



Romsey Abbey C of E Primary School
Full Governing Body Minutes
 To be held on Monday 20th March 2023
 at 6pm – 8.30 pm

Present:

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

Apologies:

Mark Harris (HT)
 Judith Kirkland (JK)
 Adam Smith (AS)
 Revd Thomas Wharton (TW)
 Sandra Gidley (SG)

In Attendance

Mrs V Bleaney (Clerk)

Governor questions shown in blue

155/23	Welcome, Prayer and Apologies The Chair opened the meeting with a prayer and the meeting commenced.	
156/23	Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 15 March 2023) There were none.	
157/23	Declaration of Pecuniary Interests There were none.	
158/23	Endorsement of Minutes from last meeting – February 2023 (in Dropbox) Title of the document should read “minutes” not Agenda. To be changed	Clerk

	<p>The Headteacher to confirm the data in the highlighted sections.</p> <p>DJ joined the meeting.</p> <p>The grant discussed on page 5 was confirmed as being an action for the SBM and would be for the Psalm 23 Garden.</p> <p>With the above amendments the minutes were agreed</p>	HT
159/23	<p>Matters arising from the minutes not covered elsewhere on the agenda</p> <p>JA to update on Dragonfly later in the meeting</p>	
160/23	<p>Clerks Update</p> <p>The Chair explained that the Romsey Deanery Synod meeting dates had just been released and couldn't be planned for before now. This would be held on 20th June. As a result it would mean a couple of Governors would not be present at the FGB meeting and so it was asked if the meeting could be moved. This was discussed and the majority of those present could make the new meeting date of Thursday 22nd June 2023.</p> <p>JA joined the meeting at 18.12 and gave the following update on Dragonfly :-</p> <p>A meeting had been held with the Diocese which was positive, there were still some due diligence to be carried out. Once more information has been given the SBM would then seek other quotes.</p>	
161/23	<p>Headteachers Update</p> <p>The DHT gave the report in the Headteacher's absence.</p> <p>Attendance had dropped by 1.8% from February to March and this was due to a couple of sickness bugs moving around the school. Attendance was 92.9% for March and 94.8% overall for the year which is above national for the year. Governors agreed 1.1% wasn't concerning as attendance often fluctuates in the winter because of sickness. Attendance and Punctuality information had been sent out and had received positive parental feedback.</p> <p>There were 200 pupils on roll with 2 new pupils starting after Easter.</p> <p>The LLPR report has been received and would be shared with Governors, there had been some amendments following the Chair and Headteacher recommendations although the targets remained the same. As with the previous LLP visit and report, the verbal report,</p>	

given on the day to HT and Chair, had not reflected in the written report which had then been received. This was disappointing and since the recommendations for amendments had been followed through, the Headteacher was happier with the report.

The targets, taken from the final report, were;

1. To secure consistently good teaching and learning in every class.
2. To ensure that leaders support those teachers who are inexperienced, to develop their subject knowledge, so that all lessons are planned precisely with a secure knowledge of what the children need to learn, rather than the activity the children are expected to complete.
3. For the headteacher to consider how he wants further develop the distributed leadership model at Romsey Abbey CE School to ensure that those leaders who are less developed are working to leaders' expectations, and are held to account for their work.

A discussion over Headteacher attending further LA training and courses concluded that as the NPQH would finish in the Spring Term. Governors felt training became ineffective if Heads were overworked and stressed. Governors supported the Htin his decision not to attend the LA training which had been recommended by the LLP.

A Governor enquired as to how the school would be assessed against the targets and when the LLP would return next year.

Governors felt the Headteacher knew the areas of less strength and these were reflected in the SIP and these were being monitored by the school and the governors.

A governor asked if the LLP objectives would be in the SIP. DHT replied that no the SIP was written already and the LLP targets were already in the current SIP.

KS joined the meeting at 18.30.

DHT reported on the recent visit from Luke Delahunty who ran a sponsored event and he then led Collective Worship, fascinating and the children were inspired.

