



Romsey Abbey C of E Primary School
Minutes of Full Governing Body meeting
held in person on Thursday 20th January 2022 at 6pm – 8.30 pm

<https://us02web.zoom.us/j/84031976098>

Meeting ID: 840 3197 6098

Present:

Liz Wagner – Chair (EW)
 Jemma Jones (JJ)
 Mark Harris (HT)
 Robert Pears (RP)
 Adam Smith (AS)
 James Ablitt (JA)
 Dawn James (DJ)
 Alan Davies (AD)
 Sandra Gidley (SG) (online)
 Ann Turtle (AT)
 Kathryn Holyland (KH)
 Revd Thomas Wharton (TW)
 Tom Langford (DHT)

Apologies:

Attended:

Victoria Bleaney (Clerk)

Governor questions shown in blue.

123/22	<u>Welcome, Prayer and Apologies</u> Rev Thomas opened the meeting with a prayer and the meeting commenced.	
124/22	<u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 17 January 2022)</u> There were none.	
125/22	<u>Declaration of Pecuniary Interests</u> There were none.	

Open Door, the Romsey Abbey Parish Magazine, were running a profile on the new Head in February.

Staff were looking to increase the offer of clubs to the children. Drama club had been operating successfully and it was hoped more teachers would run a club over the year. Running club was being organised by the Coaching staff and this had been very popular. Quidditch club, Taekwondo and Percussion club were all being explored. It is hoped to utilise parents in the clubs too.

Hayley Coughlin, SENDCo had commenced more training courses and she was then taking opportunities to feed this into school life. HIAS offered free SEND briefing and JA, AT, JJ and the Head had all attended. **A Governor asked if the briefing had given any suggestions for future improvements and the Head confirmed it was encouraging to see that staff were doing as they should be.** Best ways to assess the progress of SEND children had been explored and it was reported this was not an easy task and was an area for all schools to review. Interventions should be well calculated to ensure the best way forward. **A Governor enquired as to whether this was an area the school was strong in and they were informed that it was an area which was strengthening all the time.** If you withdraw a child from the class they then miss things moving forwards, an SEN child needed as much time with the teacher as possible. AT and JJ reported they took a lot from the briefing. The school had a high number of SEN children and the number was increasing since Covid. It was explained that SEN and EHCP percentage was very different and a learning delay due to Covid was very different to SEN.

The Head had completed his first cycle of his NPQH course, he had been put in the Wiltshire Heads group and it had been a good learning curve.

5 children had been chosen from the Boxall assessment. They would receive 2 hours per day and it would have a positive impact on the children and their behaviour. **A Governor asked if this was open to all year groups and they were informed to start with staff had focussed on 2 years groups with the highest needs.**

It was reported that the preschool had to close due to staffing shortages. They were a separate company to the school but they did hire the room from the school. They have informed the 25 children on roll and Hampshire. The Head would be working with Hampshire to find a team to reopen from Summer. **A Governor asked if there would be an impact on numbers on roll and it was confirmed there would be an impact from September 2023 and there was a financial impact of about £14,000 per year for the room hire.** The SBM had run a budget scenario without the preschool and AD would liaise with her and share this at the next FGB meeting. For the school to run the preschool, themselves, they would need to make sure it was business viable and it was felt the school did not have the capacity at the moment. HT to speak to Romsey Primary for more details as they run their own pre-school. The GB discussed the options for the space as a

AD

	<p>preschool was not the only option and it was felt it would be important to find a provider as it was a significant amount of money to lose. The Headteacher was asked to pass on the GB best wishes to the Pre-school team. The Head would update the parents about the preschool in his weekly update.</p> <p>The Year R applications had closed and 19 places had been offered. A Governor enquired as to how this compared to other schools and the Headteacher explained Halterworth was also lower than they were expecting and Romsey Primary were also had lower than expected. Governors were informed this did not include out of county applications. A Governor asked what proportion of second choices convert to first choices and it was confirmed not many converted. SLT had been looking at reasons and started the action plan to make the following year better.</p> <p>At the time of the meeting there were 203 on roll with one new starter due on 1st February. There had been 7 new starters since the start of the year some of whom were EAL children. A Governor questioned if new starters were providing language challenges and the Headteacher explained at times they were but staff were highly skilled and the children were moving forwards with support. A Governor then asked if language support cost money for the school and it was confirmed it didn't as the school had a HCC SLA. Governors were informed that it was also providing a wealth of new information for the current children who were learning about the new children and new countries, a parent Governor reported this was the case for their child. Governors were reminded that there had been 183 on roll just two years ago and so the increase to 203 was very positive. Governors discussed this and it was felt that some families may be waiting to apply late apply due to Covid and also home-schooling numbers had increased.</p> <p>The next item was confidential and could be found in the clerk's confidential file.</p> <p>The GB were invited to the Holocaust Memorial at the Abbey at 10am on Thursday 27th January.</p> <p>Governors reminded the Headteacher if he wished for their support during the mocks they would be willing. The Headteacher agreed he would be in contact and the mocks would be held the Wc 7th March 2022.</p> <p>A Governor asked if the Headteacher had attendance information and they were informed the attendance was improving and was 95.7%.</p>	<p>HT</p>
<p>130/22</p>	<p>Lead Governor Reports (inc visits)</p> <p><u>Finance Update</u> The projected outturn for 2021-22 would be given at the next meeting.</p>	<p>Agenda</p>

AD reported that the following questions and answers had been sought from SBM prior to the meeting.

HCC Schools - High Needs Top Up Funding (7691) looks lower than expected for nine months in, is this a timing difference or will the delays in processing mean some income gets deferred to next year? We have received top up funding for the Summer and Autumn Term. Spring term funding will not be received until the end of March.

2. Alterations to buildings - over budget due to preliminary work and advice for hall roof project (£4,953 - spend budgeted for in next financial year). If we have paid for these costs directly, will they be taken off our 10% contribution to the total project cost? I have asked Barbara at what point we stop paying the invoices and the Diocese take over. I have also asked whether the money we have already paid comes of our 10% contribution or whether we have to pay the full 10% and then this is refunded to us. I have not had a reply as yet.

3. Purchase of IT Equipment - do the accounts include a 90% reimbursement from the schools TSB account for any new hardware purchased, and, if so, where does this appear? I am having huge technical problems today with anything remote. Im not able to log on and see this information today.

4. Please can you let me know how much was the Accelerated Reader three year subscription compared to what was budgeted for this? (Im not questioning the rationale, its just so that I can understand the variance from budget) The accelerated reader was budgeted at £1850. I have also noticed that they have charged us twice for this; we are awaiting a refund for one of the invoices which will bring this spend back in line. They have charged two different amounts. The first invoice was for £5530.68 and the second £4,821.30 as I persuaded the sales rep to give us additional discount. I have asked for a refund of the larger invoice.

A Governor enquired as to what was in line IT 4495 as it was called Letters and Sounds and the school did not use this programme. It was confirmed this was correct and the programme was called Little Wandle Letters and Sounds.

The budget was looking very positive at this stage with no unexpected variances. A Governor enquired as to when the budget would see an impact from the preschool. It was confirmed this would be in the next year's budget.

There was £743 in the CCLA account. A payment of £900 for the wall costs had been made but the school should only have funded 10% so the diocese had paid £810 back. A Governor questioned whether the school should have paid anything as the neighbour funded the wall but it had been

	<p>checked it was confirmed as being correct as the school had to pay 10% for the project management.</p> <p>The Diocese had given the school permission to get a survey done for the heating system. 3 quotes for the survey had tried to be sought but because there was a risk to the school they agreed to use the company providing the only quote which was £1000.</p>	
131/22	Sports Premium Update – There was nothing to report	
132/22	Curriculum – A visit to see the phonics assessments and its use in Year 2 would be planned. There were no questions on the reports submitted which had been verbally reported at the last meeting. There would be some actions for the monitoring plan on Habits of Mind.	
133/22	Premises and Health & Safety – SG reported that the Site Manager confirmed HCC inspected the trees every 5 years and there was one due in the near future. He also looked for issues on his daily inspections. HCC had committed to reinspect the poplar tree once it was in leaf. The Lead Governor had been chasing the hazards policy and was able to confirm all hazardous items were kept in the locked cupboard. In case of an emergency if there was nobody at school then the hazards would not be removed. The Site Manager held the key. SG was asked to meet with the SBM as to whether the Fire Service would deal with the cupboard as per the last minutes. It may require the SBM to contact the Fire Service. The Lead Governor was asked who maintained the grounds and it was thought HCC did but she would confirm at the next meeting. The next H&S monitoring walkabout would be in March.	<p>SG</p> <p>SG</p>
134/22	Ethos / SIAMS – Interfaith panel ran very well and the pupil feedback was very positive. Collective Worship had been held in person and the School Councillors were monitoring the Clergy during their visits. A Governor asked why this was and they were informed Pupil Conferencing was very well embedded and this was quite normal in schools. It gave the children a sense of leadership. A Governor then asked if the feedback was given back to the class and although it wasn't at the time of the meeting it would be good practise and SLT would look at how best to do this. Governors were informed that for Holocaust Day, there was a theme each year for KS2 children, this helped everyone reflect on the effects of discrimination in a sensitive way. The Head would be visiting a sensory garden in a school in Eastleigh along with the rotary club.	<p>SLT</p> <p>HT</p>
135/22	Pupil Premium and SEND – JJ reported that the monitoring reports were in Dropbox along with staff reports on PP and SEND. National Average for SEND was 12.6% and the school had 14%. There were 31.3% PP children and 14 of these children were also on the SEND register. A lot of children who were on the register also had emotional and language needs, it was interesting how the reports showed the progress the cohort made.	

	<p>Interventions were not shown in target tracker although it was known they were effective. Data drops were 6 weekly and other schools were 12 weekly. It was harder for someone with a delay in learning to show progress in 6 weeks and so Governors asked if the school would extend the length of times. The Headteacher explained SLT were looking at how best to tack these children in addition to target tracker. SLT had discussed the time frames and decided to stay at 6 weeks so if an intervention was not working staff can change it to be more effective. Attainment was discussed and staff were aware of key areas for each child and interventions were in place. The leads for PP and SEND work very well together. There were 4 EHCPS within the last 6 weeks. SLT were asked if there was a hope the number of SEND children would decrease and this was being monitored very closely. Emotional Coaching had commenced, teaching staff should be able to talk about their feelings and also need to understand the childrens feelings. A Governor asked when the new banding system for EHCP funding would be in place and what impact would it have and they were informed the SENDco had created a scenario of the current EHCPS and the new EHCPS have started on the banding system. A Governor then asked with the cost of living expected to increase were the school expecting the number of PP children to increase. At the time of the meeting, one third of the school were PP, whether this would increase was not known but would need to be monitored. PP children have shown they are making better progress than non PP children. AT and JJ attended the SEND briefing and a report would be written for the next meeting alongside the slides which were used. Suggested questions were shared in the briefing and this would be included in the monitoring plan. LLPR would be on 4th February and SEND would be a key feature. It was agreed for the Chair and DJ to attend. Annual Conference and SEND conference from DJ was in Dropbox. There was a big emphasis on knowing the child and how best to move them forwards. Historically schools with higher numbers of SEND children were more successful. Governors found the reports very useful.</p>	<p>JJ, AT</p> <p>EW/DJ</p>
<p>136/22</p>	<p>Pupil Progress – Stable numbers following the data drop. The next Data Drop would be in February. There would be a report from December and verbal feedback from the February drop at the meeting.</p>	<p>AS</p>
<p>137/22</p>	<p>Safeguarding – There was a report in Dropbox which had been fed back in December. There were no further questions.</p>	
<p>138/22</p>	<p>Development and Training - Chairs 360 Governors were thanked for their responses and it had been extremely positive. The Chairman set her own targets as there had been no feedback. Succession planning and maintaining the levels of success had been set. There were 9 out of 12 responses.</p>	

<p>139/22</p>	<p>The skills audit had been sent to the Chair and they would work out how best to report on. A discussion about the use of GovernorHub was held and it was agreed not to store documents there but this would continue to be reviewed. JA and AS had visited the school to see the nurture room and completed their new governor training and how to monitor. The PM audit was to be carried out, a mini audit would be held and the Chair would talk DJ through this.</p> <p>A discussion about Governor training from the LA was held and it was felt the training was positive. It was also felt an extraordinary meeting could be arranged to discuss whether to join an Academy Trust. It was felt the school was moving in a positive direction with strong leadership and Governors felt the Headteacher should be able to complete his first year before decisions were made. An agenda item for the summer term would be added to the discuss whether to look at this more.</p> <p>Communication</p> <ul style="list-style-type: none"> a. Media b. Marketing <p>A marketing plan was to be presented by the Head at a future meeting.</p>	<p>EW/DJ</p> <p>Agenda</p> <p>Agenda</p>
<p>140/22</p>	<p><u>Chair of Governor's Report</u></p> <p>The completed autumn monitoring had been put in Dropbox. Governors felt monitoring was very positive and showed the schools increasing positivity and progress.</p> <p>The Spring term had been written and visits were being planned. There were no further questions. AT had taken on Early Years.</p> <p>The NGA report with GB questions from an Ofsted had been previously shared and it was felt the monitoring plan was doing its job in answering these questions. The lead governors would need to make sure they were comfortable in answering the questions on the report. The document would be emailed to all by the Chair and Governors were asked to type responses in the document and the Chair would collate them into one document.</p>	<p>EW</p>
<p>141/22</p>	<p><u>Policy Reviews</u></p> <p>Disaster Recovery Plan – This would be deferred to the next meeting</p> <p>Charging and Lettings (Gov) – This would be deferred to the next meeting</p> <p>Prevent (Gov) – This would be deferred to the next meeting</p> <p>ECT Induction (SLT) – If an NQT had their time extended due to the pandemic they would remain as an NQT. If they commenced the training</p>	

	<p>this year they would be an ECT. ECTs has a 2 year programme and will have a named provider and mentor. The provider for the school was the University of Winchester and Hampshire was the Appropriate Body. A Governor questioned whether Schools Direct placements would still be offered and it was confirmed they would be.</p>	
142/22	<p><u>Any Other Notified Business</u></p> <p>There were none.</p>	
143/22	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Positive governing training on SEND and trauma and attachment • Head dealing with challenges successfully • Strong ethos and faith in the school and includes monitoring of clergy • Holocaust day • Positive 360 evaluation of Chair • Succession planning for GB • MAT discussion • Approach to monitoring is appropriate • NGA questions to help move the GB forwards • Support has been greater than challenge for the Head 	

Meeting closed at 8.26 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 17th February 2022

Thursday 24th March 2022

Thursday 28th April 2022

Tuesday 24th May 2022

Thursday 23rd June 2022

Tuesday 19th July 2022

Signed:.....

Date.....

Pg no. 9