



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body Meeting
Thursday 19th January 2023 at 6pm – 8.30 pm

Present:

James Ablitt (JA)
 Alan Davies (AD)
 Sandra Gidley (SG)
 Mark Harris (HT)
 Dawn James (DJ)
 Jemma Jones (JJ)
 Kathryn Sessions (KS)
 Ann Turtle (AT)
 Liz Wagner (LW)
 Revd Thomas Wharton (TW)

Apologies:

Tom Langford (DHT)
 Robert Pears (RP)
 Victoria Bleaney (Clerk)

In Attendance

Judith Kirkland (observer)

DJ and JJ taking notes in the absence of the Clerk. LW to produce minutes from these notes.

Governor questions shown in blue

111/23	<p><u>Welcome, Prayer and Apologies</u></p> <p>The Chair(LW) welcomed everyone to the meeting and introduced Judith Kirkland as potential member of FGB who would be observing this meeting. Vicar then opened the meeting with a prayer.</p>	
112/23	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 16th January 2023)</u></p> <p>There were none.</p>	
113/23	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p>	

114/23	<p><u>Endorsement of Minutes from last meeting –12th December 2022 (in Dropbox)</u></p> <p>Subject to changing the date to 12th December there were no other amendments. LW signed them as a true record.</p>	LW
115/23	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>From matters arising</p> <ul style="list-style-type: none"> • Page number added to first page of minutes is now completed. • Check if the amended November minutes were sent to the SBM. • Check if RP signed into Governor Hub? • Lead Governor roles document: staff governor role description is agreed. • EYFS role has been added to the Lead Governor Roles – updated copy in Dropbox – no questions or further actions. <p>Page 4 Vision has been added to the Governor visit report template.</p> <p>Page 9 : ensure all governors reference Love Trust and Forgiveness – Action All on going</p> <p>Pg10: Solar panels: JA provided an update to FGB following an initial meeting with Dragonfly Power who want to start a new enterprise as part of Transition Town Romsey – they pay for solar panels, we get the energy produced, we get for a lower price and they recover costs from the rest of the energy produced. In principle approx. 200 panels potential on our school roof. Paper study to be produced by the company for us to consider. May need to look at a more traditional company as well – to see what the differences are.</p> <p>Question: Is it worth asking the LA if there are similar schemes for schools specifically. It is likely that the purchase of the panels will be out of our financial capability but worth looking into a bit further. The Abbey is also in contact with the company. James described the principle – there were a number of pros and cons to this concept.</p> <p>LW stated that the electricity was less of an issue than the gas. The electricity has more probability of being green but the gas will not be so potentially is a bigger environmental issue. LW asked if anyone would like to be part of the discussion going forwards, to let her know, LW thanked JA for his support at this meeting with Dragonfly.</p> <p>Page 12: LW to send the Ofsted link for the webinar.</p> <p>Page12: Mental Health and wellbeing title has been adjusted on the agenda.</p>	<p>LW RP/LW</p> <p>ALL</p> <p>ALL</p> <p>LW</p>

116/23	<p><u>Clerk's Update</u></p> <p>Chair led this in the absence of the Clerk.</p> <p>Suggested dates for next year are in Dropbox. Query around pay committee dates matching with FGB dates. Pay committee to be programmed in to work alongside the FGB dates.</p> <p>A Governor asked if a meeting had been missed out as there were only 10 meetings and normally there are 11. 10 meetings had been scheduled and were considered better than 11. November meeting has been moved into early December to save the staff from having a meeting near to the end of term before Christmas. Mark to check the proposed dates for Feb/Mar 2024. 12-16 Feb 2024 is half term – so currently FGB date would be the first Weds after half term. Governors asked to check the dates and let LW know if there are any issues/feedback.</p>	ALL
117/23	<p>Headteachers Update:</p> <p>Attendance: 94.63% national 93.7%. This week received a certificate from Fischer Family Trust for being in the top 25% of similar FFT schools in England for attendance.</p> <p>Attendance last week was higher than this week. Some Yr2 pupils need targeting and the school is specifically targeting the families in this category.</p> <p>A Governor asked if there any issues with persistent absence? – HT replied Yes, and the school is above national on this figure too which is obviously not a good position. Webinar was attended this week which was useful at looking at how to manage absence. Provided clear guidance and the school is following this.</p> <p>A Governor asked approximately how many families are we referring to in persistent absence? – HT was unsure of exact figure but in the “teens” which is far too high.</p> <p>A Governor asked if the HT could give an example of the actions taken? We offer an early help referral before we take it further which is a helpful mechanism This is a hard area to tackle and not easy to get families involved to understand the need for their children to attend school regularly as it is possible the parents were persistent absentees from school too. Teachers/Staff who do handle this do receive some negative feedback from those families. All were reminded that the Government expect schools to be obsessive about good attendance.</p> <p>A Governor asked what the HT would put the success of good attendance down to. The HT said that this was having the right systems in place to encourage getting to school early and sharing importance of attendance with parents. The policy is effective.</p> <p>A Governor asked if punctuality part of the issue? The HT replied Yes. We are working hard to tackling this. Lateness is very similar to persistent absence issues regarding the perception of parents.</p> <p>The HT reported that there will be a meeting with the Romsey Heads in February – to collectively discuss the success of the recent joint letter to</p>	

parents issued by all the Romsey schools and see if all schools are applying this in the same way and is it being effective. Governors were reminded that the joint letter has been discussed at a previous FGB meeting in the autumn term.

Year R applications 27 1st choice 7 2nd choice and 13 3rd choice. Applications now closed. HT explained that the budget had assumed a cohort of 25. HT said that this is not definite final numbers as it can change on offering those places and does not include out of area applicants. But this is a good figure and was much higher than last year.

A Governor suggested that we need to ask the estate agent to remove the school's admissions advertising banner from above their shop as it is now damaged. It was also decided that next year the advertising banner needs to have the school's name in much more bold lettering.

Governors were reminded that highest number that can be admitted in Year R is 30.

Safeguarding: the HT reported that 1 child is on CIN plan and 2 from same family on CPP – ongoing and unlikely to change.

The HT then discussed the SIP which was in the Dropbox for this meeting. He explained the 4 priorities for main intents for this year

1. Raising standards in writing throughout the school – making good progress on identifying gaps in children's knowledge. Need to work on consistency of the interventions.
2. Deliver ambitious curriculum – making good progress. Implementing progression maps. Refining assessments across curriculum.
3. Raising aspiration and engagement of learning in all pupils – supporting mental health and wellbeing. Using the ATAS training to support this. Will be delivering first part of training on 27 January as part of INSET. Collective worship is a key driver of this goal.
4. Provide all pupils with timely and effective feedback that promotes challenge – implementing revised teaching and learning policy, making sure there is consistency. Progress on pupil's understanding. Working on quick identification and managing next steps and quick interventions. 30th Jan INSET will have a teacher led workshop on this focus.

LW then explained that the Spring term Governing Monitoring leads you to the SIP via the OFSTED criteria.

HT then circulated the summary Pupil Progress data for the autumn term showing the difference in progress for Years 1-6 between Autumn1 and Autumn 2.

Document to be added to Dropbox post meeting.

HT said that he is hoping to see more blue on the graphs after Spring 1 data and explained that the metrics for Year R measured progress differently so are given separately. The Year R data shows clear and definite progress.

