



**Romsey Abbey C of E Primary School**  
**Minutes of the Full Governing Body**  
**Wednesday 21<sup>st</sup> February 2024**

**Present**

Liz Wagner (Chair)  
 Tom Langford (DHT)  
 Robert Pears (RP) entered the meeting at 7.00pm  
 Dawn James (DJ)  
 Mark Harris – (HT)  
 Thomas Wharton (TW)  
 Alan Davies (AD)  
 Ann Turtle (AT)  
 Jack Pearce (JP)

**Apology**

Kathryn Sessions (KS)  
 Jemma Jones (JJ)  
 James Ablitt (JA)  
 Adam Smith (AS)

**In attendance**

**Governor questions are shown in blue.**

<b>122/244</b>	<p><b><u>Welcome, Prayer and Apologies</u></b></p> <p>TW opened the meeting with a prayer and the meeting commenced.</p> <p>AT and JP were welcomed officially to the meeting.</p>	
<b>123/24</b>	<p>Requests for AOBs <b>(to be notified to clerk 3 working days before the FGB – 6.00 pm 19<sup>th</sup> February 2024)</b></p> <p>There were none.</p>	
<b>124/24</b>	<p><b><u>Declaration of Pecuniary Interests</u></b></p> <p>There were none. It was enquired as to whether declarations needed to be updated and it was confirmed they would need to be. GovernorHub has been superseded by Governor Services for Schools</p>	

	JP and HT declared interests. JP cannot be a member of the Pay Committee or Headteacher PM Committee.	
125/24	<p><b>Endorsement of Minutes from last meeting – January 2024 (in Dropbox)</b></p> <p>Page 2 on bottom of page should read “first choices”.</p> <p>Page 3 on bottom of page should read “SCR looked in order”.</p> <p>Page 6 should read “lead Governors were explained to the new Governor” then in Pupil Progress “Each meeting focussed on three children”.</p> <p>Page 7 pupil should be in lower case</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting.</p>	
126/24	<p><b><u>Matters arising from the minutes not covered elsewhere on the agenda</u></b></p> <p>Governor diversity questionnaire to be uploaded on the website</p> <p>The SBM will be asked to upload the questionnaire.</p> <p>EYFS Induction on Wednesday 15<sup>th</sup> May would be attended by the Chair and AT. All Governors were encouraged to attend if possible.</p> <p>All other actions had been completed or were due for discussion at the meeting.</p>	<p><b>AD</b></p> <p><b>ALL</b></p>
127/24	<p><b><u>Clerks Update</u></b></p> <p>2024/2025 draft dates - This would be carried forward to the next meeting.</p>	<b>Clerk</b>
128/24	<p><b><u>Headteachers Update</u></b></p> <p>The report had been shared previously on the Googledrive.</p> <p>The updated SIP and SEF are on Googledrive.</p> <p>206 on roll at the time of the meeting with more enquiries. The attendance report had been shared, there had been a significant drop in attendance in the last week before Christmas but since the start of the calendar year this had improved significantly. Staff continue to track those below 95% with action plans being created with parents to help support families. PA families last year may still be PA this year but many show significant improvements and the families have stated they feel supported. <b>It was asked whether the illness was local or national, there was a national decline but the school did suffer from a local bug.</b></p>	

Parents were concerned about the use of water bottles in school and it was stressed that they did not cause the illness. **A Governor asked if there were other actions taken with PA that were having a positive impact. In the large majority of cases it was the consistent support of the parents and families that had the greatest impact. As we are entering the Spring time this does help with attendance. The HT explained that the school had a variety of actions to support school attendance with the children and families.**

**It was enquired as to whether there were any significantly below PA (50%) and the Headteacher explained there was a traveller community within the school and the T Code was used with support from the LA. A Governor asked whether it was required to check and monitor traveller attendance and the HT explained that the recommendation is that they were monitored weekly. A Governor asked how monitoring would happen for a family who had to move overseas for an extended period due to family sickness and the Headteacher explained they had been kept on roll as they would be returning at the end of the Spring term but there would be a huge impact on their attendance percentage.** It was hoped that parents being supported would speak positively about the support that the school provides.

Flexi Big Pauses were introduced and early feedback from staff showed it was useful and the pupils also found it helpful to review their learning journeys. Staff felt it was positive to spend the time with the pupils and the SLT had taken a lot from the sessions so far. There were three children from each year group with each subject leader.

Progress Reviews have had a big impact and more reviews have been planned for the term and the rest of the academic year.

Collective Workshop has focussed on resilience and PSHE is embed in all subjects and in school life. **A Governor enquired whether it was too early to have pupil feedback on computing and it was officially but the DHT anecdotally reported pupils saying they look forward to the next computing PSHE session. A Governor questioned how the curriculum developed children's understanding of diversity, the school had looked at Chinese New Year for example and this was explored in the wider curriculum.** The Abbey's new Childrens and Families Worker and the Youth Worker would be visiting the school soon.

A Googleform had been developed for staff to complete after CPD sessions and this will be used to evaluate opportunities.

**The Headteacher was asked whether the staff absence due to anxiety was an isolated incident and it was confirmed it was and there was good support in place for staff.**

A mini parent survey had been carried out and a strong response had been

gathered with 95.6% of parents stating the school had good behaviour. **A Governor questioned whether the Head was aware of those who did not agree and he confirmed he was and SLT were working with these parents and children.**

**A Governor asked about CPOMMS and the number of children who had attendance logs and the Headteacher explained this information showed who would be picking a child up if different from the norm and Governors noted this was a huge amount of work for staff.**

Bullying incidents were being logged as being actioned by SLT, **it was questioned why this was and were staff equipped to deal with this, the Headteacher explained usually SLT were dealing with any issues as this supported the staff as well as the pupils and ensured that matters did not escalate.**

The recent parent questionnaire showed parents felt their children were safe in school which is very positive. The pupils participated really well in the recent "Be Bright, Be Seen Day" organised by the Junior Road Safety Officers. This was a non-uniform day with pupils wearing their brightest colours to ensure they were seen and the Chair reported that pupils on non-uniform days, in some schools, are often less focussed but it was noticeable how the children really enjoyed the day and their behaviour was very good indeed.

The Headteacher shared the KS2 pupil survey. Pupils were asked if they felt safe at school, it was very encouraging and where there were any children who did not agree they were spoken to by teachers and the Headteacher and in many cases they were worried about falling over and in some cases they felt unsafe if another child was very silly or too loud. The Head encouraged any child to speak to him about bullying incidents or safety worries. **A Governor asked if there was a specific target to aim for with the surveys and the Headteacher explained that the children were taught that people make mistakes and behaviour is taught and staff wouldn't expect anyone to behave perfectly all the time. The Headteacher was then asked how he went about working with those who answered "did not know". It was explained that for those who had left their name the Headteacher spoke to them to make sure they understood the question.**

**A Governor asked where the school was in regards to the solar panels, currently the school was awaiting the Diocese net carbon zero plan.**

RP entered the meeting at 6.48  
DJ entered the meeting 6.52

It was reiterated the school would not be pursuing using the Dragonfly company for solar panels as they would still charge the school for electricity so it was felt they would not be the company to move forwards

	<p>with but further quotes were being sought and there may be an opportunity to work with the Church Rooms who were also looking at this. TW would look at how this may look.</p> <p>The Chair encouraged all Governors to visit the Psalm 23 garden which was looking beautiful with spring flowers.</p> <p>The IDSR had been uploaded into the meeting folder and showed the detailed level of evidence in school.</p> <p><b>A Governor asked why the SEMH was much lower than the NA in terms of need and the Headteacher explained this identified the primary need and the school look deeper in all areas to best support the child.</b></p> <p>During progress meetings staff were asked by the Headteacher to consider a child with SEN and how progress will look for them and how it would be different to a non SEN child.</p>	<b>TW</b>
<b>129/24</b>	<p><b><u>Staff Governor Update</u></b></p> <p>There were no updates.</p>	
<b>130/24</b>	<p><b><u>Lead Governor Reports (inc visits)</u></b></p> <p><b>Pupil Premium and SEND</b>          DJ met with Hayley and visited KS2 to look at adaptive teaching. Year 6 were doing Mental Maths and children had different questions depending on their ability and had been grouped in ability tables. Year 5 had a child using a laptop as he found writing harder. Year 4 had finished a spelling test and this had been adapted with less spellings for those of a lower ability. They visited the Nurture Room who were focussing on listening skills. Phonics groups had been based on ability rather than year groups. The Headteacher asked if she saw adaptive teaching from feedback and it was confirmed it was seen in all years. PP had been explored in the progress meetings and would be reported on in her next report.</p>	<b>DJ</b>
<b>131/24</b>	<p><b>Pupil Progress</b>          The data report which had been uploaded was discussed and the results had increased by at least one point across Reading, Writing and Maths which was very positive. Those not making as much progress as expected were highlighted in red and they would be analysed and interventions would be explored then put into place. Autumn 1, Winter 1 and Spring 1 could be viewed in the document and shows the progress so far. Grey in the document shows the pupil being new and no data was held. Current year 6 children did not have KS1 data and so EYFS data would be used instead. Targets for end of year were shared, highlighting areas of concern and interventions would be based on these. A governor enquired as to</p>	

	<p>whether there were any concerns and it was reported there weren't as staff had put in place catch up groups, interventions and support and actions were showing children were making progress and moving forwards. The DHT explained the school used Times Table Rockstars and rewards the children with points for doing well in timetables. This also replicated the Government monitoring. The Year 4 children achieved 15 out of 25 achieved 15 out of 25 in their practice test and SLT are looking at how to improve progress. It was noted that this was still above Hampshire average even if it was below NA.</p> <p>Pupils with Childrens Service involvement were excelling in reading and writing which gave rise to an interesting discussion.</p> <p><b>A Governor asked how the impact of spring one actions was being monitored and the HT reported that there were a variety of metrics used and each data meeting started with the previous actions and what had worked well or what had not worked as well.</b></p> <p><b>A Governor asked why 5 children had moved backwards in writing, this was being explored with SLT and the Year 5 teacher. 3 children had been on the cusp and had identified some areas where further work was required. Writing moderation would become a very regular activity.</b></p> <p>DJ reported that she had met with TAs and discussed communication and they were now happy with the communication following the improvements and time given in INSET days. The Friday meeting was appreciated and gave staff the opportunity to discuss children.</p>	
132/24	<b>EYFS</b> – visit planned as reported next meeting	<b>AT</b>
133/24	<p><b>Safeguarding</b></p> <p>3 reports had been shared on Googledrive. The Chair was continuing to meet with the Head and fortnightly with the SBM where they also reviewed the SCR. A serious Case Review meeting was planned and will be reported next meeting.</p>	<b>Chair</b>
134/24	<p><b>Finance</b></p> <p>The school was 10 months into the financial year and the Lead Governor questions to the School Business Manager(SBM) and her answers were as follows;</p> <p>Income</p> <p><b>1) Meals, Refreshments and Catering (6726) - budget £18,500, expected (10/12ths) £15,417, but actual £13,253. The actual is less than expected, but your notes from last time indicated that more meals are being taken now - why is that?</b></p>	

You cannot not really work the meals out as 10/12ths as in August there are no meals and in some months you have school holidays. The budget plan matches Expenditure and Income for 4663 and 6726 as this is KS2 meals paid for.

I have attached the monthly payments for information and you will see that the costs for providing the meals is £13,501.90.

My notes last month related to 5931 which is UIFSM and FSM. This is expected to cost more as more meals are being taken and we have a high number of pupils entitled. This has been increased in the outturn.

2) Contributions from TSB account - has the £2,150 towards the cost of the Pre-School Kitchen now been paid across, or is the re-coding to be done from Other Miscellaneous Income (7203)? Cheque for £2,150 was written before half term and is waiting on signatures so that it can be banked and will be paid into 7210.

#### Staff costs

3) Teachers - "Slight underspend due to teacher salary increment mistake in planned budget" - please could you estimate the total effect by the financial year-end? I would estimate this as £1000.

4) Classroom Support Assistants - after taking the re-coding into account, the cost is a lot less than expected (by £11,200) - I note some new TAs started later than planned but what is the rest of the variance due to? £3,000 has been allowed on this line for overtime/cover. The new posts were originally planned at top of grade, actual employment was at a lower grade. Original plan was September start, revised plan was October start, actual start was January.

#### Other costs

5) Cleaning - how is it going with the new contractor?

New Contractor carried out a very thorough deep clean during Christmas break including stain removal and cleaning of carpets. There was an additional cost for the stain removal but the school looked noticeably cleaner on return in the new year. Since then the cleaning has remained to a high standard with the manager coming in regularly to meet and assist present cleaner to ensure high expectation is maintained. There has been a couple of occasions when the Pre-School has been missed but this has been followed up and was an oversight by staff.

6) Cleaning - "March will fall into next financial year" - is the effect that we will only have 11 months of charges in this financial year? There will be 12 monthly payments in this financial year as March Invoice is always issued at the end of March so historically falls into the next financial year.

	<p><b>7) Educational Supplies, Stationery &amp; Materials (4540) - is there likely to be an over-spend, and, if so, do you know roughly how much it would be? There will be an overspend against 4540 and in the outturn I have allowed for £13,000.</b></p> <p><b>Predicted Outturn</b>  <b>The Outturn suggests that we will be taking forward £13,517 an additional £12,160 compared to the revised budget plan. I would suggest that this is mostly due to additional Top Up Funding being applied for and approved creating an additional £11,359.</b></p> <p>SBM met with Financial Services and an outturn document would be shared on Google Drive.</p> <p><b>A Governor asked if this was a reasonable amount to carry forwards and it was felt it was reasonable for a one form entry school.</b> The in year carry forward would be £13,000 which was healthy compared to other schools. The three and five year budget was discussed and it was stressed that the schools aim was to reach a break even point where possible and money should be spent on the children who were in school.</p>	
135/24	<p><b>Sports Premium Update</b>  An update would be available at the next meeting.</p>	AD
136/24	<p><b>Mental Health and Wellbeing</b>  Currently there was not a specific lead governor but all governors were taking a lead during visits.</p>	
137/24	<p><b>Leadership and Management</b>  2 reports had been shared – one question to the HT from the INSET day report was asked if it would be worth selecting the top 5 or 10 comments and sharing these on the website. It was felt this would be positive. This would be discussed in SLT and could be used alongside the DHTs suggestion of advertising school vacancies.</p> <p>AT had not been receiving Parentmail and would email reception to be added.</p> <p>The document about possible questions from Ofsted had been shared with all governors. After the last FGB, JA had met with DJ and the Chair and the notes from the meeting were in the last column of the document. All Governors were encouraged to become familiar with this document as it would be useful when meeting with inspectors. Thanks was given to JA for creating the document. Governors agreed there was a lot to celebrate and lots of evidence to use to support.</p>	HT  AT  All
138/24	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>a. Media</li> <li>b. Marketing</li> </ul>	



	<p>This item had been discussed during the HT report on numbers on role and marketing was obviously working well with in year admissions.</p> <p>SLT had made a big push on school shoes and the Headteacher asked parent governors on their thoughts about how it had been carried out, parents had been aware and didn't feel it was negative It was felt the logo on the school bags was a positive step forward and easily identified the pupils around Romsey.</p> <p><b>139/24 Development and Training</b> Thank you was offered for the FGB training. Governors felt it was a positive session, very interactive and worthwhile. 6 actions had been drafted and shared, 2 actions had been completed already and the others were being worked on. Succession planning could be discussed at an extra meeting possibly separate to FGB in the Summer term.</p> <p>The link to the Chairs 360 had been circulated and completed by 8 governors. An additional option had appeared in question one and needed to be taken out, hopefully DHT would help with the technical aspect of this. 4 Governors still needed to complete it.</p> <p>All Governors were encouraged to sign up for training courses. Foundation Governors were required to complete the Diocesan Induction training and then Collective Worship training (both online). Sam Powell at the Diocese would register governors for the courses but just email the Chair so she will make the booking.</p> <p>JP had completed his RAPS induction meeting.</p> <p><b>140/24 Curriculum</b> A report had been shared on Google Drive. DJ reported that Deep Dives had been completed in 3 curriculum areas. Staff were enthusiastic and questions from the reports were read out and answered by the HT. Monitoring was discussed in pupil progress meetings and Subject Leaders meetings. To ensure teachers workloads are manageable targets are set to be achievable and are manageable rather than sizeable. The Headteacher explained that initiatives were not new there was a focus on embedding which helped with workloads.</p> <p><b>141/24 Behaviour</b> DJ reported that behaviour had been explored across a number of areas including play time, collective worship and before and after school sessions. The questions posed in the report had been answered in today's meeting. Impact was being measured by behaviour plans and their reviews.</p> <p><b>142/24 Premises and Health &amp; Safety</b></p>	<b>All</b>
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<p><b>143/24</b></p>	<p>The chair would discuss this item with the SBM at their next meeting. If contact with Sandra Gidley can't be done then the Chair will contact LA about seeking a new LA Governor. A reminder was given to all to flag any H&amp;S concerns noticed during a monitoring visit to the Headteacher.</p> <p><b>Ethos</b></p> <p>The Clergy team weren't able to come into school to make pancakes but the team were coming in for Collective Worship to explore Lent</p> <p>The Holocaust Memorial Service had been carried out, it was a thoughtful service.</p>	
<p><b>144/24</b></p>	<p><b><u>Chair of Governor's Report</u></b></p> <p>There had been no feedback on the role descriptors, the Chair had reviewed and updates would be shared for the next meeting.</p> <p>RP had written a strategic plan which had been shared. The GB were half way through the 3 year plan and progress against it had been discussed between RP, the Chair and the Head. This would be reviewed again in June and would be reported on in the July meeting.</p> <p>3 questions were posed as below;</p> <p><b>What do the Year 6 SATS results show in terms of progressing the strategic objective of providing effective Governance – the outcomes are very positive and the increased scrutiny has supported this with data, deep monitoring, accurate data and Governors ensuring money is well spent to ensure the best possible outcomes were attributed.</b></p> <p><b>Is there anything more Governors can do to progress the strategic plan – ensure Governors monitor and evaluate each year and this would become an item on the agenda.</b></p> <p><b>When should SLT and FGB start developing the strategy in 2025 – it was felt the Autumn term 2024 or Spring term 2025.</b></p> <p>DJ would add dates to the monitoring plan and she had write access to the document. Guidance on Hampshire Services for School had been shared on the Googledrive, all Governors were encouraged to read this and then login.</p>	<p><b>Chair</b></p> <p><b>Agenda</b></p> <p><b>Agenda</b></p> <p><b>DJ</b></p> <p><b>All</b></p>
<p><b>145/24</b></p>	<p><b><u>Policy Reviews</u></b></p> <p>None to review this meeting</p>	
<p><b>146/24</b></p>	<p><b><u>Any Other Notified Business</u></b></p> <p>There were no further items to discuss.</p>	
<p><b>147/24</b></p>	<p><b><u>Impact Statement</u></b></p>	

	<p>Strategic Plan and School Vision was linked together strongly and the Governors offered strong support and review of the School Vision.</p> <p>Governor questioning has helped develop progress and also CPD towards progress.</p>	
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The meeting closed at 8.30 pm

Date of next FGB Meetings:

**6.00 pm – 8.30 pm**

- Thursday 14th March 2024
- Thursday 25th April 2024
- Wednesday 22nd May 2024
- Tuesday 18th June 2024
- Monday 15th July 2024

**Actions for future agendas**

Strategic Plan review yearly