum, did pupil conferencing on safeguarding and added that awareness of safeguarding is good.

12. Health and Safety

MB undertaken a Health and Safety visit, there is a report with AG. JM to give MB template, will then show report to AC and go in folder.

It was added that there has been a lack of sharing, going forward need to make sure all visits are shared. **Action: Health and Safety reports to be discussed at next meeting.**

13. Governing Body Business (JM)

Confirm date of Pay Committee October meeting (JM)

It was explained that there are three meetings a year. First meeting before 31st October.

Performance management of teachers, AHT and LSAS – it is re. pay progression.

Kelly Hanlon to join Pay Committee. Jo to chair, Mark. **Action: AC to send email to Pay Committee to confirm meeting date.**

Confirm HTPM process is underway (JM)

DMcG, MB and CC – DMcG to chair. External advisor attends, date booked for 5th December – 9am till 12 midday at school.

Confirm all committees and link roles (as per updated document)

Document sent to all in advance. A few gaps to fill -



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JB offered to be English Link Governor, KH to work with MW on Foundation subjects.

- Skills audit – reminder

Required from KH, MF and GL – to send over to JM.

- Co-opted governor vacancy

14. Governor Visits - Update on schedule/planning/success criteria for the year (JM/AC)

Discussion had re. how to make it more succinct for subject visit reports including a success criteria for each subject. **Action: JB and CC to meet with AC to discuss success criteria for subject monitoring visits.**

15. Approval of Policies (AC)

Adoption of Manual of Personnel Practice (MOPP)

Internet Safety/Low Level Concerns/Finance

Therapy Dog Policy/Risk Assessment/Insurance Guidance Policies

Adopting MOPP – AC to put on website, some statutory policies, some need localising. AC produced a list showing this (attached as Appendix 1). All happy to adopt MOPP as per list.

Action: MS to send JM policy list.

CC left at 7.25pm.

Finance – to be carried over again (due to absence of MF). **Action: AC/MS to amend document so it no longer refers to committees/MF to review. Add to next agenda**

Low Level Concerns – All happy to approve.

Internet safety – Delete subject re. date for training on Internet Policy – all happy to approve.

Therapy Dog – JM wanted to look at paperwork, risk assessment. School have correct insurance documents and class teachers have spoken to children about to treat dog/behave around it.

It was added that the dog comes in with trainer and is under his supervision at all times.

Delete section about how staff manage it.

Owner has the insurance – under pets as therapy insurance.

Ask Martin for a copy of the insurance policy – **Action: MS to ask Martin for a copy of the insurance policy for the school dog.**

16. Governor Training – 25th January 2024 agreed by all. **Action: JM to confirm WGBT with Governor Services.**

17. Any Other Business

AC - Flexible working request – An LSA has asked to reduce hours (by dropping a morning shift).

They do not feel their skills are best utilised in one day a week placement. Spoken to class teacher who it will impact and said will be fine to be by themselves. Will save school some money. Four day a week is permanent change to contract and that will be taken into consideration in staff redeployment, might affect placement for next year. All happy to approve change of hours.

18. Date of Next Meeting

Thursday 9th November (Resources)

MB sends apologies.

Meeting finished at 7.40pm



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2	MS to inform Matt Darby that his application for Parent Governor has been successful.	MS	Completed
10	MB to find out who drives community minibus.	MB	
8	To create an Ofsted cheat sheet and Ofsted folder in website to include cheat sheet, SIP, SEF and other key documents – DMcG/JM/AC	DMcG/JM/AC	
9	AC to produce curriculum document which will be discussed in December.	AC	
12	Health and Safety reports to be discussed at next meeting.		
13	AC to send email to Pay Committee to confirm meeting date.	AC/JB/MW/KH	Completed
14	JB and CC to meet with AC to discuss success criteria for subject monitoring visits.	JB/CC/AC	
15	Finance Policy - AC/MS to amend document so it no longer refers to committees/MF to review. Add to next agenda	AC/MS/MF	
15	MS to ask Martin for a copy of the insurance policy for the school dog.	MS	
16	JM to confirm WGBT with Governor Services.	JM	