LW

LW

	<p>A Governor asked How is the testing done to measure this progress? HT replied by a mixture of national tests, alongside models for writing, reading and maths with some teacher assessment and moderation internally and externally with a local school for writing.</p> <p>A Governor asked the reason that the only area we have not seen a change in the number of pupils at expected attainment is reading. HT explained that there had not been enough assessment yet to ensure the children are able to apply the information they have been taught. Teachers are making more use of the style of questioning to try and help improve this.</p> <p>A Governor asked if we are in line with National gap between boys/girls? The HT stated that the school does see a gap between boys and girls and will check on the National figure and report back.</p> <p>LW said she is keen to see the data for Year 2 and Year 6, i.e. the SATS year groups alongside the combined figures for Years 1-6. The HT explained that by next FGB, we will have a SATs mock that the Year 6 will have completed, so we can look at those results.</p> <p>The HT explained that from the SIP priorities and as a result of the last data drop the HT has looked at where the gaps were and to avoid all monitoring finding the same thing, the staff have been given a grid of essentials – covering the things that are not consistent across the school. There are 16 points on the grid. Led by an improvement workshop at start of the spring term the staff have self-assessed where they are on this grid and the aim is for all 16 items to be turned green. Staff have ownership of this to ensure the essentials are consistent by the end of term.</p> <p>A Governor asked if Senior Leadership checking in on this self-assessment? The HT replied Yes but it is important to ensure that staff have this at the forefront of their minds and they take ownership.</p> <p>A Governor asked for the staff thoughts on this grid. KS replied that initially the grid could be considered to be overwhelming, but staff know they have time to work through it and all staff had at least one item that was green already. KS said that the grid was really helpful for staff reflection and there was nothing new on it and it was all part of existing training/expectations.</p> <p>The HT reminded governors of the dates of the INSET days – 27 and 30 January and said that Governors welcome to attend for the whole or part days.</p> <p>DJ will attend on 30th. LW to attend for part of the morning of the 27th.</p> <p>The HT read a letter of resignation from the Inclusion leader. LW will write on, behalf of the Governors, to thank the inclusion lead for her years of service to the school.</p>	<p>HT</p> <p>HT</p> <p>LW</p>
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	<p>A Governor asked when this will be communicated to parents? HT said this is to be confirmed and Staff will be informed first and this will be on Friday in the HT weekly email.</p> <p>A Governor asked about succession planning for the Inclusion lead? The HT said he was starting to look at this and would keep Governors informed. The school currently has 4 deputy DSLs but this will be reduced to 3 with the maternity leave. The governors consider that the HT is always solution focused which is a very positive position. It is possible that there will be a need to appoint to support the school for 2 days and this would be within the budget.</p> <p>The HT briefly discussed the impending teacher strikes which covered 4 days by members of the NEU. The HT reported that he expected and intended the school to stay open.</p> <p>A Governor asked if all teachers at the school were NEU members. The HT said no not all and it can only be NEU members who can strike on those days. For this school it involved 3 teaching staff. The HT said he feels well drilled in covering large staff absence with experience created by the pandemic.</p> <p>A Governor asked if other staff cover the striking staff? Yes and the HT explained how cover could work.</p> <p>A Governor asked if the NEU teachers had to strike? The HT explained that no they don't and he is waiting to hear from the NEU staff in the school as to whether they will be taking strike action.</p> <p>The HT explained that parents have been informed that the school will be open on strike days.</p>	HT
	<p><u>Lead Governor Reports</u></p>	
118/23	<p><u>Finance Update</u></p> <p>Three quarters through the financial year. AD explained that all questions he posed to Michelle are in Dropbox answers given to these are as follows</p> <ol style="list-style-type: none"> 1. Coding issue – no problem 2. Following up on insurance reimbursement – the Abbey pays for this – yes we have 3. Garden donation pledge of £5k. Followed up but still not received. Cheque had been made to the PTFA in error 4. Staffing costs – teaching line looks overspent – because one TA was budgeted on one line but being paid out of the teaching line...something was budgeted against TA but being paid out of teaching. So need to adjust the two lines on the budget. 5. Ground maintenance – what are the costs for – the garden. PO to be raised for reception area work to take place in Feb half term 6. Software – further purchases to come? This is an allocation issue, coding to be adjusted. 	

	<p>A Governor asked why the In-year deficit appears more than we budgeted for? AD replied that he believed this is an issue in the colouring. The colour should be green so was conditional formatting issue which he would look into before the next budget statement.</p> <p>LW reported that SCA grant application has been given for the kitchen re-cladding. The Sum awarded was £161,505.50 and the Governors 10% contribution was £17,945.06. The 10% was already in the budget and the Diocese currently has a proportion of this contribution as there was an overpayment for the roof re-cladding which were completed last summer.</p>	AD
119/23	<p><u>Sports Premium Update</u></p> <p>AD had nothing specific to report.</p>	
110/23	<p><u>Curriculum</u></p> <p>At and DJ will be meeting with Maths lead before half term.</p> <p>Nothing further to report for this meeting.</p>	
111/23	<p><u>Behaviour</u></p> <p>DJ reported that there has been a big push on this, especially in corridors. Behaviour looks to be good in classrooms and in the corridors. This was endorsed by LW from her weekly visits</p>	
112/23	<p><u>EYFS</u></p> <p>Nothing to report since December visit.</p>	
113/23	<p><u>Premises and Health & Safety</u></p> <p>SG reported that she had yet to visit this term. Written report for last visit not yet in Dropbox but will be once signed off by HT.</p> <p>As the Clerk is currently unwell – governors were asked to send documents to LW for filing in Dropbox. If possible, please convert to .pdf before sending. LW shared a leaflet from another school with SG, of a combined H&S/Safeguarding leaflet as an example of what we might be able to do with our information leaflets which are available in reception.</p> <p>A Governor asked if the condition of the poplar tree was part of H&S site visits? SG reassured the meeting that it was and also the subject of Council inspection-tee.</p>	SG ALL SG
114/23	<p><u>Ethos</u></p> <p>TW shared a new leaflet, Our Christian Vision and Values, which the HT had recently produced (version in the meeting Dropbox). There is an “in action” section for each aspect. The document is clear, comprehensive and really good resource for the school as it clearly reflects the school ethos.</p> <p>The leaflet will be useful for governor monitoring, so we can see what the school is aiming for with the biblical values. Collective Worship has been really positive. The theme “God’s big story” is the school’s own and working</p>	

	<p>really well. Governors were reminded that the HT plans all the worship sessions.</p> <p>A Governor asked if the leaflet would be shared with parents? The HT said that it would and will be on the school website. The Governors felt it would be worthwhile to let parents know the document exists.</p> <p>The HT said that next Wednesday Years 4/6 would be leading a Holocaust Memorial service. All Governors welcome to attend. 2pm in Romsey Abbey. Year 5 are on a school trip so cannot attend this service.</p>	ALL
114/23	<p><u>Pupil Premium and SEND</u></p> <p>JJ met with HT recently and the report will be available for the February FGB meeting and it will include a detailed look at recent data. After the meeting JJ attended Collective worship and was endorsed the earlier discussion on what a positive experience this was with the school “coming together as one” and the children listening well and very keen to be part of the worship.</p>	JJ
115/23	<p><u>Pupil Progress</u></p> <p>DJ attended several pupil progress meetings with HT and TL. The teachers were asked to prepare for the meeting (provide evidence for three children from specific groups.) DJ attended three meetings, everyone well prepared and came with good evidence. See Monitoring visit report in Dropbox. 5 questions asked at each meeting – open questions.</p> <p>The expectation is that all children will meet their targets. – this impressed DJ as no-one at any of the meetings was negative about the fact that a child would not make it. Lack of punctuality came up a lot in these meetings as an issue. The class teachers are definitely frustrated by this as they had a lot of things in place but which they could not implement. DJ to talk to TL after next progress meeting. The teachers were really keen to engage in the discussion about their pupils’ progress.</p> <p>A Governor asked if meetings were more focused than in the past if only talking about a sample rather than all pupils at progress meetings? DJ replied that there is a lot more detail doing it this way and yes it is much more focused.</p> <p>Questions arising from this governor monitoring visit: –</p> <p>How will you and the team follow up the outcomes of the meeting, prior to the next meeting? The HT said within the coaching, those children who have been flagged are a particular focus. The meeting helped us work out who those pupils were. The CPD programme this half term has been designed to target those areas that came up in these meetings. All staff are implementing what was discussed and ample monitoring is happening.</p>	

116/23	<p><u>Safeguarding</u></p> <p>Safeguarding – no visit taken place yet. LW will arrange to meet with the DSL for the normal termly monitoring visit.</p> <p>Governors were reminded to check that staff are able to answer the safeguarding questions during a monitoring visit.</p>	LW ALL
117/23	<p><u>Development and Training</u></p> <p>DJ reported that she had carried out the Performance Management audit on Tuesday with the HT. They went through 5 anonymised teacher performance management records looking at last year’s completed targets and this year targets. Selection of teaching staff were audited to cover a range of years of teaching and posts of responsibilities. Last year’s targets were completed but it was clear to see the impact of covid. It was noticeable this year’s targets are higher and so back to normal, relating to the SIP etc. It was obvious based on the targets, what level the teacher was at and the different career progressions. The targets were aligned to where the SIP.</p> <p>A Governor asked if this was a full audit? DJ explained that a full audit now included the scrutiny of performance management records, a book scrutiny, talking to staff and pupils, and monitoring visits. DJ will use the results of this Performance Management documentation scrutiny alongside with all the evidence from AT, DJ and JJ Governor monitoring visits to create proof of a full audit. Our rigorous governor monitoring means we do not need to set up anything new.</p> <p>LW thanked DJ for carrying out the PM documentation audit so thoroughly. DJ reminded all Governors of next weeks’ Whole GB training which will be led by LLP Debbie Allen. We have not been asked to prepare anything prior to the visit. The HT confirmed the music room was available for this. DJ also reminded governors to sign up for courses on the governor hub.</p>	ALL
118/23	<p><u>Leadership and Management</u></p> <p>Leadership and Management – No report this month. JA visited late last term and is meeting with Mark in early February. Action in the minutes (page 7) can be closed as JA is taking this forward.</p> <p>IT monitoring is missing from the agenda– it was suggested and agreed that this could be included under Leadership and Management item as it is the same Governor and the integrity of the IT system was the responsibility of SLT. JA has sent a few questions to Zac(IT support) and TL. TL helping to set up a google form to assess staff perception of the IT performance in the classrooms and if it is adequate.</p>	JA
119/23	<p><u>Mental Health and Wellbeing.</u></p> <p>AS is planning to meet with HC to discuss mental health and wellbeing. Report to next FGB meeting</p>	AC

120/23	<p><u>Communication</u></p> <p>LW encouraged all Governors to carefully look through the weekly Dates for the Diary and add applicable dates to their diaries. e.g. Parents evenings dates if any governors are available to support with refreshments for the staff.</p> <p>Governors are also very welcome to all performances that were shared. The Romsey Advertiser published the photo of the school's Christmas performance in the Abbey, on the front page. The play written and directed by the HT and it was much praised by all the Governors who attended.</p> <p>A Governor asked if there will be a follow up next Christmas? YHT replied Yes, he is currently working on some ideas.</p> <p>It was decided that we should aim for one article to the Advertiser every half term. HT to try and get something on the Holocaust memorial service.</p> <p>To improve communication within the community it was suggested that the Christian Values leaflet should be given out to other local churches, in case members of those churches would be interested. Leaders of the churches meet monthly. TW to have a printed copies and PDF to share with them.</p>	<p>ALL</p> <p>HT/LW</p> <p>HT/TW</p>
121/23	<p><u>Staff Governor</u></p> <p>KS reported on some of the CPD that teachers have been going on. Year 2 class teacher and KS were new to Year 2 & 6 and have recently attended HCC training, which they have found very helpful.</p> <p>The leads of English and Maths have also attended training and it was beneficial to be able to exchange ideas and have discussions with teachers from other schools.</p> <p>Year 6 staff are attending Task Design training on how to support writing specifically and support children in Year 6 with tasks that are achievable but challenging. Part 2 of 3 taking place tomorrow.</p> <p>The art leader has attended a full day art course and the ECT has been on a ECT maths course provided by Solent Maths Hub.</p> <p>A Governor asked how information and learning from training is cascaded to other staff and are any of the things you have learnt, transferrable to teachers in other years and subjects? KS explained that it was good to talk to others and see how you can do things differently and the training created lots of conversations with teachers and notes were compared. There is also the opportunity to pass on this learning during future INSET days.</p> <p>A Governor asked if there are chances when meeting other teachers, to discuss and moderate practice SATS? KS explained that it has been tricky recently and lost a lot of communication due to covid but the recent moderation with Romsey Primary which very useful and lots of discussion had taken place between KS and the English lead/Year 6 teacher.</p>	
122/23	<p><u>Governor monitoring schedule – reports if not received as part of lead governor role</u></p>	

	<p>Autumn term Governor monitoring schedule: - LW reported that this has completed and invited comments/questions. All governors were in agreement with the completed document.</p> <p>SIAM briefing mentioned in the monitoring schedule will be held nearer to date of the inspection. It was noted that the 7 strands to become 6 from September. The HT will be redeveloping the SIAMS action plan and will base this on the strands not the current 7. This will need to be reflected in monitoring schedule when the next one is written.</p> <p>Alan – website review. Need to record when this is done on the monitoring schedule.</p> <p>AD will review the risk register ready for next meeting.</p> <p>LW explained the structure of the Spring 2023 monitoring schedule. Dates for the completion of the performance management audit and date of the last website review to be added to the schedule.</p> <p>It was noted that each section of the spring monitoring schedule had links to the SIP as well as to the Ofsted areas for inspection. Governors were asked to read the relevant area of the SIP ahead of their monitoring visit.</p> <p>LW invited questions on the spring monitoring schedule, but none were raised.</p>	<p>LW</p> <p>AD</p> <p>LW</p> <p>ALL</p>
123/23	<p><u>Chair of Governor’s Report</u></p> <p>Roles of lead governors: These are in Dropbox. These descriptions are not set in stone, so Governors were asked to let LW know if there is anything to add/amend. There was discussion about adding a behaviour Governor role but it as behaviour goes across all the roles and it is in the monitoring schedule. It was agreed there would not be a need for a specific role. All governors should cover behaviour.</p> <p>The HT reported that low level disruptions is being swiftly addressed by staff and is good to note as this is a key enquiry to OFSTED inspections.</p> <p>Strategic plan to be reviewed. LW proposed that this should not be done in FGB but a working party should be set up. Last working party was HT, KS, SG and LW and was chaired by RP. LW asked if everyone happy to meet again and this was agreed. LW to make some after school (not evening) date/time suggestions and get this booked in.</p> <p>LW reported that the SEF is in the SEF Dropbox folder called SEF and governors were asked to read it.</p> <p>The latest Action Plan had the wrong vision on. LW has updated and the correct Action plan is now in Dropbox</p>	<p>ALL</p> <p>LW</p> <p>ALL</p>
124/23	<p><u>Policy Reviews</u></p> <p>No policies were put forward for this meeting. HT confirmed none have been looked at in SLT during January. HT to double check and will review in Feb Matters Arising on Page 13 in December minutes –on First Aid. Minute 108/23 Governor asked about first aid training dates to be passed to SBM</p>	<p>HT</p> <p>HT</p>

	JA reported that the Critical Incident & Emergency Response plan is now updated and on website	
125/23	<u>Any Other Notified Business</u> There was none.	
12623	<u>Impact Statement</u> Impact – LW suggested that it would be beneficial to ensure that the governor impact is focussed towards the vision of the school in addition to the impact on pupils then When thinking about the impact of our meeting, we should talk about how impact relates to the vision. The impact of this meeting towards the progress of pupils and the vision of the school is: <ul style="list-style-type: none"> • Positive number of applications for Year R • Rigorous discussions for attainment and progress – trajectory good levels of attainment • Certificate from FFT noting attendance • Good discussions around tackling persistent absence and lateness • Christian Values leaflet • External and Internal CPD opportunities • Completes autumn monitoring schedule reviewed • Performance Management Audit was rigorous and positive. 	

The meeting closed at 8.12pm.

Date of next FGB Meetings **(6.00 pm – 8.30 pm)**

Wednesday 22nd February 2023,

Thursday 16th March 2023

Thursday 27th April 2023

Wednesday 24th May 2023

Tuesday 20th June 2023,

Monday 17th July 2023