



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

To be held virtually on Thursday 24 September 2020 at 6pm – 8.30 pm

Present:

Liz Wagner – Chair (EW)
Tom Langford (HT)
Jemma Jones (JJ)
Connie Hammond (CH)
Alan Davies (AD)
Robert Pears (RP)
Mark Harris (MH)
Revd Thomas Wharton (TW)
Ann Turtle (AT)
Adam Smith (AS)

Apologies:

Sandra Gidley (SG)

Attended:

Victoria Bleaney (Clerk)

A quorum was achieved and the meeting opened at 6.00 pm.

001/21	<p>Welcome, Prayer and Apologies</p> <p>TW led the meeting in a prayer. TL was welcomed officially to the meeting as the Headteacher, MH as DHT and AS as the new parent governor.</p>	
002/21	<p>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 21 September 2020)</p> <p>There were none</p>	
003/21	<p>Declaration of Pecuniary Interests</p> <p>There were none.</p>	
004/21	<p>Review of</p> <p>Election of Chair – EW had been nominated to stand as Chair for the coming year. A vote was held and it was unanimously agreed.</p>	

	<p>the contact details of the prospective governor.</p> <p>EW had not contacted Bob Farmer but she had contacted the Regional Schools Officer, Melissa King, who had looked into the schools case confidentially and responded. The Chair read the response out to governors and Governors agreed this was what they thought and asked if they had completed an online application, they were reminded that a registration of interest had been completed which put them in contact with the RSO originally. Governors agreed for the Chair to contact Bob Farmer to see if they were still interested in the school joining the MAT. Governors enquired as to whether there was a set criteria of what would be declined by the DfE that governors can prove the school meets. This was agreed to be an agenda item at the next meeting for a full discussion and the Chair would research prior to the meeting. Governors asked whether the schools financial situation had improved on last year as it had been one of the criteria for researching MATs and AD confirmed this would be discussed during the finance update.</p> <p>EW would send the Dropbox invitation to MH and AS so they could access all information and documents.</p> <p>EW questioned whether a meeting could be held in person and the Head confirmed they would need to check the risk assessments. TL did confirm that as long as there wasn't a booking in the diary, governors would be able to meet in the Church rooms so this could be discussed in depth.</p> <p>The Clerk explained the DFE website would be updated by the SBM and the LA and Diocese now held up to date governor information.</p> <p>AT left the meeting to commence her governor training.</p> <p>RP would complete a strategic report when possible.</p> <p>All other matters had been completed or were due for discussion at the meeting.</p> <p>The Chair reported the governor review of the Headteachers performance management would not to be held in January 2021.</p>	<p>Chair</p> <p>Agenda Chair</p> <p>Chair</p> <p>TL & Chair</p> <p>RP</p>
010/21	<p><u>Headteachers Verbal Update</u></p> <p>A written report had been distributed prior to the meeting. The number on roll for EYFS at the time of the meeting was 24 which was slightly lower than expected, one child was on roll but was travelling with the circus and was due back in November. There had been some movement with children leaving but they had been replaced with new starters.</p> <p>Attendance was very good but did not included the non-statutory attendance after lockdown. By the last day of the summer term the school had 93%</p>	

attendance, governors explained how happy they were with the attendance. **They questioned how they compared to other local schools intake and the Head would look into this and report back.** Attendance continued to be good with 98% attendance during the previous week.

The Headteacher explained that learning had been lost during the pandemic and subsequent lockdown and SLT had planned for INSET training on closing the gap. Pastoral support and supporting mental health after lockdown had been included in the report following governors pre meeting questioning. The Head confirmed the school had strong pastoral support, they are offering ELSA for children in a bubble for those with the highest needs. The nurture group had been attached to another bubble. The Elsa was looking at being able to move around the school to help support more children. Jigsaw was being used to help the children in general. The Behaviour Support Team invited the school last year to write a scheme on support. Catch up funding was being used to pay for an additional teacher so they could work in smaller groups.

At the time of the meeting there was no data available and the statutory assessments were listed in the report.

The Behaviour Support Team would be working with all staff during the INSET day during the next week. Jon James had been supporting the Head as a new Headteacher, and he had also been working with MH.

Behaviour logs were stressed as not being comparable from the period of lockdown and **governors questioned whether they were increasing since September. The Headteacher confirmed CP cases were not and it was governors were asked to note that three CP children had moved during the summer.** Julie had written the SEND section and governors wished for their best wishes to be passed on to her.

Governors enquired as to whether the Headteacher would be prepared for the Health and Safety call and it was confirmed SLT were prepared as JJA had sent some key questions which would be shared with JJ and EW. The Headteacher had also been given some Ofsted questions and these had been discussed at SLT, this would be shared with the Chair at their next meeting.

Governors then queried whether lessons would need to be uploaded on google classrooms as other schools have said Ofsted would be looking at online lessons. They were informed that there was a remote learning policy for governors to look at. If a bubble would need to be closed then the teacher would be expected to teach the whole bubble remotely. If individual children were isolating they would need to access the online resources themselves.

Governors asked if there was a process in place where gaps in learning would be accurately identified and they were informed staff were using target tracker which gave a picture of where children were at closure,

Head
Head

	<p>they will then carry out teacher assessments to identify gaps which would be taught alongside the current curriculum. When governors look at data this would be identifiable. Governors commented that it would be an interesting pupil progress meeting as this would be when the gaps would be identifiable.</p> <p>Governors discussed sharing INSET day topics with parents as this is what parents base their decisions on. SLT would be discussing how best to market themselves to prospective parents. It was reported that the Head had carried out three outside tours and there were more planned in the diary. Governors were informed that the Head was trying to write weekly to parents and he would include the INSET topics in this. Parent governors expressed how clear the communication had been from March through to time of the meeting and it had helped greatly. .</p> <p>Governors enquired as to whether the school had received the catch up money and at the time of the meeting they had not but it was known the money would be given in instalments.</p> <p>It was reported that the Educational psychologist wasn't able to come into school due to the restrictions and governors asked how the school was managing without the support. They were informed they had had some hours for zoom sessions and Hayley had been working hard in this area and is proving valuable. Governors then enquired as to whether they would be able to move forwards with EHCPs and it was confirmed staff were moving forwards with them.</p>	
<p>011/21</p> <p>012/21</p>	<p><u>Lead Governor Reports (inc visits)</u></p> <p>Finance Update The SBM would be invited to the next meeting where the school would be half way through the financial year and therefore it would be necessary to revise the budget. .</p> <p>Sports Premium Update</p> <ul style="list-style-type: none"> • Impact Report <p>The school had prepared the impact statement and a strategy for the coming year. These would be shared on Dropbox and AD would answer any questions at the next meeting. Governors questioned whether there was a plan for what the sports grant would be spent on if swimming lessons could not commence and they were informed there were a lot of areas being explored and SLT were looking at training for staff and replacing the equipment. It would also be necessary to replace the PE equipment shed. Governors then asked if it was possible to carry the money forward and it was confirmed this was possible.</p> <p>Governors discussed the pandemic and asked whether there was a provision for Free School Meals over the summer, the Headteacher confirmed there had not been although Romsey School offered meals</p>	<p>AD</p>

	<p>for those who attended the sessions who were on Free School Meals and so the provision was available for the community. It was agreed as being important for governors to sign post the information.</p>	
013/21	<p>Curriculum The Sex Education policy had been shared and the curriculum had not needed to be changed as the school were using Jigsaw to meet the statutory obligations. There would be a video created to be shared with parents.</p>	
014/21	<p>Premises and Health & Safety A walk round on 4th September had been carried out and the report was on Dropbox. There had been no major issues but it should be noted that the wall had been repaired. There had been an error in saving the report to PDF and so it was agreed for this report only not to be saved as a PDF.</p>	
015/21	<p>Ethos A meeting to discuss ethos and the harvest etc. was planned for the following day and the school hoped to have as strong connection with the Abbey as possible. The leavers service had been performed outside and it had gone very well. Governors enquired as to how the spiritual care of children was going to look this year and it was confirmed this had not been discussed formally but it had been accepted that we need to accept the situation and give opportunity to acknowledge and give hope etc.</p>	
016/21	<p>Pupil Premium Nothing to report. A meeting with the Deputy Head would be arranged.</p>	MH
017/21	<p>Pupil Progress Nothing to report. The governor visits schedule now had the data discussions dates in.</p>	
018/21	<p>SEND Nothing to report.</p>	
019/21	<p>Safeguarding Audit – This had been completed and shared with key people. The action plan was very short and the INSET training had already been completed with the remaining two items being booked for completion. Governors agreed and ratified the audit.</p>	
020/21	<p>Safeguarding summary – there were no further questions and it was stressed that governors would be required to know this for when Ofsted called. The Head would share this with staff and ensure they knew where to go with concerns etc.</p>	Head
021/21	<p>KCSIE document – Governors were asked to sign to confirm they had read and understood the document on GovernorHub. Governors were reminded if they could not access Governorhub, they should contact her.</p>	
022/21	<p>Development and Training</p>	

