



Romsey Abbey C of E Primary School
Full Governing Body Agenda
To be held on Thursday 22nd June 2023
at 6pm – 8.30 pm

Present

Liz Wagner (Chair)
 Ann Turtle (AT)
 Jemma Jones (JJ)
 Robert Pears (RP)
 Mark Harris – (HT)
 Tom Langford (DHT)
 James Ablitt (JA)

Apology

Dawn James (DJ)
 Thomas Wharton (TW)
 Kathryn Sessions (KS)
 Alan Davies (AD)
 Judith Kirkland (JK)

In attendance
 Victoria Bleaney (Clerk)

	<p><u>Welcome, Prayer and Apologies</u></p> <p>The Headteacher opened the meeting with a prayer and the meeting commenced.</p>	
	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 19 June 2023)</u></p> <p>There had been none.</p>	
	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none other than already declared.</p>	
	<p><u>Endorsement of Minutes from last meeting – May 2023 (in Dropbox)</u></p>	

Signed:

Date:

Pg no. 1

	<p>AT should read DJ in the apologies for the meeting.</p> <p>Pg2 discussion about the word guestimate, should read “calculate”.</p> <p>Pg5 The placement of the Year R paragraph in the minutes seemed confusing so it was agreed to move it to the main Year R discussion</p> <p>Pg7 move anxiety question above recruitment</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting.</p>	
	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>The Clerk was asked to send March, April and May minutes to the SBM manager.</p> <p>The Risk Register had been updated and shared to Dropbox for information.</p> <p>The school fete had been a success and thanks was given to JK for their help. It had been a lovely atmosphere and thanks was given to the school for their hard work.</p> <p>RP met with the headteacher and his report would be shared for the July meeting.</p> <p>All other actions were due to be discussed at the meeting.</p>	<p>Clerk</p> <p>RP</p>
	<p><u>Clerks Update</u></p> <p>There was nothing.</p>	
	<p><u>Headteachers Update</u></p> <p>The written report had been shared on Dropbox.</p> <p>Potentially the school could have 30 onroll for September in Year R following more interest. A Governor asked if the one place on the Year 5 waiting list had been offered and the Headteacher explained this would mean going over PAN and it would be important for the child not to have a negative impact on the class when PAN is exceeded.</p> <p>FFT Attendance figures were shared and the school continued to be above the National Average. The Headteacher explained there was</p>	

	<p>ongoing work with Persistent Absence (PA) families. The attendance measures and changes to the policy were having a good impact and the school was below the national average for PA.</p> <p>The data analysis from Summer 1 had been in Dropbox, it also identified key areas for targeting and the actions to implement. The PP progress report was also shared.</p> <p>JA entered the meeting at 6.20pm</p> <p>The gap between PP and non PP was reducing and the cohort would be significantly stronger than last year, there was County wide support for all school. Recent extra visit by LLP, funded by Hampshire, was specifically to monitor PP. The LLP felt the strategy in the school was strong for the pupils. A Governor asked if the LLP looked at the budget, they were informed this had been discussed briefly and she agreed we were allocating money to the right areas. She had also looked at books and the LLP would write a report showing next steps which HT would be shared with Governors.</p> <p>The Early Years moderation visit was held in May. The practise was reported as very strong and the learning environment continues to evolve with higher levels of engagement being observed and it was agreed the money had been well spent on the outdoor learning area. It was documented that staff knew the children very well. Development points were made prior to the report being published to consider holistic nature of goals. It was important to note the school had been able to maintain standards with a job share which endorses the work the school had put in. Governors congratulated the EYFS teachers and staff and HT asked to pass on these congratulations.</p> <p>A Governor asked if the EYFS report would be shared, the Headteacher agreed to share the bullet points.</p> <p>KS2 writing moderation had also been held and the moderators were very impressed by the tasks designed to allow students to show their skills. Staff had been encouraged to keep examples of writing as the current cohort were a strong cohort. They had been impressed with the member of staff and their impact. A Governor asked how the examples were used and the Headteacher explained they would be used in future cohorts, this would also help the teacher to show the expected quality in CPD sessions with staff. Congratulations to the Year 6 member of staff for getting the writing to such a high standard, it was highlighted what strong progress she has made in her professional development. The success of the writing moderation was shared on Parentmail.</p>	<p>HT</p> <p>HT</p>
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The May minutes should read “prolonged absence” in the Headteachers report. The member of staff has had a successful return to work on a reduced timetable and this was working well. As a Church of England school the return to work and support put in place showed a lot of empathy and consideration. Governors discussed ECTs and it was felt SLT have been responsive to issues and had been proactive.

A Governor asked if the school takes part in inter-school sports competitions. The DHT explained they were part of SGO, run by Personal Best who ran a variety of activities (about 3 per term). During the day a group of children visited Hampshire Games alongside 60 other schools. A Governor asked how the children were selected and the SGO selected schools and individuals. The children chosen were not part of a club inside or outside school and were PP pupils. The children really thrived, they had played netball first and the progression in confidence was wonderful to see.

Governors agreed the SEND on a page was helpful, JJ had met with the SENDCo recently and didn't have anything to add to the report.

2 EHCP children would be moving on to other schools in September. There were a number of EHCPs being applied for and the register was continually reviewed. **A Governor asked if the EHCPs were coming through quicker and it was confirmed they were slightly.** 8 children had Educational Psychology involvement and **a Governor enquired as to whether the school had enough access to support. It was explained the school was allocated a certain number of hours per term as part of the SLA. They went on to ask if the school was given value for money and the Headteacher explained it was expensive but allowed the school to target those who needed it. Appointments were booked when required and were accessible.**

The FGB discussed the breakdown in incidents and the trends between half terms had been analysed. There were concerns over staff welfare in relation to violent incidents and it was stressed that there were suspensions put in place, one in spring and one in the summer term. A beanbag hold was used and this did help if a child or their peers are at risk. Risk assessments were continually updated for these children and support was offered to the member of staff. **A Governor asked if the school needed more staff trained and the Headteacher was looking into this. A Governor then asked if all staff wear breakable lanyards and it was confirmed they did. Finally the Headteacher was asked if the lockers were safe in relation to one of the incidents and the**

	<p>Headteacher confirmed they were and it had been an isolated incident.</p> <p>A Governor enquired as to what the trend was in safeguarding and they were informed it can fluctuate but are often the same small handful of families.</p> <p>A Teaching and Learning report on Book Scrutiny was then discussed. The report on Dropbox showed the good practice and areas worked on through INSET days. Areas of development showed an extra layer of rigor, this was also highlighted in the recent LLP visit. The school used school led tutoring to review all work to see if there were areas for improvement with the green pen. A Book Scrutiny would be held every three weeks and it was stressed this wouldn't increase workload but would highlight areas of weakness quickly.</p>	
	<p><u>Lead Governor Reports (inc visits):</u></p> <p><u>Finance Update</u> A report was shared on Dropbox.</p> <p>AS entered the meeting at 6.53pm</p> <p>TOR would reflect the increase in the Headteachers budget in September.</p> <p>Questions raised by the Lead Governor were in the report and the SBM confirmed there were no areas of concern.</p> <p>The Unofficial Accounts report were also in Dropbox. The CCLA account was for money paid to the Diocese, the money in the account was the schools contribution to the kitchen roof recladding. Mary Dovey would independently review this account. There were no questions. The Governors approved both the unofficial accounts. Chair to inform AD.</p> <p><u>Sports Premium Update</u> There was no update.</p> <p><u>Curriculum</u> There was no update.</p> <p><u>Behaviour</u></p>	<p>Agenda</p> <p>Chair</p>

A report was on Dropbox. It had been recommended to be aware of the way in which the nurture role had evolved throughout the year. The Head confirmed the role had evolved to the needs of the children and had enabled them to move from the nurture setting back into the classroom. The nurture provision would be moved to the afternoon to ensure the core curriculum was not missed. It was important to find a strong balance for the member of staff and the children.

EYFS

AT would complete a monitoring visit on 11th July. 78% of children were achieving GLD which was an increase of 1% on last year.

Premises and Health & Safety

As per the April meeting, the location of the tree was required. It was reported by Governors that the school fete felt Health and Safety conscious and Governors asked for their thanks to be passed on to PFTA for the success of the fair as well as the H&S aspects.

Ethos / SIAMS

A report had been shared on Dropbox following a very positive visit. The Lead Governors spoke to some Year 5 pupils about their reflections, they had enjoyed the stories from the Clergy. **A Governor asked what the impact of different members of the Clergy visiting the school was and it was explained it helped to continue to build relationships with the Abbey and the children benefit from their different expertise of bible stories. A Governor then asked how many of the clergy come in and they were informed it was 3 at present. A Governor then enquired as to whether Clergy from other faiths visited the school and it was confirmed a Catholic Father visit each Thursday and the school holds an interfaith day too.** Governors felt it would help the children relate to different aspects which will help them connect with the faith. The school was due a SIAMS inspection next academic year and Richard Wharton from the Diocese would be asked to deliver some training.

Pupil Premium and SEND

A Report will be shared on Dropbox. The Lead Governor had met with the SendCo and Head to discuss SEND and Pupil Progress, data shared today was used and it had been a positive meeting. Attendance would be explored as it was felt there was a correlation. School trips were back on the timetable and it was felt it was positive for cultural capital. This had been a positive addition along with volunteer readers who log which pupils they read with and what

SG

Chair

progress they had made. There had not been an exact SEN figure for new starters in September. EHCPs were discussed and how staff gather evidence. The capacity to submit forms was lengthy and **a Governor enquired as to why the school used both authorities and it was explained the authority where the child lived was used and some of the school's children live in Southampton.** More targeted interventions for SEND passports had been discussed and it was important to have measurable specific targets for these children. School are proud of progress made for pupils and interventions are well established, the volunteer team were proving to be very useful and Governors were happy the volunteer system was a success. Governors who volunteer would be asked for their feedback at the next meeting and the positions could be advertised in the Abbey Bulletin for more volunteers. **A Governor asked what the impact of Insight on how data was being evaluated. The DHT explained it was much quicker to access and upload information and there was a wider variety of information to capture.** This had had a positive impact on work load and staff well-being, it was less onerous and could be accessed in the lesson. **A Governor then asked how they could evaluate the accuracy and the DHT explained it was based on teacher assessment which was triangulated with other assessments and judgments as seen by Governors and moderation. A Governor then asked if the school used Insight for Year 6 and it was confirmed they did and the data should align with SATS results.** Test Based were being bought into the resources available and Year 1 were trialling this, it was a vast resource of KS1 and KS2 SATS questions. The children were now better at understanding how to access the test questions which can only be a positive for formal sitting of tests.

Agenda

Pupil Progress

A report was shared. The itemised year focus was good to see and **a Governor enquired as to whether an impact of the additional support could be seen. It was explained the tutoring system showed gaps were closing in the data. The impact of Little Wandle could be seen in the report.**

Safeguarding

The audit had been completed and would be brought to the July meeting. There were some actions from last year's audit and these would also be explored in July. Hampshire Safeguarding do not see the audit but it would be necessary to submit the actions have to be submitted. The Chair would make her termly visit regarding the SCR, CPOMS and safer recruitment.

Agenda

	<p><u>Development and Training</u></p> <ul style="list-style-type: none"> • FGB Training <p>There were 51 training topics, these had been shared by email. Training was discussed and it was agreed for training to be held on “Governors Role in School Improvement”.</p> <p>Contact had been made for Ofsted training by an Ofsted inspector and she had offered free training. Following an email poll, Thursday 7th September looked to be most convenient.</p> <p><u>Leadership and Management including IT</u></p> <p>A meeting with the HT had been booked for next week and would be looking at triangulation and impact. A report on implementation of SIP report had been completed and would discussed meeting. This would be shared to Dropbox for the next meeting.</p> <p>A meeting with Zac for the termly review of IT had been planned. They would also look at the staff survey and DFE guidance on monitoring filtering. KCSIE 2023 would be accepted in September but filtering and monitoring had been updated and the school will need to ensure that hirers safeguarding procedures adhere to the document.</p> <p>Solar Panels – nothing to report but the Schools Business Manager (SBM) had made contact with other solar panel companies. Asked the SBM to contact Hampshire County Council. Voltage Optimiser had been explored, this would be useful for equipment using transformers. They would visit and perform a study but if the school didn't save within 3 years the company would give the school the investment back. JA to support and discuss with SBM and then report back to FGB.</p> <p><u>Mental Health and Well Being</u></p> <p>JJ and AT to meet with JK for her to take over the role.</p>	<p>Chair</p> <p>JA</p> <p>JA</p> <p>JJ/AT/JK</p>
	<p><u>Communication</u></p> <ol style="list-style-type: none"> Media Marketing <p>The SBM was looking into a new banner.</p> <p>A press release would be written at the end of the term.</p>	<p>HT/Chair</p>
	<p><u>Staff Governor Report</u></p>	

	There was nothing to report. It was a busy half term but staff remained happy.	
	<p><u>Governor monitoring Schedule - reports if not received as part of lead governor role</u></p> <p>This item was running well and Governors were thanked for their ongoing work.</p>	
	<p><u>Chair of Governor's Report</u></p> <p>The Chair and Head meet once per week during the school day. They performed a walk around which were always impressive in terms of engagement.</p> <p>The 360 audit on Chair would need to be carried out and the Clerk would ask DJ to carry this out. The Chair would meet with Governors throughout September and October to have a one to one meeting.</p> <p>Governor forum online had been attended, regional forums had been held and these will be changed to national forums from next term. The LA had been given £1,000000 to improve SEND provision. The Headteacher was not aware of this. The money would be spent on training, a helpline, LA engagement with end of year reviews of SEND pupils. The Chair agreed to send Powerpoint to JJ and Head. A Governor asked if the school had been given a budget allocation for next year and it was confirmed they had.</p> <p>The Chair had been having school email issues and would meet with the DHT for support.</p>	<p>Clerk</p> <p>Chair</p>
	<p><u>Policy Reviews</u></p> <p>School policies have been updated there have been no statutory policies this month.</p> <p>Collective worship was in under review.</p>	
	<p><u>Any Other Notified Business</u></p> <p>The school photographer was in school tomorrow at 8.30 am</p> <p>Staff and parent survey would be sent out at the start of July. The Chair would write a cover letter to accompany the governor questionnaire.</p>	TL/Chair
	<u>Impact Statement</u>	

	<ul style="list-style-type: none"> • Continuing impressive attendance in PA 12% compared to NA of 19% • PP children in KS1 out performing cohort • EY demonstration of money being well spent • Investment of outdoor learning space has been good • Christian ethos supports a member of the team after absence • Good discussion about handling violent incidents and good approach to avoiding escalations • No current concerns about the budget • Evolution of the nurture provision with nurture in the afternoon • Successful summer fete with good levels of health and safety and congrats to PTFA • Benefits of clergy • Diocesan training • Positive picture in volunteer readers • Good score in phonics • WGB training decided 	
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The meeting closed at 8.10 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Monday 17th July 2023

Thursday 7th September for WGB training 6.00pm to 7.30pm(Agreed in June meeting)

Tuesday 19th September 2023

Thursday 19th October 2023

Tuesday 5th December

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

Future Agenda Items:

Signed:

Date:

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