



**Romsey Abbey CofE Primary School
Full Governing Body**

Held in the Music Room on Thursday 25 September 2025 at 6.10pm

Present:

Liz Wagner (EW)	Chair of Governors: Foundation Governor	
Dawn James (DJ)	Vice Chair of Governors: Foundation Governor	
Mark Harris (MH)	Headteacher(ex officio)	
James Ablitt (JA)	Foundation Governor - ONLINE	
Jack Pearce (JP)	Foundation Governor	
Betony Bayliss (BB)	LA Governor	
Michelle Close (MC)	Co-opted Governor	
Robert Pears (RP)	Foundation Governor	18:24 joined ONLINE
Kathryn Sessions (KS)	Staff Governor	18:57 KS arrived
Thomas Langford (TL)	Co-opted Governor	19:32 TL arrived
Debbie Lailey (DL)	Clerk	

The meeting was declared as quorate and opened at 6:10pm

Apologies

Jo Chamberlain (JC) - apologies received 17/09/25
 Crystal Holloway (CH) - apologies received 24/09/25
 Ann Turtle (AT) - apologies received 10/07/25
 Rev Thomas Wharton (TW) - apologies received during the meeting 18:50

Questions of challenge from Governors in green

221/25	Welcome, Prayer and Apologies Apologies received and accepted from Jo Chamberlain 17/09/25 Apologies received and accepted from Crystal Holloway 24/09/25 Apologies received and accepted from Ann Turtle 10/07/25 Apologies received and accepted from Thomas Wharton JA and RP joined online
222/25	Notification of Any Other Business Nothing received
223/25	Declaration of Pecuniary Interests None other than those declared

224/25	<p>Review of:</p> <p>a. Election of Chair - nominations to be sent to the clerk by 18 Sept Nominations were received for EW to stand as chair, EW was willing to stand. Governors voted for EW as chair for this year unanimously</p> <p>b. Election of Vice Chair - nominations to be sent to the clerk by 18 Sept Nominations were received for DJ to stand as vice-chair, DJ was willing to stand. Governors voted for DJ as vice-chair for this year unanimously</p> <p>c. Lead governor responsibilities</p> <ul style="list-style-type: none"> • Mental Health and Wellbeing - BB • Leadership and Management - JA to stand down in November, AT will take on this role and complete a joint visit before November. <p>ACTION JA to contact AT to arrange joint visit before November</p> <ul style="list-style-type: none"> * IT Systems, GDPR and cyber security - EW to speak to JP about what is involved in this role • Communication - JP • Development and Training - DJ • Curriculum - DJ & EW • Behaviour - DJ • Premises and Health & Safety - CH • Ethos - TW • Pupil Premium and SEND and Inclusion - DJ • Pupil Progress - DJ • EYFS - AT • Safeguarding - EW and DJ * Sustainability - JC • Finance & Sports Premium Update - JC • Headteachers PM committee - 17/11/25 9am-12noon - JA, EW, AT(chair) • Pay Committee DJ, RP(chair) need one more governor for this committee. EW to action <p>ACTION - EW to approach TW for position on Pay Committee.</p> <p>d. Terms of Reference - nothing needs to change other than the date ACTION - DL to change date on TOR</p> <p>e. Lead Governor Role Descriptions (last updated April 2025) Adopted at this meeting but save any amendments for March 2026 FGB meeting ACTION - DL to add to agenda for 26th March 2026 FGB meeting</p> <p>18.24pm RP joined the meeting</p> <p>f. Instrument of Government - no changes required, governors voted unanimously to accept this document</p> <p>g. Terms of Union - Governors accepted the terms and reminded MH that 5% of the curriculum must be RE, marking major Christian festivals and that the ethos of the school should be Christian in character.</p>
225/25	<p>Endorsement of Minutes of the last meeting - Thursday 10 July 2025 Corrections</p>

Pg 7 DJ met with MH on 8th July following the results and reported in PP and SEND reports
 Pg 9 remove action for DJ regarding hardship fund
 Pg 9 see notes on Orchard room use
ACTION - DL to make amendments and resend for EW to sign

226/25

Matters Arising from the minutes not covered elsewhere on the agenda

Overview of actions

Action linked to	Action	Who	Completed
204/25	TW did not complete an ethos visit, needs to be before the end of term EW to chat to TW regarding expectation for a visit	TW EW	ongoing
204/25ix	TL parentmail leaflet for parents	TL	ongoing
204/25x	DJ - meeting CH for governor training - defer this to Sept	DJ CH	ongoing
204/25xiii	Wild flower meadow update in Sept	MC	Donation as a memorial fund from a previous TA. Wooden archway installed. MC met with the Test Valley advisor and the position of the meadow will create pathways for insects. Seed has been ordered and arrived. Digger has been and seed has been laid. In the Spring we are hopeful for a wildflower patch. Thanks given to MC
205/25	MC to put JP photo on board	MC	See clerks update
205/25ii	JJ to contact potential gov	JJ	Taken off
214/25	Agenda item for May - staff survey reminder	DL	Complete
214/25	DfE website link sent to gov	DL	Complete
214/25	CH to look at the need for additional shade shelter outside Y3 in Sept.	CH	See H&S report
214/25	British Values statement on the website	MC	Completed
216/25 ii & iii	Reports for Pupil Premium, SEND and Pupil progress for Sept meeting	DJ	Taken off
216/25 iv	Report for EYFS for Sept meeting	AT	See report
216/25 vi	Finance report figure needs clarification	AD JC	Completed See email from AD

	June monitoring to be completed by JC, AD to support if necessary.		
216/25 vi	The Governor account needed validating and confirmation of who is an approver.	EW	Complete ACTION - check AD is not an approver
216/25 ix	Press release example sent to EW	JP	Complete ACTION EW to action press release for Harvest Service
216/25 ix	JP to link with Angelina New, who is co-ordinating the Facebook memories group	JP	Complete
216/25 xi	Investigate the Abbey hardship fund for new reading books	MH	Ongoing
216/25 xiv	Look at dropbox for any outstanding actions from previous H&S logs and put in lead gov folder	EW	Completed and logs sent
216/25 xiv	JC to complete Website Monitoring	JC	Completed and MC working through actions
217/25 ii	Feedback on the monitoring plan for this year and the formatting.	All govts to EW	No feedback given plan is now complete
217/25 ii	FGB to appoint a new committee for HT review	EW	Completed
217/25 ii	All govts to think about lead governor roles if they are happy to continue or take on more.	All govts to EW	Completed

EW queried the large percentage variance on the finance report from July 2025. This was explained by AD by email as follows:

Budgeted result for the year: £28,925 (deficit)

Expectation for May: (x 2 / 12ths) = £4,820

Actual for May = £32,188 **

Variance = £27,368, or 568% of £4,820

** This actual figure is only a very rough guide, as it is affected by timing differences during the year - hence I wouldn't read much into it, especially given that this report only shows two months of the year. A more reliable figure is MC's forecast outturn, which she will prepare later on in the financial year.

227/25 Clerk's Update

Please would governors AT, TW, CH, JP and BB attend school on Tuesday 21 October at 8:30am to have their photo taken.
If governors cannot attend please can they send a head and shoulders photo of themselves with a blank background
ACTION - All governors to check they have a school photo on the welcome board in the school entrance

228/25

Headteacher's Update - verbal

A good start to the new year with 30 YR children starting, there has been very positive parental feedback on how well the children have transitioned into school. The Year R baseline is nearly complete.

96% attendance across the school.

4 new children have joined the school and DJ had positive conversations with two of these
School tours for Year R 2026 have started with various more dates planned for this term.

All staff completed safeguarding training led by the HCC team. The training was in line with changes to KCSIE.

Prevent training through the DfE has been completed online.

Governor Question: What happened to new staff joining through the year?

New staff receive safeguarding training from the headteacher and there is online safeguarding training for volunteers.

Currently there are four children on a CIN plan and staff have submitted two inter agency referral forms this term.

Governor Question: Is this a high number for this time of year?

It is not uncommon at the start of the year with things happening over the summer

The school has an INSET training day on Friday 3 October where training will look at what it means to work at greater depth, providing challenges for all children and raising the bar in expectations, targets and self evaluation.

Thursday 2 October is the whole school trip to Hilliers, this is our Habits of Mind Curiosity Day and a celebration of the science curriculum and governors are encouraged to attend.

TW to lead worship at Hilliers EW to attend from 11am and earlier if possible.

