



Romsey Abbey C of E Primary School
Minutes of Full Governing Body meeting
held in person on Thursday 17th February 2022 at 6pm – 8.30 pm

Present:

Liz Wagner – Chair (EW)
 Jemma Jones (JJ)
 Mark Harris (HT)
 Robert Pears (RP)
 Adam Smith (AS)
 James Ablitt (JA)
 Dawn James (DJ)
 Sandra Gidley (SG)
 Ann Turtle (AT)
 Kathryn Holyland (KH)
 Alan Davies (AD)

Apologies:

Revd Thomas Wharton (TW)
 Tom Langford (DHT)

Attended:

Victoria Bleaney (Clerk)
 Lisa O'Donohoe

Governor questions shown in blue.

144/22	<p><u>Welcome, Prayer and Apologies</u></p> <p>The Headteacher opened the meeting with a prayer and the meeting commenced.</p>	
145/22	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB)</u></p> <p>There were none.</p>	
146/22	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p>	
147/22	<p><u>Lisa O'Donohoe – Staff Coaching</u></p> <p>A hand out was made available at the meeting and would be emailed to those who could not make the meeting.</p> <p>Governors were informed that coaching was similar to mentoring which was common place to teachers practise. A Coach would spend time in</p>	

the class and then a professional conversation would follow. Staff found it useful as teachers learning helps improve learning and attainment in pupils. Staff pairings were random and this gave an opportunity for all staff to see different areas of the curriculum. Targets from the SIP were used in the coaching sessions and there were 2 sessions each week for staff. Governors were informed that the staff all had high expectations of the pupils. There was a proforma which was used in the sessions and these were the same for all staff.

It was reported that the Coaches had found it a good learning tool as well as the teachers and SLT had monitored the sessions too. The impact of the session could be found on the handout and this was discussed.

Governors were asked to note that Habits of Mind had been a useful tool in the process as pupils also understood what the next steps were which helped develop their independence too.

Pupil progress meetings identified some key children and they would be the focus of coaching visits in the coming term. Next steps for the programme were highlighted on the handout and these were highlighted to the GB. Observations need not be stand alone but to link with future planning. Coaches are able to help the teacher reflect on the lesson.

A Governor asked whether the Coach was another teacher and it was confirmed they were. They then asked what impact this has had on staffing and whether it was daunting for an ECT and it was explained that the SENDCo was working with teachers in covering classes for when staff were coaching and ECT were well experienced with the programme.

A Governor enquired as to how the impact of the programme was assessed and it was explained that targets had been made following the previous coaching sessions. The ECTs were learning about the coaching model so they are just as confident as current staff. Governors felt it was an excellent model especially having younger staff comment on more experienced staff practice.

A Governor then questioned whether the coaching was reciprocal and it was explained that at the time of the meeting it was not as it allowed a broader learning experience for all staff so the coach changed with each session. Having visited other schools it had worked best with collaborative working across the school. **A Governor went on to enquire as to whether anything was planned for INSET days to support staff and they were informed this is something that is built into our CPD schedule of improvement workshops and INSET days.**

Staff Governors were then asked how they had found the programme and they reported it had been a useful tool and having had pandemic teaching it was been nice to get feedback.

	<p>A Governor asked what happened if a Coach observed less than good practise. It was felt that if staff were observing good practise they were more likely to adopt it themselves and so this ensured consistency. It also helped the triangulation between PP meetings.</p> <p>Governors congratulated the school on using the model under the restraints of the pandemic.</p> <p>LD was thanked for her presentation and she left the meeting at 18.32.</p>	
148/22	<p><u>Endorsement of Minutes from last meeting – January 2022 (in Dropbox)</u></p> <p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p>	
149/22	<p><u>Endorsement of Minutes from last meeting – January 2022 (in Dropbox)</u></p> <p>5 children had been identified for the Nurture group.</p> <p>Page 4 DJ had attended the holocaust session.</p> <p>Page 5 there were 2 paragraphs with questions which should be highlighted in Blue.</p> <p>Page 6 – Should read the school paid 10% for its contribution to the Project Management costs</p> <p>Page 7 – Should read blue track and not tack.</p> <p>With the above amendments the minutes were agreed as being a true record.</p>	
150/22	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>127/22 – RP and TW to access school email address was to be carried forward.</p> <p>RP had brought his documents for DBS check and re-application form for Foundation Governor and form would be signed by TW then sent to the Diocese by EW</p> <p>The Clerk was asked to add a list of actions that shouldn't be forgotten to the agenda. Staff Governor comment to be added to the agenda along with Leadership and Management.</p>	<p>EW</p> <p>Clerk</p>
151/22	<p><u>Clerks Update</u></p>	

	There was nothing to report.	
152/22	<p><u>Headteachers Written Update</u></p> <p>At the time of the meeting there were 203 children on roll. The waiting list for classes had grown again. From the new intake there were 19 first choices and the Headteacher would find out in March if there were any additional out of county applications. HCC had forecasted 28 children so 19 is disappointing.</p> <p>The National Average for attendance was 89.1% and didn't include covid absences, the school had 95.9% attendance. Staff were working hard chasing attendances and monitoring PAs and he explained it could feel overwhelming with the number of illness cases. A Governor asked if the schools attendance included the X code (covid absences) and the Headteacher explained it didn't but the x code only accounts for those self-isolating before receiving a positive test result. Once they are test positive it gets marked as ill.</p> <p>A Governor asked what AFC stood for and the Headteacher explained that it meant Adopted From Care.</p> <p>The LLPR visit was postponed due to staffing issues until 4th May. There would be Governor feedback on the afternoon. The Chair would attend this meeting and other members of GB could attend if available</p> <p>Governors considered the Maths Subject report to be very positive and staff were thanked.</p> <p>The Reading deep dive had just been completed and Science and Writing would be completed next term.</p> <p>INSET days had been very positive, staff were working hard within the school and the sense of teamwork was strong.</p> <p>Moderation had suffered due to the pandemic and it was good to see all staff across the school to help identify the next steps.</p> <p>50 children performed at the Abbey for the 5 Choirs Concert. Governors commented on their impeccable behaviour. A letter had been received from Mayor of Test Valley Cllr Cooper about the children and he had asked to visit the school.</p> <p>Cultural Capital was key in the SIP and the INSET had been used on how best to launch the programme. Staff would be using the launch pads for disadvantaged children to give them a springboard into the topics. It was agreed for the Headteacher to send dates to JJ to visit one.</p> <p>SLT planned to review Reading after half term to support reading recovery and the Sports Coaches would help support the class so</p>	<p>ALL</p> <p>HT</p> <p>HT</p>

teachers can lead on this. SLT had noted the data had shown the children were making progress.

A Governor asked whether clubs had commenced and the Headteacher confirmed Drama, Running, Gardening and Percussion had started and more were planned to commence. Parents had volunteered to help run clubs too.

AS had visited the school to monitor Headteacher training as well as ECT progress.

Staff absence was still a challenge and SLT have had to think creatively for cover. Supply agencies were low on staff and so staff have had to cover each other. **A Governor questioned whether there was an opportunity for TOIL and it was explained that staff who had increased hours had previously been part time so TOIL wasn't offered.**

Behaviour incidents were shared in the report and Year 4 were slightly higher than the rest of the school. Year R had significant high needs and interventions were in place for them along with support in the nurture group. The quality of teaching and also learning was very strong in this class. CPOMMS was also shared in the report. Absence incidents showed the follow up of absence. Mental Health impact had felt challenging for some families and these can be seen in the behaviour incidents. Safeguarding and support was key for these families. It was understood that trauma took time to surface and the school needs to be mindful of this. Financial pressures were then discussed alongside the pressures of living, this would also need to be monitored. CAMHS were saturated with cases. The Headteacher was informed there was a hardship fund from The Abbey and TW had more information should the school require it.

The Headteacher reported he was pleased with the progress of proposed buildings works (roof and cladding) and was happy with the appointed Project Manager.

1 EHCP had been approved with a higher banding than expected.

An open day had been held for companies to run the preschool. There were 10 interested parties with 2 attending the open day. A video tour of the space had been created. The deadline for applications was the end of February with interviews to be held on 14th March.

A Governor explained that the Councillors had a pot of money which could help support the Reflection Garden and Cllr Daas should be contacted.

