



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body
Thursday 19th October 2023 at 6pm – 8.30 pm

Present

Liz Wagner (Chair)
 Tom Langford (DHT)
 Robert Pears (RP)
 Thomas Wharton (TW)
 Alan Davies (AD)
 Dawn James (DJ)
 Kathryn Sessions (KS)
 James Ablitt (JA)
 Jemma Jones (JJ)
 Ann Turtle (AT)

Apology

Sandra Gidley(SG)
 Mark Harris – (HT)
 Judith Kirkland (JK)
 Adam Smith (AS)

In attendance

Victoria Bleaney (Clerk)
 Michelle Close (SBM)

037/24	<p><u>Welcome, Prayer and Apologies</u></p> <p>TW opened the meeting with a prayer and the meeting commenced.</p>	
038/24	<p><u>Requests for AOBs</u></p> <p>It was agreed to add the following;-</p> <p style="padding-left: 40px;">Cleaning Contract – to Finance item Governor Forum - to C of G item Monitoring Schedule to C of G item</p>	
039/24	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none</p>	
040/24	<p><u>Finance Update - School Business Manager attending for Budget Revision</u></p>	

The SBM was welcomed to the meeting.

Mid year revision of the budget 2023/2024 and both the summary and detailed budgets were available before the meeting.

Questions had been sent prior to the meeting and have been attached to the minutes as well as shared in the meeting folder in FGB Dropbox.

AD explained that the initial budget at the beginning of the financial year showed a £90,000 surplus with £6000 in-year deficit. With budget adjustments taking into account new cleaning contract and possible capital project costs(window replacement) The revised budget presented to the meeting had an in-year surplus of just over £1000. Years 2 and 3 had been shown in the budget and show in-year deficits. Income has increased to include more confirmed grants. It was explained that school meals intake was lower as were Universal Free School meals at £5000 less.

Expenditure showed the drop in Catering costs due to the intake of £15000. Expenditure was higher as meals were more expensive but the grant remained the same. It was discussed and Governors felt the cost of living crisis would have contributed to the lower numbers of children having a school meal. Staff costs had increased by £10,000 due to an additional TA and half a day for a teacher to cover. There had been a £5000 (10%) contribution to the possible capital works to replace the windows in the Victorian part of the school. It was highlighted that the Diocese was keen to reduce energy consumption in schools so new windows will help assist in this. Governors discussed the project and planning permissions may need to be sought, it would be likely to be completed in 2025. Gideon Aymes will be asked if he is available to project manage this area having successfully managed the refurbishment work over the last two summers. The budget revision was agreed unanimously.

The food vouchers grant had been applied for again this holiday.

A Governor asked why it was thought the school had better control of the budget than other local schools and it was explained that the school was very careful with spending, the NOR in other schools had also dropped where as RAPS had budgeted for 17 children in Year R with 20 actually on roll. Following the October break there would be 203 children on roll.

The SBM explained there had been some issues with the cleaning company, the standards had considerably dropped and had been an issue for a couple of months. She had sought quotes and met with other companies. One was cheaper but didn't have a strong proposal. One was strong and suggested a mini deep clean each half term and a deep clean annually. 2 people would be allocated to the school each weekday. The third company was similar but was larger and would only offer one person. Carpet cleaning would be an additional cost. There would be an additional cost of £300 more but this had been built into the budget. The current company were also not doing the hours they said they were and this was being investigated, it was hoped

