

The Finance Lead had asked the following questions prior to the meeting;

1) HCC Schools - Additional Allocations (7697) - what makes up the budgeted total, please (£28,649)? Only £11,985 has been received so far - is this a timing difference?

A) 7697 - First payment of the Supplemental Grant has been received, further payments to come.

2) Alterations To Buildings (3860) - what was the refund from Forge? (£4,660) (Are these the costs the school paid directly last year?)

A) The refund from Forge is for an invoice that the SBM paid and then the Diocese also paid the invoice. Forge sent the school a refund for the overpayment. Governors discussed this and the SBM explained the account looked healthy and the payment would be transferred into the second phase. The school shouldn't have to find much more money and this had been accounted for.

A Governor asked what the second phase would be and it was confirmed it was the cladding and window replacement for the kitchen and due to some issues this was a bigger build than initially thought. The school would also get new windows and blinds. They had secured funding for the second phase and also secured the same contractors as this year. **A Governor then asked in terms of the work for next year whether there was any remedial work that could be done to prevent it getting worse and the SBM explained there wasn't and it was due to the age of the building.**

3) Utilities costs (3956, 3958, 3950, 3951) look quite high against budget if only paid up to June - or are we always in arrears with the payments?

A) 3956 and 3968 - payments are paid quarterly, 3950 - Gas has had 6 monthly payments taken from it. 3951 - Electricity has had 5 monthly payments taken from. The SBM had asked EFS about what the guidance is in relation to this and the Government capping energy prices for schools for 6 months.

4) Hired and Contracted Services (4861) - was there much expenditure left to come? (£8,422 at present compared to a total budget of £9,000)

A) 4861 - £500 needs to be re-coded from here. Most payments expected from here have been paid.

A Governor then asked what the Supplementary Grant was and the SBM said that she would provide the explanation after the meeting.

Post meeting note: From SBM – this is additional money for all schools that will be included as part of Schools General Allowance in future years

To work out whether the school was on track the Finance Lead takes the budget and divided by 5/12s. £503000 was predicted and at the time of the meeting the budget showed £524,000 which was a difference of £21,000.

	<p>Staff costs had been predicted at £361,000 and at the time of the meeting there was a £10,000 difference. There would also a pay rise from the 1st September so this would decrease. Other showed a prediction of £144,000 and was actually £157,000 which was a difference of £13,000, the main reason was the school had paid their contributions to the building costs. The school did still have a surplus of £17,000 which is very positive. SBM confirmed the budget was looking positive.</p> <p>It was confirmed the Year R class had increased from 17 to 22 on roll which was financially positive.</p> <p>TW entered the meeting at 18:26.</p> <p>Extra funding for the Psalm garden had been given, a termly donation had been offered and the school had already received £700. This had helped move the garden forwards in its next stage. It was agreed for the school to display a plaque up in the garden and a photo opportunity will be created.</p> <p>TL and JA would follow up on the potential costs of backing up the Cloud Services.</p> <p>There were no further questions and the SBM left the meeting at 18:30.</p> <p>The unofficial fund was signed and sent off to the LA.</p> <p>AD reported that the website had been reviewed and the only outstanding item was the Equalities policy which was on the agenda. Staffing would also need to be updated.</p>	TL & JA
	<p>Review of</p> <p>Election of Chair – EW was unanimously nominated and approved to stand as Chair to the GB for the coming year.</p> <p>Election of Vice Chair – DJ was unanimously nominated and approved to stand as Vice Chair to the GB for the coming year. Governors thanked JJ for her hard work as Vice Chair previously.</p> <p>Lead governor responsibilities. The following Governors agreed to take the lead for the coming year;</p> <p style="padding-left: 40px;">Communication –Media and marketing - EW Curriculum – DJ/AT EYFS - AT Pupil Progress – DJ/AT Development and training - DJ Ethos – TW Wellbeing and Mental Health– AS/RP Finance and Sports Grant - AD Pupil Premium and SEND - JJ</p>	

	<p>Premises and Health and Safety -SG Safeguarding and Looked after Children – EW/SG IT – JA Leadership and Development – JA/AS Behaviour – currently under ethos and DJ and JJ also covers this area.</p> <p>RP entered the meeting at 18:45</p> <p>Governors were asked to lead on the policy within their lead roles. Clerk to put in Dropbox the lead Governor roles and the policy schedule.</p> <p>The role descriptors were discussed and each Governor was asked to read through and make amendments (green to be added, red to be removed). A role for staff Governor in the document would be included. There was a descriptor for Well-being and Mental Health Governor from the NGA which would also be added.</p> <p>Governor Terms of Office – in Dropbox There were no amendments. TW was invited to bring another member of Clergy team to the meetings if this would be helpful to TW.</p> <p>Pay review Committee and ToR The TOR would be carried forwards to be reviewed at the next committee meeting. DJ, RP, AT would form the Pay Committee. RP to Chair the committee.</p> <p>JJ, AD, EW would form the Headteacher review panel.</p> <p>Agree Flat Governance ToR The ToR stated the Clerk would acknowledge the nominations and list nominees on the agenda. This would be completed from now. There was a formatting gap in 7.3 which would be removed. Remove 8.3 and the appointment of lead governors.... Change date at the bottom.</p> <p>The amendments were agreed and the Clerk would make the amendments.</p> <p>Agree Terms of Union The Governing Body need to ensure that the school teaches at least 5% of Curriculum time on RE and the Headteacher confirmed it was consistently above 5%.</p> <p>Instrument of Government This was agreed and it was noted the GB were actively looking for one more Governor in line with the instrument of Government.</p>	<p>Clerk</p> <p>All</p> <p>Chair</p> <p>Pay</p> <p>Clerk</p>
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	<p>Endorsement of Minutes from last meeting – 18 July 2022 (in Dropbox)</p> <p>Page 4 – WSLT should read SLT Page 4 second paragraph should read “with secure foundations in reading, writing and writing and maths.” Page 4 3rd paragraph – “Ofsted would not be judging schools on this data but would be asking questions to uncover the story and the outcomes.”</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting.</p> <p>Clerk to send minutes to SBM for Chair to sign</p>	Clerk
	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>Clerk to move the papers from the meeting folders on Dropbox.</p> <p>A discussion was held over the Kindles and the software programme for reading childrens school books was not currently available in the UK. A Governor then asked if the school could purchase Kindles from the Abbey’s Hardship Fund it was confirmed this would be possible. They were £100 each. The Headteacher was asked if Reading Lead in school would find them useful to please let the Chair know. Governors asked if it would be possible to loan out laptops like in lock down and the Headteacher would look into this.</p> <p>The Head had checked Parentmail and there was no reason why Governors shouldn’t be getting the school letters and suggest Governors check their junk/spam folder.</p>	Clerk
	<p><u>Clerks Update</u></p> <p>There was nothing to report.</p>	
	<p><u>Headteachers Verbal Update</u></p> <ul style="list-style-type: none"> • Staff Survey <p>The school started the year with 199 children on roll, attendance at the time of the meeting was 97.26% which could be improved. 3 families took a week’s holiday and penalty notices had been issued. One family was a repeat offender and so a legal intervention team referral had been made by the school. A Governor asked how many children the families accounted for and the Headteacher explained it was 3 children.</p> <p>There were 22 children in Year R.</p> <p>Covid was not being tested for but there had been 4 families and one member of staff off with Covid.</p> <p>It was reported that the Year R were settling in well. Of the 22 Year R cohort, 2 children had EHCPs with one expected application. Governors</p>	

were asked to note that one of the EHCPs should be on a higher level than they were. The school was in need of another Lunch Time Supervisor to help with this need outside of the class. **A Governor asked if the need to be on a higher level was because of the new banding or poor judgement from the LA and it was confirmed it was a little bit of both.** The Headteacher explained one application had been rejected and it would not be possible to reapply for one term.

The Headteacher was encouraged to talk to SG in her role as a Test Valley Councillor- EW and JJ to discuss further.

A Governor asked if there was any incentive for preschools to request the support that EHCPs can provide- the Headteacher explained there was often no immediate financial benefit to the preschools and it was a timely process for them.

A Governor then asked if the amount of need being seen had increased from 5 years ago as Governors had the impression there were higher levels of need coming through the schools. The Headteacher explained Specialists schools are in high demand and have limited space and so mainstream schools were taking the children on. Covid was still having an impact on the children where they hadn't experienced social time in preschool.

The school had scheduled Open Days for the coming weeks, 11 families were booked onto the Open Days and 4 families had visited during the summer. It was suggested another day in November may be held. The flyers didn't give a date but this was deliberate and the banner was in place at the market place. The Chair had spoken to Chris Riley who had agreed to help the school advertise the days but there had been no further conversation since then. It may be too late to advertise the October open days but it may be possible work for November dates. Governors then asked if there were other childcare settings that could be contacted for advertising purposes. This would be explored, the dates had been advertised in The Abbey Bulletin but hadn't been shared on social media.

JJ offered to take flyers to Town Centre shops as she had done last year.

The Headteacher would ask where the parents heard about the open days when they come for a tour. Churches could be asked to display the leaflets and in previous years some shops displayed. A Governor would ask the parent who worked at Frankies Fun Factory to take some flyers.

LLP had visited the school to review data. It would be important to dig further into the stories of the outcomes for KS2. They had discussed the impact of attendance on outcomes. The LLP had seen good learning behaviours and was impressed with the work and in particular the Writing. Forecast progress measures -2.3 for Reading, -2.0 Writing and -3.6 for Maths, this had been based on KS1 outcomes and the progress the children had made.

Head
EW & JJ

JJ

JJ

	<p>Maths was particularly concerning. Ideally the closer to 0 or positive the better the result. Governors were asked to note that Reading had improved. A Governor asked what would happen with Maths and it was explained that it was cohort specific and whilst the LLP felt it should be on the SIP, it was felt Writing was a wider school issue and so this was the SIP priority. Maths was being developed and an improvement should be seen.</p> <p>Rebekah Kingsland would be visiting the school for research on behalf of Hampshire County Council. A Governor asked how other schools did compared to RAPS and the Headteacher explained they had done better and RAPS results were below national and Local Authority figures but results from specific local school was not published.</p> <p>The Year 6 class were on a residential trip and were enjoying themselves. The Hilliers Trip would be held next week and Governors were invited. 27th and 30th January were the final INSET days.</p> <p>The Staff survey was distributed at the meeting. Governors were asked to pose questions at the next meeting. 9.1% is 2 members of staff and 18.2% is 4 members of staff. One member of staff had left since the survey had been completed. The written comments were very positive.</p> <p>As a result of parental suggestion the Heads newsletter included links and not attachments. The Head had updated the SIP and the SEF and both would be shared with the Chair. A Governor asked if there was any update on the Nurture group and an update would be given at the next meeting.</p> <p>The Chair and Head met each Friday after school and the Chair also did a gate duty with HT and other staff each Friday morning, it was a good opportunity to speak to parents. DJ and JA had visited the school during the Staff Improvement workshop which provided guidance on time management.</p>	HT/Agenda
	<p><u>Lead Governor Reports (inc visits)</u></p> <p>Sports Premium Update Nothing</p> <p>Curriculum The report from DJ on the first INSET day in September was in Dropbox. Staff were ready and keen to come back to school. There were some very useful and practical ideas offered. There had been a focus on feedback and marking which would form the spring term focus. One issue of Little Wandle last year was reading groups were happening but not easily and so this year the readings groups run consistently in a morning and these had been written into the timetable. A Governor asked how successful the writing strategies were and the Headteacher explained there was a writing lead and disadvantaged writers were being picked up and supported. A book scrutiny would also be held monthly. The action plan had been written</p>	JJ

