



Romsey Abbey CofE Primary School
Full Governing Body
Held in the Music Room on Thursday 27 March 2025 at 6pm

Present:

Liz Wagner (EW)
Dawn James (DJ)
Betony Bayliss (BB)
Jo Chamberlain (JC)
Michelle Close
Alan Davies (AD) (Online)
Mark Harris (MH)
Louise Innes (LI)
Jemma Jones (JJ)
Tom Langford (DHT)
Robert Pears (RP)
Rev Thomas Wharton (TW)

Chair of Governors
Vice Chair of Governors
Foundation Governor
Parent Governor
School Business Manager
Foundation Governor
Headteacher
Staff Governor
Parent Governor
Deputy Headteacher
Foundation Governor
Foundation Governor (ex officio)

In Attendance:

Tina Weavers (Clerk)

Apologies:

James Ablitt (JA)
Jack Pearce (JP)
Ann Turtle (AT)

Questions from Governors in bold

145/25	Welcome, Prayer and Apologies The Chair welcomed Governors to the meeting. It was noted that Mr Davies was attending online. It was confirmed that the meeting was quorate. It was noted that Mrs Weavers had agreed to minute this meeting in the absence of Mrs Bleaney. Apologies for absence were received from, and consented for, Mr Ablitt, Mr Pearce and Mrs Turtle.	
146/25	Notification of Any Other Business There had been no prior notifications of any other business but the Chair noted that she wished to discuss the dates for the June and July 2025 FGB meetings at the end of the meeting.	
148/25	Declaration of Pecuniary Interests There were no new declarations to report and no member of the Governing Body recorded any conflict of interest with the items on the agenda.	

149/25	Minutes of the previous meeting and matters arising The minutes of the previous meeting held on 27 February 2025 (previously circulated) were approved and signed as a true record with the following amendment to an error on page 4:- <i>“The future Year 6 residential to Osmington Bay had been shared with parents</i>	
	<p>The following matters arising from the minutes of the previous meeting, where were not covered elsewhere on the agenda, were highlighted:</p> <p>Item 123/25: The Headteacher confirmed that the Behaviour Maps had been uploaded on to the school website and were under the subheading ‘Behaviour Curriculum’.</p> <p>Item 123/25: the School Business Manager (SBM) confirmed that she had very recently received a draft contract but it remained confidential for the foreseeable future. She would, however, send this to the Headteacher and the Chair of Governors and would discuss its contents at the beginning of the following week. The Chair questioned whether this should be also circulated to the Lead Governor for Finance.</p> <p>Item 125/25: it was noted that Governors did not monitor the mock SATs (see Headteacher’s Report for further information). Governors agreed that they should be represented when the Yr6 sit the actual tests later in the year and it was suggested that AT should be approached. However, if she were not available, then it would be important that another Governor was found to monitor the process. DJ to ask AT.</p> <p>Item 125/25: it was reported that JC had written the ‘job specification’ for her role as Lead Governor for Sustainability and this had been uploaded on to the Google Drive.</p> <p style="text-align: right;"><i>RP arrived at 6.10</i></p> <p>Item 127/25: with regard to the funding for the solar panels, the SBM reported that funding for sustainability had been included in the 2025/6 budget. The school was currently awaiting the receipt of the energy report which would then be submitted to the Diocese; it was only then that a final decision could be made. Governors were advised that £30k had been included in the budget for either new windows or heating.</p>	<p style="text-align: center;">DJ</p> <p style="text-align: center;">SBM</p>
150/25	Clerk’s Update In the absence of the permanent Clerk, there was no update.	
151/25	Headteacher’s Update Governors acknowledged receipt of the previously circulated Headteacher’s Report and he highlighted the following: <ul style="list-style-type: none"> • School Information: there were currently 210 pupils on roll; there had been a healthy response to admissions for YrR for September 2025 – this would shortly be ranked (according to the school’s Admission Policy) and parents would be informed of the outcome on 16 April 2025 • Attendance Summary: it was noted that the FFT attendance report had been previously circulated and attendance to date was 95.6% (with 12.1% persistent absence (PA)). The Headteacher reported that there 	

