



**Romsey Abbey C of E Primary School  
Minutes of Full Governing Body meeting  
Virtually on Wednesday 23<sup>rd</sup> March 2022 at 6pm – 8.30 pm**

**Present:**

Liz Wagner – Chair (EW)  
 Jemma Jones (JJ)  
 Robert Pears (RP)  
 Adam Smith (AS)  
 James Ablitt (JA)  
 Sandra Gidley (SG)  
 Ann Turtle (AT)  
 Kathryn Sessions (KS)  
 Alan Davies (AD)  
 Tom Langford (DHT)  
 Revd Thomas Wharton (TW)

**Apologies:**

Mark Harris (HT)  
 Dawn James (DJ)

**Attended:**

Victoria Bleaney (Clerk)

**Governor questions shown in blue.**

168/22	<p><b><u>Welcome, Prayer and Apologies</u></b></p> <p>TW opened the meeting with a prayer and the meeting commenced.</p>	
169/22	<p><b><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 18 March 2022)</u></b></p> <p>There were none.</p>	
170/22	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>There were none.</p>	
171/22	<p><b><u>Endorsement of Minutes from last meeting – February 2022 (in Dropbox)</u></b></p>	

Signed:.....

Date:.....

	<p>Pg 6 The Governor question about the preschool should be highlighted in blue.</p> <p>Pg6 There was a query about the dashboard. It was agreed to rephrase the sentence to say Governors questioned if there were any concerns about the dashboard.</p> <p>Pg7 it was agreed to remove the sentence saying JJ observed...</p> <p>CPPOMMS should read CPOMS</p> <p>Pg9 actioned to DJ and EW on Chairs report</p> <p>With the above amendments the minutes were agreed as a true and accurate representation of the meeting and signed by the Chair</p>	
172/22	<p><b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b></p> <p>Pg 3 LD presentation was in Dropbox following the last meeting.</p> <p>TW was still using the Abbey email but would try again.</p> <p>Pg4 LLPR visit to be added to the agenda as a reminder on 4<sup>th</sup> May.</p> <p><b>A Governor asked what LLPR stood for and they were informed it was a Lead Learning Partner Review.</b> Their role was an inspector from the LA who acted as an Area Manager.</p> <p>Robert entered the meeting at 6.14 pm</p> <p>The Launch Pad dates would be sent to JJ, they would be held in the first week of the summer term and so it would not be observed for the spring monitoring.</p> <p>AT, DJ and JJ observed SATS, feedback had been offered to the Headteacher.</p> <p>All other items were on the agenda for discussion or had been completed.</p>	<p>TW</p> <p>Agenda</p> <p>MH/JJ</p>
173/22	<p><b><u>Clerks Update</u></b></p> <p>i. Dates of meeting 2022/2023</p>	

	Draft dates for next years meeting had been shared and Governors were asked to inform the Clerk of any dates that were not convenient.	ALL
174/22	<p><b><u>Headteachers Verbal Update</u></b></p> <p>The DHT led this item in the Headteachers absence.</p> <p>Attendance had dropped to 95.37% largely due to chicken pox and a few covid cases. Following Government guidance the school had been strongly advising any one with covid symptoms to test.</p> <p>A member of staff on maternity leave would be returning to school for 3 days per week towards the end of the summer term.</p> <p>SATS – thanks were given for Governor support for the Mock SATS held during the previous week. The 2019 paper had been taken. The results showed all children had made progress since the December data drop. 33% of children passed Reading, Grammar, Spelling and Punctuation and 38% in Maths. This was a very good improvement on the previous results but there was still some progress to be made. Staff had analysed the test results and were writing a plan to fill the gaps in knowledge. The DHT explained sitting the mock paper had given the cohort the experience of a formal test setting and they were more focused than in previous sittings. Governors were informed it was a cohort which would need to be pushed to achieve their best. <b>A Governor asked if the school planned on holding another mock paper and they were informed the next test would be the actual SATS.</b></p> <p>SATS administration training would be held for staff involved, within the first two weeks after Easter. Governors were welcomed to the SATS on 9th, 10th, 11th, 12<sup>th</sup> and would need to attend the training too.</p> <p>Habits of Minds has focussed on self-management and PSHE was looking at Healthy Me. A parent visited the school who was a sleep expert and she led a sleep workshop with the children and encouraged good sleep patterns.</p> <p>Behaviour and safeguarding – pupil conferencing was held and pupils felt the behaviours were good and the staff have strong expectations. Children felt safe in school and the only place they felt uneasy was in the woods. Actions were being taken to address this.</p>	DHT/HT