<p>and the marking and feedback policy had been adapted. JJ to carry out a visit with LOD following their training.</p> <p>Premises and Health & Safety Changes to the Health and Safety Leaflet – this would be carried forward. There were no health and safety issues or concerns.</p> <p>Ethos TW was asked for the next report whether comments from Richard Wharton and Jeff Williams could be included and this was agreed.</p> <p>Pupil Premium and SEND There was nothing to report. The Headteacher was asked when the data drop meetings were planned for and they were Tuesday 18th October, Tuesday 13th December.</p> <p>Pupil Progress There was nothing to report.</p> <p>Safeguarding</p> <ul style="list-style-type: none"> a. Safeguarding summary b. KCSIE <p>The audit had been sent to the Hampshire Safeguarding Board but there had been no acknowledgement of its receipt. The safeguarding summary had been written with Julie Symonds, this was important for Ofsted. Thanks was given to the Chair for her support in writing this.</p> <p>KCSIE All governors were asked to read and sign on Governor Hub. It could be found in the Safeguarding folder on Dropbox.</p> <p>Development and Training All Governors were asked to complete Safeguarding training and Prevent (if not already complete). Once completed the certificates should be sent to the SBM. Governors were reminded this was a statutory part of the role.</p> <p>FGB training would need to be agreed and would be discussed at the next meeting. The training list would be circulated and Governors suggested Staff Well-Being and Mental Health would be positive.</p> <p>The Chair sat on the Service Review Panel and had complained about their experience of the last WGB training although Pupil well-being training the previous year was praised. JJ to meet with Hayley about how she planned on rolling the trauma workshop findings out to school.</p> <p>Communication</p>	<p>SG</p> <p>All</p> <p>All</p> <p>Agenda DJ</p> <p>JJ</p>
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	<p>Media - reported as above</p> <p>Marketing – The school had not been in the local newspaper so far this academic year. Cllr Daas could be invited into school. Staff would be asked to take some photos etc for press releases.</p>	
	<p><u>Chair of Governor’s Report</u></p> <p>Strategic Plan This was on Dropbox. 3 year plan would need to be reviewed and would be put on the November agenda for discussion.</p> <p>Autumn Term visits schedule This was in Dropbox. Data drops would be added to the document. It was agreed to add the delivered expected standards of the outcomes to meet expected standards and would be brought back to the next meeting. Lead Governors were asked to read their section before their visit. SIAMS was confirmed as not being due this year and wouldn’t be until at least September 2023.</p> <p>Action Plan This was in Dropbox. JJ to lead on this and create 2 versions, one for parents and one more detailed for FGB. JJ, DJ, SG to meet to write this.</p> <p>The Chair reported that Hampshire Gov Services were keen to have RIG (recruitment and induction governor). DJ as the Training Governor lead inductions but all Governors were responsible for recruitment. It was agreed to continue in this way. There was a national shortage of Governors and this was an initiative HCC were rolling out.</p> <p>RAPS did have one vacancy but if there were more people interested then they could be co-opted.</p> <p>The Chair had completed Hamwic training for Ofsted delivered by an Ofsted inspector and the training would be shared with the whole GB. The previous Section 8 inspections (one day), Section 5 (2 day) were now all 2 day inspections. They were now called Ungraded and Graded. An ungraded inspection would be for schools that were Good and would be held with one inspector. If they were found to be good a letter would be sent. A Graded inspection would be for outstanding schools with a full inspection over 2 days with a full report. Inspections could also be triggered by results, complaints etc. If this is the case Ofsted would come and inspect just the area of the complaint. A Governor asked if a letter was given would this postpone the next inspection and it was confirmed it would not .</p> <p>A Governor asked where the Headteacher felt the school was and they were informed the data didn’t show the school in a good light and it would be a hard conversation to be had. Staff were working hard to be in the best place possible and teaching and learning continues to develop.</p>	<p>Agenda</p> <p>DJ/JJ/SG</p>

	<p>Theoretically Ofsted couldn't visit on the data as they weren't judging data. The timings had been moved to allow inspectors to catch up following the pandemic. Deep dives would show developments and interventions were in place and Governors knew where the challenges lay and they knew what the school was doing to make improvements.</p>	
	<p><u>Policy Reviews</u></p> <ul style="list-style-type: none"> • Adopt MOPP – Unanimously agreed • Financial MOPPS – Unanimously agreed • Governors Code of Conduct – There were some amendments to be made. This would be carried forward to the next meeting. • Equalities policy – There were no questions. Unanimously agreed • Intimate Care – The wording had been changed. This would be shared at the next meeting. 	<p>Agenda</p> <p>Agenda</p>
	<p><u>Any Other Notified Business</u></p> <p>None</p>	
	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • New Vice Chair • Identified lead governors • Approving of a large number of statutory documents • Discussed Heads report • Increased numbers in Year R • Good attendance rates • Discussion on EHCPs and how to follow up and expedite issues • Discussed advertising the school • EGB training with focus on well being • Reviewed action plan • Explained Ofsted framework • Reviewed budget • Reminded procedures about policy review • Refined budget in line with energy cap 	

The meeting closed at 8.33 pm

Date of next FGB Meetings:

Signed:.....

Date:.....

6.00 pm – 8.30 pm

Thursday 20th October 2022

Tuesday 22nd November 2022

Monday 12th December 2022

Thursday 19th January 2023

Wednesday 22nd February 2023

Thursday 16th March 2023

Thursday 27th April 2023

Wednesday 24th May 2023

Tuesday 20th June 2023

Monday 17th July 2023