041/24	<p>money could be claimed back for this. References would be sought from potential new cleaning companies if governors approved the change and it was unanimously agreed to change to the new cleaning company and thanked the SBM for her work on this and all the business aspects of the school.</p> <p>The SBM left the meeting at 18.38.</p> <p>Website monitoring: AD reported he website had substantially improved. There were 2 or 3 minor points still to be updated. Governor diversity was mentioned in the audit and a NGA Diversity Indicator had been shared in Dropbox. Governors were asked to review this by the next meeting if happy to answer the questions the Chair would turn this into a google form to complete this. Discussed this and governors agreed they were happy for this to be completed rather than wait until next meeting. Diversity questionnaire to be circulated. All to complete.</p>	Chair/All
042/24	<p><u>Endorsement of Minutes from last meeting – September 2023 (in Dropbox)</u></p> <p>JJ was not present at the meeting.</p> <p>Page 4 third paragraph down should read “some items from the 2022 safeguarding audit action plan” will be ongoing in the action plan of 2023.”</p> <p>Page 4 second paragraph should read “The SBM will monitor whether the current procedure will continue to be sufficient.”</p> <p>Page 7 DJ action should be moved up to training</p> <p>Page 11 code of conduct action to read EW.</p>	
043/24	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>ToR to be put in Dropbox</p> <p>WGB SIAMS training had been completed. Chair and Head would meet with TW to summarise this training</p> <p>The SIP was now on Dropbox.</p> <p>All other actions had been completed or were due for discussion at the meeting.</p>	Clerk Chair, TW, Head
044/24	<p><u>Clerks Update</u></p> <p>RP confirmed he had read and understood KCSIE. TW to complete PREVENT and Safeguarding training. AS to accept KCSIE and Safeguarding on Governorhub. Clerk to complete Safeguarding and PREVENT.</p>	

<p>045/24</p>	<p><u>Headteachers Update</u></p> <p>TL shared attendance data in the meeting and the school was 1.7% above the national average. SLT were expecting this to drop as a bug had swept through the school and nationally. There were 201 children on roll on census day. The original forecast was 195 and there would soon be 203 on roll. A Governor asked what the reason for the new starters had been. The DHT explained there were different reasons, one family moved to the country, traveller children has joined the school, others had moved schools. Ampfield Primary school was rumoured to be closing and the Headteacher had had some extra school tours as a result. For Year R 2023 there had been 2 open mornings and 6 tours which represented 19 children</p> <p>There had been 1 x 1 day fixed term exclusion for violence at lunchtime. A Governor enquired as to what PBS stood for and they were informed it was Primary Behaviour Service.</p> <p>All staff had been booked for Team Teach training and positive handling and restraint training next half term.</p> <p>Year 6 had completed their residential to Fairthorn Manor. It was reported they had a brilliant time and represented the school very well. All had slept incredibly well and this was due to the constant activity with some activities running into the evening. 2 children stayed at school and one completed work at home. It had been the first year the school had visited Fairthorn Manor and it was so good they would be used again. The school trip to Hilliers for the whole school had been very good too – the two governors who had attended this day endorsed that this visit had been really successful with lots of very positive comments from the Hillier staff and a wonderful learning environment for the pupils.</p> <p>Year 5 were sleeping in The Abbey on the night of the meeting and they were having a tour of the bell tower etc.</p> <p>Pupil Progress meetings were being held with a focus on SEND and PP.</p> <p>The Psalm 23 garden was open and the garden was being used by the children. Classes were rotating use and parents were visiting at the end of the day with their children too.</p> <p>Staff illness had been high with an average of 2 off each day over the half term. Cover had been dealt with in-house wherever possible but some supply had had to be used too.</p> <p>The Harvest festival was very successful.</p> <p>The LLP meeting would be discussed at the next meeting. The SIP was in Dropbox and Governors were asked to refer to the SIP during monitoring visits.</p>	<p>Agenda</p>
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	A Governor asked why the Persistent Absence is lower than the national average apart from in Year 2 and it was agreed to look at this at the next meeting.	Agenda
046/24	<p>Staff Governor Update There was nothing further to add.</p> <p>Governors asked for their thanks to be passed on to staff for their efforts and contributions this half term.</p>	
	Lead Governor Reports (including monitoring visits)	
047/24	<p>Curriculum Governors were encouraged to read the Curriculum section of the SIP. AT and DJ would be carrying out deep dives into each area and Governors were asked to refer to the SIP during visits as its important for triangulation. Thanks was given to DJ for adding the dates to the monitoring plan. The Love, Trust leaflet had been updated and was in the SIAMS folder in Dropbox.</p>	
048/24	<p>Behaviour The behaviour report was in Dropbox. The visit looked at behaviour in 4 different situations including a school trip. Behaviour demonstrates school values consistently throughout the school and de-escalation was seen to be used effectively . The restraint policy was to be discussed later in the meeting. It was reported that Team Teach was very positive to help staff even further to support those children which found school a challenge. It was agreed that all pupils were treated with love, trust and forgiveness.</p>	
049/24	<p>Premises and Health & Safety From previous minutes: The tree in question is the very tall tree. It had been checked twice over the last 2 years following parent concerns. The advice from the tree surgeon was that it wasn't a danger and he advised it stayed in situ. All the other trees are inspected every 5 years. SG checks on the trees throughout her H&S visits.</p>	
050/24	<p>Ethos The opening of the Psalm 23 garden had been covered in the Winchester Diocese weekly new bulletin and the Chair had shared the bulletin, which included lots of good photos of the event, with Governors. It was agreed that the opening was a very positive way that the school community was connecting to the local community. Richard Wharton, Diocese of Winchester, was very complimentary about the garden. A media article had been written for the local newspaper and it was suggested a follow up could be written of the children using the garden.</p>	Chair/HT

