



Minutes of Full Governing Body Meeting (Strategy/Resources)
Thursday 17th October 2024 at 6pm
At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Jana Murray (Chair), Caroline Crowe (Lead of Strategy), Marishelle Butler, Guy Ladenburg, Matt Darby, Susan Coulston (Finance Officer), Marina Slaney (Clerk)

Daniel Neal attended.

Apologies: Dominic McGrath

2. Update on pecuniary interests form (All)

None. **Action:** MS to send form to Daniel Neale and ensure all completed DOPI form.

3. Declaration of interests in agenda items (All)

None.

4. Approval of minutes from last meeting (JM)

All happy with minutes apart from one change to make re. donation to school. JM to sign.

5. Actions update and matters arising (JM)

| ITEM | ACTION | WHO | COMPLETED |
|------|--|------|-----------|
| 9 | Staff survey to be carried forward to November meeting. | JM | Ongoing |
| 9 | DMcG to complete attendance and behaviour visit report. Action point ongoing | DMcG | |
| 9 | JM to ask Matt Darby and Guy Ladenburg re. pay committee. GL happy to join committee. JM to confirm with MD | JM | Completed |
| 13 | Hampshire services for schools information to be added to training doc. Governors were unclear on this action point. | JM | Ongoing |
| ITEM | ACTION from September meeting | WHO | COMPLETE |
| 2 | Cover clerk believes that HSS can be used to log declarations and reading KCSIE. Will follow this up and get back the GB. | AC | Completed |
| 5 | To add to Complaints policy that the school can opt not to consider a complaint if the complaining party has breached confidentiality rules. The policy will be updated at the point of renewal | AC | Ongoing |
| 8 | JM will recirculate the monitoring plan toward the end of next week, when the SIP will have been updated. Governors begin to timetable when they will be visiting the school. | JM | Completed |
| 9 | Add Health and Safety as a standing item on each FGB agenda. | MS | Completed |



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|----|---|----|-----------|
| 10 | Add Vacancy management update to October FGB | MS | Completed |
| 11 | Defer Adoption of Manual of Personnel Practice (MOPP) to October FGB | MS | Ongoing |
| 11 | Accessibility, Admission and Home School Agreement, policies deferred to October FGB | MS | Completed |
| 12 | AC asked if governors could consider changing the day the FGB meeting is held to Wed. JM to create a WhatsApp poll. | JM | Completed |

Governing Body were informed that Joanne Burgess and Mark Watkiss have resigned.

6. Finance (Budget Review 1) (SC):

Following questions sent in advance:

Q. 103 High needs top up funding: Original budget £39k, actual income ytd £14k. Reason? A - This is Pupil Premium and we receive it termly. To date we have only Summer Term income. Autumn term is normally credited in December, Spring term in March.

Q - I09 Income from catering: Original budget £12k, actual income ytd £5k. Reason? A - I09 is meal income from parents for children who pay for meals in KS2. The original budget of £12k is based on last year's meal income. The reason ytd is £5k rather than £6k is that we have seen meal intake drop in KS2 this year. Additionally, we do have a level of debt which stand at £459 and I have today called those parents owing in excess of £30.

Q - I12 Income from contributions to visits etc: Original budget £14k; actual income ytd £2k. Reason? A - We budgeted income of £4000 for day trips and £10,325 for residential trips. We have only run 2-day trips so far with income of just over £1000.

Residential trips:

We budgeted £2075 for Sustainability Centre which ran in July 24, income of £1278 (some parents paid in the previous financial year and 5 children did not attend)

We budgeted £8250 for Runways End July 2025, we have just finalised the costings for this and will be asking for deposits shortly with the aim of receiving all balances by March 31st 2025.

Similar for all the discrepancies within the income part really. The 'outturn forecast variance' column seems to think we'll have all these revenue streams as predicted. Q - Are all these incomes coming as expected? I'm slightly confused by the budget documents. A - Yes, in the main our income is coming in as expected.

The Out-turn forecast column is populated towards the end of the financial year. So until this column is completed the out-turn forecast variance is not meaningful.



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Q - The cleaning and caretaking budget has a variance of 18%. Can you explain this? Did we speak to other schools about cleaning costs after they came out high in our benchmarking exercise? How will we address this? A - The variance looks odd because we have a commitment on the system to spend £15,636 which we set up at the start of the financial year and it depends on how many invoices we have paid. Variances where we have a commitment on the system always look odd. We have not overspent on cleaning.

