



Minutes of Governing Body Meeting (Resources)
Thursday 9th November at 6pm
At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair), Jo Burgess (Vice Chair), Caroline Crowe (Lead of Strategy) (virtual), Dominic McGrath, Mark Watkiss, Guy Ladenburg, Kelly Hanlon (virtual), Andy Goodall, Matt Darby, Marina Slaney (Clerk), Susan Coulston.

Apologies: Matt Frost (Lead of Resources) Marishelle Butler.

JM welcomed Matt Darby to Governing Body.

2. Declaration of interests in agenda items.

None. Matt Darby completed pecuniary interest form.

3. Approval of minutes form last meeting (JM)

To change sentence under Item 9 to read: one governor who did not **yet** have DBS did not come in.

Following this all approved and signed by JM.

Approval of confidential minutes from 20.9.23 (FGB) – Approved.

4. Action update and matters arising (JM)

ITEM	ACTION	WHO	COMPLETED
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	Carry forward
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	Work in progress
9	AC to produce curriculum document which will be discussed in December.	AC	Completed
12	Health and Safety reports to be discussed at next meeting.		Carry forward
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	Completed



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15	MS to ask Martin for a copy of the insurance policy for the school dog.	MS	Martin to bring to office on Monday 13 th November
16	JM to confirm WGBT with Governor Services.	JM	Completed

5. Budget Update 2 (Revised Budget to be approved by 30th November)

MF has been in to scrutinise budget with AC and Susan Coulston. Questions from meeting are filed as separate visit report.

Questions from DMcG sent in advance below:-

Q - 2050/2060/2390 – How have we managed to make savings against all these budget lines?

2050 – with the change in the structure of admin team and change of people and pay scale.

2060 – Member of staff requested to drop a morning, so added to that. Have reduced overall support staff by about 10 hours. Originally planned in four hours of PPA but relevant person is now doing 3 days and AC doing one, a reduction of 2.5 hours PPA cover was made. Change in special needs assistant – successful person cannot work two lunch hours so saving there.

Q - 2400 – Does the increase fully cover the cost of the pay award? A – Yes it does.

Q - 3740 – What additional costs does the increase cover? A – General maintenance including paint. A rough estimate was taken of how much paint would be needed to paint school; however cost is a bit more than thought. Why is it free labour? A – Community payback project.

Q - 3953 – Is the price of our oil supply fixed until at least April 2024? A - No it changes on a daily basis, price was going down but now going back up again. When looked at revision with Sarah, put in full year’s amount plus amount from last year. Used approx. 3.5k so far.

Q - 4641 & 4663 – Why have these costs increased so substantially? Is it fully offset by increased income? A -The offset is by increased income – is to include the Hugg vouchers for FSM children. Income is received onto that line and then issued. Amount comes in lump sum and is then split. Cost of meals provided for KS2 is matched in line lower down.



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Q - 4859 – Why is this budget line no longer needed? A – This is to do with counselling fees – cost of £450 every other year to cover Education Psychologist referrals. Waiting list is so long so was taken out. County now pay for it if needed. Can sign up for SLA in April.

Q - 4878 – What is the increase needed for? A - School have not yet been fully allocated sports premium – it has now been added under the revised budget, we had not for the set budget.

Q - 5414 – Why has this increased and is it fully offset by increased income? A - Yes, it is to do with trips however do not fully need it, because day trips cannot ask for voluntary contributions – we have allocated for it not being fully met based on what made last year.

5414 – Question from MF Q – why overall gone up? A - Deposits in one budget year but do not ask parents till next year – so it is paid before money goes back in, it is on two-year budget cycle.

Q - 5926 – Why has this price dropped so substantially, and does it leave us with adequate cover? A - Reason the line has gone down is that the insurance school used is not Hampshire and so it has been moved to a different line.

Q - 6561 – What is the additional grant income? A - Received grant for ECT and Katy Angio did a NPVQ and received monies for this.

Q - 7203 – Where does the additional income come from? A – This s from kitchen contributions – we pay for their gas canister, and they then pay us back for it.

7694 and 7697 – Why have these allocations increased and are there associated cost increases?

This is pupil premium so adjusted to number of children have. Mainstream schools additional grant is included in there already but also additional for teachers pay award. We allocated for 4% pay rise also so covered for that.

2110 Cleaners and caretakers – has changed – NI – not budgeted so added into account for that.

IT software – 4495 – this was due to the cost for SCOMIS, was on wrong GL code, but costs were also reviewed.

5933 –HCC Svs School - MF had wondered why it had dropped – was moved from that line.

6565 – Catch up funding – Why has it increased? When budget setting was done, full amount planned to be 'clawed' back.



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7212 - Residential charges – when did budget setting it was based on previous amounts from two years ago, however class is now significantly bigger.

A vote was made and Governing Body gave approval of the revised 3 year budget plan. It was noted that School have managed to eliminate in-year deficits for this and next financial year.

Change of order

7. Breakfast Club Report

When originally started January to August however was then agreed to give to December for new parents of children starting in September 2023. The club is still running at a loss. The maternity cover for member of staff obviously increased outgoings, including during holidays. Staff salary still the same.

Offer 50% reduction for FSM children and AC needed to look at what pupil premium subsidy would be.

An email was sent out asking if there might be interest from parents/carers in future. It currently serves about eleven families but not every day. Had three new families start using it this academic year and another two or three are planning to soon. So there is a demand, a slow growing one. Have had an email from one family saying if does not go ahead their children may leave.

Following comments made:

- It may that have to 'take a hit' for a while which was said before, however cannot guarantee will eventually make money.
- At the moment the method for making a booking is not ideal – there is a program school can buy which will helping making bookings easier at a cost of £500.
- Q - How many more children do we need to break even? A – AC would need to have to look at it.
- Speaking to other schools, we did find out our siblings' charge is cheaper than other schools, others only charge £1 less.
- Originally it was on average 6 -7 children a day, some days have only 2 however has gone up to 12 one day.
- Q – How is School promoting it? A – Facebook and newsletter.
- Q - How will it impact on PP children if club no longer runs? A - Only one uses it.
- Q - How does price compare? A - Learnt that other schools charge between £5 and £6. We charge £5 and then £2.50 for siblings. Also offer reduced cost without breakfast (£4 and £2).
- Loss is more like 1.5k taking into account pupil premium and maternity leave.

After discussion a vote was made to commit running breakfast club for another two years. All voted yes, and to permanent contract for member of staff running it.



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Action - Small working party to be created – DMcG, JB and AG. To meet and look at plan to try and make it a success. Time limit for working party – 3 months.

6. Verbal Headteacher's report including progress against school improvement plan

A member of staff who was off sick has since handed in notice. Currently have a supply teacher in three days a week, KA and AC are helping to teach in that class and with PPA cover too. The teacher who is in three days a week is proving successful.

There was advert for KS2 teacher that closed on Monday, however unfortunately no suitable candidates applied and did not want to take on ECT. Have now re-advertised and will still interview before December. January 1st start date. Have added to advert that role is suitable for job share.

Currently paying teacher's salary and there is also supply cost. Insurance will cover for 30 days only as cover for this was added after. Come January will no longer pay teacher. If not successful will look to offer to supply teacher to cover.

An LSA is leaving for personal reasons. Interviewed for this role on Tuesday – role was offered as a job-share offered role to both to share however one has said is look for specific hours, therefore now looking into whether to other full-time role to other candidate. There is a new EHCP which would have accounted for another 2 and a half day, so will then know if to advertise for another part time or full time.

NOR – 103 pupils. One child left in Year R but then gained one in that year group.

Robins –91.1%

Kingfishers - 94.4%

Owls –94.5%

Ospreys –96.8%

Whole School –94.9%

There is a dip in the four classes however still above average.

18 pupils below 90%. 3 impacted by delay to start of School Transport. 1 is a combination of late and illness. All the others have been illness: 2 days here and there/1 block of illness – 12.