	<p>TW would be taking a service at 8pm for the pupils who would be in the Abbey sleep-over so TW would be leaving the meeting before the end as would KS as one of the Year 6 teacher.</p>	
	<p>SIAMS was due and it was felt the school was in a good place. TW said that he would be meeting with the Head and Chair to discuss this further.</p>	
051/24	<p>Pupil Premium and SEND No report at this meeting as the monitoring visit is after half term.</p>	
052/24	<p>Pupil Progress No report at this meeting as the monitoring visit is after half term.</p>	
053/24	<p>EYFS No report at this meeting as the monitoring visit is after half term</p>	
055/24	<p>Safeguarding A Serious Case Review meeting will be arranged for after half term with DSL and Deputies and the Safeguarding governors</p> <p>The Chair had met with the SBM to review the SCR – this is up to date and compliant. It was now possible to run compliance reports which is visually helpful as the report can highlight any certificates/training either out of date or about to be out of date. A meeting with SENDCo had been held to discuss LAC and post LAC. There was nothing of concern to report. It was planned to look at anonymised CPOMS records during the next visit to the DSL. Training had been held with staff about acceptable language used in CPOMS in case the records needed to be made available to police/court authorities.</p> <p>The summary of Safeguarding had been drafted. This would be shared following the Heads approval. Actions set in the audit would be discussed termly.</p> <p>Staff safeguarding knowledge was regularly checked in staff meetings using quizzes and scenarios. The Head would be asked to report on this in his written reports.</p> <p>Keeping safe was discussed with pupils during PSHE lessons. It is important for Governors to monitor the impact of this learning during governor monitoring visits.</p> <p>Further improvements to safer recruitment include social media checks following the guidelines in the Hampshire MOPP. This was also in the updated policy too. A Governor asked if people are informed if they aren't invited to an interview due to their social media, it was explained</p>	<p>Chair/HT</p> <p>Head</p> <p>Head</p> <p>ALL</p>

	<p>that social media was only reviewed once candidates had been shortlisted and could be questioned about social media posts during interview.</p> <p>Staff safeguarding training was completed in the first INSET day in the autumn term and Deputy DSLs had completed their refresher training too. Succession planning for the role of safeguarding governor is ongoing.</p>	
056/24	<p>Sports Premium Update Currently nothing further to update</p>	
057/24	<p>Mental Health and Wellbeing During the meeting mental health and well being had been discussed in many different situations. Governors were reminded it was important to ask staff about their own wellbeing during monitoring visits.</p>	
058/24	<p>Leadership and Management JA had been working with the SBM on whether Google Drive was working for the school and whether the governors should change from Dropbox to Google Drive. The 2 factor authentication was now in place for emails.</p> <p>The KCSIE requirement for filtering and monitoring was being addressed and a list of questions to TL and IT support had been written to discuss at the next meeting</p> <p>JA met with the Head to look at the process of creating the SIP and the report of this meeting was on Dropbox. JA and HT had discussed the process to help JA understand how the actions in the SIP were embedded in the day to day work of the school. The review underlined the importance of actions being completed. Staff wellbeing was a standing item on the SLT agenda and JA had enquired after the Heads wellbeing. TAs met weekly as a group of peers and this was a direct response of staff wellbeing survey.</p> <p>Next year the consultations with staff about the SIP may be earlier and it was being considered for action prior to the summer holidays rather than in the autumn term. It was enquired as to whether staff felt like they had interaction with SIP and the staff governors confirmed they did. A Governor asked what the plan was for staff reviewing the SIP. They were informed SLT continually look at this and it was also referred to in the staff meetings and Performance Management meetings.</p> <p>INSET day was attended and lots was discussed including behaviour, Footsteps award, learning journeys and planning in subject areas. Everyone was very engaged and positive. Cultural Capital launch pads was a resource used at the start of the lesson to bring all children to the same level of understanding.</p>	

