



**Romsey Abbey C of E Primary School
Full Governing Body**

To be held in the Music Room on Thursday 14th March 2024 at 6pm – 8.30 pm

Present:

James Ablitt (JA)
Liz Wagner (Chair)
Kathryn Sessions (KS)
Jemma Jones (JJ)
Robert Pears (RP)
Dawn James (DJ)
Mark Harris – (HT)
Thomas Wharton (TW) 19.14
Alan Davies (AD)
Ann Turtle (AT)
Jack Pearce (JP)
Adam Smith (AS) 18.07

Apologies:

Tom Langford (DHT)

148/24	<p><u>Welcome, Prayer and Apologies</u></p> <p>The Headteacher opened the meeting with a prayer and the meeting commenced.</p>	
149/24	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 11th March 2024)</u></p> <p>There were none</p>	
150/24	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none</p>	
151/24	<p><u>Endorsement of Minutes from last meeting – February 2024 (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>	
152/24	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>i. Governor diversity questionnaire to be uploaded on the website</p>	

	<p>The Governor Diversity questionnaire had been uploaded to the school website.</p> <p>The 15th May had been planned for the Year R parents evening. The Chair reminded everyone that all are welcome to attend. AT said that she would be attending</p>	
153/24	<p><u>Governor Services Hub Exploration</u></p> <p>AS entered the meeting at 18.07</p> <p>Governor Hub was expiring and Hampshire Services for Schools would be starting in its place.</p> <p>JP requested a login.</p> <p>Clerk to email the URL to Governors and all were asked to sign in. Agreed to only use the service for training and training records and to keep up to date with updates from Governor Services.</p>	<p>Clerk</p> <p>Clerk</p> <p>All</p>
154/24	<p><u>Clerks Update</u></p> <p>The draft meeting dates for 2024/2025 were as follows;</p> <p style="padding-left: 40px;">Thursday 26th September 2024 Thursday 7th November 2024 Thursday 12th December 2024 Thursday 30th January 2025 Thursday 27th February 2025 Thursday 27th March 2025 Thursday 8th May 2025 Thursday 12th June 2025 Thursday 10th July 2025</p> <p>The Clerk was asked to ensure the dates fit with the financial calendar for the SBM. The above meetings were conditionally agreed pending confirmation from the SBM.</p> <p>Post meeting note – The SBM confirmed the meetings worked well and Governors were asked to ensure these were in their diaries.</p>	<p>Clerk</p>
155/24	<p><u>Headteachers Update</u></p> <p>At the time of the meeting there were 209 on roll which meant there were few vacancies left in the school. Current social media conversations showed the school had a very good reputation in the community.</p> <p>Attendance had been shared on the FFT data on the shared drive. 95.5% and when compared to other schools they were in a healthy position. Attendance analysis had been shared and those with EHCP were significantly</p>	

higher than the NA at 96.5%. FSM in Year R and Year 6 were a lot higher than the NA. PA were much lower than the NA at 10%, SLT had agreed to work on this figure with a target of improving it.

Yr 3 FSM attendance - One child came from a showman family and it had been agreed they would attend school one day a week.

RP entered 18.23

One child showed significant improvement this year and was 10% higher than last year.

A Governor enquired as to whether the travelling child would be remote working and they were informed the school would set work for the child and each week staff would mark and reset work. This was an improvement on last year as there had been no contact during their travelling time.

A key area of concern was Year 1 PA, although they had a poor autumn term they had improved in the spring term but would continue to be monitored.

Governors were pleased to note that child N and O had showed significant improvement despite them still being a key concern.

