



Romsey Abbey C of E Primary School
Full Governing Body Agenda
 To be held on Monday 17th July 2023
 at 6pm – 8.30 pm

Present

- Liz Wagner (Chair)
- Ann Turtle (AT)
- Jemma Jones (JJ)
- Robert Pears (RP)
- Alan Davies (AD)
- Dawn James (DJ)
- Judith Kirkland (JK)
- Tom Langford (DHT)
- Kathryn Sessions (KS)

Apology

- Sandra Gidley(SG)
- Mark Harris – (HT)
- Thomas Wharton (TW)
- James Ablitt (JA)

In attendance

- Victoria Bleaney (Clerk)

262/23	<p>Welcome, Prayer and Apologies</p> <p>The Chair opened the meeting with a prayer and the meeting commenced.</p>	
263/23	<p>Requests for AOBs</p> <p>There were none.</p>	
264/23	<p>Declaration of Pecuniary Interests</p> <p>There were none other than already declared</p>	
265/23	<p>Endorsement of Minutes from last meeting – June 2023 (in Dropbox)</p>	

Signed:..... Date.....

	<p>Pg 2 – The minutes should read AT gave apologies for the meeting and DJ arrived at 6.35pm.</p> <p>With the above amendments the minutes were agreed as being a true and accurate representations.</p> <p>Clerk to send amended minutes to School Business Manager (SBM).</p>	Clerk
266/23	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>All actions had been completed or were due for discussion.</p> <p>The ToR would be discussed in September.</p> <p>The Unofficial account had been sent through today and the Chair would sign and return these.</p> <p>Pg6 SG’s ongoing to be carried forwards to September.</p> <p>SIAMS training – Chair to speak to Richard Wharton</p> <p>The Leadership and Management reports were in Dropbox, these had been discussed and were just for information.</p> <p>AT, JK and JJ would meet to discuss wellbeing would be carried forwards.</p>	<p>Agenda</p> <p>Chair</p> <p>SG</p> <p>Chair</p> <p>AT, JK, JJ</p>
267/23	<p>Clerk’s Update</p> <p>There were no items.</p>	
268/23	<p>Headteachers Update – presented by the DHT at this meeting</p> <p>Attendance from FFT 360 was shared with Governors at the meeting. It showed a very positive picture and confirmed that holidays had not been authorised. The school had received an email from FFT congratulating them on attendance and being in top 25% of schools of a similar nature. It should be noted that PA students were below National Average</p> <p>Data shared by the DHT showed comparisons between the National and the school’s own targets. EYFS were 11% above the NA, Phonics were 10% above. Governors were informed that the KS1 data was published data as it has been moderated. The KS1 data showed the cohort had been below in Reading but exceeded</p>	

in Maths. They were also above in Multiplication check. The DHT explained that it had been a strong set of results and the school was very pleased.

KS2 results – these had been shared and Governors gave their congratulations but especially to KS for her hard work. Targets were high in school and all show really good progress. **A Governor enquired as to what would be published for the school for progress. The DHT explained they would receive a progress measure although they do not know what this would be they do know it would be positive and it would only be given in Reading and Maths.** DJ met with the Head to look at progress from KS1 to KS2 and to look at those who had maintained GDS. Compared to the last progress report it showed a significant improvement. A Governor commented on how close the target to achievement was and this was positive as it showed accurate prediction. **A Governor asked whether targets get adjusted year to year and they were informed they were as they were adapted according to cohort ability and what they would be able to achieve.**

Progress in red did however show that some SEN children were are making below expected progress.

JA joined the meeting at 6.25pm

The DHT explained it was important to understand that the SEN children made progress but they would also be catching up with the cohort. A discussion on attendance and achievement followed

A Governor asked whether the data was shared on the website and it was confirmed the school would share the results.

A Governor enquired as to why the results had improved so much and they were informed the staff knew the children very well. There was accurate tracking and support in place and it was a strong cohort too. The children had had lots of training to sit the tests and this preparation had helped. There had also been lots of support in place for the staff and the team had been strong. The Chair also felt the Quality First teaching in recent years had contributed. The Headteacher ensured there was a plan to get the child to where they need to be. The GB discussed the next cohort, it was a more difficult cohort although progress would be significant it is likely the % attainment would be lower than this year. Governors thanked KS and stressed she should be very proud.

HT/DHT

	<p>ECT moderation had been held during the week. An Local Authority moderator had visited to moderate the ECT provision and this had been very successful. He looked at the process and procedures the school had put in place for ECTs. He met with ECTs, reviewed files and discussed the process with them. He reported he was impressed and both ECTs were happy in school. A Governor questioned whether a report would be received and it was confirmed there would be but it would not show the narrative.</p> <p>At the time of the meeting there were 2 current Child Protection cases involving 4 children and 3 CIN plans. There had been 2 further suspensions for a child in Year 1 and this followed advice from the LA Behaviour Support. Following the requirements of the recent EHCP this pupil would be moving to another school in September.</p> <p>Leavers Service in the Abbey would be held at 2pm on Friday and all governors are invited. The Year 6 production on Tuesday would be held at 5.30 pm followed by a Fish and Chip supper for the pupils.</p> <p>It was confirmed the school would be on the SIAMS list for the next year.</p> <p>A list of subject leaders would be emailed to the Chair for the plan.</p> <p>Parent, Staff and Pupil surveys had been sent out and analysed, the data was shared with Governors. It would be important for more parents to respond to the survey. This was discussed and agreed to ask both parents to answer the survey. It is important that the good Parental engagement the school has is reflected when Ofsted visit. It was also suggested the survey was shared on a separate email and not in the weekly update. The DHT explained it was still open and it could be resent and requested. It should be stressed that positives should be included in the questionnaire as well as the grievances. Suggested it could be sent as a text message as well as an email and could include a link to share concerns through the correct channels. Governors commented it was worrying to see from the survey that there are some parents who don't know what progress their child is making or whether their child feels safe.</p> <p>Pupil survey – Year 6 did not take part, Year R and Year 1 answered as a whole class. The survey had been adapted from the Ofsted pupil questionnaire. Governors asked if they could see the questionnaire with Year R and Year 1 removed, then the total from the remaining year groups. There had been a total of 203</p>	<p>ALL</p> <p>DHT</p> <p>HT</p> <p>DHT</p>
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<p>271/23</p>	<p>Nothing to report. Sports premium will be published by the end of July.</p> <p>Curriculum Governor deep dives had been carried out. AT and JA had been impressed with subject leaders as they were passionate about their subjects. Good triangulation from most reports. They had asked staff what the process felt like and they were informed it was a lot of work to prepare for but it was important to complete and it would now be quicker to prepare for Ofsted.</p> <p>It was hoped it was as useful for staff as it was for governors. Stressed it was important to be succinct and this will be reported back to staff.</p> <p>A Governor asked what the process was for Subject Leaders to request funding to develop their subject. The request would come to SLT who would discuss this, KS explained this was the process for Little Wandle. If a need is requested Governors then this would be passed on to the Head.</p> <p>Questions from JJ's report was shared at the meeting. A 2nd year ECT had taken on the subject leadership of History. Job shares would take on a responsibility too. It was always harder in a small school to cover all subjects. What was the impact on the class - in terms of time staff are able to request a time to complete observations of the lessons of the subject they lead, this can also be built into the coaching time too. The Head was approachable and staff can go to him for workshops and time. It was important not to overwhelm staff too much and this allowed for a better work balance.</p> <p>It was commented that the process of the Deep Dives was very comprehensive to had a number of Governors visiting. Deep dives should be completed annually as it both supported Governor monitoring and was helpful to staff too. Governors felt more confident about their knowledge of non-core subjects as well as core subjects which is important.</p>	
<p>273/23</p>	<p>Behaviour It was noted that the behaviour of the pupils had been as expected if not better during all Governor visits.</p>	
<p>274/23</p>	<p>EYFS</p>	

	<p>The LA Report and Moderation had been previously discussed. The recent GB monitoring visit included time in the classroom to see the curriculum (which had been revised and implemented this year) in action. 78% of children successfully met ELGs which was above the NA. As children move up to Year One the Year One staff would adopt free flow choice activities initially which the children were familiar with, this would be phased out as they moved through the year. Pupil Passports were used in Year R and the children were taught how to understand their targets. Induction process was underway for the new cohort of Year R pupils. AT had met with 3 children who were very positive and talkative, clear evidence to provide stimulating learning opportunities. Discussed development of the Outdoor Learning Environment and this refurbished space had been previously praised by the LLP. AT observed children being more engaged when outside. A Governor asked if they thought having the split teaching role works and they were informed it seemed to be working, the team have reported they are working well together and external moderations agree with this.</p>	
275/23	<p>Premises and Health & Safety This would be carried forwards. Head and JJ observed the new exit to Year R had created a flood, this would be mentioned to the Site Manager as it looked like the drain was higher than the floor. 1960s concrete(RAAC) has been in the news recently, this had been reviewed during site inspections. It was not deemed as being of any concern within the last 3 years. A Governor asked if the flat roof was from the 1960's, the SBM would be asked to look into this. The nail in the playground mentioned in the parent survey had been dealt with.</p>	DHT/HT DHT/HT
276/23	<p>Ethos / SIAMS Richard Wharton would be asked to deliver SIAMS training as early as possible in the autumn term. A Governor asked if there was anything in particular TW would be expected to be involved in for a SIMS inspection. JK would be visiting the school for collective worship and noted that the Clergy visits to lead worship on Tuesday.</p>	Chair
277/23	<p>Pupil Premium and SEND The Case Review Meeting had been attended and the report was on Dropbox. A Governor asked how sustainable was the level of the documentation and they were informed there was support in place for the member of staff and even though it</p>	

	<p>has been a particularly stressful term then the new SENCO now had good systems and structures in place .</p> <p>A Governor then asked what experience did the members of the GB who also volunteer within the school have and did they feel useful. These questions would be added to the monitoring plan. DJ explained she always felt welcomed. A Governor went on to ask if she felt well trained and this too would be asked of other volunteers. JK took part in the induction time with Year R and this was welcomed and felt very inclusive. The 15 minute parent session with teachers and parents had been held and this felt really useful and positive.</p>	
278/23	<p>Pupil Progress As discussed in the HT report.</p>	
279/23	<p>Safeguarding Audit The action plan from the audit should be submitted by the end of September 2023. The Chair and Head met to complete the audit . The action plan looks succinct. There were one or two challenges including researching the online profiles of applicants. We need to be aware that searches can be time consuming. A Governor asked what would the school do if someone expresses their opinion rather than that of their employer -governors discussed possible actions Staff will be informed about checks and they should review their own social media accounts. A Governor enquired as to whether this was an infringement of personal privacy and it was not if the social media was in the public domain. The staff code of conduct contains very specific advice to staff. A Governor asked what would happen if a member of staff wasn't willing to remove a photo, this wasn't known as it hasn't happened but if this did occur LA Personnel Services would be contacted for advice and support. JA to speak with the SBM and would include gaming profiles etc.</p> <p>The safeguarding improvement plan for the 2022 audit is being reviewed for reporting to the September meeting.</p> <p>Chair had completed her termly check of SCR and staff personnel files and they are up to date and compliant. In addition a discussion about the use of CPOMMS had been held and no actions needed.</p>	<p>Chair</p> <p>JA</p> <p>Chair</p>
280//23	<p>Development and Training DJ had met with JK to carry out induction training.</p>	

<p>281/23</p>	<p>WGB training is booked for 30th January 6.00pm to 8.00pm – the training will be “The Governors role in whole school improvement” Ofsted training is booked for 7th September at 6.00pm. Effective questioning was being held as a webinar in February so Governors were encouraged to sign up for this. 360 on Chair to be completed by DJ. The Chair would be meeting with individual governors next term.</p> <p>Leadership and Management including IT JA had a follow up meeting with HT on how the SIP was implemented and continued to see leadership led improvements and actions. He then met with some subject leaders about how this was implemented by staff. There was a strong link between He had also looked at science and how it should be developed - clear processes were in place. Discussed with TLR3 about raising attainment in writing, the school has specific funds to develop this area and progress is being made. Evidence was triangulated in this visit.</p> <p>Cyber security – JA met with Zac(School IT support) and DHT. IT survey was discussed. KCSIE raised profile of cyber monitoring and filtering, in secondary schools there is more of a challenge but primary schools have responsibilities too. No issues raised but some improvements for security was discussed. Strongly recommended a 2 factor identity check and this will be trialled by Governors if they agree. A Governor asked how this would work with Outlook and JA agreed to check with Zac,.</p> <p>Dropbox – data protection would protect google drive but not Dropbox. We could carry out a data protection impact assessment on Dropbox. It was felt that we should make the move if it makes our information safer. If an impact assessment was carried out it was felt it would not come out well. Suggested keeping current year files to Dropbox then migrate archives to Google drive. Chair to give “write access” to JA.</p> <p>Solar Panels – Dragon Fly had not come back with a quote and so another supplier had been contacted. They had quoted £35,000 with a £5000 saving each year and a 5 year warranty. The company would perform a survey for £200 to give us information to apply the Diocese for a grant. A Governor asked where would the money come from, this could be a Capital spend -yes it would be capital spend but better if grant was available for this work. Unanimously agreed for the survey to be carried out. Hampshire County Council should also be contacted about a quote.</p>	<p>DJ</p> <p>Chair</p> <p>JA</p> <p>Chair</p> <p>JA</p>
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282/23	<p>A Governor asked how the IT disaster recovery plan differs from the Critical Plan. It was confirmed the critical plan did not mention IT.</p> <p>Mental Health and Well Being Nothing to report.</p>	
283/23	<p>Communication</p> <ul style="list-style-type: none"> a. Media b. Marketing <p>The new banner had been ordered and would be in place to attract new starters.</p>	
284/23	<p>Staff Governor Report</p> <p>Nothing to report.</p>	
285/23	<p>Governor monitoring Schedule</p> <p>This would be updated over the summer.</p> <p>The Chair enquired as to whether Governors felt they should move to a yearly plan rather than termly due to the high frequency of the monitoring.</p> <p>This was discussed and it was felt that a termly plan could be written within an annual plan. This would be useful for the deep dives.</p> <p>RP reviewed the strategic plan and the GB was on track and “smashing it.” This report would be discussed in September. It was agreed for Staff Governor Report to move up the agenda and a rolling movement of Lead Governor Reports would be introduced.</p>	<p>Agenda</p> <p>Agenda</p>
286/23	<p>Chair of Governor’s Report</p> <p>There was nothing further to report.</p>	
287/23	<p>Policy Reviews:</p> <ul style="list-style-type: none"> • Fire Safety • Freedom of Information • Critical Incident and emergency plan – mentions a 2009 policy and JA to flag this with the SBM. <p>Policies were for information and not approval. GB noted these policies</p>	<p>JA</p>

	School governor privacy to be accepted in September.	Agenda
288/23	<p>Any Other Notified Business</p> <p>Thank you to all staff for their hard work over the last year. The Chair would bring a thank you card and gift for staff into the school from FGB</p> <p>Congratulations to the DHT for their upcoming wedding.</p> <p>Overall it had been a very positive year despite the challenges.</p> <p>Thank you from the Chair to the FGB for their dedication.</p>	Chair

Meeting closed at 8.38pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Tuesday 19th September 2023
Thursday 19th October 2023
Tuesday 5th December
Thursday 18th January 2024
Wednesday 21st February 2024
Thursday 14 th March 2024
Thursday 25 th April 2024
Wednesday 22nd May 2024
Tuesday 18th June 2024
Monday 15th July 2024

Future Agenda Items:

Signed:..... Date.....