KS1 cricket skills, Bikeability was happening for nearly all year groups. The school is marking Comic Relief Day last week and taking part in World Downes Syndrome day tomorrow.

2 performances which governors are invited to:- Jack and the Beanstalk on Wednesday 22nd March 5.30 pm and Out of This World on Wednesday 29th March 5.30 pm.

ALL

	<p>A new Teacher will be picking up an extra half day to allow for the SENDCo to pick up more work. One child has a reduced timetable due to behaviour needs. A governor asked if the part-time timetable had made a difference. DHT explained ha it had made a difference for all parties.</p> <p>JJ reported in her course part time timetables had been mentioned and Ofsted would review the timetable. The DHT confirmed there is a rigorous plan which has been shared with teacher and parents and it will be regularly monitored, JJ has questions Ofsted would ask and these would be shared. Is there a view to bring them back to full time? DHT answered that yes there is. Work is being set for home and parents are onboard. How reduced is the timetable? 2 hours and it includes social time for playtime.</p> <p>Page 5 actions – TVBC for garden has been applied for by the SBM. Epi Pens are being explored and will be reported back at the next meeting.</p> <p>DHT to look at analytic reports on emails.</p> <p>The school has been fully open on the recent strike days but it was difficult on resources. There were no more strikes announced and potentially closing classes could be explored if further strikes were announced by the teaching unions.</p> <p>Parents Evening survey was very positive. The same questions were used as previous evenings, HT was a little disappointed with 85 responses as more parents attended. A governor asked what was attendance at parents evening? DHT said this was not known at the time of the meeting. Parents will be chased up and they could be encouraged to complete the survey via in the weekly bulletin. 67 responses in July and 85 in March so this was encouraging. The Headteacher dealt directly with any parental concerns which arose on the parents evening.</p>	<p>SG</p> <p>DHT</p>
	<p>Lead Governor Reports (inc visits):</p>	
<p>162/23</p>	<p>Finance Update</p> <p>SFVS had been shared, this was an annual self-assessment and completed by SLT and the GB. There haven't been many changes since last year. Question 93 was the only part, the framework has been explored but it's not considered to be useful. Governors were encouraged to complete the financial training courses. DJ to pass the course to GB. Questions were invited and there were none. Thanks to AD for his monitoring.</p> <p>The SFVS was agreed by governors and the Chair will sign the document when AD send the e-signature version. The signed documents will be sent by to the LA by the 31st March.</p>	<p>AD/Chair</p>

	<p>The Self Assessment dashboard had been shared. Do we have financial info on other schools, we have historic data back to 2021/2022. A governor asked if the tool chose schools for us? AD replied that yes it does but you can put your own characteristics in to dig deeper which is useful. The school is average for most things, higher for premises costs due to us having some big projects. Our generated income which wasn't grants is always strong compared to other schools. If comparison schools are newer buildings that RAPS then their energy would be lower. Our staff costs are also lower and this could be in part due to the ECTS, staff going through the threshold would increase the costs too.</p> <p>A governor asked for clarity on the KS2 score of -1 mean. Governors were reminded that 0 is neutral and the goal would be to 0 or a positive number and therefore the RAG rating would be green.</p> <p>AD explained that it is close to the end of the financial year. Forecast outturn hasn't been updated on last month. The budget is as expected and the comments made by AD explain the variances.</p> <p>Trips look slightly over budget and the reason was not known why at the time of the meeting. Could it have been a deposit, AD to ask SBM. Fluctuations are expected and it should be noted the residential location had been changed. The lead governor did not anticipate any concerns or issues. There will still be an in-year deficit but a total surplus brought forward of around 50-60k. Thank you to AD for his diligence with monitoring the school finances.</p>	AD
163/23	<p>Sports Premium Update No update. Website is in order.</p>	
164/23	<p>Curriculum DJ's report was in Dropbox. Visited last week to follow up on previous visit. Phonics, Little Wandle, writing and initiatives were monitored and any changes in progress since the last monitoring visit. DJ reported that progress is evident between the two meetings. The children spoken to were enthusiastic and this was very impressive. DJ had asked to see children who could talk about English, saw year 2 though to year 6 and pupils in each year were very keen. Learning Journeys were apparent, and the children were aware of where they were in the steps. Lots of evidence of the green pen, children could explain the progress. DJ said that marking and verbal discussion could be explored more. Handwriting competition were in place, spellings were tailored to each child. A governor asked if the spelling cards go home? DHT replied that the cards stay in school to keep them current.</p> <p>Data showed that for phonics, 86% of pupils have a score of 21 and above. Last year 48% 21 above which shows Little Wandle is being effective.</p> <p>A governor asked if there is evidence to show the effectiveness of disadvantaged writers project and the SEND pupil passports.</p>	