<p>059/24</p> <p>060/24</p>	<p>Communication a. Media b. Marketing Marketing leaflets had been delivered to local Nurseries etc and the SBM would be dropping some to cafes. PTFA post to be sent out to ask local parents to put in shops.</p> <p>Development and Training DTG update highlighted the importance of making full use of Governor training which is available for free as we buy into the SLA for this. It was important for all Governors to book on training and many haven't had training in more than a year. It is asked that each Governor completes at least one session a year to make the SLA valuable. It was suggested Governors complete one curriculum session, one finance, one vulnerable groups and one data session. A Governor asked if you can add elearning courses on to Governorhub and it was confirmed they could.</p>	<p>JJ</p>
<p>061/24</p>	<p>Chair of Governor's Report</p> <ul style="list-style-type: none"> • Strategic Plan • Review by RP • FGB Action Plan <p>RP wrote a strategic plan review, he would send this to the Chair. Governors agreed the monitoring plan was deep and broad enough to act as the action plan. The report to parents would be discussed at the next meeting with the Headteacher and it was suggested it could also be possible to send a termly update report.</p> <p>Governor Forum was attended by the Chair and energy efficiency was discussed and information was passed on to SBM. Recruitment was an issue for many schools as it was hard to find staff but it should be noted this school was currently in a healthy staffing position. Challenges were then discussed at the forum and it was reported it was interesting to see how each school had their own challenges.</p>	<p>RP Agenda</p>
<p>062/24</p> <p>063/24</p> <p>064/24</p>	<p>Policy Reviews</p> <p>Admissions – in line with Hampshire CC and the Diocese. This would be shared on the website. Admissions for Disabled pupils need to be added as part of the website audit. This policy was unanimously agreed and ratified.</p> <p>Governors Code of Conduct – Unanimously agreed and ratified.</p> <p>Drug and Substance Misuse – This policy was for information. KCSIE 2022 date to be updated.</p>	<p>SBM</p>

065/24	<p>Positive Handling and Physical Restraint – This policy was for information. LLP highlighted the low level concerns of KCSIE and whether we monitored them. A Governor asked if this related to Team Teach and it was confirmed that indirectly it was.</p>	
066/24	<p>Pay – This has not changed apart from costings. This was part of MOPP which Governors approved. Unanimously agreed and ratified. The following dates were suggested Meeting Teachers Pay to be held on Zoom on Monday 30th October at 6.00pm. Headteachers Pay Review Zoom 4th December. Support Staff prior to 27th November.</p>	
067/24	<p>Performance Management Policy – This was part of MOPP which Governors approved. Unanimously agreed and ratified.</p>	
068/24	<p><u>Any Other Notified Business</u></p> <p>None</p>	
069/24	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Discussed budget and revision and with a surplus of £1000 • Surplus in Year 3 • DHT gave Heads report • Attendance above the NA • 201 on census up to 203 • Successful residential trip and children enjoyed it • Chris Bulmer deep dive subject • Psalm 23 garden in use • High staff sickness being managed well • NGA diversity indicators • Ethos and was pleased with garden, also picked up by Diocese • Year 5 sleepover • Curriculum and monitoring plan • Deep dives being triangulated with SIAMS, SIP • Behaviour and consistency • Teacher training use of support agencies • Tree is protected • 2 factor authentication • Lots of work on SIP, data, value and vision • TAs meeting • Staff part of the SIP • Safeguarding training • Reporting on SCR • Importance of CPOMMS language • SG to be involved in succession planning 	

	<ul style="list-style-type: none"> • Distribution of leaflets • Training and development for governors to be completed • Agreed policies • Discussed post to parents for marketing <p>All of the areas discussed support the vision and values of the school</p>	
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The meeting closed at 8.38 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

- Monday 27th November 2023 – Changed on 19.09.23
- Thursday 18th January 2024
- Wednesday 21st February 2024
- Thursday 14th March 2024
- Thursday 25th April 2024
- Wednesday 22nd May 2024
- Tuesday 18th June 2024
- Monday 15th July 2024

Actions for future agendas

Lead Governor descriptors – January 2024