National Data for State-Funded Primary Schools WB September 28th: 93.7%

Quality of Education – this half term focussing on staff CPD – 'I do, you do, we do approach'. Evidence of it being used in all classes and in a variety of subjects. Continuous Provision – changed approach in Year R/1 and is effective in supporting children. Sarah S in with 2nd member of staff – positive feedback and 3rd session will be next week. Focus is



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variation. Previous teacher, focus on modelling in foundation subjects – have seen this happening.

No update in Behaviour and Attitudes.

Personal Development – Increase in breakfast club and in number of after-school clubs offered this half term.

Leadership and Management – Changes in leadership, AC is now Maths Co-ordinator again.

Will look at Computing Co-ordinator once new teacher appointed.

No more open cases on safeguarding.

A child fractured wrist following a fall off stilts and another child a head injury. These were both unfortunate accidents. Accident report has been completed for both and going forward will discuss with children how to keep themselves safe and use equipment correctly.

Good progress is being made with focus areas template for subject visits.

JM and CC are doing strategy catch up.

Marishelle working on health and safety and safeguarding. As absent from meeting email sent to MS from MB in advance with the following information (was asked to give guidance on questions governors can ask parents re. safeguarding): -

The main point to bear in mind when we question parents is that as a governing body we are confident that the safeguarding policies put in place are understood and working. I would suggest that we ask parents

Do you know where to find a copy of the school's safeguarding policy?

Do you know who the DSL are and where is this information?

Are you confident that your child/children are aware of safeguarding within the school and do they know who to speak to in school?

As part of the school community, are you confident that the school has comprehensive safeguarding policies in place?

Quality of Teaching – a meeting has been set with AC and Well-Being Governor. It was agreed that no monitoring visit report necessary for now but needs to be kept an eye on before formal decision made. CC has signed on staff wellbeing course in January.

JO and Marina left the meeting at 7.20pm

8. Review Pupil Premium Strategy Statement (to be published by end December)

Q - . Check that it works within the new govt framework and that we are choosing off their menu? A - AC Yes, we are. SEMH children (social emotional mental health).

Please see Confidential Minutes

9. Review and approve SEN information report

Q - How many SEN pupils do we have and what are their needs? A- 13 children 6x EHCPs – cognition, communication, speech & language. The others (non EHCP) are mostly cognition and learning.



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Q What happens to children on the borderline? A - We monitor and put strategies in place to help support them. We have no children in wheelchairs.

Q - Is the school adequately supported by County with language needs? We are planning to use EHCP funding towards SISLA £700 which will help support our teachers Access to educational psychologist – lengthy delays.

CC left the meeting at 8.30pm

10. Safeguarding – Discussed above.

11. Health & Safety

Visit report. Q - Andy not having time for all the maintenance requirements. Is there exposure to risk b/c of this? A - We only have minor cosmetic issues. Andy does prioritise based on risk. We making use of PBS (probation service) – offenders do work in school for free we just pay the cost of materials.

12. Pay committee Dominic. All done. Staff pay has been approved. Just needs entering on to IBC. Next meeting is scheduled.

13. Governing Body Business

Skills audits. Thanks to all for completing.

Action: Send skills audit to Matt. All agreed that one-to-ones would be helpful to have meetings on Teams about training.

Action: MS to contact interested two people in village re. co-opted governor role and have them fill in application form

Aim: 3 safeguarding meetings a year with review of single central register at this time

14. Governor Visits

Discussed earlier.

15. Approval of Finance Policy

Finance policy – a governor queried 2.3 in finance policy cc. queried. 11.5 in finance policy. Last petty cash reconciliation in July, due to training this has been delayed p2 mentions committee. Please take this out. Subject to this change the policy is approved.

16. Governor training

Training will be about OFSTED. Thursday 25 January. Training plan to be introduced by JM.

17. Any other Business – none.

18. Date of next meeting – Thursday 7th December, meeting is strategy focused.

ITEM	ACTION	WHO	COMPLETED
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	From 2nd October meeting		
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