



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body Meeting
 held in the Music Room
 Thursday 18th January 2024
 6pm – 8.30 pm

Present

Liz Wagner (Chair)
 Tom Langford (DHT) entered the meeting at 6.24pm
 Robert Pears (RP) entered the meeting at 7.00pm
 Dawn James (DJ)
 Kathryn Sessions (KS)
 James Ablitt (JA)
 Adam Smith (AS) entered the meeting 6.09 pm
 Mark Harris – (HT)
 Thomas Wharton (TW) entered at 6.36pm

Apology

Alan Davies (AD)
 Jemma Jones (JJ)

In attendance

Victoria Bleaney (Clerk)
 Ann Turtle (AT)
 Jack Pearce entered the meeting at 6.24pm.

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| 096/24 | <p><u>Welcome, Prayer and Apologies</u></p> <p>The FGB were informed that JK had resigned following the last meeting with immediate effect. An application for a new Foundation Governor had been received and it was hoped it would be approved during the following week alongside ATs re-application at the PCC meeting. SG’s term of office has expired and it was hoped she would continue to stand.</p> <p>The Headteacher opened the meeting with a prayer and the meeting commenced.</p> | |
| 097/24 | <p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 15th January 2024)</u></p> <p>There were none.</p> | |

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| 098/24 | <p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p> | |
| 099/24 | <p><u>Endorsement of Minutes from last meeting – November 2023 (in Dropbox)</u></p> <p>Pg2 the first question should read “A Governor asked about the impact on the curriculum training”</p> <p>Pg4 should read “the eco warriors would discuss the risk assessment.”</p> <p>Pg7 Leadership and Management remove the word “online”</p> <p>Pg8 should read “the PM audit has been completed by DJ and the rest of the audit was taking place with the ongoing monitoring schedule”</p> <p>AS entered the meeting 6.09 pm.</p> <p>The minutes were agreed as being a true and accurate representation of the meeting with the above changes.</p> | |
| 100/24 | <p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>074/24 - 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. This would be carried forward.</p> <p>SIAMS report was on Dropbox</p> <p>SEND report was on Dropbox</p> | AD |
| 101/24 | <p><u>Clerks Update</u></p> <p>All Governors were asked to send dates for 2024/2025 that they definitely could not do so dates of meetings could be drafted.</p> <p>A discussion was held and the first meeting in the new academic year would be held after 21st September. Tuesdays and Wednesdays were proving difficult for the majority of Governors and so these would be avoided. The Clerk would draft Thursday dates and send to all.</p> | Clerk |
| 102/24 | <p><u>Headteachers Update</u></p> <p>The NoR were 205 at the time of the meeting. A tour for Year 3 had been held yesterday which would move the NoR to 206.</p> <p>The deadline for Year R had closed and the school would be over subscribed for the cohort for first class choices. A Governor asked why this year had</p> | |

been so popular and it was felt it was due to many things including confidence of parents regarding staffing and governance, high quality tours and word of mouth had all been very positive. The Head had invested a lot of time in taking prospective parents around the school and the current parents had all supported the school in promoting it too. Governors wished for their congratulations and compliments to be passed on to staff. The PAN was 30 for the class. **A Governor went on to ask where are the children coming from and they were from all across Romsey.** The quality of the preschool was also high which has helped with intake. **The Headteacher was asked if he asked why they chose RAPS and said he did informally.** Governors were invited to the parent induction session on 15th May 6-7 pm and they were asked to email the Chair if they could attend so the office could be made aware. The Chair would be attending.

Jack Pearce and TL entered the meeting at 6.24pm.

The Headteacher reported that attendance in the last 2 weeks of the autumn term did suffer from a bug, the school has taken advice from the UK Health Agency and the school was doing everything they should be. Attendance dropped to 94.9% and at the time of the meeting it was 95.2%. The first week back after the Christmas break the whole school attendance had been 98% which was above the NA. The attendance report was in Dropbox.

Families of children who were persistently absent(PA) are regularly met with and identified some factors to help support and raise awareness with parents. Bridges had been built which was a positive step forwards and hopefully this would have a positive impact. At the time of the meeting PA were 13.7%. **A Governor asked what made a pupil PA and the Headteacher explained it was attendance of below 90%. A Governor then asked if there were multiple children within the families and the Headteacher confirmed it was a mix of multiple and single children.** Year 1 had lower attendance last year and they remained lower again this year, there were genuine reasons and SLT were looking at ways to support.. **A Governor enquired as to whether there were any serious illnesses within the PA group and it was confirmed one pupil had a respiratory illness and the school was working with the family to support the child's learning.** Year 6 have good attendance and historically had always had good attendance. The Head stressed holidays in term time would not be authorised.

Results of December staff Safeguarding questionnaire were discussed– The Head was pleased with results and showed consistent responses. The Head confirmed he had spoken with staff to ensure they know how to respond to a wide variety of safeguarding questions.

2 new members of staff joined the team at the start of January.

The SCR was looking healthy. The SBM had visited another school to look at their SCR and was pleased with the standard of the RAPS SCR in comparison with the other school which was reassuring.

All

Behaviour – There had been one suspension this term. The Head consulted the Chair and Hampshire Inclusion prior to his decision. At the time of the meeting there were no reduced timetables in place.

SEND – The Educational Psychologist had been in school for 2 pupils to produce evidence for EHCPs.

There has been a musical showcase in school yesterday where 2 musicians visited. The staff and pupils thoroughly enjoyed the day.

TW entered at 6.36pm.

Reading Unlocked 5 had been launched in school and the school council gave feedback such as “enjoying reading, it was a relaxing time, when we are tired its nice to hear the story”. They identified some stories they liked and also stated it “encourages people to read good books”. **A Governor asked if this programme was instead of the Star Reading challenge and they were informed it was running as well as this. A Governor then asked what the parental reaction has been and the Headteacher confirmed at the time of the meeting there had not been any.** Reading Stars promotes regular reading, Accelerated Reader helps them choose the right books and accelerate their progress. Reading Unlocked 5 opens up quality books and so all programmes work well together.

A Governor questioned how the funding was sought for the books and it was confirmed it came from the reading budget within school. It was felt as being important to develop a love of reading and there was a good culture within school. 8 books for all classes had been purchased and one of those built on the Christian ethos of the school.

2 new TAs have positively impacted every class in school which meant staff could increase the number of phonics catch up groups support. **A Governor enquired as to what impact they had for the DHT and he explained it had helped a lot and intervention groups had increased.** The Chair reported it was noticeable on Friday when she visited, there was a strong focus on learning across the school. This was supported by DJ on her visit on Tuesday. A small group of Year 6 children had benefitted by having an hour in the afternoon outside the classroom having a more practical discussion-based “think and talk” curriculum which is helping them to better access the wider curriculum by meeting their SEMH needs. This has been made possible through the quality of TAs recruited.

Year 6 mock SATS would be held in March and the real SATs would run Monday 13th May to Thursday. DJ would visit the mocks to give feedback before the real SATS ran. There would be 2 sittings and SLT would be pulling lots of resources to help support with access arrangements. The Ofsted 2019 visit had had an impact on SATS and the Headteacher confirmed he would make every effort so that this did not happen again.

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| | <p>CPD – The writing moderation with Romsey Primary was useful. Writing assessment sheets had been explored alongside the Hampshire exemplary sheets. It was reported that seeing books from other schools had given staff lots to think about and explore. A Governor queried how staff reacted and it was reported that they had been pleased and very positive. Staff had agreed on the assessments which is a good exercise. It was asked whether 2 members of staff from each year come from Romsey Primary as they were a 2 FE school, they were informed some did but not for all years. The Headteachers were looking at how to replicate this across the school for all subjects as it had been so positive. The school had benefitted from 43 free BBC Microbits which were programming boards given to the school, children had learnt how to use them to write their name and staff were looking at how to move them into the curriculum (make a pedometer, game etc). The DHT was asked if they were drag and drop programming and he confirmed it was in part. The DHT was then asked if there was a computing club in school and it was confirmed there was and they would be using the boards. It was enquired as to whether staff had training and they had all received training on Monday and they really enjoyed using them. A Governor then went on to enquire as to where they were sought from and the DHT explained they applied through the BBC but they are also available to purchase for home use.</p> <p>An INSET day would be held next Friday 26th January and representatives from Romsey Young Carers were coming into school for a short session to raise awareness. Staff would also be taking part in a spelling workshop and there would be a PSHE progress review across the school. Governor presence was welcome and DJ and JA confirmed they were available. Curriculum planning time was being given in the afternoon following staff requests which also helped support wellbeing.</p> <p>The Headteacher confirmed he had written to parents about SIAMS. Antibullying Pupil Conferencing following Anti-bullying Week has been shared with governors.</p> <p>Rt Hon Damian Hinds MP Minister of Schools has written to all Chairs regarding attendance and the letter would be shared on Dropbox.</p> <p>RP entered the meeting at 7.00pm.</p> <p>The Headteacher was asked if daily attendance was shared with DFE and he confirmed it was.</p> | <p>DJ/JA</p> <p>Chair</p> |
| 103/24 | <p><u>Staff Governor Update</u></p> <p>Staff wellbeing was positive and staff were keen and eager to be back after the Christmas break.</p> | |

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| | Governors asked for their thanks to staff for the high quality of work and support. | |
| 104/24 | <p><u>Lead Governor Reports (inc visits)</u></p> <p>009/24 Lead Governor role descriptors to be reviewed and agreed. Governors were asked to review their own areas and send any amendments as well as confirmation it was correct to the Chair prior to the next meeting. Lead Governors were explained to new Governors.</p> | All |
| 105/24 | <p>Ethos</p> <p>Interfaith Day Pupil conferencing results would be shared on Dropbox by the Head. TW shared that he would be arranging with HT for an opportunity for clergy team to come in and make pancakes and discuss lent. It was hoped for the Headteacher to be introduced to the Abbey Youth Worker.</p> <p>The Holocaust Memorial day would be held next Wednesday. Year 4 and Year 6 were leading the day and the Mayor of Test Valley would be attending. It was felt the partnership with the Abbey was also crucial for the school and this was triangulated by SIAMS highlighting the strong link between the School and Abbey. It was felt there was a uniqueness in the relationship which was important for families as well as the school and is perhaps reflected in the rising admissions applications.</p> | HT |
| 106/24 | <p>Pupil Progress, Pupil Premium and SEND</p> <p>DJ visited 3 pupil progress meetings last term. The meetings focussed on 3 children: One who was making strong progress; one who was not making expected progress and one who was on the SEND register. DJ highlighted some of the main points from her report(in Dropbox) how staff discussed what else could be offered to support them and what actions had proven positive. It was stressed that one child's positive progress would also benefit other children as the effectiveness could be mirrored and adapted. Staff were very pleased with how the child had come on. One child had already been working on some interventions and more were needed and SLT helped support the discussions with other ideas. These actions would be followed up at the end of this half term. The DHTs report showed the support being put in place. The increased TA support had been crucial for the interventions. A Governor asked if there was an impact when the children leave the class, it was stressed that most didn't leave the class but more focussed in-class support was offered. Insight Data meant there could be an intense focus on those showing red and orange bands. Staff were also looking at targeting support for children to attain Greater Depth.</p> <p>Vigorous and regular pupil progress meetings were held each half term and staff were held to account during these meetings and throughout each term. Questions from the report were discussed and the Head explained they have protected the half termly pupil progress meetings whilst other schools hold them termly.</p> | |

A Governor asked when the progress meetings are held do staff only discuss 3 pupils, it was explained that more are discussed but Child A, B and C represent more than one individual. A Governor went on to enquire as to how staff are expected to move on from the discussions in the meeting and it was explained that Collective Efficacy looked at how to articulate what has been done for the child and its impact and how can this be translated to other children. The DHT was then asked if this method worked better than discussing all children and it was confirmed it did as it was more concise and explored both the successes and next steps in a condensed and accurate way.

It was then asked how SLT ensured seating plans were conducive to progress and SLT were heavily involved and also took feedback from parents. It was felt that seating plans were working well within in the school and they were dynamic.

A Governor enquired as to how SLT planned to look at Greater Depth and they were informed book reviews had been carried out and this would be rolled out across the school. SLT would then be asking how adaptive teaching supports the learning of greater depth children. Started “Flexie’s big pause” twice a half term to pupil conference and to gain feedback. PUPIL progress meeting will also look at greater depth children, it may take a child a number of years to gain the security of greater depth. The challenge is maintaining GD from KS1 to KS2. Governors were reminded that the current Year 6 did not have KS1 data as it was during Covid. FFT data was given to DJ at the meeting. This would be shared on Dropbox.

The question was then posed that in the writing data when compared to other areas, writing progress looks poorer. What were SLT doing to address this. The Headteacher explained this was explored in the SIP last year and the gap was significantly reduced and evidentially effective writing strategies were still being implemented using the positive actions like the writing moderation, coaching and interventions. INSET day looked at subject knowledge and grammar. Actions and interventions that worked last year was being continued this year. End of year Writing in the KS1 results was above the NA but remains an area of close focus.

Finally it was asked how SLT ensured the new class teacher knew what the last teacher did and they were informed there was handover times to discuss the children individually. Staff explained they found this time very effective as they were able to discuss the child as a whole. Every teacher knew every child very well and so picking them up is very easy at the start of the year.

107/27 EYFS

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| <p>108/24</p> | <p>AT has visited Year R and the report was in Dropbox. Both staff and children had been asked about the curriculum and new play area. A phonics lesson had been observed and all the children were engaged and taking part. The children then used their knowledge to read whole words and a sentence and they very clearly understood complex explanations. The children were very positive. Teachers reported the children settled really well. At the time of the meeting there were 18 girls and 10 boys. A Governor asked why the class was so girl heavy and SLT explained it was not something they could comment on. It was reported that this cohort had progressed quicker than other years and even participated in Collective Worship earlier in year. They had very strong Maths knowledge and parents were very engaged. The phonics assessment was due the following week and staff were confident with progress being shown. A Governor enquired as to whether the Curriculum had to be adapted and SLT explained that as it was flexible they were easily able to develop units around the needs etc. Improvements to the outside area meant the cohort could access the area all year round and play was increasingly purposeful. It was asked whether there was much communication between the school and main feeder pre-schools and it was reported the communication was largely around transition. Staff were in the process of developing other meetings and the Forest Footsteps team member was taking up a placement within the school. A meeting had been organised to discuss Little Wandle. The School had invited staff to observe a lesson as this would help with confidence. A Governor asked what proportion of children come from Forest footsteps and it was confirmed as being about a third.</p> <p>Safeguarding</p> <p>A report to be shared on Dropbox. The action plan from the Safeguarding audit from the summer term had been updated and was on Dropbox. The alternative provision risk assessment would be completed if a child attended another setting or was placed on a reduced timetable.</p> <p>The Chair visited the SBM once a fortnight to discuss SCR and other school matters. Staff Safe (SCR) was now complete. It was reported that the Head was consistently reflective and safeguarding policies, procedures and practices were constantly under review and minor adaptations were made as needed.</p> <p>Safeguarding Improvement Plan would be available for the next FGB. Updates were highlighted in green and show evidence of what was being done at the current time.</p> <p>The Chair attended a serious case review and DSLs discussed a recent case and how they could have improved upon it. These discussions then inform future practices.</p> | <p>Agenda</p> |
| <p>109/24</p> | <p>Finance</p> | |

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| | <p>The financial breakdown had been shared on Dropbox and also questions were shared prior. There are no concerns with the budget and the SBM was on top of spending. The cost of the catering SLA meant the school had been subsidising each meal by 60p. The Census had been completed and was based on the number of children having a school meal on the day. This was discussed and it was agreed that 60p per head was a lot of money and the SBM would look at whether HC3S was good value for money.</p> <p>The 2022-2023 DFE/EFSA Benchmarking Report was shared on Dropbox. This compared how the school spent the budget compared to how other similar schools spent theirs. There were no areas of concern within the report.</p> | |
| 110/24 | <p>Sports Premium Update Nothing to report.</p> | |
| 111/24 | <p>Mental Health and Wellbeing All Governors were encouraged to ask staff about well-being. INSET day would be giving staff time in the afternoon for updating planning in line with recent developments and this had been well received, this would help support mental health and wellbeing. Teachers would also be released for additional planning time on the final afternoon of the half term with SLT running a Talent Exhibition. Extra support from new staff would also help support mental health and wellbeing for staff as well as for pupils.</p> | |
| 112/24 | <p>Leadership and Management JA highlighted aspects of his report(in Dropbox) on his meeting with the Head in December to review the implementation of the SIP and LLPR actions. There had been clear implementation of the SIP and it was regular reviewed by SLT. Recommendations from the LLP had also been implemented. The impact was being seen particularly around consistency A governor asked if there was a potential risk when delegating responsibility and it was reported that the Head regularly reviewed this and worked closely with staff. Monitoring walks, book scrutiny etc was regularly fed back to staff. Governors all agreed this was an important part of the governor monitoring and they found it a useful report as it triangulates other reports. JA to look at which Ofsted questions and provide possible answers to support all governors.</p> <p>A meeting was pending to look at the migration from Dropbox to Google Docs. The migration and security was discussed and it was stressed that Google Docs would only be used for storage of Governor documents. The Chair reports that Hampshire would be replacing Governor Hub with a new platform called Hampshire Services for Schools. This could be used for document storage just as Governor Hub was but it was preferred to store documents on the in-house system.</p> | JA |

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| 113/24 | <p>Communication a. Media b. Marketing</p> <p>A Conversation was held regarding how language was used to communicate that some cohorts had spaces and some were full. "full in many years" could be advertised on the website. SLT agreed to look at this.</p> | TL/HT |
| 114/24 | <p>Development and Training</p> <p>Hampshire Safer recruitment was being completed by DJ in February. 30th Jan had been booked for the WGB training at 6.00pm and would explore Governor Role on School Improvement. All Governors were reminded to please also attend individual training. DJ would meet with JP about training for new Governors. The Chair agreed to talk to Richard Wharton about the foundation governor training being necessary for reapplications.</p> <p>The Chair 360 review needed to be completed. This would be sent out via a google form. All Governors were asked to please be honest and reflective. Chair to create Google Form survey for 360. Discussed a review of the FGB and RP may be able to support with a strategic overview.</p> <p>GDPR training had been requested and DJ would look for JA. SBM may have information.</p> <p>The link of training courses would be shared with all Governors.</p> | <p>Chair</p> <p>Chair</p> <p>RP</p> <p>DJ</p> <p>DJ/Clerk</p> |
| 115/24 | <p>Curriculum</p> <p>A visit would be held this term. The Carol Service had been held and built on last year's performances. The behaviour of all the children had been fantastic and the service was fabulous. All the children performed and spoke so well as well as looked out for each other. There was a wide range of activities which captured the whole range of children from across the school. The production had been written with individual children in mind to give all an opportunity to perform. Governors commented that they came away feeling very proud! Year R, 1 and 2 were in the front rows and all very well behaved. Staff dealt with the challenging children with love and respect.</p> | |
| 116/24 | <p>Behaviour</p> <p>As above.</p> | |
| 117/24 | <p>Premises and Health & Safety</p> <p>The school council and Eco warriors would be putting together a video on how to stay safe in school. This would then be shared at the start of each half term.</p> <p>HT had looked into who owned the shed and he confirmed the school did and they would replace it.</p> | |

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| 118/24 | <p><u>Chair of Governor's Report</u></p> <p>The monitoring schedule had been updated and shared to Dropbox. It was explained that the advantage of Google Docs was there was the opportunity to create a share document to show live updates so in future it will be possible for other governors to update the monitoring schedule Access can be changed on individual documents.</p> | Agenda |
| 119/24 | <p><u>Policy Reviews</u></p> <p>There were no updates for this meeting.</p> | |
| 120/24 | <p><u>Any Other Notified Business</u></p> <p>There were no further items of business.</p> | |
| 121/24 | <p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • New 'Unlock 5' books include ones on Christian ethos and Social, Emotional and Mental Health development • High number of applications for new starters • Community want to attend the school • Data meetings have become specific and this helped support individual pupils as well as all pupils • Every child gets every opportunity to make progress A member of staff wrote the Christmas production with a wide range of children's qualities, strengths and talents in mind • Microbites support limitless ambition in our Curriculum • Staff show wonderful professionalism in how they drive the school forwards in pupil progress meetings and curriculum initiatives • Great parental engagement • Great staff engagement | |

Meeting closed at 8.28 pm

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Wednesday 21st February 2024

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 update

Safeguarding Improvement Plan