



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body
Thursday 20th October 2022
6pm – 8.30 pm

Present:

Liz Wagner (LW)
 Jemma Jones (JJ)
 Robert Pears (RP)
 Mark Harris (HT)
 Alan Davies (AD)
 Dawn James (DJ)
 Revd Thomas Wharton (TW)
 James Ablitt (JA)
 Ann Turtle (AT)
 Tom Langford (DHT)
 Adam Smith (AS)
 Kathryn Sessions (KS)

Apologies:

Sandra Gidley (SG)

Governor questions shown in blue

014/23	<u>Welcome, Prayer and Apologies</u> MH opened the meeting with a prayer and the meeting commenced.	
015/23	Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 18 October 2022) There were none.	
016/23	<u>Declaration of Pecuniary Interests</u> There were none.	
017/23	Endorsement of Minutes from last meeting – 27 September 2022 (in Dropbox) The Clerk was asked to add the time of Governors entry if they entered after 6.00 pm in the attendance column.	

	<p>06/23 – The Heads action was missing from the Actions column</p> <p>08/23 – A Governor raised that Staff Survey had been on the agenda but not discussed at the meeting and they were reminded this had been shared at the meeting and questions would be raised in the present meeting.</p> <p>Page 9 Ofsted training action to EW</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting and would be signed accordingly by the Chair.</p>	
018/23	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>There were still some Governors who had not completed their Declarations of Interest on Governor. All governors were requested to complete this by the next meeting.</p> <p>The Clerk emailed TW his password reminder and RP his Governorhub registration link in the meeting.</p> <p>Lead roles had been updated and could be found on Dropbox, a staff Governor and Leadership and Management sections would drafted.</p> <p>Chair to email word version of the ToR's to the Clerk.</p>	<p>All</p> <p>EW, AS, JA</p> <p>Clerk</p>
019/23	<p><u>Clerks Update</u></p> <p>Nothing to report.</p>	
020/23	<p><u>Headteachers Verbal Update</u></p> <ul style="list-style-type: none"> • Staff Survey • Nurture Group update <p>The Year 5s experienced the Abbey Sleepover last night which was a success and had also reintroduced the bell ringing which had been a highlight for the children and was very memorable. SLT thanked the Abbey for hosting.</p> <p>Attendance at the time of the meeting was 96.34% which was still positive. There was a number of PA families who had made a real improvement, a robust system was in place for those who were not as punctual as they should be. The Chair explained that during her experience on gate duty she had seen an improvement just this term. A fixed penalty notice would be issued to families who continue to be late or have unauthorised absences.</p> <p>Support from the LA had improved with a family and the legal intervention team had been in contact and their interaction with a family had been very positive.</p>	

Feedback from the Attendance Officer was that the ethos of the school shone through the process and the school had clearly gone above and beyond.

Pupil Progress meetings had been held earlier this week. The Head had started training on teacher efficacy to help drive better outcomes for children. It looked at specific pupils and what was having the greatest impact and then looked at how to replicate this for those who were not achieving as well. Staff explained it helped teachers highlight how well they knew their children, it also achieved an in-depth conversation. **A Governor questioned whether the new tracker was working and it was confirmed it was easier to use and quicker, it also helped keep all data in line and was easier to draw conclusions from. A Governor then asked if there was anything missing from the programme and at the time of the meeting, SLT explained so far it was working well for the school.** It had helped staff quickly identify who wasn't where they should be and that helped staff to identify interventions faster. It was also reported that from this there had been some good teacher sessions discussing children, which in turn, was hoped to empower staff.

A Governor enquired SLT monitored consistency across staff to ensure it was comparable and SLT members present explained they held moderation sessions and they will implement termly testing to ensure this supports the judgement. A Governor then enquired as to whether other local school use the same programme and it was reported that a lot of schools do but SLT weren't sure about local schools. A Governor went on to ask how the programme was discovered and the DHT explained he had researched a number of systems and felt this would be a best fit for the school. Governors were also reminded it was significantly cheaper than Target Tracker.

Year R tours for September 2023 were going well. 16 families had a tour with more bookings due too. The Headteacher explained this did not include the majority of families from Preschool. There had been a tour with a Dutch family of three children across the school. One of their children needed a year 6 place and if they entered the school it would mean the class going over their PAN. The Headteacher explained they would have an impact on the data at the end of year as they won't be at the expected standard. The school had met the family and they were keen to join due to the strong school ethos.

A Governor asked what other concerns there were apart from data and the Headteacher explained it would stretch the teacher and there would be physically less space. The year 6 class did have excellent learning behaviours which would help alleviate concerns. This was discussed and Governors agreed for the year 6 class to go over their PAN to allow for this family to come to the school.

A friend of the school and environmental campaigner (Manuela) had been in contact with the school about supporting Habits of Mind. The Mayor of Test Valley was attending on 18th November and Manuela would be leading a collective worship on this day. Governors were invited to school for 2.00 pm

<p>and tea and cake would be offered. Councillor Daas from Romsey Abbey Ward alongside Sandra Gidley would also be invited and this would then be a good opportunity to write a press release on the visit.</p> <p>The SBM and Head visited the Rotary Club to present about the Psalm 23 Garden, the next step would be a visit from the Rotarians to the garden. The president was an ex-parent. The PTA had agreed to focus their funding for the project. The Headteacher explained it was an ambitious and exciting project.</p> <p>A Year 6 teacher would be commencing her Maternity leave from February half term and the school had advertised for a member of staff. It was hoped that KS would work in Year 6 full time which would require a member of staff in Year 1. 2.5 days cover would be sufficient for the post.</p> <p>the Staff Survey shared at the last meeting had been put in Dropbox and questions were invited.</p> <p>A Governor commented that it seemed to be a very positive survey although there appeared to be a theme about communication, they asked whether there would be any changes to address these. It was explained that those who were less positive were predominantly the TAs and from this SLT had set up a weekly meeting with the TAs and a member of SLT, training would be shared at this time too. This would help aid communication. Some of the communication issues could have been down to last minute changes due to staff illnesses. SLT were trying to be more prompt but the nature of the changes were usually last minute and necessary. A Governor then asked which areas were the challenges coming from and they were informed the teachers training being passed down to the TAs was highlighted and this was being addressed. There was a lot of opportunities for staff to carry out CPD whether it was online or in person. A Governor enquired as to whether TAs were part time or full time and the Headteacher confirmed they were mixed. One of the written comments felt part time staff were over-looked. The Chair explained there were two specific members of staff who were upset and one had since left the school. The survey was 90% positive which was very positive. The SLT were asked when the next survey would be sent and it was felt the INSET days in January may be good timing.</p> <p>Governors questioned whether there could be more CPD opportunities and it was explained that this was something SLT were constantly trying to do. It was questioned whether staff recognised what CPD was and whether staff meetings where training happened could be branded better. Staff absence last year did impact on CPD and this would have been reflected in the questionnaire. Governors enquired as to whether a training record was kept and it was confirmed it was. Governors discussed the wording of the question and this would be posed to the DHT for the next survey. Governors felt this was still a positive survey and morale was still considered higher than a lot of other places.</p>	HT EW
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	<p>The Nurture Leader had completed her training. The school was now in its next phase of Boxall assessments to identify who would benefit the most from the Nurture Group. The combination of children was critical in the group and there had been some creative thoughts from pupil progress meetings about interventions for specific needs for those who may not benefit from the group. The aim was to start the nurture group in November following parents evening.</p> <p>If laptops were required from the Hardship fund the Head would be in contact.</p> <p>JJ would draft an email about the EHCPS and would send to her contact.</p> <p>A discussion was held over experienced teachers providing lessons with ECTs and the Headteacher explained that the programme gives both the ECT and teachers the opportunity to drop into lessons to observe effective lessons and SLT were able to monitor core lessons without teaching them which was also beneficial.</p> <p>The SEF had been updated and this would be shared to DJ as Curriculum Governor and it would then be shared with all governors.</p> <p>A discussion was then held regarding the correlation between attendance and achievement. It was found in KS2 that those who did achieve the National Average had an attendance of 98% and above and those who didn't achieve the National Average had an average attendance of 90%. This was repeated in KS1. Governors then discussed whether this was a case of if a child was struggling they didn't wish to attend and it was agreed in some cases this could be correct. The school followed the absentees as this was important academically and also from a safeguarding point of view. It was time consuming but incredibly important.</p>	<p>Head</p> <p>JJ</p> <p>Head</p>
021/22	<p><u>Lead Governor Reports (inc visits)</u></p> <p>Finance</p> <p>The budget revision was due in November and this had been drafted alongside LA advice. The Pay Policy was a statutory policy and the school used the Hampshire model. Pay increases had changed and for teachers this would be back dated from September for 5-8%. Support staff would get an increase from April 2022 and this would be confirmed in due course. Each level of the pay scale would increase by £1000 and this was being consulted with Unions.</p> <p>A Governor asked where the extra money would come from to pay for this as budgets for schools had not increased and it was explained in previous years there had been a Teachers Pay Grant. This funding was being merged into the main school funding. At the time of the meeting it was not known what would happen about the grant. Some of the pay award had been allocated and pre-empted in April and so was in the budget already.</p>	<p>Agenda</p>

	<p>The date in the footer of the Pay Policy would need to be updated and page 33 enquired SLT titles to be updated. With these amendments Governors unanimously approved and ratified the policy. HT to ask SBM to update</p> <p>The cost of the cloud was still ongoing. Google was a cloud based server but didn't back up. There was a risk to lose of data although the likelihood was low. There was a cost of approx. £2500. A Governor asked if the server was big enough to warrant the cost and they were informed the school used Google Cloud to back up, sims kept the data somewhere differently. It would be worth evaluating what data is held and where. It may be possible to create our own backup for less. The sensitive data like Sims and CPOMS would need someone to check it was being backed up. There was a meeting with Zack after half term to have this conversation.</p>	<p>HT</p>
<p>022/22</p>	<p>Sports Premium Update Nothing</p>	
<p>023/22</p>	<p>Curriculum Visit to Hilliers and the Harvest Festival. -report in Dropbox Year 5 started with Collective Worship, an action from last year was how to make better use of the start of the trip and this addressed this. 7 classes were taken around Hilliers with Hilliers staff. The Head moved across all groups and the consistency of respect etc was carried through the staff and Hilliers staff. There had been a 2.30 pm end and the children had not been collected until 3.15 pm and the children were tired. The Headteacher was asked what could be done by the end of the day and it was felt staff could take children off to carry out a reflective activity, drawings, story time etc.</p> <p>Staff reported it was a really good day.</p> <p>Harvest Festival was very positive and the Abbey was full with parents. Lots of singing and musical instruments and lots of contributions from the children who were respectful throughout.</p> <p>Parents reported the Harvest Festival was exceptional and how wonderful it was for the children to perform so early in the academic year, it would have been nice to have had a public thank you to the children. Commented on how respectful the children were whilst watching their peers perform. Parents were supportive and this was reflected in how the school ensured all the children take part.</p> <p>The Christmas Service would be held on Thursday 15th December at 1.30 pm – all governors welcome to attend.</p>	<p>JA/DHT</p>
<p>024/23</p>	<p>Premises and Health & Safety</p>	

025/23	<p>Drafted an update on the health and safety leaflet. Further detail expected next meeting</p> <p>Ethos The strong ethos had been a running theme throughout reports and it was felt the school was in a strong place with this aspect.</p>	SG
026/23	<p>Pupil Premium and SEND Meeting after half term and the Headteacher would confirm a date with JJ. Target tracker didn't provide a particularly meaningful measure include SEN children and so it would be interesting to see the new programme.</p>	HT
027/23	<p>There would be a focus on Spelling and Handwriting at the INSET on Monday 31st October from 9.15 am. JJ was invited to the session.</p> <p>Pupil Progress There is nothing further to update</p>	
028/23	<p>Safeguarding The audit had been submitted. It would be necessary to monitor the action plan from the audit and the Chair was due to meet with Julie. The Serious Case reviews had been planned and the Chair requested the dates. The Chair attended a briefing session on Safeguarding lessons learned for Hampshire and IOW. This would be shared on Dropbox. Ofsted may ask how Governors were involved in setting the curriculum and it would be necessary to demonstrate the GB understand that curriculum met the needs of pupils in school and reflected the values and vision of the school. Curriculum monitoring could look at the breadth and depth of the curriculum. SIAMS action plan would cover this area and the GB did ensure RE was taught in the Trust Deed of Union.</p>	Chair Chair
029/23	<p>Development and Training Email had been sent to all Governors about completing PREVENT and Safeguarding training and Governors were asked to do this by the next meeting. The Clerk had sent reminder passwords to those who had not accessed Governorhub.</p> <p>DJ attended a training course and it was confirmed courses would be offered both in person and also online. A training overview will be shared and discussed next time. The training also highlighted the Skills Audit and the toolkit was encouraged. Safeguarding training was part of the induction and Heads were asked to talk to Governors about the Safeguarding process in school. Discussed recruitment drive and the high number of vacancies.</p>	DJ

<p>030/23</p>	<p>WGB training had been confirmed about Vulnerable children and meeting their needs. It was being run by Debbie Allan who was the school's LLP.</p> <p>JJ had booked online courses for attendance and mental health in schools. There was a Mental Health Support training session in December which would be sent to AS.</p> <p>Communication</p> <ul style="list-style-type: none"> a. Media b. Marketing <p>There had not been a recent press release but there would be one as above. Thank you to JJ for distributing the leaflets. The Headteacher was asked how people had heard about the tours and so far the majority was word of mouth.</p>	<p>DJ/AS</p>
<p>031/23</p>	<p>EYFS</p> <p>Nothing to report. The Head had signed up for Hampshire moderation this year which would be helpful. The Baseline assessments had been completed.</p>	
<p>032/23</p>	<p><u>Chair of Governor's Report</u></p> <ul style="list-style-type: none"> i. Strategic Plan ii. Autumn Term visits schedule iii. Action Plan <p>The Ofsted paper had been shared on Dropbox and there were no questions.</p> <p>Strategic plan would be on the agenda for November.</p> <p>Visits schedule – Governors were asked to please review their area and if appointments to make a visit was being made to please include the Chair in the email. The school was asked to let the Chair know if the visits were becoming too much.</p> <p>Action Plan – SG, DJ, JJ will meet and will share the action plan at the next meeting.</p> <p>Lead Governor roles, the most up to date version was on Dropbox. A Staff Governor section would be written. JA, AS to write a Leadership and Management section.</p> <p>The Chair attended the Service Review meeting. The Western Governor Forum online meeting was also attended. There wasn't too much to report. If another Governor would like to attend it could be beneficial. Chair to look at dates for the next meeting.</p>	<p>Agenda</p> <p>EW, JA, JS</p> <p>EW</p>

033/23	<p><u>Policy Reviews</u></p> <p>Governors Code of Conduct – updates in Dropbox and was in line with the NGA. This would be brought back to the next meeting.</p> <p>Intimate Care – contradictions had been addressed. Governors were now happy with the corrections.</p> <p>Admissions Policy 2024-25 – there were no changes, preschool would need to be changed on page 4 to Romsey Forest Footsteps Preschool. There was a query over Sunlights preschool being a linked preschool, it was not known whether they were a linked pre-school and the Clerk would contact the SBM. A Governor queried whether the statement about the PAN would need to be changed and it was agreed it would not be as any changes would need to have Governor approval. With these queries and alterations the Governors approved and ratified the policy.</p> <p>Safeguarding – A Governor asked whether there was anything they need to think about in terms of being a Church of England school and Safeguarding. As a school our safeguarding processes haven't been queried. Everyone who comes in is DBS checked or is under the supervision of a member of staff. Visitors are never alone with children and it is our statutory duty to do this. There had been some changes in wording such as disguised compliance. Teenage abuse is not in the document and it was felt this had been removed. There was also a query about the highlighted sections. The Clerk was asked to contact the SBM about these. Pending these questions the policy was unanimously approved and ratified.</p> <p>Child Protection – This was a statutory policy and was updated in line with KCSIE. The Clerk was asked to contact the SBM to ask whether the phone numbers had been check as being current on page 33 and to see if there were any missing links on page 35. Pending these questions this policy was unanimously approved and ratified.</p>	<p>Agenda</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
034/23	<p><u>Any Other Notified Business</u></p> <p>There were nothing further to discuss.</p>	
035/23	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Conversation about the link between attendance and attainment • Improving attendance • New insight tracker working well 	

	<ul style="list-style-type: none">• Baseline assessment completed• Respect and Empathy visit• Theme around strong ethos and opportunities for the children• Abbey sleepover, festival and Hilliers trips• Psalm 23 garden plans• Staff survey discussed and generally positive• Conversation about finance at the next meeting and the impact of wage increases on the budget• Safeguarding and lessons learned training – need for strategic development of curriculum• Signed statutory policies• Ensured Governors signed up to Governorhub for training, and statutory signing of KCSIE	
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Meeting closed at 8.21 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Tuesday 22nd November 2022

Monday 12th December 2022

Thursday 19th January 2023

Wednesday 22nd February 2023

Thursday 16th March 2023

Thursday 27th April 2023

Wednesday 24th May 2023

Tuesday 20th June 2023

Monday 17th July 2023