



**Romsey Abbey C of E Primary School
Minutes of Full Governing Body meeting
held virtually on Thursday 16th December 2021 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)
Ann Turtle (AT)

Apologies:

Revd Thomas Wharton (TW)
Tom Langford (DHT)
Kathryn Holyland (KH)

Attended:

Victoria Bleaney (Clerk)

Governor questions shown in blue.

102/22	<u>Welcome, Prayer and Apologies</u> Mark opened the meeting with a prayer and the meeting commenced.	
103/22	<u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 13 December 2021)</u> There had been a question posed prior to the meeting which had been referred on to SLT.	
104/22	<u>Declaration of Pecuniary Interests</u> There were none.	
105/22	<u>Endorsement of Minutes from last meeting – November 2021 (in Dropbox)</u>	

	<p>Pg 2 – UK Health Security Agency took over from Public Health</p> <p>Pg4 – agreed to add “SLT agreed to closely monitor the staff absence regarding supply teaching and additional hours as there would be an impact on the budget.”</p> <p>The spelling of CPOMS was corrected.</p> <p>With the above amendments the minutes were agreed as being a true and accurate representation of the meeting.</p>	
<p>106/22</p>	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>6.12 pm SG entered the meeting</p> <p>All actions were due to be discussed at the meeting or had been completed</p>	
<p>107/22</p>	<p><u>Clerks Update</u></p> <p>It was important for TW and RP to be able to login in to their Governor emails.</p> <p>Lisa O'Donohoe would be added to the February agenda</p> <p>JJ would be rejoining as a renewed parent governor as there had been no other nominations.</p>	
<p>108/22</p>	<p><u>Headteachers Verbal Update</u></p> <p>The KS2 Christmas service had been the highlight of the Headteachers year. The KS1 and Year R performance had been held last week and it was felt it had been a privilege to be able to let them run. Governors had been in attendance and they had been very impressed. A Governor explained a child got upset during the performance and there was a real sense of love and care within the school. The reading ability of KS1 was celebrated by Governors. Thank you to staff for their hard work and Marion Maxey.</p> <p>The PTA raffle had been held but the amount raised was not known at the time of the meeting.</p> <p>A reflection from the Headteacher was shared via video with parents and this would be shared with Governors.</p> <p>A Learning Recovery Walk checked the children’s understanding and retrieval practise. It was a positive learning walk with deliberate actions by the Head to make sure children understood. The Pupil Progress meetings were also positive. There were a number of children who were showing they weren’t moving at the same pace as their peers and they would commence coaching in the next term. It was stressed coaching was not exclusively for SEND or PP children.</p>	<p>HT</p>

	<p>Access arrangements for SATS had been explored and a plan would be put in place including a mock SATS in March to ensure the children were able to sit the tests in July. It was thought the class would be split into two groups to ensure appropriate support was given. Governors enquired whether any of the needs were specific to the pandemic or had the children shown them prior to the pandemic. The Headteacher explained the cohort had them prior to the pandemic and included ECHPs, SENDs and barriers to their learning. A Governor then asked if the SATs were definitely going to go ahead and the Headteacher explained, according to government guidance they were still going ahead, what is different is the school performance would not be published although Ofsted and the LA will still require the results. A Governor asked if the school would still get an ISDR and it was confirmed they would do. Measures would be put in place for Year 2 to ensure they also get the support they require. Phonics had been completed and 79% of the class passed. Governors stressed if the Head wished for Governor monitoring visits or support for the mock tests they would support him.</p> <p>The Headteachers Familiarisation Training had been held this week and this was very useful. Ways in which the school met needs was discussed and also posed some questions which he would follow up with. HIAS offered free training on SEND provision and this would be built into the CPD programme. The introduction session would be held on 19th January 2022 and would start at 2.00 pm. JJ would attend.</p> <p>An Early Help Coordinators meeting had been attended. This was discussed and it was agreed that as long as the school had escalated the case and then re-escalated then they had done all they could. Staff phone home and at times would also visit the home. Early Help Coordinators do still have overall responsibility to ensure all agencies were supportive. A Governor asked what sort of attendance was had from the other agencies and they were told there have always been a lot of apologies for the meetings. A Governor then asked if there was anywhere higher than the help desk and the Heads Familiarisation meeting gave contact details so there was a way to go higher if needed.</p> <p>A TA would be resigning as of January due to a natural move for them.</p> <p>The Government continued to state that schools would reopen in January although staff had been briefed about the 3 week lockdown which had been rumoured. The last lockdown saw 50% of children in attendance in school.</p> <p>A Governor enquired as to whether there had been a discussion about the notice period following maternity leave, the SBM had been correctly advising the Headteacher.</p>	HT
<p>109/21</p>	<p><u>Lead Governor Reports (inc visits):</u></p> <p>Finance Update</p>	

	<p>Support Staff pay rises had not been confirmed at the time of the meeting. A Governor enquired as to whether there had been any additional expenses following the budget update and the budget had been updated to include a 1.75% increase for staff. The budget approved in November would have included this cost, with the exception of the MDSAs which equalled £120.</p> <p>Were there any restrictions on the Recovery Premium use. We need to report on this in a similar way to PP funding and it operates in a similar way too. Eligibility depends on the number of free school and LAC children. This would be paid in instalments of 2 this year and 2 next year. Use is similar to PP and builds on the PP funding. It would be necessary to report on this within the PP report.</p> <p>What is the impact on increasing inflation on the budget. This was a good question as it would have an impact. There was an inflation amount included in the budget but it was likely to be less than the real amount. This would have to be reviewed at the end of the financial year.</p> <p>The cost of living was then discussed and it was asked if this would have an impact on any future builds. There were lines in the budget for general repairs and this would need to be reviewed. The roof repair already anticipated inflation costs so the only impact would be on the school's 10% contribution.</p> <p>The brought forward total had not substantially changed.</p> <p>Last month there was an audit on the funds on the bank account (CCLA) held by the Diocese. There was £743 in there. There had been a payment come out which was not known but the diocese controlled this account. The SBM would enquire as to what this was.</p> <p>There was nothing to report on with regards to the roof. Samples had been taken from the core of the roof but there had not been a result yet.</p> <p>A Governor enquired as to whether the increased costs in energy would have an implication on the budget. They were informed what the school was paying was close to what had been budgeted for. The projections appeared to be correct at the time of the meeting.</p>	SBM
110/22	<p><u>Sports Premium Update</u></p> <p>Nothing to report</p>	
111/22	<p><u>Curriculum</u></p> <p>A visit viewing Habits of Mind and Phonics had been held which had been very positive.</p>	

Behaviour and habits of mind – spoke with parents at the gate and managed to get a good snapshot of years and abilities. Parents had celebrated communication and had been full of praise for all staff and were also very pleased with the provision. Some parents in the past who had not been complimentary were now very pleased. The children were very happy to be coming into the school. Governors had then attended playtime which was impressive and the children coped very well not mixing with other year groups. They clearly saw the ethos of the school during the playtime. They had spoken with the DHT who explained there were less behaviour incidents despite the Covid changes. More support was in place for Year R. The GB had quotes read out from the children. Children’s plans for the reflection garden were shared too.

A Phonics lesson in Year R and Year 1 was observed. Year 2 have a different programme. It had been a 20 minute lesson and the consistency of the language could be seen through the classes. Small reading group was looking at the new books which had since been sent home. Year 1 were taking 2 lessons per day to help them catch up. Staff encouraged each other to watch the Little Wandle videos so everyone was using the same resources. Governors were also interested to see what KS2 were doing. Little Wandle package had been bought which meant the videos could be watched and rewatched at staff members own pace. A report would be written for the next meeting.

KS2 update from the Head had identified children in Year 3 and Year 4 following Little Wandle assessments. There would be a catch up group taught daily from January to close any gaps. The importance of Phonics in KS2 was to help with their reading and further learning.

When the Spring FGB monitoring schedule was planned it would be written with support from AT and DJ to extend on the previous monitoring.

112/22 Premises and Health & Safety

The audit had been voluntary and the results were very positive. Every half term a new area was reviewed. A visit to the school had been held but had been limited to outside areas. Ventilation in classrooms was good and all had carbon monoxide monitors in them. A parent noticed a problem with the poplar tree in the wooded area. The LA had sent someone to look at it and it was deemed as being ok but would be monitored. Ash die back was explored and this would be monitored. The goal posts in the field were becoming unusable and so permanent posts should be considered. The Head explained the aim was to have robust posts which could be put up and down, it has been hard to find what was required. **A Governor asked who maintained the grounds and this was not known at the time of the meeting.** A report would be written for the next meeting. **A Governor then asked how often the trees were checked for safety and there wasn’t a regular check. It was only due to a parental observation which sparked this investigation.** SG would

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<p>113/22</p>	<p>enquire as to how often the checks would be carried out and would email Governors.</p> <p><u>Ethos / SIAMS</u> a. Interfaith report</p> <p>A report had been shared in Dropbox prior to the meeting.</p> <p>The interfaith day had run and they were able to represent 4 different faiths and the children asked some brilliant questions. They had linked their questions to PSHE work on discrimination but also celebrated diversity. The questions had been included in the report. KS1 were shown a video of the questions and responses. The next step would be to invite more religions.</p> <p>RE subject review day had been held. Lesson observations, pupil conferencing and a book review had been held. TW also visited the school and took part in pupil conferencing. The Head was deeply encouraged by clear learning journeys which showed the progression throughout the year groups. There were a couple of actions which would be completed. It was a lengthy report for the subject deep dive. HT to share report with FGB.</p> <p>A Governor questioned whether there had been any learning from these activities to help prepare SIAMS and it was felt that both these activities were a key stage in the preparation for SIAMS. The teaching of RE was strand 7 on the SIAMS framework.</p> <p>It was agreed to look at a different strand at each meeting, it was felt strand 7 had been covered at the meeting and also strand 1 which looked at the previous targets and ensuring we had met them. TW would be asked to monitor 2 and 3 in the first half term and collective worship in the second half term and then in the summer term Governor monitoring would look at 4 and 5 and collective worship.</p>	<p>HT</p>
<p>114/22</p>	<p><u>Pupil Premium and SEND</u></p> <p>There would be meeting with JS on 4th January 2022. She had registered for online elearning for the Attachment and Trauma training. A Mental Health policy was being drafted for children by JS. She asked if there was a mental health lead and there was not, this would be reviewed in the new year and agreed on. The Head explained JS had created a Positive Mental Health policy in November and the school was ahead of other schools in this. The Chair would meet with JS to review the audit as she had some questions.</p>	<p>EW</p>
<p>115/22</p>	<p><u>Pupil Progress</u></p> <p>Nothing to report. A meeting with the DHT would be held in January.</p>	

<p>116/22</p>	<p><u>Safeguarding</u></p> <p>A serious case report had been shared in Dropbox. Governors were impressed that staff were aware of the situation and were being supportive and proactive. Concerns about social services ability to react was shared. A Governor asked if there was anything that could be done as they had a Borough Council rep on the GB. This was discussed and generally concerns could be raised as a personal issue by someone to the Borough Council. It was a complex matter but it would need the backing of the school for specific cases.</p> <p>SCR and CPOMS had been monitored. The staff files were also reviewed and so a report would be written for the next meeting. The staff files were in good order thanks to the SBM.</p>	<p>EW</p>
<p>117/22</p>	<p><u>Development and Training</u></p> <p>Governors were thanked for completing the 360 review on the Chair. If anyone had not completed it they were encouraged to do and include comments where possible. This was a key part of Ofsted for Governors.</p> <p>Governors were reminded that Skills Audits also needed to be completed.</p> <p>WGB training would be held on 3rd March at 6pm on Setting Strategic Direction. It was assumed this would be face to face training.</p> <p>An in house New Governor Induction for James and Kathryn had been carried out.</p> <p>JJ to add her training to Governorhub.</p>	<p>All</p> <p>All</p>
<p>118/22</p>	<p><u>Communication</u></p> <p>b. Media c. Marketing</p> <p>13 children had applied for Year R at the time of the meeting and the cut off date was the 15th January 2022. A Governor asked how many had applied last year at the same time and it was confirmed 21 had applied. Leaflets in the Abbey was suggested during the Snowman performance.</p>	<p>EW</p>
<p>119/22</p>	<p><u>Chair of Governor's Report</u></p> <ul style="list-style-type: none"> • Strategic plan report • NGA Ofsted report • Understanding Data and Governors (DFE) <p>JA and AS were due to meet to monitor the ECT. EW meeting with AS and JA first.</p>	<p>JA & AS</p>

	<p>The Monitoring report would be updated over Christmas and would be shared.</p> <p>The strategic plan had been shared and there had been no comments. Governors unanimously agreed the strategic report and this would be shared on Dropbox.</p> <p>NGA Ofsted report – Governors felt positive they were ticking boxes in what they were achieving when comparing themselves to the document. Questions on page 9 could be made into a document used in the action plan.</p> <p>Gov.UK Understanding data –this was felt as being positive. There was a weakness in number 7 as they weren't able to meet with parents due to Covid.</p>	Chair
120/22	<p><u>Policy Reviews</u></p> <p>Disaster Recovery Plan 269/21 This was still ongoing. The previous minutes had read. <i>Disaster Recovery Plan (Gov) – This had been a template from the LA and followed on from the Emergency Response plan. There were no changes to the policy. A Governor enquired as to when it would be necessary to salvage the flammable liquids and they were informed if there was a risk to the school and they could be safely removed then they would be. This was discussed thoroughly by the GB and the lead member of staff for the areas would be the person in charge of recovering the items. SG agreed to discuss this plan with the SBM and would also enquire as to whether time frames would be required.</i> This would be brought to the next meeting.</p>	SG
121/22	<p><u>Any Other Notified Business</u></p> <p>There was none.</p>	
122/22	<p><u>Impact Statement</u></p> <p>The positive actions by FGB which impact on pupils are:-</p> <ul style="list-style-type: none"> • Quality of questioning • Faith and ethos work • Christmas performances went ahead and were also videoed so they could be shared • Interfaith week celebrating diversity and ensuring it is ok to disagree • RE review is good prep for SIAMS • Serious care review and safeguarding discussions • Governors impressed by the impact of the school actions with serious case review • Detailed discussion about school finances including inflation 	

	<ul style="list-style-type: none"> • Aligned with national policy(Gov.UK document) • Interfaith made an effort to introduce a wide variety of faiths <p>Very positive to hear how the school was moving forwards despite Covid.</p> <p>Governors congratulated the Headteacher for completing his first term in his new role.</p>	
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Date of next FGB Meetings:

6.00 pm – 8.30 pm

- Thursday 20th January 2022**
- Thursday 17th February 2022**
- Thursday 24th March 2022**
- Thursday 28th April 2022**
- Tuesday 24th May 2022**
- Thursday 23rd June 2022**
- Tuesday 19th July 2022**