It was added that re. Benchmarking Hambleton Primary's cleaning costs higher compared to others in the area. Schools of a similar size to us have been contacted and it was noted that we have cleaners for four hours daily and other schools are mainly three. When cleaning company were appointed not aware if three hours cleaning was a possibility. Some schools use private companies, some contract cleaners. **Action:** AC to talk to cleaning company as to whether three hours daily is feasible. The contract is up for renewal in April.

Q - Would it make a difference – three quarters of budget? A – It is worth negotiating in April. If not possible with this company suggestion made if we then look at others. All agreed to leave to April to discuss.

Q - What is bottom line? A - We are in credit at the moment. £72,540.

Susan Coulston left.

7. Headteacher's Report (Written) AC

101 pupils. Waitlists for Years R, 2 and 3.

Year R – 16 Year 1 – 14, Year 2 – 13, Year 3 – 16, Year 4 – 16, Year 5- 12, Year 6 – 14

One joining Year 6 after half term, offers out to two Year 2 pupils.

Robins – 16, Kingfishers – 27, Owls – 32, Ospreys – 26

In September, we lost two pupils to private school (out of Y1 and Y5), 5 to EHE (Y1, Y2, Y4, Y5), one to relocation (out of Year R). We have two pupils moving overseas and will finish at half term (Y4, Y5).

Currently 101 pupils on roll. There is one Year 6 pupil joining after half term and offers sent to two Year 2 pupils, will also be starting after half term, one of which has a Year R sibling who we have also accepted, following discussion with Admissions.

Therefore, figures after half term will change to 17 in Year R, 15 in Year 2 and 15 in Year 6. (103 pupils)

Five children have left to be home education. It was added that is general and not an indication of school. It was commented at cluster heads meeting that we are seeing more of this happening.



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Q - Does the school have any responsibility to help set the pupils up? A – No the school notifies the Local Authority who then make contact. Visits are only done at parents' request however school can express concerns that have on form.

Recent great attendance was noted, Robins class to follow.

8. SEF/SIP – explain amendments/questions (AC)

Questions from JM in advance:-

Foundation subject assessment CPD: Q - 'Curriculum is progressive and not stuffed full.' We discussed that this applied to history at the last meeting. Do you have any concerns about other foundation subjects? When will the action plans be ready? A- All subject leaders are reviewing their curriculum to assess the content. They aren't concerned, just an opportunity to review the curriculum after completing the first two year cycle and reflect on the content. Action plans are being written by subject leaders at the moment and should be ready by early next half term.

Q - Which deep dives are you planning for Ofsted? A – Focus will be on Art and History.

There are some minor changes to SEF. Regarding SIP there are significant changes. Sarah Peters suggested that it needs to be more data specific. It was noted that when Governors come in for Governor visits that numbers are needed 'i.e. to state number of children, not 'majority' of children, need to be more specific.

Slight changes to overarching objectives made with difference to how it is laid out.

Objectives however are still the same. All agreed that SIP looked clear.

9. Staff and Parent surveys feedback (AC)

Questions from JM in advance:

Q -4.2% said their child had been bullied and the school didn't deal with it effectively. Are you aware of these instances, how were they managed and do we know why the parents were not happy? A -This would be one parent. - not aware as we always investigate any claims. We educate children around what is bullying vs unkind behaviour and are looking at ways of educating parents too.

Q - 12.5% said they felt the school did not support their wider development. What are your thoughts on this? Possibly misunderstanding what is meant by this as there are many positive comments regarding our community links.

Q - 30.4% said they don't know who the governors are. I know this has been an issue before. What more can we do to improve our presence in the school? (question to governors for discussion). A -Handout to parents with photos and a short summary of who they are and what they do for the GB.

Following comments also made:-



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It was noted how the staff know all the children individually and how much it is a community.

Action: CC to prepare a governor induction page with photos to share at Parents evening.

Action: MS to chase Governors who do not have photo on welcome board.

All agreed it was a good idea to give paper copies of survey at parents evening.

Suggestion made to load survey on tablets for parents to complete.

10. Update on wrap around care (AC)

AC is still waiting to hear from company (Activeme 360) re. Ofsted certification which is needed for them to start wrap around care. Parents/carers can then be informed of details.

Action: AC to chase Activeme 360 re. Ofsted certification

11. Safeguarding update - Confirm that safeguarding audit was submitted by 30th September 2024 (MB)

MB meets with AC twice a term, as well and some children and staff. Walks around the school and full report is written and given to Governors. Had recent safeguarding meeting with AC and any safeguarding issues were added on recent Headteacher report.