The Headteacher was confident in speaking with parents about poor attendance and the policy helped to underpin this. **A Governor questioned how many of the PA children had anxious parents rather than the child. This was discussed and whilst it was hard to quantify there was an element of trust the school needed to instil in parents that they would be contacted should the child become poorly etc.**

A Scarlet Fever notification had been sent out to parents and **a Governor asked if there had been many cases in school. It was confirmed there had been a small number and scarlet fever was notifiable.**

There had been no suspensions since the last meeting, no racist incidents and no bullying incidents. There had been 2 homophobic comments made and these had been dealt with swiftly and the children reminded about the impact their language has.

There had been 2 Safeguarding referrals since the last meeting for 2 families. One child had a CP plan and one was a LAC.

SLT was asked to include child on child abuse updates moving forwards and this was agreed.

One member of staff returned from maternity leave and was being refreshed as a deputy DSL which would give 4 in school – 1DSL and 3 Deputies. They all continued to update their training throughout the year and the latest training was “having honest discussions”. **A Governor queried whether there was a ratio**

Head

to NOR to number of DSLs and they were informed there was one DSL and 3 deputy DSLs. This was the right amount for the staff to be able to support each other and for manageable work loads.

CPD – SLT had introduced a google form for completing after CPD and staff were asked to rate the course or session out of 10 for impact. At the time of the meeting there was a score of 9.03 out of 10 for usefulness, this included safeguarding updates and also Course Leaders going out on day courses.

One member of staff was on long term sickness and EPS were advising on support etc. The absence was being covered using current staff to ensure continuity for the children. There had been some very good parental feedback regarding the staff in place. There would be a member of staff commencing maternity leave due to expecting a baby in September and SLT would be advertising for a cover role. An advert had been posted for a temporary KS2 teacher for next year to help increase the capacity of SLT to allow for a more strategic impact on the school. This would give better cover flexibility. **A Governor asked if there had been much interest and at the time of the meeting, one tour had been completed.** A current temporary contract another member of staff had been offered a permanent part time position from September and thanks was given to DJ for being on the interview panel.

Parents Evening had been held during the previous evening and they had been joined by the mental health team who were very enthusiastic; feedback from parent governors although they did report that the mental health team had not explained who they were. The Mental Health team of 2 had been assigned to the school and had been complimentary of the support the school was offering. A friendly feedback form had been included in the weekly update to parents comments so far include; thank you for supporting and enthusing our child he wants to come into school. Clubs and reception were friendly. Like that there is a member of staff at the school gate each day. Outdoor learning focus is positive. **A Governor asked what would be done with the comments and it was agreed SLT would seek their permissions to include on the website.**

World book day was a success and there had also been an Art drive to ensure art is utilized across the curriculum. Staff reported the focus was on one book across the school which was accessible for all year groups. 5 characters debated who was the best character and the children enjoyed it thoroughly, Enola Holmes and Paddington visited too. Children were encouraged to either dress up or bring their favourite book to school. **A Governor asked whether staff had to encourage books rather than a film, there was some encouragement and there were times where the film linked with a book.**

PSHE Habits of Mind Self Management Day had been held with a strong focus on mental health, healthy life styles, keeping active and good sleep. The former manager of Saints came into school to talk about making the right choices which the children and staff were greatly engaged by.

SLT had reviewed the end of term assessments and in Maths it was felt a more specific assessments at the end of learning journeys was required. The Maths

