



Romsey Abbey C of E Primary School
Full Governing Body Agenda
To be held on Wednesday 24th May 2023
at 6pm – 8.30 pm

Present:

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

Apologies:

- Sandra Gidley (SG)

In Attendance

- Mrs V Bleaney (Clerk)

Governor questions shown in blue

	<p><u>Welcome, Prayer and Apologies</u></p> <p>The FGB welcomed AS back to the meeting and it was confirmed he had rejoined and as a Governor. They also welcomed the SBM to the meeting.</p> <p>The HT opened the meeting with a prayer and the meeting commenced.</p>	
	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 21 May 2023)</u></p>	

	There were none.	
	<p><u>Declaration of Pecuniary Interests</u></p> <p>None</p>	
	<p>Lead Governor Reports (inc visits):</p> <p><u>Finance Update</u></p> <p>It was necessary to agree the April 23 to March 24 budget. It had been shared in Dropbox prior to the meeting and included the summary, a detailed version showing income and expenditure and a summary of questions and answers posed by AD to SBM.</p> <p>Although the finance system produce a 5 year budget the FGB would only be agreeing and submitting 3 three years. A Governor enquired as to why the 5 years were not submitted and they were informed it was not possible to accurately guestimate the budget that far in advance due to too many unknowns. It should be noted that the finance software used produces a five year forecast.</p> <p>The school started with a £95,000 surplus which is a good size surplus for the school and its size, the budget for current year is a small in-year deficit of £6,000. Years 2 and 3 also shows a in-year deficit of £46,000 and £88,000. It was stressed that the FGB focus was and should be the current financial year. The NOR was an important factor which had an impact on the budget, a governor enquired as to how much the school received per child and the SBM explained it was approximately £7,000.</p> <p>RP entered the meeting at 18.08pm.</p> <p>A Governor questioned whether the £7000 took into account SEND money etc and it was confirmed it did not. SBM had taken advice from County with regards to the budget and there was a trend of lower numbers in the area, 2026 should see an increase in numbers due to new builds etc. The budget had been based on 25 per class, this seemed prudent and several schools in Hampshire had reduced their PAN. In recent years other local schools expanded their number on roll and this was not a positive step as the new housing had not been completed. It was commented that looking at previous years budgets that had been set, the pupil numbers have always been better than expected and the outturn was positive.</p> <p>A Governor asked if the school set the budget pessimistically and they were informed that the school tried not to be overly optimistic and they didn't count money that hasn't been guaranteed.</p>	

	<p>The Headteacher explained that there were 33 children leaving the school in July and 28 entering in September.</p> <p>SEN top-up funding would be counted in future years as it was confirmed.</p> <p>Capital expenditure was discussed and there had been £10,000 allocated for moving the nurture room, £12,000 for the Psalm Garden and £6000 for school contributions to ongoing projects. An extra grant of £15K had been received for LED lighting and other energy efficient measures. Window frames were being investigated and it would be necessary to secure planning permission due to the old part of the school being in a listed building.</p> <p>The SBM would produce a 3 year budget for the Chair to sign as the Governors unanimously approved the 3 year budget. Governors are aware of the overall deficit in year 3 and are working towards reducing this.</p> <p>The SBM asked if the class numbers should be moved to 28 rather than 27 and it was agreed to keep at 27.</p> <p>There were no further questions on the budget.</p> <p>The Governors thanked AD and the SBM for their work.</p> <p>Scheme of Delegation The SBM explained that the current SOD required purchases over £1000 needed 3 quotes and the Headteacher would be required to seek Governor authorisation. The LA advised that this should be updated and it was proposed to bring the school in line with other schools that the Headteacher could authorise spends up to £3000 and purchases over £10,000 would need 3 quotes. It was explained that most spends were planned in the budget and so Governors would not be surprised by large purchases. A Governor asked how they could monitor value in spending and the SBM confirmed that any unexpected spends over £3000 would be brought to the FGB meeting for approval. AD agreed this was sensible and the FGB agreed to the updates.</p> <p>AT joined the meeting at 6.35 pm</p> <p>JS and the SBM had met to discuss solar panels and they had also been introduced to Voltage Optimisation which was a unit which sent back any electricity not used. This could be used alongside the Solar Panels. It would cost approx. £7500 to install and would offer 7%-10% saving. The FGB agreed to keep this as an option and the SBM</p>	<p>SBM</p> <p>SBM</p>
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	<p>agreed to continue with her research as well as look into more quotes for Solar Panels.</p> <p>The SBM left the meeting at 6.40pm.</p>	
	<p><u>Endorsement of Minutes from last meeting – March and April 2023 (in Dropbox)</u></p> <p><u>March</u> The minutes should read Minutes and not Agenda. 173/23 “JA supported by the DHT..” The report on page 5 had been written by DJ and AT</p> <p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly.</p> <p><u>April</u> Page 5 should read “the school had planned to utilise this money according to the budget” Pg 7 the tree should be described as unhealthy rather than “tatty”. The location of the tree was not understood and SG will be asked for more information at the next meeting.</p> <p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly.</p> <p>The Clerk would send the December, January and February minutes to the SBM.</p>	<p>SG</p> <p>Clerk</p>
	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p><u>March</u> All matters had been completed at the April meeting.</p> <p><u>April</u> 194/23 – The Chair explained that a car had parked on the Vicarage driveway and details would be passed on to the Headteacher. A weekly reminder to not park there would be issued in the newsletter. All other actions had been completed or were due for discussion at the meeting.</p>	
	<p><u>Clerks Update</u></p> <p>There was nothing to update at the meeting.</p>	

Headteachers Update

- Pupil Progress report (197/23 action)

The Headteacher explained that there were 202 children on roll with 28 new starters due in September in Year R. There had been a positive parents meeting for new Year R parents. The Chair had attended.

Open morning would be held on 27th June for the 2024 intake and tours were ongoing for other year groups.

The attendance FFT would be added to Dropbox. The Headteacher explained that maintaining good attendance was a struggle but it was moving in the right direction and at the time of the meeting was 94.8% which was better than the national average. Holidays were not being authorised but were being taken anyway. Penalty notices were being issued for holidays. Support was being offered to Persistent Absence (PA) families. **A Governor questioned whether holidays were being taken to bookend school holidays and the Headteacher confirmed they were taken on random days throughout the term.**

Governors commented that 28 for the new Year R class should be congratulated and the SLT were thanked for their ongoing work.

A Governor asked what happened on week 15 when looking at the data and the Headteacher confirmed this was the week before the Christmas Holidays and there had been a lot of illnesses.

The EYFS moderation has been held on the day of this meeting and it had been a very positive session. Verbal feedback had been offered to say the outdoor area was good and was money well spent and there had been nice engagement with families. A target had been highlighted that was for staff to be more confident in saying that a child had achieved an EYLG. **A Governor asked why they had been moderated and the Headteacher explained they had paid for the moderation as it provided helpful professional development for the EYFS team, helped validate our assessment judgements and identified useful targets to work on going forward.**

74-78% of the children had achieved GLD (Good Level of Development), those who had not had SEND needs.

SATS had been completed and Governors were thanked for their support. Staff explained they had run smoothly, the children were happy and staff were proud of how they tackled each day with such

resilience. Governors thanked staff for all their support and nurture. Access arrangements had been in place for those who needed it, these students found it to be a tough week but they navigated through it well. Reports of visits had been submitted for all the SATS monitoring by governors.

A Governor asked if all Year 6 children sat the exams and it was confirmed they did and there was excellent attendance .

Governors commented that the school and staff should be commended for the way in which they handle SATS week and the preparation.

The writing moderation would be held on 14th June. It was reported that children were enjoying writing and were showing independence in their work and using learning tools. There were would be a meeting with subject leads to look at ways to move the children forwards. **A Governor asked if the moderations made the Ofsted process easier and they were informed that it gave quality assurance and CPD opportunities. A Governor then questioned whether links with other schools had been made and it was confirmed they had been and it was hoped they could work together more.**

TW entered the meeting at 7.11 pm

It was reported that the school achieved 4% GDS in writing last year and it would be between 12 and 21% GDS this year.

Year 2 SATS were discussed and it was agreed that it was a positive step that this was the last year as this year that these tests would be statutory for schools. It was felt they were not fit for purpose as the children's performance on the test was not reflective of their level of understanding, knowledge and skill. Year 1 Phonics and Year 4 multiplication would be held after May half term.

The INSET days for 2023/2024 had been agreed by SLT and would be held on

1st September

22nd September

13th November

2nd January

26th January

Governors agreed the dates.

The Year 6 residential trip would be held on 11th to 13th October. The Abbey sleepover was yet to be confirmed but would be around the 18th October.

Recruitment for new staff had been underway and 2 new TAs had been appointed. One would be starting in May and one in September. One full time KS1 teacher had been interviewed for a September start. A part time teacher had been appointed on 0.5 timetable. There had been one member of staff on long term sick and support had been put in place to help with their reintegration.

A Governor asked if anxiety seen in some children was a result of the pandemic and can it be seen in all years too? it was explained that SEND needs were a factor but the pandemic could have played a part too. Other factors such as family trauma and attendance could also cause anxiety.

It was reported that Sports Day had been a success even with the impromptu moving of the medal presentation due to the weather. Thanks should be given to the Mountbatten School Sports Leaders who had only been in Year 8. FGB had been represented by the Chair for the afternoon of Sports Day.

Staff and Children had taken part in the Romsey Relay weekend and had raised some money for the Psalm Garden.

The Headteacher reported that some parents had decided to opt out of the "Changing Me" topic in the in Summer term. The Headteacher explained he would like to review the PSHE policy and curriculum in the summer and he would be meeting with parents to talk about the content. **A Governor asked if a child asked a question that was not age appropriate could the staff member inform the parents to approach the question and it was confirmed this would happen.**

The Headteacher confirmed there was a guidance letter and scheme of work for PSHE on the school website.

Lead Governor Reports (inc visits)

Sports Premium Update

The funding had been confirmed for another year.

Curriculum

There was nothing to report.

Behaviour

There would be a Nurture meeting after May half term.

EYFS

	<p>A visit to discuss the use of the Passports for SEND children would be planned for after May half term.</p> <p><u>Premises and Health & Safety</u> There was nothing to report</p> <p><u>Ethos / SIAMS</u> A parent had offered their experience in SIAMS as part of school/Governor training.</p> <p><u>Pupil Premium and SEND</u> There was nothing to report</p> <p><u>Pupil Progress</u> A report had been uploaded to Dropbox. The phase 5 data drop and report would follow for the next meeting. The DHT presented his report which as an action from the April meeting. SEND compared to non-SEND data showed obvious smaller steps had been made. Ethnic groups in the school were small and White Other were not performing as well in Reading and Writing but were outperforming in Maths. A Governor asked where these children were from and the majority had a parent from another country.</p> <p>Areas of concern were outlined in the report as were actions. A Governor asked how confident staff were in assessing and they were informed that the programmes were rigorous and will help with consistency. Consistency in expectations were also in place. There were also follow ups from PP meetings for accountability.</p> <p><u>Safeguarding</u> The audit would be carried out.</p> <p><u>Development and Training</u> There were 51 FGB training topics and it would be necessary to choose one. Recommendations would be circulated for voting on. The Chair would contact Hamwic to enquire about Ofsted training. SIAMS training could be carried out with the experienced parent and the Diocese. This would be discussed at the next meeting.</p> <p><u>Leadership and Management including IT</u> A report would be written for the next meeting. Governors were reminded to change their email passwords.</p> <p><u>Mental Health and Well Being</u> JK would be taking on the lead and would be meeting with JJ and AT.</p>	<p>Chair</p> <p>DJ Chair</p> <p>Agenda</p>
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	<p><u>Communication</u></p> <p>a. Media b. Marketing</p> <p>A press release would be written on the Psalm Garden.</p> <p>The marketing was running well and Governors were reminded help would be required for help with delivering Preschool leaflets. The school were congratulated on the consistent social media posts.</p> <p>The school fete would be held on 17th June from 10.00 am to 2.30 pm.</p> <p>The Headteacher agreed to look into a new banner for the square for advertising for 2024 Intake</p>	HT
	<p><u>Staff Governor Report</u></p> <p>There was nothing to update at the meeting. Staff were tired but happy.</p>	
	<p><u>Governor monitoring Schedule - reports if not received as part of lead governor role</u></p> <p>The schedule had been updated and were in Dropbox.</p> <p>The Risk Register had been reviewed and Cyber Security had been added alongside the responsibilities. The Risk Register was agreed by the Governors. A Governor asked if there was a need for the final column and they were informed that if any risks were high (in red) the final column would need to be completed. It was agreed for the register to be reviewed annually unless there was an issue.</p>	
	<p><u>Chair of Governor's Report</u></p> <ul style="list-style-type: none"> • Ofsted Reflections <p>The most recent Service Review explained that GovernorHub was expensive to run and an alternative was being sought and would be offered to Governing Bodies.</p> <p>A discussion about Ofsted was held following a local school known to a member of FGB moving into the RI category. It was stressed that staff/student/parent perception should be tackled and issues challenged and resolved immediately. It was important for difficulties to be celebrated once they were overcome.</p>	

	<p><u>Policy Reviews</u></p> <p>SLT and staff had been updating school policies but there were no Statutory Governor policies for the meeting.</p>	
	<p><u>Any Other Notified Business</u></p> <p>There were no other items of business for the meeting.</p>	
	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • Approved the budget • 28 Year R children on roll for September • There had been a cautious approach to the budget • SOD updated and approved • Good attendance • Positive EYFS moderation • Successful SATS • Last year of Year 2 SATS • Successful Sports Days • PSHE review • SIAMS and training discussed • New data programme showed positive steps for SEND children • WO children were out performing in Maths • Consistent social media coverage • Preparation for Ofsted • Successful recruitment for staff <p>Papers had been put into the Ofsted folder in Dropbox for Governors information.</p> <p>A strategic review meeting would be held between RP and EW.</p>	<p>RP+EW</p>

The meeting closed at 8.35 pm.

Date of next FGB Meetings:

6.00 pm – 8.30 pm

Thursday 22nd June 2023

Monday 17th July 2023

Tuesday 19th September 2023
Thursday 19th October 2023
Tuesday 5th December
Thursday 18th January 2024
Wednesday 21st February 2024
Thursday 14 th March 2024
Thursday 25 th April 2024
Wednesday 22nd May 2024
Tuesday 18th June 2024
Monday 15th July 2024

Future Agenda Items: