



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

To be held in the Music Room on Monday 27th November 2023 at 6pm – 8.30 pm

Present

Liz Wagner (Chair)
Tom Langford (DHT)
Robert Pears (RP)
Alan Davies (AD)
Dawn James (DJ)
Kathryn Sessions (KS)
James Ablitt (JA)
Ann Turtle (AT)
Judith Kirkland (JK)
Mark Harris – (HT)
Sandra Gidley(SG)

Apology

Thomas Wharton (TW)
Jemma Jones (JJ)
Adam Smith (AS)

In attendance

Victoria Bleaney (Clerk)

Governor questions are shown in blue.

070/24	<u>Welcome, Prayer and Apologies</u> The Head opened the meeting with a prayer and the meeting commenced.	
071/24	<u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 22nd November 2023)</u> It was agreed for the Health and Safety policy to be discussed.	
072/24	<u>Declaration of Pecuniary Interests</u> There were none.	
073/24	<u>Endorsement of Minutes from last meeting – October 2023 (in Dropbox)</u>	

Signed:

Date:

	<p>The minutes were agreed as being a true and accurate representation of the meeting.</p>	
074/24	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>The Website audit had been completed and all outstanding actions had been completed.</p> <p>Governor photos weren't required on the website but a pen portrait was required – AS, the Headteacher and DHT needed a pen portrait. All Governors to check theirs and let the SBM and the Chair know of any updates.</p> <p>SG's term of office was coming to an end and she would consider continuing even if she couldn't commit to the full 4 years due to time constraints.</p> <p>The Code of Conduct had been uploaded to Dropbox.</p> <p>The Governor Diversity questionnaire had been completed and it would be uploaded to the Website with a summary of results. AD to look at how to do this.</p>	AD
075/24	<p><u>Clerks Update</u></p> <p>There was nothing further to discuss.</p>	
076/24	<p><u>Headteachers Update</u></p> <p>HT written report had been uploaded to Dropbox. There had been a new starter in Year 3 so there would be 205 on roll from January 2024. At the time of the meeting there were an encouraging number of first choice for Year R in September and second place too, both figures were more than this time last year. Tours were ongoing.</p> <p>The attendance report was shared prior to the meeting and Year 6 were 3.6% higher than the National Average(NA). The year 2 Persistent Absence(PA) was now below the NA which was positive. It was important to look at this year's absence alongside last year's PA children. The Headteacher asked Governors to note that the school, as a whole, was below the NA for PA and above for average attendance.</p> <p>A Governor asked how the impact of training in regards to children's learning. The Headteacher explained this was shown in the SIAMS report. A Governor then commented that the reading initiative looked interesting and Governors were looking forward to the update, the initiative was for all years and new books had been purchased. A Governor then asked if the initiative sat alongside accelerated learning and the Headteacher confirmed that it did. It was discussed whether a communication on SIAMS should be written to parents and it was confirmed the Headteacher would write to update them.</p> <p>A Governor enquired as to whether all children take part in public speaking and it was explained that all were able to take part and half under took the</p>	HT

	<p>opportunity. The winners shared their pieces with the whole school today in Collective Worship. A Governor asked if the impact of anti-bullying week was known and this would be reported back at the next meeting.</p> <p>A Governor enquired as to the impact of the Teaching and Learning Coach joining SLT and it was reported that it was very positive to have another voice and perspective and further supported an overarching focus on teaching and learning within SLT meetings.</p> <p>CPOMS – The total number of reports had decreased but the number of children being reported on had increased, this was due to training on capturing Safeguarding concerns rather than all small incidents. This had been helpful for SLT but also reduces staff workload. Training on report writing in CPOMS had also been carried out to ensure that all reporting is factual and not subjective.</p> <p>Transforming SEND – A Governor asked if there had been anything in particular that had been useful on the training and the Headteacher explained a quick response from the helpline has meant updates on behaviour plans had been completed quicker. The HT explained that the SENDCO had been sharing resources with staff on “Executive Functioning”. This was explained that the part of the brain that dealt with change, impulse, etc is underdeveloped although the child may be outside the SEND register. The training has led to teachers taking intentional action to help pupils them feel valued, have appropriate control, feel comfortable and like they count. There is targeted support for Year 6 as the cohort does have a higher number of children who require this support – A Governor questioned whether the pandemic had had an impact on this development and the Headteacher confirmed It was almost certainly a significant factor and common across Year 6 children across other local schools.</p> <p>The School Council had identified the tree house as being slippery and they would like to make this more accessible throughout the year. A corner of the running track had been identified as being an area for improvement and some plants have been planted to improve this.</p> <p>SEND on a page report would be shared on Dropbox for information. Since Parents Evening the register had been reviewed with 3 new children being added. 17.2% of the school was on the register which was in line with NA. 4.9% had an EHCP which was above NA. A Governor asked if there was a threshold for SEND, the LA had tried to reduce this but it was not beneficial to schools.</p> <p>The recent LLP report was discussed and the HT and Chair shared actions which had resulted from this report.</p> <p>The DHT left the meeting at 7.00pm.</p>	HT
077/24	<p><u>Staff Governor Update</u></p> <p>Nothing to report.</p>	
	<p><u>Lead Governor Reports (inc visits)</u></p>	

078/24	<p>Premises and Health & Safety The shed in playgroup was rotting at the base and would need to be replaced the HT agreed to find out who owned it . Window frames would be addressed in the updates. The question was posed whether children were allowed to climb trees and it was confirmed that as long as they were being supervised it was ok. The Head agreed to ensure staff were aware.</p> <p>The tree causing concern had been identified and the LA had said it would cause more issues to remove it, the Site Manager completed risk assessments and it was monitored following adverse weather.</p> <p>Classrooms 4-6 have muddy areas outside the classes, it's not really a health and safety concern but could become slippery and messy.</p> <p>The Headteacher was asked if the children know not to eat the berries. The children were aware not to eat them but not what would happen if they did. This was discussed and apps to help identify the berries was suggested and it was agreed for a risk assessment to follow by the Eco Warriors.</p>	HT HT
079/24	<p>Ethos 2 reports had been written and the RE report included Pupil Conferencing. A Deep Dive of RE had been carried out with the HT. In brief the outcome was the HT had in-depth knowledge and staff use resources well. The future RE lead was an ECT 2 who was shadowing the current lead(HT). This was proving to be invaluable and good CPD. Children were observed as being keen and the school valued opportunities. It was helpful to be teaching Judaism as this was a SIAMS question. It was felt the children's understanding of Judaism was strong and they were able to compare against Christianity. Children were posing questions to visitors with confidence. SIAMS identified RE teaching was strong within the school. The HT would invite GB to the next Interfaith day.</p> <p>A Governor asked if the children ever posed questions on the current conflict. The HT reported that some Year 6 children watched Newsround at home and it had been raised in other discussions. The school was mindful of sensitive political issues.</p>	HT HT
080/24	<p>Pupil Premium and SEND PP will be looked at in the next data analysis. Transforming SEND session looked at how the LA was improving standards which included looking at sufficiency of need and more specialist places. It was reported that 70% of EHCPs were dealt with on time. More case reviews and data was being used to forecast future need. It was commented in the session that parental confidence was low which impacted on behaviour and an inclusive practice was needed within schools. Sign posting would become easier. There was a pilot on access to therapies for those without an EHCP. During the session it was reported that schools were seeing improvements and the HT reiterated that a quick response was given and advice was practical and useable. The HT explained he was left feeling empowered to better support families. It was commented that there had been long waits for autism assessments and it was asked whether this had an</p>	

	<p>impact on the EHCP. The Headteacher explained there were many steps for both, this will not solve the issue but will help support families during the processes. DBV funding was being used to help work through the backlog of EHCPs.</p> <p>Pupil Progress Data Analysis from DHT – A Governor asked whether the system helped SLT delve deeper into the needs of the children. It was confirmed it helped make the process simpler and quicker and staff felt it was invaluable. The system was used for data drops but teachers continually use it. The key areas of concern was helpful with the narrative around the impact.</p> <p>A Governor then asked how the impact of actions was being reported on and this would be shared in January.</p> <p>There had been lots of emphasis on early reading and the timing had been reviewed, there was mixed reading groups so they can be taught at their level. Teacher led sessions have been put into the curriculum so children can be assessed and offered rapid catch-up sessions.</p> <p>The Headteacher was asked how this would be monitored and children were assessed every 6-8 weeks. This information was then used to monitor progression and whether more interventions were needed. A Governor asked if staff were being trained and Little Wandle rapid catch up training had been completed and was being used. It was then asked if more books were required and it was confirmed that KS2 books had been purchased last year and more money had been invested for sets of 5 books. Spelling progression books had been released and this would help the transition between phonics and spelling. A Governor then asked if there was a link between those who don't read at home and those who need help and it was confirmed there wasn't a link for all cases. The school provided so many reading opportunities within school that progress was being seen whether home support was good or not.</p>	Agenda
082/24	<p>EYFS A visit had been planned for the following week.</p>	
083/24	<p>Safeguarding a. Safeguarding summary to Governors A report would be written. A serious case review meeting was carried out last week and the SCR was up to date</p> <p>RP left the meeting at 7.45pm</p> <p>The HT confirmed he was also monitoring the SCR. The Chair would be meeting with the SBM every 2 weeks as well as the weekly meeting with the Headteacher.</p>	

084/24

Finance

The school was 7 months into the financial year. Questions had been shared on Dropbox and were below.

1) HCC Schools - Additional Allocations (7697) - should the Teachers Pay Grant (£10,673) have been paid in October 2023 as per gov.uk? This payment had now been received.

2) Agency staff costs - the budget was £15,000, so I would expect around £8,750 seven months in, but the actual is £11,364 (£2,614 over budget). Your note says this is high due to summer term support put in place - should we have increased it more at budget revision, or do you think it will even out?

I think that this will even out. We still have £1,665 left for in supply which we can use against Supply Agency should this go slightly over towards the end of the financial year.

3) Alterations To Buildings (3860) - could you break down the £22,857 total?

This is a code that has since been tidied and corrected since budget monitoring £26,031.78. The balance was shown in the report on Dropbox.

4) Income from Contributions (7210) and Alterations To Buildings (3860) – its very hard to compare these codes to the budget - can you do the reallocations or do you have to ask Hampshire to do them?

The reallocations have now been completed and have been tidied. 7210 has a credit of £19,274 Governor 90% towards LED Lighting Project. 3860 now shows a spend of £26,031.

5) Other Ad hoc Site / Grounds Maintenance (3830) - have all of the Psalm 23 garden costs now been paid?

No. We still have seating and planting to come from this line. Some plants have been ordered and received. Materials for Martin to create seating have been ordered. Any remaining money at the end of the year will be used to maintain the willow tunnel and replace any planting that has not made it through the winter months.

6) Premises Repairs (3787) the actual cost to date (£9,207) looks to be running ahead of budget (£10,000) - are there unexpected costs in here? £3,175 Pre-School Kitchen has been re-coded to 3860 leaving enough until the end of this financial year.

7) HCC Svs Schools-Catering (5931) - how much of the budgeted £33,480 is the SLA? £4,643.52 all other payments are for Free School Meals and Universal Free School Meals.

Governors went on to ask if the maintenance for the garden had been accounted for, this would be accounted for in future budgets but it is not expected to have a significant impact.

Has the £5000 for windows been paid? £761 has been paid so far.

	<p>Does the preschool come under general maintenance or is this another budget, the HT will explore and report next meeting .</p> <p>The school had been selected for a Schools Financial Management audit, AD would attend on Monday on behalf of the school and report next meeting</p> <p>Sports Premium Update Nothing to report</p> <p>Mental Health and Wellbeing Webinar on Mental Health and Wellbeing would be held next week. Visited last half term to attend Collective Worship on Spirituality and Mindful Mango's Mondays. A report had been shared on Dropbox. Attended the Hilliers trip and the use of mindfulness and spirituality was seen on the trip too. Visited the Psalm 23 garden being opened and visitors were encouraged to use Open Hands and Open Hearts during the session. A Staff visit would be carried out to monitor their mental health and well being.</p> <p>Leadership and Management A meeting would be held next week to look at the monitoring schedule. Filtering and Monitoring Standards had been reviewed online and there was a need to ensure anyone who used the internet in school was safe from dangerous content. The Chair reported that during the serious case review the DHT had been alerted to searches during the meeting which proved the filtering was effective.</p> <p>A Governor asked what information was received when an incident was identified and it was confirmed that there was a growing narrative of what was being identified and DHT, who receives the alert, is then able to visit the class where the alert was triggered.</p> <p>The IT disaster recovery plan was being written.</p> <p>Ofsted Questions – it was felt this could be a daunting area and so a template had been drafted of questions so each lead governor could answer their own questions to help support each other. This would be shared on Dropbox for completion by lead governors by the next meeting.</p> <p>Communication <ul style="list-style-type: none"> b. Media c. Marketing Marketing was obviously working well as reported in the NoR. Permission for a poster in the Memorial Park had been granted.</p> <p>Development and Training All governors were encouraged to sign up for sessions.</p>	<p>HT</p> <p>AD</p> <p>JA</p> <p>JA</p>
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	<p>It was explained that there was a requirement to audit the Performance Management process to ensure it was being carried out appropriately. A full review was required the year of Ofsted is due and this had been completed by DJ and the report of this audit was in Dropbox.</p> <p>Two new TA's had been recruited both with good experience. The school had advertised for 1 but appointed 2 due to the high quality. Both start in January and current staff are looking forward to the start.</p> <p>The Chair completed a Safer Recruitment review of all shortlisted applications to ensure there were no gaps in employment. Social media profiles were reviewed by the SBM and questions raised at interview if any concerns are raised.</p> <p>Curriculum DJ reported that the focus of the monitoring visit had been reading and effective use of resources to make progress. Children had been grouped by ability and were placed in class, outside class and in the hall. Different focuses were used each day for example fluency etc. The main constraints were space and staff were reflecting on positive spaces for them, it seems keeping them in spaces with less distractions worked best. Having sessions run at the same time allows for consistency. It was asked whether there was an impact of late arrival to school and it was confirmed that most children were in school by 8.50pm.</p> <p>Behaviour DJ reported that It was positive that behaviour had been discussed lots in the meeting. DJ joined a tour with parents for intake for September 2024. The HT gave the tour and parents were looking closely at learning and displays in classes and were clearly impressed. Supportive behaviour was being shown and there had been a consistent approach to managing behaviour across the school. It was asked how tours support monitoring behaviour, they are a valuable tool to see what is happening in the classes. It helps see areas for improvement but it is also encouraging to see the positives too. The inexperienced teachers can be seen to be making steps forward and gaining experience. Recently a candidate had stated she applied because it was a reputable school. The HT was asked if any parents mentioned behaviour on the tours and one asked about anti-bullying and replied it was the most impressive response which clearly showed thought and consideration.</p>	
	<p><u>Chair of Governor's Report</u></p> <p>The Chair reported on her attendance at the recent Networking meeting where SEND was discussed. The Safeguarding of alternative provision was also discussed and it was felt the behaviour support unit should be included in risk assessments as well as for those on part time timetables. A Governor asked who was responsible and how would it be monitored and the Chair agreed to discuss this with the Head during their meeting.</p> <p>It was stressed during the Networking meeting that as Chairs they need to ensure systems were in place to monitor the progress against the SIP. It was generally agreed that this was already in place in this Governing Body.</p>	<p>EW</p>

	<p><u>Policy Reviews</u></p> <p>Recruitment – adopted from MOPP</p> <p>Fitness & Suitability for work – adopted from MOPP</p> <p>Health and Safety – this had been shared prior to the meeting. There were no questions and the policy was agreed and ratified by the FGB.</p>	
	<p><u>Any Other Notified Business</u></p> <p>There were none.</p>	
	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Triangulated against vision and governing plan for early reading • Discussed actions which had been completed swiftly following the LLP report • Celebrated the strengths from the LLP • Discussed safety within the school • Discussed online safety 	

Meeting closed at 8.35 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 18th January 2024

Wednesday 21st February 2024

Thursday 14 th March 2024

Thursday 25 th April 2024

Wednesday 22nd May 2024

Tuesday 18th June 2024

Monday 15th July 2024

Actions for future agendas

Lead Governor descriptors – January 2024