<p>023/21</p> <p>024/21</p> <p>025/21</p>	<p>Skills Audit - A copy could be found on Dropbox and it showed how the GB were well experienced GB. The Clerk was asked to file the papers after each meeting in the appropriate folders in Dropbox.</p> <p>Communication Media – The Chair was still writing each week for the newspaper.</p> <p>Marketing working party to be formed – the flyer had been created for the new intake and governors enquired as to how it would be distributed, this was discussed and it was agreed for an electronic version to be sent in Parentmail and EW would put it on the town Facebook and Twitter feed. The Head would ask the SBM to email it to the preschools. JJ would ask shops if leaflets could be displayed on noticeboards. Governors questioned whether a virtual tour would be created and the Headteacher confirmed he hoped to create a virtual tour as it would benefit more people. Governors then asked if there had been any feedback on the virtual welcome to parents and they were informed there had been no feedback and the number of views had been quite poor. EW agreed to share the contact details of a professional videographer from a local school and the Head would ask if there were any parents who may be able to help.</p> <p>Headteacher PM Committee JJ, EW and SG met with JAP. Jon James and Martin Beales would support them with TL’s review in November. EW held an exit review and the results were sent to the SBM.</p>	<p>Clerk</p> <p>EW Head JJ</p> <p>EW and Head</p>
<p>026/21</p> <p>027/21</p> <p>028/21</p> <p>029/21</p>	<p><u>Chair of Governor’s Report</u></p> <p>Strategic Plan – This would be shared in the October meeting for information.</p> <p>Action Plan (FGB actions only) – it was felt Governors were doing what they were required. This would need updating and EW and JJ would meet to review this prior to the next meeting in time for discussion. A working party would need to be formed.</p> <p>Autumn Term visits schedule – This had been shared on Dropbox. Visits would be acceptable but the Head asked for minimal visits to be made if possible. EW would make random phone calls to parents and this would be performed after her meeting with the Head in school. The Head and TW would meet to discuss SIAMS and the DHT had an action plan he would share. The next SIAMS inspection would be in 2021. The Chair read out the areas and ensured each item had the appropriate name. The Head agreed to ask parents if they would like to help support the school in media. AD would continue with the website audits. Foundation governors were asked to meet after the meeting to discuss the recent diocesan letter. DFE guidance had been shared on governor visits.</p> <p>Governorhub healthcheck – Governors were asked to complete this at their convenience.</p>	<p>EW and JJ</p> <p>TW, Head, DHT</p> <p>All</p>

	<ul style="list-style-type: none"> • Good discussion on impact of the good attendance and the benefits it has had on the resilience of returning children • Safeguarding audit approved • Approved stat policies <p>The Chair asked if everyone was still happy with flat governance and everyone felt it was working well and they would continue as they were. It was agreed all governors were better informed.</p> <p>Staff governors reported they were working hard and enjoying the challenges new classes bring. The Head reported his new role was very varied and interesting. Governors thanked the staff for their hard work and commitment. There had been some very positive feedback from parents too and the communication continues to be strong.</p> <p>EW asked the Head to share some of the parent comments on the school website.</p> <p>EW thanked the governors for their ongoing support.</p>	
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The meeting closed at 8.20 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

- Thursday 22nd October 2020**
- Tuesday 17th November 2020**
- Thursday 10th December 2020**
- Tuesday 19th January 2021 – amended to 21st January 2021**
- Thursday 25th February 2021**
- Tuesday 23rd March 2021**
- Tuesday 20th April 2021**
- Tuesday 18th May 2021**
- Tuesday 22nd June 2021**
- Thursday 15th July 2021**