	<p>lead has promptly made progress with this and NCETM end of unit short assessments are being trialled in KS2 this half term. This is helping to more precisely review progress and identify remaining gaps at the end of each journey. this would be reviewed and gaps identified at the end of each journey. The Maths Lead was now back from in school and making progress. In Year 6, there has been a 15% improvement in the combined RWM score on last term and they would like to improve by at least by another 10% when it comes to the SATS in May. This cohort was high in needs and so being inline with the NA would be a positive outcome. A Governor asked whether the targets were changed to account for SEN in the cohort. SLT explained the headline figures don't change but emphasis would also be made on the progress within the cohort including SEND pupils.</p>	
156/24	<p><u>Staff Governor Update</u></p> <p>There was nothing further to add.</p> <p>The Headteacher would be asked to consider a successor Staff Governor.</p>	HT
157/24	<p><u>Lead Governor Reports (inc visits)</u></p> <p><u>Pupil Progress</u> The report from the last meeting had been shared. There were no further questions.</p> <p>A visit had been held during the mock SATS week and they had spoken to staff and observed groups around the school. There were various needs within the cohort and they have had their needs supported in small groups. Children were comfortable in what they were doing. SATS week would be a complex week and a high number of staff would be required.</p> <p>SLT was asked how they informed parents on access arrangements. An online parents SATs meeting has already taken place to explain what those access arrangements include and they would be discussing with specific parents about their child's individual needs and arrangements once finalized. It would be necessary to apply for additional time for those who require it and staff were aware of who would need this based on normal classroom practice. Children can ask for a break but still need to complete the time, SLT were questioned how this would be monitored and they were informed that those who asked for a break would have the time logged and recorded. It was then asked if the child would be able to leave the room supervised for rest breaks and it would depend on who it was and what their need was. Staff were trained to look for signs of distress or disengagement. SLT were then asked if any child could have a break if they needed it and staff explained they did practice the tests and the children were already comfortable in waiting for a few minutes if someone has had to have a break. It was then asked if access arrangements were ever rejected and it was explained that these arrangements are based on normal classroom practice and we have lots of evidence of these</p>	

	<p>provisions. Those with EHCPs would be automatically for additional time. Governors would be asked to help support SATs week but it would be carefully timetabled.</p> <p>TW entered 19.14</p> <p>DJ volunteered to observe the exam papers being brought in, the start of the tests and then being stored away correctly and the transition to the next group sitting the test. SATS week would be held on 13 – 16th May 2024</p>	
158/24	<p><u>EYFS</u></p> <p>A visit would be held next week</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Safeguarding Improvement Plan <p>The Chair receives the weekly email (from Andrew Hall) which is very thorough and very useful. The HT shares items for this and more contextual to the school each week with all the staff. The CPD evaluation form shows this to be widely appreciated and useful.</p> <p>A Governor asked how Child on Child Abuse was different from bullying they were informed that bullying was a form of Child on Child Abuse but that it also includes emotional, physical or sexual abuse. Bullying is defined as repetitive behaviour over an extended period of time. This was previously called Peer on Peer abuse and was a new addition a couple of years ago to KCSIE.</p>	
159/24	<p><u>Finance</u></p> <p>SFVS was a checklist and consisted of a series of questions. The questions had not varied from last year's submission and it was positive that the SBM had managed to resolve issues. Those not resolved included using DFE purchasing and this was used because they were not user friendly although the SBM would consider the DFE suggestion in the future. The GB needed accurate and up to date financial skills and so all Governors were asked to complete the Governor Finance training which was free. A Governor asked where the submission was sent and it was confirmed as being sent to the DFE. There hasn't ever been any follow up but the school took this seriously and the processes were in place and strong. There had been a thematic audit in December by HCC and AD, Head and SBM attended the online meeting. The Governors approved the SFVE and the Chair signed a copy and it would be submitted.</p> <p>The Benchmarking self assessment dashboard was shared prior to the meeting. The in-year balance showed a medium risk. Teaching staff were in lowest 10% of schools in terms of expenditure but when you look at teachers in a FTE part of the dashboard then the school showed a more average score and this was because the school had a higher number of teachers at the start of their career.</p>	