	<p>had been a decline over the past few weeks due to illness but this had improved in the current week.</p> <ul style="list-style-type: none"> • Curriculum: <ul style="list-style-type: none"> • It was noted that Pupil Progress (PP) meetings had taken place in the final week of Spring 1 and reports from the Assessment Lead, TL and DJ had been previously circulated; Spring 2 PP meetings had now been completed. • Governors were advised that the procedure for running the Yr6 Mock SATs had worked well and this had been acknowledged by feedback from parents at the recent Parents' Evening. The Headteacher's Report had given Governors the following information: <ul style="list-style-type: none"> • Reading: 82% EXS+ 39% GDS PP: 69% EXS+ • Maths: 70% EXS+ 12% GDS PP 56% EXS + • GPS*: 64% EXS+ 21% GDS PP 44% EXS+ 6% GDS • Writing: 67% EXS+ 12% GDS PP 50% EXS+ 6% GDS <p>* Grammar, Punctuation & Spelling</p> • Yr3 Testwood Lakes: Governors were advised that this trip had been led by the ECT (Early Career Teacher) with no support from the SLT (Senior Leadership Team); this had been a very successful trip and the pupils had been enthusiastic about their learning. • In response to a question as to how the Tackling Educational Disadvantage (TED) project was being monitored, the Headteacher reported that there were a number of ways including via PP meetings, the monitoring of teaching and learning by the SLT, evidence observed in pupils' books and feedback at parents' evenings. • In response to a question as to whether engagement in continuous professional development (CPD) was undertaken through disaggregated days, the Headteacher advised Governors that all such staff training was delivered on INSET days; the next being the last two days of the Summer Term which are disaggregated. • In response to a question as to whether it might be possible for Governors to see an example of Maths Safari, the Headteacher replied that he could either bring in resources to the next FGB meeting for Governors to assess or they could review it as part of their monitoring. It was noted that there were still a number of risks in its implementation and pitfalls were being navigated; Yr5 would be trialling it next term before its roll-out in Autumn 2025. • Staff: <ul style="list-style-type: none"> • It was noted that the ECT was making good progress and was on track to pass her first year of the two-year induction period. The Staff Governor reported that, as the ECT's mentor, it was also impacting on her own practice and she found sharing ideas and best practice very beneficial. <p>In response to a question as to the definition of coaching within the education sector, the Staff Governor advised that she steered</p> 	<p>Govs to monitor Maths Safari</p>
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	<p>the ECT in the right direction through observing, supporting, modelling and questioning. The Headteacher added that there were ways to improve their practice through asking questions such as 'How do you think it went?' and by boosting their morale; the progress of the children in an ECT's class was always a good indicator.</p> <ul style="list-style-type: none"> • In response to a question regarding the Headteacher's attendance at the recent Primary Headteacher Conference and his view on the use of AI, he replied that he had come away with a number of useful resources and had found the Conference very interesting. He acknowledged that AI had a number of risks but that the staff were excited by the prospect of using it in class especially in Writing; there were already some year groups using it to good effect. Governors were reminded that the school took much from the Cornerstone Curriculum and it was planned to build AI into the Yr6 curriculum. <p>The Headteacher went on to advise that this advancement would require policies to be reviewed including the use of technology, safeguarding in computing and where AI would fit in to the curriculum. There were a significant number of questions to be answered; not least what the use of AI would be taking away from the teaching staff.</p> <p>He further reported that online staff meetings were being considered.</p> <ul style="list-style-type: none"> • In response to a question regarding the meaning of Sensory Circuits, the Headteacher replied that these were sequences of physical activities to help pupils be more alert and focused for learning. These took place in a calm room and were often time dependent for individual learners. • In response to a question regarding the impact of the information that the English Leader was reducing to three days a week from September 2025, the Headteacher replied that it was anticipated that there would be no significant impact as the member of staff would be given all the time needed to undertake the leadership role. • In response to a question as to whether the teaching staff absence of 28 days was considered to be high, the Headteacher replied that this data was impacted by one member of staff being on long-term sick leave. <p>In response to a question as to whether the support staff absence of 54 days was considered to be high, the Headteacher replied that this data was impacted by two or three members of staff who had more than the average higher absence.</p> <p>In response to a question as to whether the members of staff were given 'back to work' interviews on their return from sickness absence, the Headteacher confirmed this.</p> <p>In response to a question regarding the next steps for the member of staff whose attendance was being supported through managerial discussion and target setting, the</p>	
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	<p>Headteacher reported that, if there were no improvement, the next stage would be a formal support plan.</p> <p>In response to a question as to whether managing support staff absence was a challenge, the SBM reported that staffing was a priority within the budget but also the school's part-time staff could be very flexible and were prepared to support when and were needed.</p> <ul style="list-style-type: none"> • Personal Development, Behaviour & Welfare: <ul style="list-style-type: none"> • Behaviour: There was one suspension (1 day) in Spring 1 and no suspension to date in Spring 2 • Spring extra-curriculum clubs: In response to a question as to who run these clubs, it was confirmed that all clubs were run by members of staff. These were held in five week blocks rather than for a whole term; it had been noted that this gave greater energy to the clubs. Governors were advised that 134 children attended these clubs; this did not include those attending the After School Club. In response to a question as to whether this number included those children attending more than one club, the Headteacher advised that this was the number of individual children; this being two-thirds of the total on roll. • SEND: <ul style="list-style-type: none"> • Governors acknowledged receipt of the previously circulated Strategic Overview of SEND (the date was amended to 17 March 2025). <p style="text-align: right;"><i>JC arrived at 6.45</i></p> <ul style="list-style-type: none"> • The Headteacher advised that the school had recently introduced Number Stacks to support SEND children. Governors acknowledged that the evidence of the amount of support given to these children was supported in the data in the circulated document. • Health & Safety (H&S): <ul style="list-style-type: none"> • It was noted that, of the three violent incidents outlined in the Headteacher's Report, one child was involved in two of the incidents. • The Lead Governor for H&S reported that none of the accidents reported had been foreseeable. She gave further details of the accident with a planter outside the YrR space from which the child had had to be hospitalised. • Finance: <ul style="list-style-type: none"> • It was noted that the 2025/26 budget would be submitted to Governors for approval at their April 2025 meeting. • The approval of the SFVS was to be taken later on in the meeting (see below). 	On next agenda
152/25	<p>Staff Governor Update</p> <p>The Staff Governor gave a review on the training recently delivered on strategies on modelling writing, feedback and editing.</p>	

	Lead Governor Reports (inc visits)	
153/25	<p>Sustainability: the Chair thanked JC for agreeing to take on the role of Lead Governor for Sustainability. Governors were asked to view her role description which had been uploaded that morning. It was acknowledged that the contents were very extensive and fitted her personally due to her expertise in the area of sustainability. However, should she no longer be available to lead on the matter, it might be necessary to revisit the description if the new incumbent were not as experienced. It was noted that the Maintenance Plan (on p11) should be reviewed once a term.</p>	All Govs
154/25	<p>Premises and Health & Safety: the Lead Governor for H&S advised that her report had recently been uploaded on to Google Drive for Governors to review. There were no significant issues but she wished to bring to their attention that the astroturf under the wooden climbing frame was worn away and a number of options to replace this were being investigated.</p> <p style="text-align: right;"><i>TL arrived at 6.54</i></p> <p>Governors were advised that a new template for the H&S Policy had been released by Governor Services and that the school's policy would be updated in April 2025.</p> <p>The Headteacher reported that a successful fire drill had been recently undertaken. It had taken place at the end of the lunch break and had gone very smoothly.</p> <p>In response to a question as to whether the school had a lockdown plan in the light of the recent incident in Southampton, the Headteacher replied that there was a procedure in place but it was not practised as it could unsettle some children. It was agreed that it would be beneficial to periodically remind staff members of the plan. The SBM confirmed that all new members of staff were instructed about lockdown in their induction training.</p>	<p>On next agenda</p> <p>On next agenda</p>
155/25	<p>Pupil Premium and SEND</p> <p>Governors acknowledged receipt of the previously circulated report submitted by DJ; this outlined her visit on 4 March 2025 to meet with the Deputy Headteacher to analyse Spring 1 data for all children and for particular groups but, in particular, Pupil Premium children. They also acknowledged receipt of the previously circulated Data Analysis Report for Spring 1 from the Deputy Headteacher (it was noted that, on the page detailing areas of concern, the headings should read 'Spring 1').</p> <p>She reported that they had looked at the data of specific children within the Venn diagrams for Yrs 3-6, particularly in Reading and Writing and those who were making greater than expected progress.</p> <p>It was noted that there had been concern around Yr6 data. However, the Mock SATs had shown improvement, particularly in Maths; there had clearly been a benefit from the catch-up group.</p> <p>DJ expressed her gratitude for the time given to her to have such a detailed discussion with the Deputy Headteacher.</p>	

156/25	<p>Pupil Progress</p> <p>The Headteacher listed some of the areas which were supporting pupil progress:</p> <ul style="list-style-type: none"> • Accelerated reading • Guided reading • STA tests • Summative evaluations • Pupil conferencing • Reading comprehension • KS1 Phonics assessments • KS2 reading summative tests • Daily writing <p style="text-align: right;"><i>Rev Wharton arrived at 7.15</i></p> <p>He announced that moderation meetings within a wide pool of local schools were being arranged for the Summer Term; this would include Yr6 and Yr7 moderation.</p> <p>The Deputy Headteacher then spoke more about Maths assessment and assessment materials; he explained the use of Number Stacks and Maths Safari. The Headteacher gave some examples of how evidence was sourced when discussing pupils' progress within Pupil Progress meetings.</p> <p>Governors were advised that the feedback from Parents' Evening had been very positive and the Headteacher expressed thanks for those Governors who had attended. The feedback from the Parent Survey had also been very positive and there had been no surprises. In response to a question as to whether there had been any common themes from the parents, the Headteacher replied that many had commented on the value of the drop-ins.</p> <p>It was noted that the next Pupil Progress meeting was to be held in the following week and DJ would be attending.</p> <p>When asked why the Yr6 data overview showed a dip in Spring 1, the Deputy Headteacher replied that the group had started to prepare for their SATs tests and that it was not appropriate to compare attainment against progress. As the children become more familiar and practised in tackling SATs papers the children's attainment will rise back in line with predictions as seen in the results to the Mock SATs in Spring 2.</p> <p>It was suggested that Governors review the contents of p3 of the Data Analysis Report for Spring 1 to further understand the issues.</p>	
157/25	<p>Ethos</p> <p>Rev Wharton spoke of how privileged he was to come into the school for Collective Worship. He commented on his most recent visit and said how much he was looking forward to the Easter Service in the following week; all Governors were welcome to join in at the Abbey.</p> <p>He then went on to speak about the Abbey Hardship Fund and how it could be used for families experiencing financial difficulties. TW and Headteacher to discuss further.</p>	TW/MH
158/25	<p>EYFS</p>	

159/25	<p>As the Lead Governor for EYFS was not in attendance, there was no report. It was anticipated that she would report at the next meeting.</p>	
	<p>Safeguarding Governors were advised that the next Serious Case review would take place the following week and that the Chair would be in attendance. A report with regard to the Spring Term from both Lead Governors for Safeguarding would be provided for the next FGB meeting. DJ, in her capacity as joint Lead Governor for Safeguarding, reported that she had previously had a very thorough meeting regarding CPOMS (safeguarding software used by the school) to review all areas of safeguarding. She confirmed that all incidents had been correctly followed up and that she had had a discussion about a child involved in a serious case review. It was noted that she would be undertaking a review of the Single Central Register with the School Business Manager in the near future which would include safer recruitment.</p>	<p>On next agenda</p>
160/25	<p>Finance & Sports Premium Update Governors acknowledged receipt of the previously circulated Month 11 budget monitoring report. It was reported by the SBM that this was in line with the previous forecast outturn; there were, therefore, no questions from Governors. Governors were then advised by the Lead Governor for Finance of the following:</p> <ul style="list-style-type: none"> • Forecast outturn expected in year: £7k • The original budget of £55k had been reduced mid-year to £28k due to capital projects contributions being built in but not required until 2025/26 • Carry forward currently: £129k – however this would be reduced by a £6k spend for the energy report <p>Schools Financial Value Standard (SFVS) The Lead Governor for Finance explained that this previously circulated completed document was an annual self-assessment exercise which helped schools, but Governing Bodies in particular, to be assured that basic standards of financial health and recourse management were being met. Once approved it was to be submitted to the Local Authority (LA) for their review. It was noted that the LA had undertaken a financial review of the school a few years ago and, therefore, it was felt that all the questions within the SFVS could be answered confidently in the affirmative. The only question which was answered as ‘In Part’ was Question 23: ‘Does the school seek to use DfE approved frameworks, where applicable, to ensure procurement compliance and value for money?’ The school’s response was ‘The school has reviewed the ‘Find a DfE approved framework for your school’ website but is yet to use it.’ It proposed that it would ‘consider the use of this website when undertaking procurement of goods and services in the future’. Governors agreed to this response regarding Question 23. They were then asked to approve the submission of the SFVS to the LA by the deadline of 31 March 2025; approved. It was noted that the Lead Governor for Finance would submit the document once signed by the Chair.</p>	<p>On next agenda</p> <p>AD/EW SBM</p>

	<p>At this point, the Clerk pointed out that some of the entries on the website for Governors' Declarations of Pecuniary Interest appeared to require updating. Two Governors agreed to submit their forms.</p> <p>It was noted that JC would be taking on the role of Lead Governor for Finance from the end of this academic year.</p>	JC / BB
161/25	<p>Mental Health and Wellbeing</p> <p>The Lead Governor for Wellbeing reported that she had recently met with the Deputy Headteacher and one of the topics discussed had been the use by children of smart phones. She then mentioned the workshops led by Papaya for each KS2 class where the pupils had been challenged to look at their use of devices.</p> <p>They also talked about the support given by the Mental Health Support Team who were currently working with seven children. It was noted that the Team could no longer take on any further referrals which was unfortunate as the school had three or four children that would have benefitted from such a referral.</p> <p>The Lead Governor then reported that she had meet with the school's Emotional Literacy Support Assistant (ELSA) where they discussed the family support programme she was running which was having a positive impact. In response to a question as to whether the ELSA was being replaced on her retirement, the Headteacher replied that there was succession planning in place.</p> <p>The Lead Governor for Wellbeing confirmed that she would prepare a report in time for the next FGB meeting.</p> <p>In response to a question as to whether she covered staff mental health as well, the Lead Governor replied that she did but she had not covered it at her recent meeting; she had previously looked at the matter in depth in the Autumn Term.</p>	BB
162/25	<p>Leadership and Management inc. IT Systems, GDPR and cyber security</p> <p>Governors were reminded that the Lead Governor for Leadership and Management was not in attendance. However, he would be meeting with the Headteacher the following day and would be presenting his report to the next meeting.</p> <p style="text-align: right;"><i>SBM left the meeting at 8pm</i></p>	JA
163/25	<p>Communication</p> <p>The Chair reminded Governors that she had recently emailed an article from the Romsey Advertiser regarding the school's recent Ofsted inspection. She was pleased to report that the only change from her submitted press release was her headline; it was acknowledged that the photographs looked very good.</p> <p>A Governor reminded the SBM that the school's advertising banner for new entrants remained in place.</p>	SBM
164/25	<p>Development and Training</p> <p>The Lead Governor for Governor Training confirmed that she had completed JC's induction.</p>	

	<p>She further confirmed that she had made herself available prior to this meeting in order to discuss Governor training and to help with booking courses; she had, however, only spoken to one Governor.</p> <p>She reminded Governors that there were a number of both online and in person courses available which were part of the LA's SLA so were at no further cost to the school. Once courses had been completed, the Lead Governor would be informed so that she could update individual Governor records.</p> <p>This then led to a short discussion regarding Hampshire Services for Schools and how to logon; the Chair offered to give log-in details or it was suggested that Governor email addresses were used followed by 'Forgot Password' in order to re-register.</p>	All Govs
165/25	<p>Curriculum</p> <p>Governors were reminded about the previously circulated Maths visit report from the Lead Governor for Curriculum. She commented on the use of Maths vocabulary in the classroom and within topics. It had been a very constructive and useful morning.</p> <p>In response to a question as to whether teaching staff had time to plan and resource quality lessons, the Headteacher replied that staff were well-supported through CPD (continuous professional development) and that they knew the best places for resources; the use of AI would be helpful in the future.</p>	
166/25	<p>Behaviour</p> <p>The Lead Governor for Behaviour reminded Governors that, in the recent Ofsted Report, the Inspector reported that '<i>pupils live up to the high expectations set for their learning and behaviour and achieve well across the curriculum</i>'. She confirmed that staff put in place procedures in order to manage behaviour effectively.</p> <p>The Chair mentioned that she had recently attend a YrR performance and had been very impressed by their behaviour especially with those children with special needs that had been excellently managed by the TAs.</p> <p>Governors were then informed by the Headteacher that one group's lunch time had been adjusted and this had already impacted positively; it was acknowledged that this evidenced the Headteacher's strategic problem solving capability.</p>	
167/25	<p>Chair of Governor's Report</p> <p>Governors acknowledged receipt of the previously circulated School Strategic Plan 2025-2028. Before any further discussion, the Chair reminded Governors of the School Vision:</p> <p style="text-align: center;"><i>Children Flourish</i></p> <p style="text-align: center;"><i>Romsey Abbey CofE Primary School will be a distinctive community, deeply rooted in Christian values, whose culture had limitless ambition, professionalism, engagement and caring at its heart. Staff, parents and governors will work together closely to give every child the best possible education and life chances. The school will make a positive contribution to the local community and beyond.</i></p> <p style="text-align: center;"><i>"Life in all its Fulness" John 10:10</i></p>	

	<p>The Chair advised that this new Strategic Plan and been completed once the last three years had been evaluated. She thanked those who had been part of the working group and for the significant amount of work provided by the Headteacher. Governors agreed that the Plan was very thorough and more detailed than the previous version; it gave a much clearer picture of the work to be done by Governors.</p> <p>It was noted that the comments in green were to reflect the impact of the 2022-2025 Strategic Plan.</p> <p>Governors approved the new Strategic Plan.</p> <p>Governors acknowledged receipt of the previously circulated documents on Responsibilities of Lead Governors and Governor Monitoring Responsibilities Plan; they were asked to review these to ensure that they were fully aware of their lead role responsibilities. It was noted that Sustainability would be added as a Lead Governor role.</p> <p>It was noted that there had been a recent survey of the Breakfast and After School Clubs. LI agreed to monitor these clubs on an annual basis and this responsibility would be added to the Plan as well.</p>	<p>All Gobs</p> <p>EW</p> <p>LI</p>
168/25	<p>Policy Reviews</p> <p>There were no policies presented for review.</p>	
169/25	<p>Any Other Notified Business</p> <p>The following revised dates for the FGB meetings were approved:</p> <ul style="list-style-type: none"> • Thursday, 5 June 2025 • Thursday, 10 July 2025 <p>The date of the next meeting was confirmed as Thursday, 8 May 2025.</p> <p>All meetings start at 6pm and will be held in the Music Room.</p>	<p>All Gobs</p>
170/25	<p>Impact Statement</p> <p>The following was recorded as the Impact Statement of this meeting:</p> <ul style="list-style-type: none"> • Strong uptake of school clubs • Discussion re Lockdown Plan • PP data • Positive uptake at Parents Evening • Good financial probity • Protecting children through Papayas workshops and involvement of parents • Discussion around Mental Health Support Team • Use of Maths vocabulary • New Strategic Plan • Evidence of Headteacher's strategic thinking. 	

Meeting closed at 8.26

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

Chair's Initials: