



**Romsey Abbey C of E Primary School
Full Governing Body Agenda**

To be held in the Music Room on Thursday 30th January 2025 at 6pm – 8.30 pm

Present:

Liz Wagner (EW)
Dawn James (DJ)
Betony Bayliss (BB)
Jemma Jones (JJ)
Ann Turtle (AT)
Alan Davies (AD)
Mark Harris (MH)
Louise Innes (LI)
Jack Pearce (JP)
Thomas Wharton (TW)
James Ablitt (JA)
Jo Chamberlain (JC)

In Attendance:

Victoria Bleaney Clerk

Apologies:

Michelle Close(SBM)
Robert Pears (RP)
Tom Langford (DHT)

093/25	<p><u>Welcome, Prayer and Apologies</u></p> <p>TW led the meeting with a prayer and the meeting commenced.</p> <p>The FGB expressed their congratulations to the Headteacher and the team for the excellent report from Ofsted! They also said thank you to the Headteacher for his tenacious leadership and vision!</p>	
094/25	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 27 January 2025)</u></p> <p>It was agreed that school meals would be discussed under the Finance item.</p>	
095/25	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p>	
096/25	<p><u>Endorsement of Minutes from last meeting – 13th December 2024</u></p> <p>JP entered the meeting at 6.06pm</p>	

	<p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p>	
097/25	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>072/25 SEN data from Hampshire will be shared in the written report next term.</p> <p>072/25 report from parentmail to be forwarded to the next meeting.</p> <p>The Google calendar needs to be looked into as some Governors can see items and others can't.</p> <p>Behaviour maps would be uploaded to the website in the following week.</p> <p>Sustainability would be deferred to the next meeting</p> <p>The Governors Whatsapp group was not being used but the Chair would use SMS instead.</p> <p>All other items would be addressed at the meeting.</p> <p>Romsey school would amending their admissions policy and a Governor asked whether this would have an impact on the school. It was felt there wouldn't be an impact and there would be no need to change RAPS as the school admissions take from any Romsey catchment areas as a church school.</p>	<p>JP</p> <p>TL/EW</p> <p>MH</p>
098/25	<p><u>Clerks Update</u></p> <p>Dates for 25/26 to be drafted. Governors confirmed they remained happy for FGB meetings to be held on a Thursday.</p>	<p>Clerk</p>
099/25	<p><u>Headteachers Update</u></p> <p>Attendance from FFT was shared prior to the meeting, the school was consistently above the national average. A Governor enquired as to why the attendance in Reception was lower and the Headteacher explained one child was not attending and so a step plan to increase their attendance was now in place in line with Childrens Services and Hampshire LA. The school was also conducting weekly home visits for safeguarding but also to help engage with the family. The Headteacher was asked if the child officially needed to be in the figures and the Headteacher explained he would from the half term following their 5th birthday which would be starting from April.</p>	

<p>A Governor then enquired as to what was FSM6 and what counted as Persistent Absence(PA). It was explained that Free School Meals 6, and when a family claims FSM they remain a vulnerable family for 6 years after the start date even if they are no longer on benefits and PA was below 90%. The aim was to reduce PA from 12% to 8% and this was in the current SIP. Year 5 had higher PA absence and this had decreased but was due to more holidays in September within this cohort. A governor asked if it would be possible to show the difference between PA due to holiday and PA due to absence. This would be looked into. The Headteacher explained that PA's were time consuming as staff phone home to speak to the student, the Head/teachers also performed home visits which were also time consuming.</p> <p>Ofsted had asked about "lost in education" and it was the school's responsibility to watch for children and the LA's responsibility to look after Educated from Home children. A Governor asked if the school phoned every day for medical absences and they were informed that a request was made for the reason for absence and after day 3 the school would phone to check on progress. Those who were tracked last year still had good attendance and there had been some good case studies. There was a page on the website about attendance which parents are encouraged to read.</p> <p>There had been one suspension this year in January in Year R. It had been a one day suspension and staff were working hard to include the child in school, this followed a number of violent incidents, the Chair witnessed one of the incidents and she wished to thank the staff for their resilience. There has been a number of specialist agencies involved to help support the child.</p> <p>There were 210 on roll at the time of the meeting. Year R applications had closed and the school was in a similar place to this time last year. Other local schools had not been as positive and some schools would have to reduce their PAN. This was discussed and the FGB would need to be mindful that the birth rate was dropping. A Governor enquired as to when did the admission policy changes come into place and it was confirmed as being 2026 and it would have a positive impact on staff members children.</p> <p>The Year 6 residential had become quite costly and so alternatives had been explored. Osmington Bay was a strong possibility, it was a little further away but still within accessibility reach for parents. A letter would be sent to parents after half term and the trip would be held in October 2025.</p> <p>The Holocaust memorial service had been held and it had been very positive. The school had since had an email from a local resident stating how well behaved the pupils were. Parents commented that it had been incredibly moving, powerfully performed and they were impressed the service was led by the children. TW used some of the children's prayers</p>	<p>MH</p>
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from the service at the Test Borough Council meeting as well as PCC meeting and they were excellent!