The Headteacher was asked that if Governor support for Mock SATS was required and Governors would be needed on Wednesday and

	<p>Thursday 9/10th. The Headteacher was then asked whether SEND and PP children would be taking the mocks and it was confirmed they would be and appropriate access arrangements were being put in place. JJ to attend on 10th and would email the Head to confirm. DJ to attend on Monday and AT on Tuesday</p> <p>Governors commented that not only had staff taught children they had also continued the monitoring and supported all children in the challenging circumstances created by the pandemic and supported each other and this was an impressive achievement. KH was asked to pass on thanks to staff.</p>	<p>JJ DJ</p> <p>KH</p>
<p>153/22</p>	<p><u>Lead Governor Reports (inc visits)</u></p> <p><u>Finance Update</u> The report had been sent prior to the meeting and the forecast outturn was included in the report. The projection showed £43,000 surplus to be used to end the financial year with £64,000 carry forward. The improvement was due to income from EHCP, university students income and £11,000 covid recovery. There had been £10,000 less expenditure for maintenance costs and some equipment costs would be spent next year. Governors were asked to note that when the budget had been set there was an error in setting, staff had been paid.</p> <p>The school trips income was due to the residency trip deposits, the costs would not come out until next year.</p> <p>Governors asked if the lack of preschool income moving forwards would have an impact. A scenario had been run with no preschool and 19 in Year R. The budget would be stable for the years 2023/24/25 with a small deficit showing in 2026.</p> <p>There were a number of outstanding payments of £73.50 for lunches, Breakfast Club : £331.00 (£215 of this is owed for 1 child and being paid on a monthly basis) and After School Club : £61</p> <p>The SFVS had been shared on Dropbox prior to the meeting. One area had been highlighted and the website mentioned had not been used by the school. Governors asked SLT to look into this.</p> <p>The dashboard was then discussed and a traffic light system was used, the school was generally in line with other schools. Premises costs were slightly higher and the average teacher costs and average class size was higher. Governors questioned if they should be worried about the dashboard and they were reassured they shouldn't be.</p> <p>Governors unanimously agreed to ratify the SFVS and it would be submitted to the LA.</p>	<p>SBM</p>

	<p>SLA's were then discussed. The SLA for Governor services had increased by £10 and would cost £1105 for the year. Governors agreed this wasn't a high cost and it was good value for money as long as Governors go on courses.</p>	
154/22	<p><u>Sports Premium Update</u> It had been confirmed as being acceptable to carry money over.</p>	
155/22	<p><u>Curriculum</u> The report had been previously shared on Dropbox with the impact of the phonics scheme. It also looked at evidence of Habits of Mind having a positive impact. Puppets were referred to in lessons and had a positive presence. Flexi helped the children remember what they had previously learnt.</p> <p>The Impact of the phonics scheme had been seen as positive and the anticipated issues had been overcome with additional resources having been purchased for the children. Parents were responding positively to the reading books which were sent home for pupils to read. Governors had observed a phonics session for those needing extra support. They had recapped previous sounds and the children were engaged in the activities. The programme was running smoothly and thanks was given to the staff for accommodating the visit.</p> <p>Habits of Mind were in place to support learning and a Governor asked if this also had a wider impact on mental well-being and it was confirmed it did as it offers support in all aspects of life and helped empower the children. Children were very willing to talk about their learning and this will be a great asset when Ofsted visit. If staff are upskilling their children to talk about their learning they would become mentally resilient.</p> <p>DJ visited the Holocaust day and reported it was a nice sympathetic atmosphere. The children had been engaged and read very clearly which made it even more memorable.</p>	
156/22	<p><u>Premises and Health & Safety</u> The contract for grounds maintenance was held with Hampshire and they in turn, sub-contract to Southampton. With reference to the toxic substances, the Site Manager had assured there had been a shift to water based chemicals. There had not been a definitive answer as to who has responsibility for removing the chemicals and it was questioned whether they should they be kept in a metal cupboard. A Governor asked if there had been any preparations for the amber weather warning and although Hampshire schools had announced they would be closed there had been no update at the time of the</p>	

	<p>meeting. A Decision would need to be made by 7am. The Headteacher was reminded there was support from the Chair available.</p>	
157/22	<p><u>Ethos / SIAMS</u> TW had reported he was enjoying Collective Worship. Lent was upcoming and a plan would be written. The next Intergenerational Day would be explored.</p>	
158/22	<p><u>Pupil Premium and SEND</u> A meeting with Julie Symonds would be held after half term and the next Attachment Training session would held after half term.</p>	
159/22	<p><u>Pupil Progress</u> There was nothing to report.</p>	
160/22	<p><u>Safeguarding</u> A visit would be held on 8th March with EW/SG. Serious case review would also be held. The Hampshire newsletter on Safeguarding had been shared on learning lessons and the Head was asked to ensure Julie Symonds had a copy. There were 20 recommendations and the last 10 were school based. The Headteacher and Chair had reviewed them and there were none that the school didn't already do. There had been a lot of reports in the news about IT and school cyber attacks and Head was asked to look into how resilient the systems in school were. Recommendation 6 was read out and it was felt CPOMS covered the school but Governors wondered whether Childrens Services reciprocated. JA has some experience in IT and would support and lead on monitoring IT security for the GB. This would also be added to the monitoring schedule. The next Safeguarding visit would be monitoring the SCR and DBS checks and they would also talk to Julie Symonds about the use of CPOMS in safeguarding cases.</p>	<p>EW/SG HT HT JA EW</p>
161/22	<p><u>Development and Training</u> Skills audit - Governor experience showed a mix of experience and this was very positive. There was also a good mix of skills and interests on the GB. There was space for one more Foundation Governor and the audit showed the skills it might be preferable for them to have. JJ attended Governor Forum and the report was on Dropbox. The low uptake on courses was discussed. There had been a number of requests from schools to reduce their form entry. This had been a previous discussion for RAPS prior to the pandemic alongside joining a Trust. The budget scenario was hopeful but it was not something that could be maintained. The predicted NoR for the next 4 years showed 201, 198, 194, 190, based on Hampshire figures. It was stressed that it was due to careful management of the budget and school spending that had allowed for the budget to stay in the position it was in.</p>	

162/22	<p><u>Leadership and Management</u> – This item would be added to the agenda. ECT and New Head discussion had been a very positive meeting where they had discussed the support in place as a new Head. It had been confirmed HT had completed the first part of his NPQH. ECT was confident and able to share the support and coaching received. Capita support for ECT was generic to primary and secondary so it was not always relevant. The ECT was happy in school and willing to share her views. JA will be meeting with the SENDCo re current training.</p>	
163/22	<p><u>Communication</u></p> <p>a. Media b. Marketing</p> <p>There was nothing to report.</p>	JA
164/22	<p><u>Chair of Governor's Report</u></p> <p>EW had attended the service review meeting for Hampshire Governor Services.</p> <p>Monitoring of the school's PM had not been completed. DJ would be reviewing the PMs and the Chair would share the proforma used in the last review.</p> <p>Governors were asked to complete the NGA Ofsted questionnaire, this would be carried forward to the next meeting.</p>	All
165/22	<p><u>Policy Review</u></p> <p>Disaster recovery – This was agreed and ratified and would be signed by the Chair.</p> <p>Charges and Remissions – Governors questioned whether payment methods needed to include BACS and the Head would ask the SBM for the next meeting.</p> <p>Prevent – no changes. The policy was agreed and ratified by the GB.</p> <p>Trips and Visits had been reviewed by SLT for information.</p>	HT
166/22	<p><u>AOB</u></p> <p>There were no further items for discussion.</p>	
167/22	<p><u>Impact statement</u></p> <ul style="list-style-type: none"> • Presentation on coaching • Probing questions on coaching • Heads report and strong performance in difficult times • Mental health impact on recent times • Abbey Hardship fund 	

	<ul style="list-style-type: none">• Better budgetary position• SFVS ratified• Collective worship commenced• Holocaust memorial service• Reassured by the safeguarding report• Skills audit showed a good mix of people on the GB <p>Governor training would be held on 3rd March 6.00 – 8.00 pm on Setting the Strategic Direction</p> <p>The next Governing Body meeting would be held on Wednesday 23rd March 2022,</p> <p>Thanks were given by the Chair to the GB for their hard work and ongoing support.</p>	
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Meeting closed at 8.30pm