



Romsey Abbey C of E Primary School
Full Governing Body Agenda
To be held virtually on Tuesday 23rd November 2021 at 6pm – 8.30 pm

<https://us02web.zoom.us/j/84031976098>

Meeting ID: 840 3197 6098

Present:

Liz Wagner – Chair (EW)
 Jemma Jones (JJ)
 Mark Harris (HT)
 Robert Pears (RP)
 Adam Smith (AS)
 Revd Thomas Wharton (TW)
 James Ablitt (JA)
 Dawn James (DJ)
 Tom Langford (DHT)
 Alan Davies (AD)

Apologies:

Ann Turtle (AT)
 Sandra Gidley (SG)
 Kathryn Holyland (KH)

Attended:

Victoria Bleaney (Clerk)

Governor questions shown in blue.

079/21	<u>Welcome, Prayer and Apologies</u> EW opened the meeting with a prayer and the meeting commenced. JA was welcomed as a new Foundation Governor	
080/21	<u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 19 November 2021)</u> There were none	
081/21	<u>Declaration of Pecuniary Interests</u> There were none	
082/21	<u>Review of:</u> a. Agree Flat Governance ToR	

	<p>These had been shared on Dropbox and had been updated following the September meeting. There was one further amendment to make and so these would be agreed via email by the end of the week.</p>	Chair
083/21	<p><u>Endorsement of Minutes from last meeting – October 2021 (in Dropbox)</u></p> <p>050/21 Pg 2 – should read “the school was being well recommended by parents” Pg 4 – Should read completed not competed Pg 7 - Should read completed not competed Pg 7 – should read. Report from Hilliers trip / Habits of mind day were discussed. There had been a staff meeting...</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p>	
084/21	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>043/21 – Skills audit to be sent by DJ.</p> <p>Governors were asked to confirm if they did not receive parentmail.</p> <p>It was agreed to invite Lisa O’Donohoe to the February meeting to discuss her role as well as mentoring the ECT.</p> <p>Governor photos for badges had been scheduled for 9th December, Governors were asked to visit the school on this day for a photo. TL to inform Governors of a time.</p> <p>All other actions had been completed</p>	<p>Head</p> <p>DHT</p>
085/21	<p><u>Clerks Update</u></p> <p>There was nothing</p>	
086/21	<p><u>Headteachers Written Update</u></p> <p>This had been previously shared on Dropbox.</p> <p>There had been a surge in Covid cases across the school amongst pupils and staff. 36 children were isolating and 10 members of staff. The majority of classes were advised to take PCR tests over the weekend. The Headteacher was in regular contact with Public Health England and they hoped the cases reduced. Public Health were happy with the actions the school was taking.</p> <p>Staff absence was then discussed and it was highlighted that 15 days had been lost since half term and 52.5 days absence including full and part time</p>	

staff. The Headteacher explained they tried to be creative and also flexible in their cover however supply staff had been used. **Governors asked if there were more staff in this week and the Headteacher confirmed there had been. Last week the school saw half of the teaching staff off each day, this week there had been about ¼ of the staff off each day.** This had an impact on the strategic roles in school as it was important to maintain safety in the school. It was stressed this was not isolated to the school and it was also a local issue.

Governors wished for their thanks to be passed on to staff for their resilience and for SLT for keeping the school open. SLT were reminded that Governors were there for support to them. A parent Governor wished to thank the school for their advice, kind words and support, their children had been very upset not to be able to go into school which showed how positive the school was. **Governors asked if there had been any adverse parent comments and it was confirmed that whilst there hadn't been there had been some anxiety.** SLT were asked to remind parents they can order lateral flow tests online and they were free.

Governors thanked the Headteacher for his report written under such stressful circumstances.

It was reported that there had been 7 first choice applications for the 2022 intake. **Governors asked if this was higher or lower compared to last year and whilst this was not known, SLT were pleased with the number of applications so far and Governors were reminded the closing date was not until the middle of January.**

The Covid absences were not included in the absence report. The NA was 95%. **A Governor asked if there were any missing children and the Headteacher confirmed there were not.** Governors were reminded that AFC stood for adopted from care which were previously called post LAC

A Governor enquired as to when the two day residential would be held and it was confirmed it was planned for July 2022. The current Year 5 had a plan to go out end of September 2022.

A Governor asked whether there was a baseline assessment and the Headteacher confirmed there was but the school would not see this until the child reached the end of KS2. The school will receive a report on any gaps. **A Governor went on to ask if the school had their own baseline assessment and the Headteacher confirmed they did so they could continuously track the children.**

It was agreed to include under staff training, that JJ had commenced the Attachment and Trauma training.

A Governor enquired whether SLT were concerned about the number of behaviour incidents for Year R and HT explained there was a high

Head

	<p>number of high needs in the cohort, external agency support was being put in place.</p> <p>Governors asked if they should be concerned about the CPOMMS logs and it was felt there were no concerns. There would be a need for some staff to have further training on what warrants a CPOMMS log etc.</p> <p>Governors were pleased to read about the reflective garden and asked where this would be. The Headteacher explained it would be next to the side entrance gate along the blue fenced area. It would be a space for parents, children and staff to use. It had been inspired by the Chelsea Flower Show Psalm Garden. On the refection day one of the activities staff would ask the pupils would be to develop and design ideas on Psalm 23.</p> <p>The Chair confirmed the roof replacement was on track and they would run an assessment on the hall roof on the third and fourth of December. The Project Manager was keen for all assessments to be completed prior to the start of the job and this should help with the tight budget. Quotes were being sought for the heating. A Governor asked if the children were cold and they were reassured they were not although temporary heaters had been installed in one room for after school club. The school contribution would be approx. £1000 which is 10% of the anticipated cost.</p> <p>A Governor questioned whether there were any lessons that could be learnt after reading about the accident on the field and the Headteacher confirmed on this occasion it had just been an unfortunate accident.</p> <p>SLT agreed to closely monitor the staff absence regarding supply teaching and additional hours as there would be an impact on the budget.</p>	
<p>087/22</p>	<p><u>Lead Governor Reports (inc visits):</u></p> <p><u>Finance Update</u> Pay increase for support staff was being discussed with Unions. The Lead Governor was asked whether the amount allocated in the budget was enough and it was reported that it may not be as 1% had been included but the amount could be between 1.75% and 2.75%. The final amount was not known at the time of the meeting. A Governor asked about the delay in the Sports Grant and it was confirmed the income delay was due to timing but the school had been told they would definitely receive it. A Governor asked if the support staff increase would have an adverse effect on the budget and it was agreed it would do as only 1% had been included in the budget. The carry-over would buffer some of this. The SBM would be asked to run the two scenarios so Governors knew the amount. A report on the CCLA (Diocese account for capital works) was requested at the next FGB meeting.</p>	<p>SBM</p> <p>Agenda</p>
<p>088/22</p>	<p><u>Sports Premium Update</u></p>	

<p>089/22</p> <p>090/22</p> <p>091/22</p> <p>092/22</p>	<p>Nothing further to update</p> <p><u>Curriculum</u> It was agreed the monitoring visit to look at phonics could be held on Zoom. It was agreed should the children write anything about Habits of Mind it could be used for triangulation purposes.</p> <p><u>Premises and Health & Safety</u> The visit had been postponed.</p> <p><u>Ethos / SIAMS</u> It was agreed to add SIAMS to the agenda moving forwards. The Interfaith panel had been organised. This was an important event and it had been made Covid safe. Targets from the last SIAMs would be shared along with the questions from the children which had been excellent. The Head was looking forward to the responses. A report would be written for the next meeting. The 7 strands of SIAMs were on the monitoring report. The first of the subject reviews would be held and would start with RE. It had been hoped to have staff from another school but with the rise in Covid cases this would not be possible.</p> <p><u>Pupil Premium and SEND</u> a. SEND policy feedback The report on the progress data was discussed at the last meeting and had been shared on Dropbox. The SEND policy was in Dropbox, the only amendment to be made would be the spelling of the lead Governors name. It was proposed for the policy to be agreed. It was felt the red and green highlights on the policies were helpful for Governors. It was unanimously agreed and ratified by Governors. Suggested Governors to visit one member of staff at a time for triangulation purposes, however for this meeting it would not be appropriate as JJ was observing a pre-set meeting. Attachment, Trauma and resilience training had commenced, it had been an interesting and informative day. This was a course spread out over 1 year with a mix of e-learning and day courses. There was a lot of information available for the school and she would meet with SLT to ensure this was passed on. She was looking forward to the next session where they would be looking how to work with children. A Governor asked if this was an online course, it was confirmed it was a face to face course with other schools. One school was for children who had been removed from main stream and would transition back and there were nurseries too. JJ and the Chair to discuss how best to disseminate the information. It was felt this would be best as an extraordinary session / training session in the summer term 2022.</p>	<p>Agenda</p> <p>TW</p> <p>Agenda</p> <p>JJ/Chair</p>
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093/22	<u>Pupil Progress</u>	Nothing further to update. The next data drop would be held on 14 th December.	DJ/Clerk	
094/22	<u>Safeguarding</u>	There had been a successful online meeting last week as an induction session to SG. The chair would meet to review staff records with SG and at a time when Covid was less present would be sought. A report had been written following a serious case review and would be shared for the December meeting.		
095/22	<u>Development and Training</u>	<p>The request for FGB training had been made, confirmation had not been received at the time of the meeting for 3rd March for Setting Strategic Direction. Thanks was given for completing the 360 Chairs Review. The Skills Audit would be sent out and Governors. Training had been attended and it was advised for Governors to complete “understanding data” and “holding leaders to account” as a minimum. Governors were asked to look on Governorhub and sign up for the courses if they had completed these yet. Governors were asked to contact DJ if they had any issues with booking onto courses. Governor conference had been attended and it was an informative meeting. The SEND conference had looked at Attachment and Trauma and the slides were shared on Governorhub. DJ would meet with JA and KH to carry out an induction. Governors were informed that if a course was full they should still register their interest as they were mainly held online so it was likely for a space to become available. It was stressed that Governors should not be modest on the skills audit, there was a Governor vacancy and this would be used to seek a new governor.</p>		DJ
		The Clerk was asked to support TW and RP in accessing their school email address.		Clerk
		Governorhub was discussed, it was felt that it would be sensible to keep documents to Dropbox and use Governorhub calendar and communication purposes.		
		Richard Wharton, from the Diocese, had explained that RP would be need to reapply to renew his Foundation Governor status and the Clerk was asked to send his paperwork. JJ’s Governor status was then discussed and it was felt that a parent letter should be sent out and should a parent be interested JJ could become a Foundation Governor or just be co-opted.		Clerk
096/22	<u>Communication</u>	Media - Nothing further to update. Any information or photos from Africa day or Interfaith day was asked to be passed on to the Chair.		

097/22	<p><u>Marketing</u> Nothing further to update</p>	
098/22	<p><u>Chair of Governor's Report</u></p> <p>The Strategic Plan had been shared on Dropbox. It was felt it was a clear and understandable document. Governors discussed how they could quantify resources. Maintaining financial stability would be evident from the budget carried forward from one year to another and the financial reports. In school all resources were used to improve teaching and learning. It was agreed to include "Finances keep within the budget set such that we are able to set a long term balance budget." A Governor questioned whether the actions were specific to Governors and they were informed this was a strategic plan for school and Governors. It was agreed to include "We as Governors will monitor that the school will continue to provide". It was felt a positive specific target should be included such as "continued positive response to pupils surveys are maintained". SLT would be writing a document which underlined this one which also defined the school vision which fed into the strategic plan. It was agreed for the amendments to be made and for the working party to meet again in 2022 once the Head wrote his document. This would amended and shared via email for the next meeting.</p> <p>All governors were asked to look at the Governing monitoring plan to ensure reports are written and shared. AS to monitor the ECT progress with JA, The Head would arrange for an online meeting.</p> <p>NGA Ofsted Document – Governors were asked to read this prior to the December meeting.</p> <p>The Chair would send a DFE link about Understanding Data and Governors. It was felt that Governors were doing majority of this already but it would be important for this to be read prior to the next meeting.</p> <p>7 strands in this document are:</p> <ul style="list-style-type: none"> • Pupil numbers, attendance and exclusions • Attainment and Progress • Curriculum planning • Financial management and governance • Quality Assurance • Safeguarding • The school community: staff, pupils, parents and the Governing Board. 	<p>Chair</p> <p>Agenda</p> <p>AS/JA</p> <p>Chair</p> <p>All</p> <p>All</p>
099/22	<p><u>Policy Reviews:</u></p> <ul style="list-style-type: none"> • Disaster Recovery Plan – An update would be requested for the next meeting • Code of Conduct for Governors (Gov) – This had been updated using the NGA guide. Additions had been highlighted on the document. 	

	<p>There had been some changes to dates and some changes to words to ensure the GB complied to the NGA document. Governors unanimously agreed and ratified the policy and it was signed by the Chair.</p> <ul style="list-style-type: none"> • Exclusion (Gov) • Terms of Reference Pay Committee (Gov) - • Anti-Bullying (SLT) – no changes • Home School Agreement (SLT) • Positive Mental Health (SLT) • Recruitment Selection and Induction of Staff (SLT) • Trips and Visits (SLT) <p>The Headteacher was asked to include a policy update in the next Headteachers report.</p>	Head
100/22	<p><u>Any Other Notified Business</u></p> <p>The Pay committee had met and the agreed ToR would be brought to the January FGB meeting. Chair to send the Clerk her suggestions.</p>	Agenda
101/21	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Strategic plan had been written • Making sure we understand how we monitor once the plan is written • All the work the school is doing despite Covid • Trauma and attachment training course attendance • Our involvement in SIAMS and preparation for the inspection 	

The meeting closed at 8.20 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 16th December 2021

Thursday 20th January 2022

Thursday 17th February 2022

Thursday 24th March 2022

Thursday 28th April 2022

Tuesday 24th May 2022

Thursday 23rd June 2022

Tuesday 19th July 2022

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