	<p>Premises were rag rated as high risk and this reflected the 10% contributions to the Diocese, a Governor asked if the comparable schools were VA and it was confirmed they weren't and RAPS also had an old building compared to others. A Governor then questioned whether it would be possible to compare to other Church of England schools and AD would look into this. It was then asked whether it compared the rent received from nursery and it was confirmed there was a section which showed this income.</p> <p>The KS2 score was showing as amber and it was felt this would be hard to compare as this was included by the school. Contact ratio was discussed and showed that the new teacher advert was correct to put out. A Governor then asked if the teacher contact time was fixed and it was confirmed it was not because of non contact time being more for subject leads etc.</p> <p>The school was 11 months into the financial year and there was a very similar to last month.</p> <p>The Lead Governor had asked the following questions which the SBM had answered;</p> <p>1) Can you estimate how much we will go over budget on supply cover, if the current teacher absence continues? The cost of supply is usually around £190/£200 a day. Booking supply is proving to be extremely difficult at the moment and we are covering as much as we can with in-house staff. We have been trying to book supply for 3 days each week where possible. If we are able to book 3 days of supply for each week up to the Easter break this will be an addition £1,800.00.</p> <p>2) Corridor Room £5,667 - what was this, please? Corridor Room - This is the quiet learning space that was agreed at initial budget planning. The commitment is showing in this financial year but the work is booked to take place during the Easter break so that actual will have to be allowed for in the next years budget.</p> <p>A Governor asked if the school played anything that requires a TV license and it was confirmed they did, it was suggested the school could apply for a visually impaired discount and AD agreed to look into this with the SBM.</p>	AD
160/24	<p><u>Sports Premium Update</u></p> <p>There were no updates at this time.</p>	AD
161/24	<p><u>Mental Health and Wellbeing</u></p> <p>There was not a current lead for FGB and Governors were invited to take this area on. In addition the FGB no longer had a LA Governor. The Chair had spoken to Mark Cooper (TVBC Councillor) who agreed to look at possible governors. If we have someone who we would like to appoint he would be</p>	ALL

<p>162/24</p>	<p>happy to endorse the suggestion. Rotary Club could be invited, Southampton university staff could be invited.</p> <p>Staff were asked how mental health and well being was and they said it was going well. The Chair confirmed she always discusses mental health with the headteacher at the weekly meetings and at other times too – this includes the Head’s own mental health and wellbeing and that of the staff too. A Governor asked if there was anything in place for teachers in Year 6 as the cohort was known for having high needs. It was explained that SLT had invested in 2 teachers in Year 6. The Hampshire Wellbeing helpline was advertised extensively across the school. The new link to mental health staff could be invited to be a governor. It was asked what constituted an LA governor and officially it was someone who represented the thoughts and opinions of the LA.</p> <p><u>Leadership and Management</u></p> <p>All governors encouraged to sign into shared Google Drive if haven’t already done so. RP to call AD for support. There is a Word version of the FGB monitoring schedule to enable Governors to add dates of their visits etc. JA requested that Governors to remove documents off personal laptop now all documents in Google Drive . This would be included in the updates to the FGB Code of Conduct in September.</p> <p>There should be a formal request made to IT when a governor leaves and the Chair confirmed she asks the SBM to remove the email address and this would be included in the addendum to the FGB Code of Conduct.</p> <p>JA explained that the email addresses of pupils’ who had left the school were appearing on drop downs in the school email account but this issue has now been solved.</p> <p>The Chair highlighted that Governors could see items in the “recycle bin” which the school had deleted. It was confirmed they are automatically deleted within 30 days but governors should not see school docs. Post meeting note: this issue has now been resolved.</p> <p>JA to look at another way to upload documents to Googledrive other than drag and drop.</p> <p>If a child does an internet search on something on the computer which is inappropriate then the filter sends an email to the DHT and he was able to visit the child in the classroom at the time. JA to check with DHT he wasn’t receiving too many alerts.</p> <p>The mobile phone policy stated year 5 and year 6 could bring the phones in and they were to be kept in school by the teacher. The question was raised as to whether this should be restricted to just year 6? The HT explained that this</p>	<p>Agenda</p> <p>JA</p> <p>JA</p>
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<p>163/24</p>	<p>was discussed and SLT would he would be happy to look into this although there were a number of year 5's who walked home from school on their own so it was sensible for them to have a mobile phone.</p> <p>Ofsted questions had been shared – all governors were encouraged to look at questions for their monitoring area.</p> <p><u>Communication</u></p> <ul style="list-style-type: none"> a. Media b. Marketing <p>Nothing further to report on.</p>	
<p>164/24</p>	<p><u>Development and Training</u></p> <p>The Chair 360 had been shared and 8 responses had been received. Question one had been accidentally changed and even though it had been corrected it was still incorrect showing one too many options. DJ to contact DHT to rewrite the questionnaire and resend to all apart from the Chair.</p> <p>DJ reported that she had completed the safer recruitment training.</p>	<p>DJ</p>
<p>165/24</p>	<p><u>Curriculum</u></p> <p>A very positive visit of Subject Deep Dives had taken place and took away a deeper insight into the curriculum and its accessibility. Governors were very impressed with the documentation from staff to support their subject knowledge. All were passionate about their subjects and were all aware of areas for improvement. The staff were asked how well Flexie big pauses are working and what is the impact. The HT explained that children have picked up a wide range of language, knowledge and skills and this activity is providing useful use of time and different focuses gives a dive into knowledge and understanding. It also helps the children to be inspired by others.</p>	
<p>166/24</p>	<p><u>Behaviour</u></p> <p>Children were ready and respectful for SATS and the Chair agreed on a Friday morning the children were ready to learn and calm in the corridors.</p>	
<p>167/24</p>	<p><u>Premises and Health & Safety</u></p> <p>EW has completed H&S walk with the site manager and a report of visit submitted for this meeting. The site was very clean and tidy despite the inclement weather. The Head was asked to thank the site manager for his</p>	

<p>168/24</p> <p>169/24</p>	<p>efforts hard work. It was asked if there were any aspects of H&S the Head would like Governor to look into and it was confirmed there was not.</p> <p><u>Ethos</u></p> <p>TW had visited on Tuesday and pupil conferenced Year 4, 5 and 6 to monitor British values and report submitted for this meeting. Highlights included a Muslim child who felt they could be themselves and felt safe in school. School Council sent a letter about democracy and asked parents to refrain from smoking and shouting outside the school.</p> <p>This was a good example of the British Value of Democracy in action. It is clear that the school celebrates different cultures and it was felt British values were well taught.</p> <p><u>Pupil Premium and SEND</u></p> <p>The SATS and deep dives covered PP and SEND pupils.</p>	
<p>170/24</p>	<p><u>Chair of Governor's Report</u></p> <p>Lead Governor role descriptors: EW has updated the roles and the highlights showed any amendments or additions made. Governors were asked to review their own areas to ensure they were correct by the next meeting.</p>	<p>All</p>
<p>171/24</p>	<p><u>Policy Reviews</u></p> <ul style="list-style-type: none"> • ECT policy (MOPP) • Equalities Policy (MOPP) • Ending Fixed Term Contracts (MOPP) <p>Governors had approved the MOPP and these policies were all part of the MOPP.</p> <p>JA was asked to familiarise himself with updated ECT policy.</p>	<p>JA</p>
<p>172/24</p>	<p><u>Any Other Notified Business</u></p> <p>There were none.</p>	
<p>173/24</p>	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • NOR increasing • Year 6 prep and access arrangements • Financial benchmarking against other schools • Staff costs and contact ratio • IT hygiene 	

	<ul style="list-style-type: none">• Ethos monitoring British values• Strong working relationship with parents <p>The Chair thanked everyone for all the monitoring they undertake to report on how the school upholds the school vision</p> <p>Meeting closed at 8.30 pm</p>	
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Date of next FGB Meetings:

6.00 pm – 8.30 pm

- Thursday 25th April 2024
- Wednesday 22nd May 2024
- Tuesday 18th June 2024
- Monday 15th July 2024

Actions for future agendas
Strategic Plan review termly update