Staff had been very busy with training. The Educational Psychologist had led a staff meeting on Executive Functioning and flexible thinking. The school continued to have HIAS English team half termly sessions looking at the development of writing. Staff found it clear and useful and had good examples of modelling. 2 members of staff were continuing their course with HIAS on Adaptive teaching not only for SEN but also high attainers. Deputy DSL training had been completed. INSET day tomorrow would look at online training from Hampshire's Transforming SEN Teaching and how to support different needs. **A Governor enquired as to how the impact was monitored** and were informed that each module was certificated and quizzes/knowledge checkers had been created. **A Governor then asked if there was an impact seen on learning walks** and it was confirmed it was too early to monitor but hopefully impact would be seen from next term. In the afternoon on INSET day staff would be looking at the power of story. This was happening but SLT want it to champion the curriculum. **A Governor enquired as to whether there would be more budget require for books to support the Power of the Story** and the Headteacher said that it was felt the budget for books was quite healthy, the quality of resources is already strong but we need to look at how to use the resources.

The Headteacher said would share the Ofsted report on Monday with parents. SLT had viewed the inspection as an important check point and they would now celebrate. The journey of development was working well and SLT would ensure it continued moving forwards. It had been a positive boost for the staff to officially be told how well they were doing. We were told the reports could be sterile and so SLT were very proud of the report which was much more lengthy and positive than anticipated. The paragraph stating pupils were incredibly proud of the school was the Headteacher's favourite as it summed the school up well. The comments about engaging parents endorsed how well the school had done in moving engagement forwards. **A Governor asked if the inspector said what parents had said at the gate.** The Headteacher reported that all that had been said was there had some incredibly positive comments. Governors commented when they came in staff were very buoyed by the comments and felt validated. The Headteacher's highlight of the inspection was not having to speak in the subject leaders meeting as the staff led clearly and they linked subjects to each other. The same could be said for the Governors meeting who had been described as being well informed. The Headteacher stressed this was not an end point but a check point to improve further and the reason it had been so successful was she saw how the school ran every day!

A Governor queried what the Head thought of the targets the inspector gave and Headteacher explained it wasn't surprising and SLT had discussed the targets and was something they had been working on and had linked to the oracy target. The power of story would help support this

	<p>too alongside a specific monitoring in the summer term. A Governor questioned whether her observations had been made over a number of classes and it was confirmed it had been across a couple of subjects. A Governor went on to enquire whether the Head thought it was because staff were nervous and the Headteacher felt it wasn't and this was a good target to help move the school forwards. The Headteacher was then asked if the school was able to use Ofsted quotes in marketing and it was confirmed they could and would be doing so. It was then questioned whether there were plans to go to the media with the positive report and once it had been published by Ofsted they could do. JP to help with writing the media piece. Governors requested a line at the end of the email to parents thanking staff.</p> <p>The Headteacher had met with the cluster Heads and discussed mobile phones as a cluster. It was important to look at phones in line with supporting mental health. One of the practical ways for this is for year 5 or 6 children who walk to school with a phone to hand their phones to the office at the start of the day and collect at the end of the day. The Headteacher updates would also include the harms of having a smart phone too early and a smart phone free childhood campaign. This means no smart phone until year 9 and no social media until they are 16. Romsey Primary have led the way with this campaign and a number of parents had already signed up. A Governor asked whether the secondary school was part of the campaign too and the Headteacher confirmed they were. There were KS2 mobile phone workshops being held in March with the children. It was known that some younger children did have a phone and it was important not to ostracise them but staff can help support and minimise the dangers. A Governor queried whether the school had games or apps which were recommended within the school and the Headteacher confirmed there were, TT Rockstars would be an example but it didn't need to be on a phone it could be used be on an ipad or a laptop. It was important to stress, the Headteacher didn't want to stop technology completely but it was important not to shy away from the dangers. Parents had noticed if there was a game in progress in the playground less children would be on their phone at the start of the day and would take part in the game. JA explained that during school productions the DHT stands up and mentions safety etc.</p> <p>TW left the meeting at 7.10 pm</p> <p>The Chair highlighted the hard work coming out of the cluster meetings including the letters to parents regarding holidays in term time and recent parent behaviour code of conduct. and asked if there would be a mobile phone policy being published and the Headteacher confirmed there would be.</p>	<p>Head</p> <p>JP</p> <p>EW</p>
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100/25	<p><u>Staff Governor Update</u></p> <p>There was nothing further to add other than to say staff were looking forward to the coming INSET day.</p>	
101/25	<p><u>Lead Governor Reports (inc visits).</u></p> <p><u>Curriculum</u> DJ reported that she had spent 2 days in during Ofsted and listening to children read. The progression of phonics and the amount of keep up groups had been very impressive and the focus on phonics was showing a huge improvement. PP children’s reading had made significant improvement. Children can see they are moving forwards and want to push themselves and this had been encapsulated in the Ofsted report! The handwriting focus had a high profile and lots of spelling was being taught, a lot of children putting ideas forward for spellings. There was a high standard observed by the Headteacher in year 4 today! A Governor questioned whether there was something in particular that helped, The Headteacher explained that teacher modelling has had a huge impact alongside the policy. The Chair commented during her visit that the children were excited to show their improved handwriting.</p> <p><u>102/25 Behaviour</u> DJ had spent time watching the children coming into school. Anxious children were quickly welcomed into the school and they entered well. Safeguarding behaviours, if seen, then comments were quickly added to CPOMS. During the Ofsted Inspection, Behaviour maps were looked at and how they were actioned. Children were congratulated throughout the day and the speech and language map had been put in place. Student leadership had been seen in action and they spoke to the Ofsted inspector, when asked what could be better they requested more glue sticks. Behaviour in corridors was excellent. Nurture interventions were looked at, the inspectors looked at how their behaviour was managed and it was consistent and excellent. Lots of restorative conversations being held. During the visit it had been a frosty morning and the safety of the big equipment had been questioned. Staff reviewed this on the day and let the children know they could play on it. New routines were put in place for the new play areas and all the children were able to use the equipment. These positive actions were endorsed by the Ofsted inspection.</p> <p><u>103/25 Premises and Health & Safety</u> A meeting for this term was being arranged and a report will follow. The new play equipment would be included in the visit.</p>	

104/25	<p><u>Ethos</u> Nothing further to add. The ethos of the school came across strongly in the Ofsted report.</p>	
105/25	<p><u>Pupil Premium and SEND</u> This had been covered above.</p>	
106/25	<p><u>Pupil Progress</u> DJ reported that there would be meeting with DHT in Spring 1 and would be looking at the half year data. Report on autumn term indicated the depth of detail SLT looked into for each child was very impressive. The Headteacher then monitored this further between meetings. There was a plan to look at the mock SATS results in March.</p>	
107/25	<p><u>EYFS</u> A report had been shared on Google Drive. AT reported that she had visited the Reception class to look at the ongoing monitoring of the early years curriculum. She attended the pupil progress meeting and this cohort on entry had an unprecedented number of concerns with speech and language and this could have been due to Covid. The most progress made had been in communication and language and personal and social development and this was due to a targeted approach through routines etc. on entry no children were on track and now 6 were! Data was shared in the report for information. The amount of precise detail was very positive, it's a bespoke and personalised discussion which leads to targets to improve. A Governor asked apart from the curriculum had there been any other adaptations made for the cohort and AT informed governors that the nurture interventions had been introduced to the cohort from a soft entry to a more nurturing provision. 2 new TA's had been employed from Jan and the extra staffing had allowed staff to meet the needs of the class.</p>	
108/25	<p><u>Safeguarding</u> Summary in Ofsted says the FGB were effective. The SBM practise is exemplary. One pupil had told the Ofsted inspector "When we fall over the staff really look after us and make sure we are ok, in my last school we were just told to go and get a paper towel." The Governor safeguarding leads would be a meeting independently with SBM and Head to review all areas and then meet to triangulate our findings. In terms of staff who carry out home visits, the lone working policy was in place. A Governor enquired as to whether the parents stayed in the room with staff on home visits and the Headteacher confirmed they were</p>	

but it was always beneficial to see the child without the parent for a few minutes.

109/25

Finance & Sports Premium Update

AD reported that we were $\frac{3}{4}$ way through the financial year and no large areas of concern. The following questions were posed prior to the meeting;

- 1. Pupil Premium income is almost at our budgeted amount for the whole year with a quarter to come - did we under budget for this income?** Pupil Premium was paid in full in July. Payments for LAC, Summer and Autumn have been received, we are waiting on Spring Term payment to bring us up to planned budget amount.
 - 2. Premises repairs (3787) - the budget revision was £11,600 but actual spend is already £13,497 - will this line be overspent?** 3787 (Premises Repairs) and 3740 (General Maintenance) are linked. Some coding could be moved from 3787 to 3740 but over all these lines will be overspent.
 - 3. New play area - has the £8,500 PTFA donation been received yet?** PTFA £8,500 has been received and is now showing under donations.
 - 4. Catering costs (4663) are more than the budget, and catering income (6726) is under budget - are these expected to even out by the end of the year?** School meals are worked out on an average from numbers collected in the school census. 4663 is the cost of Free School Meals, Universal Free School Meals (KS1) and paid meals. 6726 is the money collected for paid meals only. We still have the Spring term paid dinners to collect. There will always be a short fall that the school has to pick up for meals as the grant received is for £2.56 per meal and the actual cost charged is £3.20 per meal. It would be hard to know whether this will even out over the Spring term as it really is down to actual numbers verses averaged numbers at planning. Do those who pay for school meals actually pay the full amount of £3.20? Yes, those pay for school meals are charged £3.20.
- A Governor then asked what were the premises repairs** and they were informed some are larger works which would be covered by the capital such as works in year 5. **The Governor then asked whether all works needed to be completed in year** and it was confirmed they did as they were for flooring, gas, fences etc.
- A Governor stated it looked like the school was running a surplus from last year and enquired as to whether there was still a surplus.** At this meeting it would be hard to say, as some lines run higher at the start of the year and lower at the end so it did even out.

<p>113/25</p>	<p>Parentmail doesn't offer an option to see who has opened and read. It may be possible to have an image in the email hosted on the website so when a parent opens the email it was downloaded from the website then the information could be correlated. It may be possible to change the provider. This matter would be continued to be explored.</p> <p><u>Development and Training</u> The Chair gave her thanks to everyone for their input in FGB training on Monday. It had been a useful delivery and appreciated the personalised data used. Targets shared as below;</p> <ul style="list-style-type: none"> • more explicit monitoring against the strategy alongside the SIP • developing precision of success criteria for outcomes that are more challenging to measure (such as improved oral language) • Individuals noted that they will ask more explicit questions about the PP cohort <p>All Governors were encouraged to give feedback and you will then receive your certificate.</p>	<p>JP</p>
<p>114/25</p>	<p><u>Chair of Governor's Report</u></p> <ol style="list-style-type: none"> i. Strategic Plan ii. Updated Governor Monitoring <p>Strategic Plan – Chair and Head would meet with others to form a working group to review this and write a 3 year strategy. RP and LI to be invited. If any other Governors would like to be involved please email the Chair.</p> <p>Governor Monitoring Plan - would need to be updated following the Ofsted visit.</p> <p>Governor services newsletter had been published and training was mentioned.</p>	<p>All</p> <p>EW</p>
<p>115/25</p>	<p><u>Policy Reviews</u></p> <p>Positive Mental Health. This was not a statutory policy but for Governors' information.</p>	
<p>116/25</p>	<p><u>Any Other Notified Business</u></p> <p>There were no further items for discussion</p>	
<p>117/25</p>	<p><u>Impact Statement</u></p>	

	Ofsted noted the impact of the governors and the school	
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Closed at 8.33 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 27th February 2025

Thursday 27th March 2025

Thursday 8th May 2025

Thursday 12th June 2025

Thursday 17th July 2025