The SIP was shared with governors; it focuses on "SIT up and be a team" and "flying high together", SIT stands for the power of story, imagination and talk.

Flying high together is a recurring theme this year, focusing on building a team, personal responsibility. Teaching and Learning has an intentional focus on what it means to be a team. To be inspiring role models and understand duty and responsibilities. All this is encapsulated in the new monitoring plan.

It also covers the targets set by the last OFSTED inspection; task design that best enables children to learn the curriculum content and aims"

The oracy leader provided training on the last INSET day and daily think and talk resources are being used across the school, raising the profile of the importance of quality talk opportunities.

Governor Question: Would the oracy leader come and speak to governors?

ACTION MH to ask JG if she would be able to lead some short training for governors

18:57 KS arrived

The school is promoting the 500 word competition by the BBC, staff are encouraging all children to take part. The aim is to have at least 50% of each class taking part. A live lesson took place this week. Although this is a BBC competition there will also be an inhouse school competition with governors asked if they will also judge entries.

Governor Question: Would this be a good opportunity for a press release?

Yes, an extract could be published. JP to action nearer the time.

Also a poetry competition will take place with good links to an oracy event.

The school would like to create a school book of the entries.

The winning entries could be published on the website.

There are rules for the BBC competition that must be followed for example it must be typed but parents can type it up. Spelling and punctuation are not taken into account by the competition rules. It is being completed as home learning so no not losing SPAG in the curriculum. DJ feedback that the class she observed this week were very excited about it.

Governors recognised there were exciting things on the latest SIP to consolidate the actions from the 2024-25 SIP and support further development.

It has been a challenging last ten days for school with two subject access requests submitted and two formal complaints. One complaint has already been resolved with positive relationships being forged.

One complaint is still under investigation. MH is taking legal advice and support through the HCC Legal Team. There is a warning of the press running the story but MH will use the local authority press team for support if required. Governors were informed that a complaint has been lodged but to ensure some remain impartial, in the event of escalation, details were not given. MH will share the record of concerns with the governors as requested by the complainant after the complaints procedure is completed.

Governors checked on the wellbeing of MH and MH reported he had good support in place to address the complaints and Subject Access Requests.”

Governor Question: Is it something the press are going to be interested in?

Possibly, but the school are looking forward to sharing positive news stories with a Harvest Festival press release and special visitor for KS1 before half term.

ACTION EW to write this press release

The recent parent survey was very positive.

Governor Question: Did the school secure a place on the maths mastery course?

Yes, maths development and CPD, through the Maths Teaching Hub will happen this year with specific staff involved in the group and then they will disseminate to staff. It ties in very well with the SIP priorities

229/25

Staff Governor Update

A very positive start to the year with very good safeguarding training. Governors asked KS to pass on thanks to all staff for the positive start and the calm environment. One governor shared that collective worship has been talked about in their home positively.

230/25

Lead Governor Reports

i. Ethos - visit planned for the Abbey Harvest service
A governor noted that in today's worship children were observed to be impeccably behaved

ii. Pupil Premium and SEND - nothing new to report

iii. Pupil Progress – covered in curriculum

iv. EYFS - AT has completed an EYFS report.

Governor Question: On page 3 of the report what measures have been put in place for those children in YR who did not achieve their Early Learning Goals?

Staff are very knowledgeable and know what the gaps are in their learning. There is one to one support and extra exposure to activities. Some activities are based on specific individual children to cover the gap in their experience or knowledge. The assessment programme is good at pinpointing gaps.

Governors were encouraged to visit the EYFS classroom when they are on a visit to the school as it is a rapidly changing environment and play activities with an excellent outdoor environment. JL is now full time and significant progress is made by the children.

ACTION KS asked to pass thanks to JL and JG

With lower levels of need possible for the current Year R, TA deployment depends very much on where the children with an EHCP are.

v. Safeguarding -

- 2024-25 Audit to be approved - thanks to MH for editing this and DJ and EW for producing this.

Governors voted and accepted the report unanimously

ACTION EW to complete online and produce targets before September 30th

- **KCSIE**

Governors must sign to say they have read Part 1 of KCSIE, please send this to MC.