SCR check completed on Tuesday 15th October.

Safeguarding courses to be done by new governors.

Action: to ensure that KSCIE has been read by all and have evidence of this.

Action: JM to check on file to show who has completed safeguarding training and to send information to MB.

AC confirmed that safeguarding audit has been submitted.

12. Health and Safety update (MB)

Health and safety walk – Friday 18th October. There is an ongoing issue with the uneven path on drive leading to playground. It has been logged with Property Services and Jo Cowmeadow agrees there was significant work needing doing rather than patching so could very well be funded by them rather than our devolved capital.

MB to submit health and safety report once visits are completed.

13. Ofsted: Summary of changes to Ofsted inspections - Ofsted Crib Sheet (JM)

JM talked through power point re. summary of changes to Ofsted inspections – The Big Listen, listened to what people wanted after Ruth Perry incident.

Top priorities include happy people, staff and wellbeing, how well teachers teach, behaviour, SEND.

There is no longer an overall judgement now. Judgements are made for individual areas.



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With safeguarding schools are given opportunity to sort out issues and Ofsted will return after three weeks.

There is a pre-inspection meeting with Headteacher.

School assessment data is not looked at.

Attendance is key.

Ofsted crib sheet – Governors need to ensure that all understand their link roles. It is about knowing the school well.

Action: JM to email the Ofsted crib sheet draft document to Governors to fill in their section.

14. Governor visits: Review link roles and responsibilities Leadership and management Safeguarding (JM)

See below.

15. Governing body business: Confirm members of the Pay Panel

Pay Committee – Guy, Matt and Dan (Guy to chair) - date agreed for Pay committee.

Confirm dates of Pay Committee meeting (deadline 31st October for teachers and 31st December for HT)

(Thursday 24th October at 5pm) - AC to send minutes from last meeting to panel and to send Teams link.

Confirm date of HTPM meeting (deadline 31st December)

Headteacher Performance Management Panel – Marishelle, Caroline and Dominic – Wednesday 6th November.

Strategy Lead/Quality of Teaching - Caroline

Pupil development – Marishelle

English Link Governor – Jana

Maths Link Governor – Matt

Foundation subjects – Guy

Action: AC to pick weeks for governors' visits and email dates.

Finance – Jana (with Dan as shadow)

Pupil Premium/SEND – Ellie

Wellbeing – Caroline.

Action: MS to check website is all up to date with Governor information.

Vacancy management update Decision on meeting day and time (outcome of poll) (JM)

Governors voted unanimously for Daniel Neal to join the governing body of Hambleton Primary School as a co-opted governor.



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The school had advertised for a parent governor. Only one application was received Lynda DeWolf. As this was the only application received, Lynda will be appointed by default as parent governor.

MS to add Dan to Hampshire Services for Schools and give him website access.
JM to update the governor induction pack and email it to Dan and Ellie with the relevant documents listed in the induction pack.

16. Governor Training (All)

Full Governing Body training booked for Thursday 28th November, 6pm to 8pm.

17. Policies: Accessibility Admissions Adoption of MOPP policies Home School Agreement Special Education Needs and Disability

Special Education to be deferred to next meeting.

Accessibility – approved.

Admissions – approved.

MOPP Policies – Susan Phillips (cover clerk from last meeting) commented that they need to be looked at individually. **Action:** JM to do research on this and agreed that adoption of MOPP policies to be postponed.

Home School Agreement – Agreed to take out comment on taking children out of school. Following change all approved.

18. Co-opted Governor - Dan Neale

Voted previously in meeting.

19. Any Other Business – None.

20. Date of Next Meeting

Thursday 14th November 2024 at 6pm.

Next meeting on teams.

Meeting finished at 7.37pm.

| ITEM | ACTION | WHO | COMPLETED |
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| 2 | MS to send form to Daniel Neale and ensure all completed DOPI form. | | |
| 6 | AC to talk to cleaning company as to whether three hours daily is feasible | AC | |



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| 10 | AC is still waiting to hear from company re. Ofsted certification. AC to chase. | AC | |
| 11 | To ensure that KSCIE has been read by all and have evidence of this. | MS | |
| 11 | JM to check on file to show who has completed safeguarding training. | JM | |
| 13 | JM to email the Ofsted crib sheet draft document to Governors to fill in their section. | | |
| 15 | AC to pick weeks for governors' visits and email dates. | AC | |
| 15 | MS to check website is all up to date with Governor information. | MS | |
| 17 | JM to do research on this and agreed that adoption of MOPP policies to be postponed. | JM | |