	<p>DHT explained that the Pupil Passports weren't brought with them but they could be seen on the table and it was evident that the passports were having a positive effect on progress</p> <p>Thank you to DJ for the monitoring report and congratulations to KS for leading the team</p>	
165/23	<p>Behaviour</p> <p>DJ said that she was visiting tomorrow. Behaviour is consistently being monitored. Looking at Nurture Group and will be on the gate. The Chair commented that her visits each Friday show behaviour is good and classroom work is engaging.</p>	
166/23	<p>EYFS</p> <p>Visiting tomorrow. Report to next meeting</p>	AT
167/23	<p>Premises and Health & Safety</p> <p>Visit had been carried out last week. Reports to follow. The new EYs playground fence line was still missing, we were told this would be replaced when the works had been completed. DHT to chase this.</p>	DHT
168/23	<p>Ethos / SIAMS</p> <p>Carried forward to the next meeting. Easter service next Thursday 2.00 pm in the Abbey – All governors invited.</p>	ALL
169/23	<p>Pupil Premium and SEND</p> <p>A report will be shared. No concerns following the meeting with the SENDCo. Hampshire County Council SEND conference, was attended online and it was a useful session. Lots of changes coming from 2025 which could change depending on the General Election. Government funding of £21 million to train two cohorts of educational psychologists in 2024 and 2025. Language support is also being funded. Back log of EHCPs were then discussed - Hampshire are trying to reduce the percentage of EHCPs. And explained why it takes 20 weeks for a decision to be made. If the application wasn't in by 15th Feb the plan would not be in place by the new academic year. 200 applications per month and if each one was approved a new school would need to be built. 93% of parent led EHCPs were refused. JJ slides to Dropbox. A governor asked why the increase in EHCPs - this is possibly due to Covid. In addition parents acceptance of behaviours and needs had also changed.</p> <p>Also at the conference there was a presentation from Ofsted Inspector on inspections of SEND provision. JJ felt she could answer most of the questions they would ask. All schools will be inspected by Aug 2025, if you are Good or Outstanding you will have an ungraded visit. A governor asked if Ofsted will look at governor visits – Chair said that they will if they are put in the file which is placed in the room Ofsted will use. A crib-sheet to support members of FGB to prepare for Ofsted was discussed and there were questions on The Key which could be used at a GB meeting. Chair to provide documents to support FGB in preparation for Ofsted.</p>	CHAIR

	<p>JJ reported that if it was a 2 day inspection then Governors would be seen on the second day. Virtual meetings will also be held where necessary. DfE were making changes - behaviour cannot be a reason to implement a part time timetable. Discussed this in the context of RAPS and the current challenges. Classes had been adapted for those who struggle coming in to school, pupils were asked who they looked forward to seeing and so arrangements are made to this is the first person they see at school.</p> <p>A governor asked if the school paid for the Educational Psychology(EP) service - yes we have an SLA and an EHCP can not be submitted before an EP assessment. The number of EP hours we need can't be met even within our SLA.</p>	
170/23	<p>Pupil Progress DJ reported on her attendance at Pupil Progress meetings, last half term discussed the outcomes and this term looked at the follow up and monitoring. Questions asked included - How is teaching and learning supporting all pupils? What progress is being made in learning journey? DJ said teachers were welcoming and green pen for editing was evident. Text Led Dictations is where a teacher says a sentence and the children repeat it back and then write it. For grammatical context the teacher models how it should look and the pupils then mark their own writing. The HT was satisfied with the children making progress. A governor asked what happens after learning walk and it was explained that individual feedback will be given by the member of staff completing the learning walk. Everything is being triangulated which is very positive approach</p>	
171/23	<p>Safeguarding EW reported on this term's monitoring of the SCR, CPOMMS and safer recruitment. This is all very positive. SG reported on a Serious Case review last week which was positive as there weren't any new cases. Discussed all children and ongoing work for the new member of staff taking over from current SENDCo. Continuity in progress was in place, no concerns from Governors. Written report to be submitted for the next FGB.</p>	SG
172/23	<p>Development and Training Finance Courses to be shared. PSHE focus on the Mental Health training. Cyber Training had been sent to all FGB.</p>	DJ
173/23	<p>Leadership and Management and IT JA reported that he had met with the DHT who had supported by issuing the staff IT survey. The results will be analysed. JA had visited the Head and a report had been written. Clear procedure evident to link between SIP, monitoring and SLT meetings. Improvement activities were clear in curriculum subjects. Specific SIP areas where there was a need for action which were individually funded for staff leads. (TLRs in place). Further questions at future meetings will be how is progress reviewed and progress in</p>	

	<p>actions from the SIP. It is also evident that FGB visits are providing triangulated evidence Thank you to JA for the visits and reports.</p>	
174/23	<p>Mental Health and Well Being This will be carried forward to the next meeting.</p>	
175/23	<p>Communication a. Media b. Marketing</p> <p>There was nothing to report</p>	
176/23	<p>Staff Governor Report Reading aloud competition would require a judge on a panel on Friday 31st March at 2.30pm in the afternoon and DJ and JJ volunteered. Thank you to all Governors for all their hard work</p>	
177/23	<p>Governor monitoring Schedule - reports if not received as part of lead governor role Chair to update the schedule and a Summer schedule will be written. Questions to be posed will be included in the schedule.</p>	
178/23	<p>Chair of Governor's Report Strategic plan Not yet met but will at some point next term.</p> <p>Chair attended Schools Forum meeting on GB behalf, breakout groups discussed energy and budget pressures, Ofsted, managing mixed age classes. Governors were encouraged to join a forum meeting.</p> <p>Governor Services newsletter should be sent to all, outdoor learning should be an area for monitoring. It was felt this should be included in curriculum.</p> <p>Chair monitors the well-being of the HT at their weekly meeting and staff well-being is always discussed at this meeting oo The Head works exceptionally hard!</p>	Chair
179/23	<p>Policy Reviews: Remote learning Just for information – no changes. Should Strikes be included it was decided that this was not necessary.</p>	
180/23	<p>Any Other Notified Business None.</p>	
181/23	<p>Impact Statement During this meeting the main focus of discussions has been on the progress of the pupils in the school with the GB holding the school to</p>	

account to ensure pupil progress is maintained. The summary of the topics discussed is:-

- Drop in attendance but likely to be bugs and the school continues to be above the National Average and this is positive reflecting the hard work of the staff with the pupils with challenges which prevent their regular attendance.
- 200 on roll with 2 new starters which is positive
- Enrichment activities, Invictus visitor, Downs day
- A pupil with reduced part time timetable for mental health and well-being reasons
- SFVS agreed and recommended Governor training
- Surplus funds being carried forward to 2023-24 but noted in-year deficit
- Reassuring Governor visits in English and impressed with engagement
- Triangulation in all GB visits and information provided by SLT
- GB now aware of SEND funding being brought in over the next 2 years
- Need to have an evidence trial ahead of Ofsted
- PP monitoring
- Serious case review attended and succession planning in place for staff
- Looked at SIP and monitoring was triangulated
- Outdoor learning monitoring had been introduced

The meeting closed at 8.19 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 27th April 2023

Wednesday 24th May 2023

Thursday 22nd June 2023 (note the changed date from 20th)

Monday 17th July 2023

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: