



Romsey Abbey CofE Primary School Full Governing Body

Held in the Music Room on Thursday 4th June 2025 at 6pm

Present:

Liz Wagner (EW)	Chair of Governors: Foundation Governor
Dawn James (DJ)	Vice Chair of Governors: Foundation Governor
Jo Chamberlain (JC)	Parent Governor
Alan Davies (AD)	Foundation Governor
Mark Harris (MH)	Headteacher(ex officio)
Louise Innes (LI)	Staff Governor
Jemma Jones (JJ)	Parent Governor
James Ablitt (JA)	Foundation Governor
Jack Pearce (JP)	Foundation Governor
Rev Thomas Wharton (TW)	Foundation Governor (ex officio)
Betony Bayliss (BB)	LA Governor
Crystal Holloway	Parent Governor

Debbie Lailey (DL) Clerk

Apologies

Acronym Buster

It is recognised that the education system uses a vast number of acronyms and for ease of minuteing these are used throughout:

AI - Artificial Intelligence
CARE – Care and Resilience Education
CP - Child Protection
CPOMS - Child Protection Online Management System
DfE - Department for Education
ECT - Early Career Teacher
EHCP - Education Health Care Plan
FFT - Fischer Family Trust
FSM - Free School Meals
HCC - Hampshire County Council
HISP - Hampshire, Isle of Wight, Southampton, Portsmouth
INSET - In-Service Education and Training
IT - Information Technology
KCSIE - Keeping Children Safe in Education
MHST - Mental Health Support Team
MOT - Ministry of Transport

OFSTED - Office for Standards in Education
 PA - Persistent Absentee
 PAPAAYA - Parents Against Phone Addiction in Young Adolescents
 PCC - Parish County Council
 PDF - Portable Document Format
 PE - Physical Education
 PP - Pupil Premium
 SATs - Statutory Assessment Tests
 SEND - Special Educational Needs and Disabilities
 SENCo - Special Educational Needs Co-ordinator
 SLT - Senior Leadership Team

Questions of challenge from Governors in green

		ACTIONS
196/25	<p>Welcome, Prayer and Apologies The meeting opened at 6pm.</p> <p>Governors were welcomed to the meeting and introductions were made for Debbie Lailey and Crystal Holloway as it was their first meeting.</p> <p>Rev Thomas Wharton led the governors in prayer.</p> <p>With 11 governors present the meeting was declared quorate.</p> <p>Apologies received and accepted from Tom Langford, Rob Pears and Ann Turtle and Michelle Close</p> <p>Alan Davies had informed the chair he would be late and he arrived at 6:15pm during the headteacher's verbal report about attendance.</p>	
197/25	<p>Notification of Any Other Business The chair notified governors of the dates for next year's meetings. There will be nine meetings, all held on Thursdays. The chair asked governors to email her with any issues with these dates by Thursday 12 June.</p>	<p>ACTION All govts to check dates for next year</p>
198/25	<p>Declaration of Pecuniary Interests DL also clerk for The Romsey School and Gateway Trust ACTION - Governors have been asked to send their pecuniary interests to the chair by Thursday 19 June. The chair will send out some guidance for governors on what constitutes a pecuniary interest. These will then be collated and published on the school website.</p>	<p>ACTION Chair to send definition of PI</p> <p>ACTION All govts to declare PI to chair</p>

		ACTION Clerk to collate and publish PI
199/25	<p>Endorsement of Minutes of the last meeting - 5 May 2025</p> <p>The minutes of the previous meeting were accepted as a true record of the meeting. There were the following queries: page 4 HCC devolution - what was the reason for the question?- This was regarding pecuniary interests page 5 - grammar change page 11 actions incorrectly labelled</p> <p>Chair - to revise the errors, print and sign the previous minutes</p>	ACTION Chair to make grammar and labelling changes, then print and sign minutes
200/25	<p>Matters Arising from the minutes not covered elsewhere on the agenda</p> <p>174/25 - actions complete</p> <p>The SATs report and monitoring visit was undertaken by AT and EW. Everything ran smoothly. It was noted that the children were amazing and well disciplined. Governors asked the Head to pass on thanks to the children and staff. ACTION</p> <p>Chair and AT attended the New Year R parent meeting. This was well attended and parents were given an opportunity to sample food from the new caterers which was very successful.</p> <p>192/25 - actions complete - neighbours from Lyme House were taken on a tour and the architect was keen to form a good relationship with regards to any work which will be completed.</p>	ACTION - MH to pass on thanks to staff for effective SATs week
201/25	<p>Clerk's Update</p> <p>Nothing this time</p>	
202/25	<p>Headteacher's Update - verbal</p> <p>The Headteacher gave a verbal report on school numbers with 206 on roll and 1 child joining in a few weeks time.</p> <p>The New Year R parent meeting and first story session was very well attended. It is a group of very keen parents and children. The story sessions will continue over the next few weeks and then Year R staff undertake pre-school visits, then meet the teacher meetings. The transition process is going well and governors were encouraged by the uptake of Year R places and attendance for transition.</p> <p><u>Attendance</u> - reports and certificates in the Governor Google Drive Attendance figures remain comfortably above national average with good attendance percentages for FSM children. This is lower than non FSM children, but higher than the national average. It was noted that some individuals impact the figures for attendance as the school has a child on a part time timetable.</p>	

There will be 5 Penalty Notices issued for term time holidays in the Summer Term thus far (3 families)

Governors were encouraged by the number of FFT Certificates for attendance.

Are the certificates on the school website?

The Headteacher felt they do not always send the right message as it can cause some parents to become complacent about school attendance.

6:15pm Alan Davies arrived

Does the FFT take data from boarding schools?

The Headteacher said they do not.

What are the top schools doing that mean they have better attendance?

The Headteacher felt they may have less PP children on roll. The greater number of PP children has an impact on the levels of attendance. Also it was felt that parents who work in the education system themselves are more likely to have children with high attendance as they cannot take term time holidays.

The school has a mixed demographic and so our attendance figures are above average but the Headteacher cannot underestimate the effort from staff that ensures children come to school. It was noted PA in some year groups are individuals who struggle with school attendance. The school has one child on a part time timetable and accessing alternative provision, another has been on a reduced timetable but this has worked and things have improved and so is now back in full time.

The Headteacher explained to governors that the DfE has developed an attendance tool that schools are being encouraged to use but as FFT provides good attendance data and the government site is not yet very user friendly, the leaders plan to continue using FFT.

Staffing - There is a TA vacancy with an interview date of 18 June, this has occurred as some of the younger TAs are moving on to teacher training from September.

A teacher is returning after maternity leave and will be part time from September.

A new school admin assistant has been appointed as a result of a member of staff retiring. There is half a term of handover. The new admin assistant comes with excellent experience.

There will be moderation for the ECT support given this year from HISP on Wed 18 June, leaders have been through a similar process with HCC and there are no perceived issues.

Safeguarding

The Headteacher reported one child on a CP plan, one with early help hub support and two interagency referrals have been made.

There have been some updates to safeguarding in early years regarding the number of paediatric first aiders, there are no major changes and updates will be included in the safeguarding training for all staff in September.

Do the updates include pre-school?

Yes, the school will provide a summary for the next meeting and for pre-school staff.

ACTION

The Headteacher informed governors of a training opportunity on Tuesday 10 June. PAPAYA (Parents Against Phone Addiction in Young Adolescence) Governors were invited to attend. The course will examine the impact of technology and the choices parents can make.

Is this course going to be repeated?

At the moment this course is a one off but depending on the interest it may well be extended or repeated. The Headteacher will keep governors informed of any additional opportunities to complete this course.

Do staff and children have training in the recognition of AI?

Yes, this is covered in specific teaching in the Year 6 Internet Safety curriculum. Staff have also been to training with Cornerstones Primary on how to use AI in the curriculum, this was covered in a staff meeting. It is in the curriculum but needs monitoring to ensure the most up to date issues are being recognised. The schools internet filtering systems will pick up on unsuitable web searches and the IT Lead follows this up with individuals or classes.

It was felt using AI to support home learning was more of a secondary school issue but that leaders are being vigilant to keep up to date with current trends.

Curriculum - We are currently in the assessment period with the Year 1 phonics check and Year 2 retakes happening this half term. Also the multiplication check for Year 4 will be taken. Both groups are well prepared and no problems are expected. The school is not being moderated for Year 6 writing. The school is not undertaking optional Year 2 SATs but will use teacher assessment.

Sports day - It was recognised that Sports Day was a great success and governors who would not normally attend were encouraged to go next year. The police were present and were registering bikes and chatting to people, this was a good connection for our local community.

Extra Curricular Activities - The Round the World France Day was very successful and more experiences are planned for next year. The aim is to get parents more involved by choosing countries where parents have specific knowledge. The Chair requested that next time a governor is invited to attend to monitor the impact of these events.

Swimming Year 5 and 6 - happening this half term

ACTION
Summary
of SG
changes
by HT

Bikeability completed by Year 5 through Personal Best Education. It was noted that this is also bookable directly with them as a summer holiday activity.

There have been lots of trips and there are a number planned for this half term:
Year 6 Fishlake Meadows, day after SATs - very timely and very much enjoyed by all

Year 4 Living Rainforest

Year 3 Fishbourne Roman Villa

Year 5 Tadburn Meadows as part of Rivers learning journey in Geography

Y1 – Longdown Dairy Farm

Y6 - Leavers Service at Winchester Cathedral

Sports competitions The Headteacher shared the number of sporting events happening outside of school with events on most Friday afternoons. This includes opportunities for those not so keen on sport.

How are children chosen for these events, especially if they are not children likely to volunteer themselves?

The head of PE looks at this to get a range of students. There was positive feedback on behaviour from these events

What impact does attending these events have on the curriculum?

The head felt these events are well placed as they generally take place on a Friday afternoon when less curriculum learning is disrupted.

Transition - On 2 July the Y6 children will go to their new secondary schools and all children at Romsey Abbey will move up to their new classes. This is not the only opportunity for transition. Any new staff will be present for the transition day. The children and families will be informed on 30 June who their new teacher will be.

SEND -The headteacher reported that one EHCP has been accepted and is on enhanced B while one existing EHCP has been successful in gaining more funding. Three more are in progress with lots of evidence to support the need for an EHCP.

Wellbeing - A Staff and parent team took part in the Romsey Rotary Relay Marathon, it was a very positive event and a good way to be part of the community.

Do other schools take part in this?

Yes, although Romsey Abbey is the school with the highest representation.

As there will be no summer fair this year we are hosting a summer picnic on 26 June after school. ACTION The Headteacher will share the email address with governors to express an interest in supporting this event.

The Headteacher proposed the following INSET days for next year:

3 Sept

3 Oct

5 Jan

2 Feb

3 July

ACTION -
MH to
share
email for
Summer
picnic

	<p>Governors discussed the impact of a local secondary school taking two weeks in the October half term. It was felt this may have an impact on pupil attendance if they have siblings at the secondary school and for staff for those who have children at The Romsey School.</p> <p>MH proposed the INSET days, Chair seconded, all agreed and ratified.</p>	
203/25	<p>Staff Governor Update No update was given by the staff governor but it was confirmed that all staff were happy.</p>	
204/25	<p>Lead Governor Reports</p> <p>i. Ethos - The Governor for Ethos is due a visit and the chair encouraged a date to be set for this. The school has been following “The story of power and the power of story” through assembly time.</p> <p>ii. Pupil Premium and SEND - A monitoring visit took place on Tuesday and a governor attended pupil progress meetings for YR and Y2 children. They were able to observe discussions in detail and evidence of progress since the last meetings and the plan of action. The SENCO was in attendance for these meetings and it was felt they were productive and challenging. Some children require very small steps to make progress and it was highlighted that the transition for change of phase may have a significant impact for some. It was felt that new children joining the school has an impact on pupil progress and teacher workload. The Y6 class will focus on writing later this term. The Governor for SEND will produce a written report which will form part of other monitoring they are committed to.</p> <p>Are staff being challenged during the pupil progress meetings? Yes, the SEND governor felt that teachers were being challenged. It was noted that all teachers were well prepared and had their data ready, and they were able to answer questions from SLT with confidence. The Headteacher shared that in the school improvement plan for next year staff will look at what the key ingredients for a child working at greater depth are and what it looks like in each year.</p> <p>iii. Pupil Progress – discussed above</p> <p>iv. EYFS - completed by AT, but not discussed in her absence</p> <p>v. Safeguarding - There is a serious case review on 24 June and the chair and DJ will attend</p> <p>vi. Finance & Sports Premium - no written report this month</p> <p>The budget has been sent by SLT and is in line with expectations with no concerns raised.</p>	<p>ACTION TW to complete ethos visit and report for next meeting</p> <p>ACTION DJ to complete written report</p>

The teacher pay rise predicted and the actual given is going to require some funding. Detail will be available at the next meeting

FSM - The Government have announced an increase to everyone on universal credit being eligible for FSM.

Will schools get the extra funding?

There is already a difference of about 50p per meal, school will need to find this money if the government does not provide this. Currently the Government have committed to fund up to 2029.

Sports Premium - ACTION - there is a form to complete online TL to action

vii. Mental Health and Wellbeing - The Governor for wellbeing attended sports day and encouraged all governors to go at some point. The ethos of the school shone through with everyone taking part and behaviour was exemplary. It was felt it was a very inclusive event with good opportunities to demonstrate sporting behaviour. The house system played an important role with staff coming in house colours. It was felt the event had a positive influence on wellbeing. Parental guidelines on dress code and conduct were well observed by parents.

What opportunities are there for house competitions throughout the year?

There are two opportunities through the year, one being Sports Day and the other an inter house point competition. It was felt there could be more made of this and could be very motivational for pupils. A governor questioned the uneven split of numbers between the houses, but it was explained that overall the numbers are even, though individual classes may not be split so evenly. This is due to children leaving and keeping siblings in the same house.

Are there house captains?

Yes, students have been given the opportunity of leadership roles and full training has been given.

MHST have been in to lead collective worship and are leading a CARE programme for selected pupils. These workshops will open up for more referrals to MHST and are a good way of building that professional relationship.

viii. Leadership and Management

There is no written report this time but the governor has been in communication with SLT regarding IT.

Cyber security is being closely monitored, as there have been concerns about filtering and monitoring. Overall it is looking good and any issues are dealt with quickly and effectively. The school's IT provision is via an SLA with Mountbatten School.

KCSIE stated schools had to have filtering and monitoring and this is in place, the IT lead in school gets alerts and follows this up with classes/pupils.

Currently SLT are looking at two-factor authentication. SLT are looking at the guidance that says schools should have it but the potential impact to the budget needs considering. One of the biggest issues is should staff be using their own mobiles? It was felt they should not and that there are other methods to perform two factor authentication. The SLT are trialing a free version and will feedback their

ACTION -
TL to
complete
Sports
Premium
form

thoughts. Lots has changed in the IT world and this is needed but comes with complications. Schools must protect against cyber threats. The CPOMS app already requires it for higher level users

What is the schools policy on staff using own mobiles?

The Headteacher confirmed that staff are not permitted to use their own mobiles so two-factor authentication will have an impact.

It is being looked into further and SLT are meeting with IT staff from Mountbatten School to discuss the alternatives.

ACTION - JA to write up his report for the next meeting

ACTION - JA to write up his report for the next meeting

ix. Communication

- **Media** - The training on press releases is to be taken over to the next meeting

It was suggested that the parent questionnaire have a different theme next time.

Do parents understand ways to interact with Parent Mail? It was felt a refresher on this would be useful detailing how to use the app.

ACTION - TL to produce a PDF leaflet

- **Marketing- nothing to report**

ACTION - TL to produce a PDF leaflet on ParentMail

x. Development and Training

ACTION - DJ to meet with CH for governor training.

DJ proposed some training by governor services on the following areas:

- Effective governance
- Governor visits to schools - rational behind visits and how to get the best out of them

ACTION - DJ to book training

ACTION - DJ to meet with CH for governor training. ACTION - DJ to book governor training

xi. Curriculum

Next meeting

xii. Behaviour

Next meeting

xiii. Sustainability

MH looked at where support can be given for the sustainability plan and the chair felt it was important to get the pupil voice through talking to Eco warriors. The wild flower meadow was discussed but this requires an update from MC. ACTION

There was a report on renewables which Gideon Aymes, consultant, had completed, the Chair will forward it to JC, this report has gone to the diocese. Susan from diocese will read it and with a view to get some funding for the various capital projects needed.

ACTION MC to update on wildflower meadow

xiv. Premises and Health & Safety

No visit has taken place yet but will have by the next meeting

	<p>CH will take over the monitoring of health and safety in September. The Health and Safety policy is in the Google drive, it is a long document but please read it and get any questions to JJ. It is a new layout from HCC. CH to shadow JJ for the summer term H&S monitoring visit. The monitoring form by the site manager covers all aspects of Health and Safety.</p> <p>It was highlighted to governors that all staff using their own vehicles for school related travel such as home visits should have business insurance and be able to prove their vehicle has valid tax and MOT. This will be shared with staff. ACTION - MH to share with staff</p>	<p>ACTION - MH to share vehicle insurance requirements with staff</p>
<p>205/25</p>	<p>Chair of Governor's Report i. Strategic Plan Strategic review - RP to complete this in Sept ii. Updated Governor Monitoring Chair to do this by the end of term and will then share the monitoring plan for 2025/26 by the end of August</p> <p>17 June - the school photographer is in, please get a photo done if you do not have one. ACTION - all governors without a school photo please come into school on 17 June to have one taken</p> <p>The Chair shared a letter from the Minister for School Standards. The letter thanked governors for their voluntary hours. ACTION - Chair to put the letter in the google drive</p> <p>Governor Vacancies There are two vacancies for foundation governors as AD will leave at the end of this term and JA in Nov. They do not need to be members of Romsey Abbey but need to uphold the ethos of the school. There is an interview and then they are proposed at a PCC meeting. JJ suggested some possible names who may be interested ACTION - JJ to approach.</p> <p>Governors felt there is a misunderstanding of what governance is and it has changed a lot in recent years. The flat governance model has improved things and there are less meetings than in the past.</p> <p>The Head reminded governors that OFSTED thought the governors were great and were doing an effective role.</p>	<p>ACTION - all governors without a school photo please come into school on 17 June</p> <p>ACTION - Chair to put the letter in the google drive</p> <p>ACTION JJ to contact potential governors</p>
<p>206/25</p>	<p>Policy Reviews Health and Safety Policy - ACTION all governors to read the policy and please send questions to JJ by 20 June</p>	<p>ACTION - all govts to read H&S</p>

		policy
	<p>Any Other Notified Business</p> <p>The date of the next meeting was confirmed as Thursday, 10th July 2025</p> <p>Meeting dates for 2025-26 - ACTION Governors to email the chair by the end of the week with any issues with the proposed dates.</p>	<p>ACTION All gobs to email chair regarding dates to 2025/26</p>
207/25	<p>Impact Statement</p> <p>The following was recorded as the Impact Statement of this meeting as these will have a positive impact to support pupils to flourish:</p> <p>Sports Day - very positive Safety of the children - cyber security discussed Professionalism - two factor authentication The Headteacher has been held to account Congratulations on attendance awards Good questions and discussions New year R meeting very positive and transition well attended</p>	

Meeting closed at 7.48pm

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School