SG joined the meeting at 6.26 pm

A poster would be made by the focus group on the ways in which children feel safe. The report can also be found on Dropbox.

**A Governor enquired about the staffing and pupil covid numbers, and at the time of the meeting they were quite low.**

Reading Subject review day – report in Dropbox.

The day had been held on 17<sup>th</sup> February and KS saw phonics and reading lessons as well as talk through reading sessions. KS felt it was a good experience to talk to the pupils who agreed reading was important because they knew they needed to read to be a “rocket engineer” etc.

Phonics consistency was observed and children were engaged. There was more enjoyment for reading seen since the last observation. Reading skills were shown in the books as well as during the discussion.

Moving forwards – looking at depth in reading skills, thinking deeply questions are embedded but should be looked at when looking at themes of texts. It would be important to look at how staff can reach the unengaged readers at home. Star reader had identified those who were not reading at home and staff need to look at how to give these pupils the opportunity to take part in the Star Reader challenge if not reading at home. Volunteer readers have been brought in. This was an ongoing task as the children were enthusiastic. For phonics looking at how to be consistent across the school and how staff can keep up with their training, this includes a weekly phonics update for staff. KS would be dropping into phonics sessions and would then follow up with staff afterwards.

KS had observed a Year R group reading which she thoroughly enjoyed. Governors thanked KS for her passion and her report.

This information would also be triangulated in AT’s report. **A Governor enquired as to what percentage of those who don’t read at home was there and at the time of the meeting there was approx. 20% across the school, this included those who do not read regularly too. A Governor then enquired as to whether there was a particular cohort with higher numbers of non-regular readers etc and there wasn’t a particular cohort.** Staff were encouraging those who weren’t reading at home because they also don’t have a love of listening

	<p>to a story with a family member or an audio book. A reading picnic had been organised with someone from the library service who would also explain why reading is so important. <b>A Governor questioned whether the pandemic had an impact on reading and it was confirmed there had been a 50/50 split during lockdown as some had more time or they enjoyed e-books more than a hard book.</b> Governors discussed reading at home and suggested looking at ways in which parents and children could be encouraged to sit down together. The Hardship Fund at the Abbey may be able to support any ideas the school may have. There were a lot of volunteer readers in the school and this was having such a positive impact and also gave those who don't read at home more opportunity to read at school.</p> <p>KH would be writing an article for the Abbey Bulletin on volunteers at the school. <b>A Governor queried who was invited to the picnic and it was explained the picnic would be for parents and hopefully it would be held outside.</b> It would be similar in style to the Winter Warmer reading session.</p> <p><b>A Governor asked that in a classroom if there were children who were reading and those who were not, was this noticed in the classroom by the children. It was felt this was not observed by the children and it was quite normal for volunteer reading sessions.</b> The DHT explained a child had asked to go to a volunteer and so all children are worked with not just key identified children. The Chair explained she had met a child, during recent parents evening, devoted to reading who was encouraging her parents to read more.</p>	
175/22	<p><b>Lead Governor Reports (inc visits)</b></p> <p>Finance Update  The school was 11 months into the financial year. The projected outturn was £94,000 which was in line with the expected amount. The Support Staff pay increase had been agreed at 1.75% to be backdated to April 2021 and the school had budgeted for this. <b>The SBM had been asked if this would be paid by the end of the financial year and the school had received a communication from the LA to say it would be paid by the end of March and so there wont be any impact on next year's budget.</b>  The following questions had also been asked of the SBM. <b>Hired and contracted services line looked to be over budget – this was a coding error.</b>  <b>Why did we get 2 months insurance for free on line 5926, this was not known and AD would ask the SBM.</b></p>	AD

	<p>Teachers pension scheme national issue arose from there being no pay award. For some teachers if there was no pay awarded their pension will be adversely effected. It had been suggested from the Unions and the LA for any teachers who had been effected they would be given a recruitment retention payment which was a nominal payment of £2. There was one teacher in the school and this payment had been made. <b>A Governor asked if this was £2 a month and it was confirmed it was £2 for the year.</b> The budget was on track and there was nothing adverse.</p> <p>The SFVS had been signed and sent off to the LA. The SBM was going to be asked to use the website mentioned in SFVS and AD would send her a reminder.</p>	
176/22	<p><b>Sports Premium Update</b> There was nothing to report.</p>	AD
177/22	<p><b>Curriculum</b> DJ and AT visited yesterday. DJ had spoken with parents at the school gate. A KS2 phonics intervention groups had been visited and the children were very enthusiastic. Pupil conferencing had looked at flexi pauses and Habits of Mind, children had been articulate and knowledgeable. Mango the Panda has been introduced in addition to the Habits of Mind puppets. Staff and children seemed to enjoy the flexi pauses and liked sharing their positives for the week.</p> <p>Mindfulness Mondays were then discussed as this was a new introduction to the week and was still in its infancy. Spoken with KS and the reading scheme, most of which has been reported on at the meeting. Children had made 4 steps of progress and the expectation was 4 steps. Governors had been Impressed with the way in which the assessment process identified very particular areas which then helped the planning and next steps to be tightly focussed.</p> <p>It was also impressive to see how happy the children were with lunch and play time, they were all happy and well behaved.</p> <p>Maths Gym session with year 5 after lunch was then observed. The children were well engaged with the tasks and gave a settled and purposeful start to the afternoon. There would be a written report for the next meeting.</p> <p><b>A Governor asked if any changes or developments had been observed and AT explained she had completed some class zooms but there wasn't enough comparable observations due to covid.</b> Staff thanked Governors for the thorough report.</p>	DJ & AT

<p>178/22</p>	<p>The Chair explained the levels of vocabulary from the children was very high and behaviour had got significantly better. The Chair had noticed the children at RAPS were more articulate than some in secondary schools.</p> <p><b>Premises and Health &amp; Safety</b></p> <p>A visit was planned for the following week. Had some Health and Safety training which had been interesting. Visits by H&amp;S Governor had been entirely with the Site Manager but the recommendation from the training was for visits to be mixed and therefore it was proposed a termly meeting with the Site Manager and then planned visits with teachers, parents and children.</p> <p>The chemicals issue from last meeting had been resolved as these were stored in rooms with fire proof doors. Responsibility to removing them in an emergency remained with the Head.</p> <p>A report from the training would be given at the next meeting.</p> <p>The Chair asked for the Lead Governor to speak with the Head about planned visits with other stakeholders and she was unsure about parents as they were unaware of the site</p> <p>JA offered his time to complete a walkabout. SG explained this would be a very good idea. Health and Safety was a key priority for all Governors and Health and Safety concerns would be added to the visits proforma. Whether the school was secure was discussed (this is already on the visits proforma) and it was felt having further H&amp;S to the visits proforma would be very positive.</p> <p>Risk Registers would require a discussion and all Governors should be aware of it. There was a risk register in place which had written 2 or 3 years ago. In other establishments this register was reviewed at each meeting and it was questioned whether this should be done at RAPS too. The RAPS register was reviewed annually in line with Governor guidance.</p> <p><b>A Governor asked if there was an update on the Preschool and they were informed one offer had been submitted by Forest Footsteps. They have a Chandlers Ford Preschool and their references had been outstanding. They would be called Romsey Forest Footsteps and they planned to make more use of the outside areas to the school.</b> The time frame was not yet known. A Governor reported they were highly thought of in Chandlers Ford.</p> <p><b>Ethos / SIAMS</b></p>	<p>SG</p> <p>SG</p> <p>HT/EW</p>
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179/22	<p>An email from Richard Wharton's visit had been shared and it was agreed that whilst his positive observations in agreement with Governors but it was good for this to be observed by others too. It was agreed the Governing Body did hold the school to account which was also a positive strength.</p> <p>Plans were moving forwards with the school and TW reported he was looking forward to the Easter Collective worships. TW was asked to write a report on his overall visits as he was in school so often. <b>A Governor asked if there were any reflections on leadership across the school and TW explained the Headteacher had a strong vision and belief and this was infectious amongst staff which then fed down to the pupils.</b></p>	TW
180/22	<p><b><u>Pupil Premium and SEND</u></b></p> <p>There was a report on Dropbox. Reading had been covered in the verbal reports at the meeting. The data analysis had shown a drop in Reading in the most recent 6 week phase and it was wondered if this was possibly because of the star journals and the excitement of them waining. There had been an increase of 2 PP children on the register which gave an overall number of 65 children. The school received funding for 55 pupils as that was the number of PP on roll on the day of the Census. 65 children equalled 31% of the school population and 22% of those were also on the SEND register.</p> <p>Following the visit there were no major concerns but she would continue to review the 6 weekly phases and would also like to look at the mock SATS results.</p> <p>JJ visited mocks and fed back to the Headteacher. Governors were asked to pose questions at the next meeting after reading the reports.</p> <p><b>A Governor asked with the cost of living crisis was there a way in which school could support those on the margins of becoming PP families. If a family qualify the school would help them apply for funding.</b></p> <p>A written explanation was requested on how to use Dropbox and Governors reminded each other there was a search function available. Papers were be kept in the FGB folder for the year and then at the end of the year they are then moved to the appropriately named folder.</p> <p>Governors discussed access to applying for PP and hardship funds and they wondered whether it should be publicised in the newsletter. The hardship fund from the Abbey may be allocated following recommendations from the school. It was agreed for this to be taken to the next SLT meeting. It may be that parents may not know they could apply and it should be stressed that</p>	<p>ALL</p> <p>EW</p> <p>HT/DHT</p>



181/22	<p>should circumstances change then the child would still be entitled to PP support.</p> <p><b><u>Pupil Progress</u></b> A data drop would be held on 5<sup>th</sup> April so a report would be available at the next meeting.</p>	Agenda
182/22	<p><b><u>Safeguarding</u></b> SG and the Chair visited and reviewed the SCR, CPOMS and staff files for Safer Recruitment purposes. They also attended a serious case review with the DSLs. Safeguarding was continuing to be done well in the school. A report would be written for the next meeting.</p> <p>A case of internet bullying had been discussed and <b>a Governor asked if there was a broader need to raise awareness in the school. This was discussed and agreed the school did have a through policy and PSHE programme.</b> The school also held an internet safety day each year where the school work as a whole and also in classes. <b>A Governor then asked if SLT thought there was a problem with internet bullying in the school, it was felt from feedback this was a one off incident.</b> Parents reported they had seen the updates and notifications in the newsletter. Governors were then informed that pupils were taught what was acceptable and ways to report any concerns or issues through the curriculum, there was a button on the school website to report anything they weren't comfortable with. <b>A Governor then asked if there was anything more that can be done as a practical session for parents to understand the risks, this was discussed and it was felt it would only attract those who were already diligent.</b> Parent Governors also felt it was the parents responsibility to keep their children safe at home.</p> <p>Cyber report had been put on Dropbox prior to the meeting. JA had met to look at IT systems and another meeting to discuss processes for GDPR would be held. There were no immediate concerns. Schools were considered high risk for data attacks. Google workspace had been discussed as this was not backed up to another location and so data may become at risk and this was being explored. WIFI access was causing a number of laptops to not be able to access to server. A quote for more laptops to be able to access had been sought and it was recommended. Mountbatten school were looking at phishing emails, this would be used as a training exercise. The WIFI quote would come out of the Capital budget. <b>A Governor asked if the WIFI quote would be a change in provider and would this impact on the phones too and they were informed the broadband provider would change due to the</b></p>	SG &EW

183/22	<p><b>SLA for a positive and the access points would just be the wall points.</b></p> <p><b>Development and Training</b> The PM audit had been completed and there were no concerns resulting from this.</p> <p>Governors were reminded that if they completed training please submit a training report.</p> <p>Risk Register would be updated and AD to bring to the May meeting.</p> <p>Governors were asked on their thoughts on the recent WGB training. It was suggested that the facilitator had not tailored the training to the school and it was therefore wasn't as beneficial as hoped. Others felt that we were further along in the journey compared to other FGBs and it was therefore not as useful. A more advanced training would have been more beneficial. It did not show the GB how they would improve and move forwards which could have led to complacency rather than improvements for other GBs. It was felt the minutes as above would serve as a log of the training.</p> <p>Actions from the WGB training were to complete and communicate the vision, review risk register, link visits to policies, continue annual monitoring and staff wellbeing.</p>	ALL  Agenda
184/22	<p><b>Leadership and Management</b></p> <p>JA report had been shared on Dropbox.</p>	
185/22	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>a. Media</li> <li>b. Marketing</li> </ul> <p>Nothing to report at time of the meeting.</p>	
186/22	<p><b><u>Staff Governor Report</u></b></p> <p>Nothing to report at time of the meeting.</p>	
187/22	<p><b><u>Governor monitoring Schedule - reports if not received as part of lead governor role</u></b></p> <p>Completed Quality of Education. Behaviour and attitudes to be completed by AT and DJ. EYFS visit by AT this term</p>	

	<p>Ethos report as discussed above and for the report to be completed in the Easter break.</p> <p>Risk Register would be added to the annual list.</p> <p>SEND actions would not be completed until the summer term as above.</p> <p>It was agreed the GB had a very rigorous monitoring plan and this had helped move the GB forwards. From a teaching/school point of view it didn't feel Governors were in school too much and there was a supportive element to all visits.</p>	
188/22	<p><b><u>Chair of Governor's Report</u></b></p> <p>There was nothing to report at the meeting and she would continue to meet with the Head on a regular basis.</p>	
189/22 190/22	<p><b><u>Policy Reviews</u></b></p> <p>Charging and Lettings (Gov) – no changes. BACS question to be taken to SBM.</p> <p>PSHE and RSHE – Changes were highlighted on the document. This was a school policy.</p>	
191/22	<p><b><u>Any Other Notified Business</u></b></p> <p>There were none.</p>	
192/22	<p><b><u>Impact Statement</u></b></p> <ul style="list-style-type: none"> <li>• Discussed the SATS prep and being aware of gaps in learning and how best to plug them</li> <li>• Safety and safeguarding and how the children feel safe in school</li> <li>• Positive reflections on safeguarding visit</li> <li>• Support for families and children</li> <li>• Increasing numbers of PP children how to share access</li> <li>• Internet safety and cyber attacks and Jigsaw support</li> <li>• Report on reading and phonics and how to encourage more reading at home</li> <li>• Longer term trends in school and how behaviour and vocab has improved and benefits of habits of mind</li> <li>• Richard Whartons visit and the ethos being led by Head but embedded by SLT and staff</li> <li>• Governor monitoring was felt as supportive by staff</li> </ul>	

The meeting closed at 8.20 pm

Date of next FGB Meetings:  
**6.00 pm – 8.30 pm**

**Thursday 28th April 2022**  
**Tuesday 24th May 2022**  
**Thursday 23rd June 2022**  
**Tuesday 19th July 2022**

**Monday 19<sup>th</sup> September 2022**  
**Monday 17<sup>th</sup> October 2022**  
**Monday 21<sup>st</sup> November 2022**  
**Monday 12<sup>th</sup> December 2022**  
**Monday 16<sup>th</sup> January 2023**  
**Monday 13<sup>th</sup> February 2023**  
**Monday 20<sup>th</sup> March 2023**  
**Monday 24<sup>th</sup> April 2023**  
**Monday 22<sup>nd</sup> May 2023**  
**Monday 19<sup>th</sup> June 2023**  
**Monday 17<sup>th</sup> July 2023**

**Future Agenda Items:**

Signed:.....

Date:.....