EW shared an email from the Andrew Hall safeguarding subscription. Two new phrases are in KCSIE regarding online harm - disinformation and misinformation

Mis - misleading by mistake

Dis - false info deliberately given

vi. Finance & Sports Premium -

MC - budget revisions for next meeting will need approval

There are a few amendments to make to the school budget. The support grant has been received but not yet taken into account. There was some extra spending such as grounds maintenance, but although the fees are higher than the last company, they are doing a better job.

The budget is healthy for this time of year.

ACTION JC to meet with MC to gain a deeper understanding of the school's financial processes.

These were the comments on certain aspects of the budget as emailed by JC following her monitoring:

109 Income from catering: Is the variance due to timing?

This is paid for meals so reflects the amount of meals being taken by children that are not FSM. This is for the Summer term with Autumn and Spring still to come. Some variations across the year as some more likely to bring packed lunch in Spring Summer

E18 occupation costs: JC notes school is awaiting a response from the Churches on the fire equipment spend. When are you hoping to receive a response?
Churches are very frustrating and MS has again chased them for a response. Fire alarm panel needs replacing, MS is looking at other companies to get a second opinion.

ACTION EW to provide information of company the Abbey use

E26 Agency Supply Teaching Staff. To note that JC is aware that this overspend is due to a confidential HR matter.

E27 Bought-in professional services - curriculum: Is the variance due to timing?
This will be SLA's some of which are paid monthly and some are taken annually.

Thanks were given to JC and MC

vii. Mental Health and Wellbeing - no update

Staff are being well looked after. MHST training sessions are planned on how staff can support children in their mental health.

MH reported that the Diocese had published his headteacher reflection on the Psalm 23 garden in the Diocese newsletter. We are proud to be the only school that has been published. MH sits on HT reference group for the Diocese.

viii. Leadership and Management

JA will struggle to do the GDPR monitoring, EW will pick this up with MC.
MC visited the head of GDPR at Mountbatten School, it was a very positive meeting and they have been able to share templates and good practice. MC was, however, pleased to report that this meeting had reassured her that our systems and processes were considered to be robust and only minor tweaks are necessary for refinement.

ix. Communication

- **Media** - regular press releases - school dates for JP
- **Marketing**- EW visiting local pre-schools with leaflets about open days

x. Development and Training

Governors need to complete their safeguarding training online now the course is live. All governors need to complete their Prevent training.

**ACTION Please complete training and confirm you have read KCSIE Part 1
Must be completed ASAP Deadline - October 3rd**

ACTION DL to send reminder

ACTION DJ to issue guidance on how to access the training

xi. Curriculum

The last report set out all the data received including the Y4 Times table results and Y1 Phonics assessment.

According to analysis of the results, school have identified the following targets and actions:

*Greater depth identification needs work

This might be a reluctance of teachers to put children into a greater depth category due to a lack of confidence in their own judgement.

Governor Question: Do the children know they are greater depth?

No, we don't want children to feel pressure or feel labelled. It is reported to parents throughout the year but up to parents if they share this.

*Maths results for girls

Governor Question: Is there a need to be sensitive about the gender divide in maths?

We don't want to prompt the narrative that girls are bad at maths.

It will help as teachers grow their knowledge of what greater depth looks like. Being a good mathematician is not about being the fastest but about having the ability to explain and think deeper. Girls' attainment in maths is a national issue. Building confidence in times tables in Y4 results in the Y5/6 maths curriculum being more accessible.

*The gap in grammar results for PP children.

19:32 TL arrived

The SIP, and monitoring plan based on all these actions, and will be met through training of staff, interventions not just in Y6 but starting earlier. There will be some online training and visits to other schools.

Governor Question: Do you moderate regularly with other schools?

There is summer term writing moderation but it is not quite the same for other subjects but it is in the SIP to develop other subject leader links across other schools.

In the maths development plan there is moderation with other schools.

xii. Behaviour

Visits have shown very good behaviour across the school. Year R have settled extremely well. The Year 6 buddies for lunchtime have been positive in making a calm and happy start to lunchtimes. The playground was observed as being calm and the children were happy.

The health and safety report from CH also showed positive observations of behaviour and children were respectful.

xiii. Sustainability - JC planned visit

xiv. Premises and Health & Safety

The decking has been looked at in CH's report. The site was safe and secure and the site manager was fully informed and had actions ready.

The action list can inform termly monitoring for all governors.

ACTION DJ and CH to undertake a visit over lunchtime

Staff training re medication administration all secure

ACTION EW to send the report it to MH for checking

<p>231/25</p>	<p>Chair of Governor's Report</p> <p>i. Strategic Plan - taken to the Nov meeting as it needs an evaluation, RP to meet with EW to complete this. ACTION RP to give possible dates to EW week beg 6 Oct. ACTION RP and EW to complete evaluation before Nov meeting</p> <p>ii. Draft Autumn Term visits schedule - this has been changed to match the new OFSTED criteria. Governors were encouraged to examine the new criteria and EW has shared the NGA overview of the changes. The Ofsted changes are:- Leadership and governance - Hampshire Governor Services will come in to audit the effectiveness of the governance, i.e. monitoring of the monitoring but this is not part of the SLA so we would need to decide if we could afford this. Curriculum and Teaching Attendance and behaviour Achievement - through the data section in our monitoring report Personal development and wellbeing Inclusion -is now a separate criteria for OFSTED but not a separate criteria on Governors monitoring plan as inclusion runs though everything the school does.</p> <p>In essence the Ofsted Criteria hasn't changed, just the wording of categories. The reporting system has, however, changed to a Report Card. Governors need to become familiar with the new criteria.</p> <p>ACTION - EW - to upload the latest schedule to show new criteria headings. Governor Question: Is it a different emphasis or the same stuff with different headings? It is the same and our monitoring should not change. There are webinars available for governors for the new criteria.</p> <p>DJ recognised the huge amount of work involved in writing this schedule and thanked EW for her commitment.</p> <p>iii. There is local government information regarding the change to council areas in the Google Drive. Option 1 has gone through with Test Valley now being under New Forest, this should not affect us too much but may be some change in HCC link inspectors.</p> <p>iv. Dates in diary for parent evening - governors to serve drinks ACTION All governors were invited to attend and offer support to parents and teachers.</p> <p>v. Governor Vacancies No vacancies at present but we need to recruit to replace JA and this is a foundation governor post.</p>
<p>232/25</p>	<p>Policy Reviews</p> <p>i. Pay Policy - all that has changed is it is no longer called performance management now appraisal, we will still have a pay committee, all teachers will go up a scale point unless they are on capabilities. The model policy was in the meeting folder so governors could see the</p>

	<p>changes for 2025-26 but all changes are regarding the name change to appraisal. Policy was accepted by governors</p> <p>ii. Behaviour Policy - reviewed by SLT but needs approving by governors - no significant changes, Policy was accepted by governors</p> <p>iii. Capability Policy- Policy was accepted by governors</p> <p>Governor Question The lists in performance management policy point 91 and capability policy point 91 don't match. Should they?</p> <p>They are looking at different things but EW and MC will look at these, we can't change them as they come from the MOPP. Policy was accepted by governors</p> <p>Action MC and EW to investigate if any adjustment needed in either policy</p> <p>iv Flexible Working Policy - nothing changed Policy was accepted by governors</p> <p>v Performance Management Policy - This will now be referred to as Appraisal Policy. Policy was accepted by governors</p> <p>ACTION MC to change the title</p> <p>The school buys into SLAs from local authority for all policies on the MOPP. All governors accepted the policies reviewed.</p> <p>vi Slight change to Admissions Policy 27/28 - criteria of children of staff and displaced children have a higher weighting, new phrases need to be added so consultation will be needed by all schools</p> <p>Action: MC to organise consultation of this policy</p> <p>Thanks given to MC for the work on policies</p>
<p>233/25</p>	<p>Any Other Notified Business</p> <p>The date of the next meeting was confirmed as 6 November 2025</p> <p>JC - apologies given for next meeting</p>
<p>234/25</p>	<p>Impact Statement</p> <p>The following was recorded as the Impact Statement of this meeting as these will have a positive impact to support pupils to flourish:</p> <p>Governance has all been set up strategically at the beginning of the year and policies have been signed off.</p> <p>Governors noted the following as areas of success and celebration:</p>

	<p>Celebrations of school's 175th Anniversary Behaviour in school Positive transition of Year R starting school Good level of attendance SIT initiative JC had a good handover from AD. Prayer published by the Diocese</p> <p>Governor noted the following as areas of challenge: Complaints but getting support The challenge of getting governor safeguarding training completed Discussed OFSTED criteria changes and how our monitoring procedures have been aligned.</p> <p>The meeting ended with prayers for MH during this busy and challenging time.</p>
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Meeting closed at 8.25pm

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

Overview of actions

Action linked to	Action	Who	Completed
224/25 c	JA to contact AT to arrange joint visit before November	JA	
224/25 e	DL to add to agenda for 26th March 2026 FGB meeting	DL	Complete
224/25	EW to approach TW for position on Pay Committee.	EW	
224/25	DL to change date on TOR	DL	Complete
225/25	DL to make amendments and resend for EW to sign	DL	Complete
204/25	TW did not complete an ethos visit, needs to be before the end of term EW to chat to TW regarding expectation for a visit	TW EW	
204/25ix	TL parentmail leaflet for parents	TL	
204/25x	DJ - meeting CH for governor training - defer this to Sept	DJ CH	
216/25 vi	EW to check AD is not an approver	EW	

216/25 ix	EW to action press release for Harvest Service	EW	Complete
216/25 xi	Investigate the Abbey hardship fund for new reading books	MH	
227/25	All governors to check they have a school photo on the welcome board in the school entrance	All govs	
228/25	MH to ask JG if she would be able to lead some short training for governors on oracy	MH	
228/25	EW to write this press release	EW	Complete
230/25	KS asked to pass thanks to JL and JG	KS	
230/25	EW to complete safeguarding audit online and produce targets before Sept 30th	EW	
230/25	JC to meet with MC to gain a deeper understanding of the school's financial processes.	JC MC	
230/25	EW to provide information of company The Abbey use for fire safety	EW	
230/25	All governors please complete training and confirm you have read KCSIE Part 1 Must be completed ASAP Deadline - October 3rd DL to send reminder DJ to issue guidance on how to access the training	All govs DL DJ	Instructions sent 26/09 Reminder sent 14/10
230/25	DJ and CH to undertake a monitoring visit over lunchtime	DJ CH	
230/25	EW to send H&S report it to MH for checking	EW	
231/25	RP to give possible dates to EW week beg 6 Oct. RP and EW to complete evaluation before Nov meeting	RP EW	
231/25	EW - to upload the latest schedule to show new criteria headings	EW	
231/25	All governors were invited to attend parents evening to help with refreshments and offer support to parents and teachers. 12 and 20 November	All govs	
232/25	MC to change the title to Appraisal Policy	MC	
232/25	MC and EW to investigate if any adjustment needed in	MC	

	capability and appraisal policy	EW	
232/25	MC to organise consultation of the Admissions 27/28 policy	MC	

Acronym Buster

It is recognised that the education system uses a vast number of acronyms and for ease of minuteing these are used throughout:

ASAP - as soon as possible
BBC - British Broadcasting Corporation
CARE – Care and Resilience Education
CIN - Child in Need
CP - Child Protection
CPD - Continuing Professional Development
CPOMS - Child Protection Online Management System
DfE - Department for Education
ECT - Early Career Teacher
EHCP - Education Health Care Plan
EYFS - Early Years Foundation Stage
FFT - Fischer Family Trust
FSM - Free School Meals
GDPR - General Data Protection Regulation
HCC - Hampshire County Council
HISP - Hampshire, Isle of Wight, Southampton, Portsmouth
HR - Human Resources
HT - Headteacher
INSET - In-Service Education and Training
IT - Information Technology
JG - Jess Goodman
KCSIE - Keeping Children Safe in Education
MHST - Mental Health Support Team
MOPP - Manual of Personnel Practice
MOT - Ministry of Transport
NGA - National Governor Association
OFSTED - Office for Standards in Education
PA - Persistent Absentee
PAPAYA - Parents Against Phone Addiction in Young Adolescents
PCC - Parish County Council
PDF - Portable Document Format
PE - Physical Education
PP - Pupil Premium
RAPS - Romsey Abbey Primary School
RE - Religious Education
SATs - Statutory Assessment Tests
SEND - Special Educational Needs and Disabilities
SENCo - Special Educational Needs Co-ordinator
SIP - School Improvement Plan

SIT - Story, Imagination, Talk
SLA - Service Level Agreement
SLT - Senior Leadership Team
SPAG - Spelling, Punctuation and Grammar
TOR - Terms of Reference