



Romsey Abbey C of E Primary School
Minutes of the Full Governing Body Meeting Tuesday
22nd November 2022 at 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)
 Ann Turtle (AT)
 Tom Langford (DHT)
 Adam Smith (AS)
 Kathryn Sessions (KS)

Apologies:

Sandra Gidley (SG)
 James Ablitt (JA)

In Attendance

Mrs V Bleaney (Clerk)
 Mrs M Close (SBM)

Governor questions shown in blue

045/23	<p><u>Welcome, Prayer and Apologies</u></p> <p>TW opened the meeting with a prayer and the meeting commenced.</p>	
046/23	<p><u>Requests for AOBs (to be notified to clerk 3 working days before the FGB – 6.00 pm 17 November 2022)</u></p> <p>There were none.</p> <p>AS entered the meeting at 6.05 pm</p> <p>EYFS and Leadership and Management to be added to the agenda</p>	Clerk
047/23	<p><u>Declaration of Pecuniary Interests</u></p> <p>There were none.</p>	

048/23	<p><u>Endorsement of Minutes from last meeting – October 2022 (in Dropbox)</u></p> <p>Page numbers to be added to the minutes.</p>	
	<p>028/23 shows two actions for the Chair and only one was required.</p> <p>The minutes were agreed as being a true and accurate representation of the meeting and were signed accordingly by the Chair.</p> <p>Clerk to send amended minutes to SBM</p>	Clerk
049/23	<p><u>Matters arising from the minutes not covered elsewhere on the agenda</u></p> <p>There was one more Governor who needed to sign into Governorhub.</p> <p>Lead roles had been updated but Staff Governor and Leadership and Management needed to be added. The Chair had a standard role for both and would send to Clerk.</p>	RP Chair
050/23	<p><u>Clerks Update</u></p> <p>No updates</p>	

Headteachers Update

The report was shared on Dropbox prior to the meeting. At the time of the meeting there were 23 in Year R and 200 on roll, January would see a new family start at the school and this would increase the number on roll to 203.

There were 18 first applications as of Monday morning for the September 2023 intake. Last year in December there were 13 so this was positive.

The Chair explained that the Headteacher had been doing a good job showing people round and hopefully this would result in more families applying.

Governors liked the colour coding in the report as visually it was easy to see. It was explained that that as the year goes on there would be more green and by the end of the year it was hoped that most of red would be orange and the current orange would be green.

Governors requested if when they were given the next print out would it be possible to have the previous data (in brackets) too as this would allow comparison and the DHT would look into this.

The Chair felt the Head should be congratulated on the attendance, as the school was higher than average. AFC was new name for Previously Looked After Children and was Adopted From Care.

The EYFS moderation was held the day of the meeting and followed a previous visit in November. A date on 24th May had been set to look at likely judgements on Early Learning Goals. Feedback from today was very positive and it was felt the targets set were in line with the SIP. Outdoor learning would be tweaked to be inline with the moderators recommendations. **A**

DHT

	<p>Governor asked of the moderation from Hampshire had been requested or was statutory and the Headteacher confirmed it was optional and the school had signed up for it for the feedback.</p> <p>Year 6 had sat a practice SATS paper in October and a Governor asked if SLT were able to use these results to predict end of year results. The Headteacher explained that with LLP advice, a scaled score was used, those scoring 90 should comfortably get to 100 within the year. If using this, the schools scores are satisfactory. Writing was teacher assessed. The Maths paper was quite different to what they have seen so far but this would be rectified with half termly tests. A Governor asked if they would be able to see the scaled scores at the next meeting and the Headteacher confirmed they would be available.</p> <p>A Governor enquired that for the children highlighted in blue are they likely to get bored and drop below current predicted level. They were informed that staff were aware of these children and they are being extended. Contacting secondary schools was discussed but there was a risk with accessing secondary education too early. Peer support was in place and another way of those pupils making good progress supporting those who are not making expected progress.</p> <p>The “SEND in a nutshell” document was very positive and Governors would be updated again at the next written report.</p> <p>Page 6 and 7 showed September 2021 had been included for Governors to make a comparison. A Governor asked who Cherry class were and they were informed it was the new Year R class. Mulberry would have dropped off as they are last year’s Year 6. There had been a deliberate move to record patterns of behaviour to help support them in making an improvement. The improvements being made should be noted. A Governor asked if it was worth adding a note to this end and the Head agreed. A Governor queried that Year 6 attendance showed 182 students but there are only 190 in school, the Headteacher explained there had been 182 incidents for example appointments, illnesses etc.</p> <p>A Governor asked if Safeguarding was more consistent and it was agreed it was as there were less unknowns at the time of the meeting. Attendance and Safeguarding was robustly monitored .</p> <p>Email about EHCPs hadn’t been drafted but looking at the report it may not be required. If the next round of applications stalled then it would be drafted.</p> <p>The Action Plan would be drafted and would shared in December.</p> <p>Maths Improvement Workshop had been held on Monday. Governors requested some information/training on ISDR and it was agreed the DHT would do this at the next meeting.</p>	<p>Head</p> <p>Head</p> <p>JJ</p> <p>DHT/ Agenda</p>
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	<p>Maths was flagged as an issue and Ofsted key targets was to use starting points to ensure the correct level of challenge was set for all. The Maths Lead was back in school and was looking at ways to adapt a task so all children could tackle it at their own level.</p> <p>A login for FFT had been received, DJ had been through the site and it did look different due to there not being any data for the last two years. Attendance data was live although there was no other data. The DHT would look at a login for Insight which also showed attendance.</p>	DHT
<p>052/23</p>	<p><u>Lead Governor Reports (inc visits)</u></p> <p><u>Finance</u> This item was taken after Pecuniary Business Interests - Budget Revision</p> <p>Revised budget at this time of year which looked at any over spends, under spends etc. A three year budget would be signed although it should be noted the years 4 and 5 do look less positive as the school would lose some large classes.</p> <p>When looking at the bottom line there was a £3,000 difference. The original £41,000 carry forward had been reduced to £38,000. Income had extra items which have been confirmed such as the Recovery Premium, Sports Premium, and Tutoring which all come to £19,000. Extra donations had been made including £8000 for the Psalm Garden.</p> <p>Staff costs were £18,000 higher due to the pay increases. Questions and answers posed prior to the meeting were shared in Dropbox. Governors felt the questions were useful to see.</p> <p>It was highlighted that year 2 showed no in-year deficit which was very pleasing and this could be due to the building costs and other projects in Year 1.</p> <p>Governors agreed the budget and it was signed accordingly by the Chair.</p>	
<p>053/23</p>	<p><u>Sports Premium Update</u> 2022/2023 has been confirmed and was in the revised budget.</p>	
<p>054/23</p>	<p><u>Curriculum</u> JJ and DJ attended a session led by Subject Leaders. It was a very informative report following an informative session. They both reported it was positive seeing teaching and support staff working together. Parents have reported the children were taking the skills home and pushing themselves.</p>	

	<p>SLT were asked what evidence would be used to show the drive on handwriting and spelling was having an impact. SLT were reviewing the Teaching and Learning across the school with a focus on the skills discussed -this will be supported by another Headteacher. Half termly spellings useful to look to see if it has had a positive impact. They were then asked whether there had been any impact on the use of Little Wandle and Governors were informed the children were a lot further on already. If staff have had to postpone a session the children ask why as they miss it which is positive.</p> <p>Governors then asked if SLT talk to teachers about how they felt on the training days and they were informed spelling and handwriting was tricky and a whole school approach was safer with the benchmarking expectation. Staff were receptive.</p> <p>DJ met with the Head and outcomes were shown in the Heads report. The data was user friendly and very easy to interpret. They reviewed three children, one was a child who was making good progress and then looked at how to replicate their learning for others. Intention was for staff to be sure of individual interventions. Friday visits always see the children on writing tasks. SLT and Governors see an improved attitude towards writing and they have a desire to achieve. Chair had not seen any poor behaviour which showed the curriculum was engaging and pupils are proud of what they are doing.</p> <p>055/23 <u>Behaviour</u> A visit would be made soon. The Chair attended the assembly with Manuella and the children were impeccably behaved.</p> <p>056/23 <u>EYFS</u> Visit tomorrow so a report for December meeting would be shared.</p> <p>057/23 <u>Premises and Health & Safety</u> - Health and Safety Leaflet This would be carried forward.</p> <p>058/23 <u>Ethos</u> A visit would be carried out on Friday. The team were visiting weekly for Worship which may be moved to an afternoon session.</p> <p>059/23 <u>Pupil Premium and SEND</u> Report on Dropbox and shared the report reviewed in the meeting. It was the first time using Insight and looking forward to phase 2 for comparisons. Hoping to see less red though the year which would come with improvements and staff confidence. Most interventions were carried out in the classroom and this also supported other children too. It had been agreed to look at pupil passport at future meetings. HC to be put on the next Agenda to discuss the passport.</p>	<p>SG</p> <p>Agenda</p>
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060/23	<p><u>Pupil Progress</u> A date for the next online Attachment and Trauma discussion forum had been set and JJ would be attending in Feb/March. This also gave staff a supportive group too. A Governor asked if the school was implementing anything from this training and it was confirmed they were.</p>	
061/23	<p><u>Safeguarding</u> EW visited on Friday to check the SCR and anonymised CPOMMS. They were both of a high standard. She would visit again to check new staff files before the next GB meeting. The Chair reported that during her Friday visits she witnessed good behaviour and safe behaviour. All the children were settled and engaged and nurture and support was also seen. A Governor asked if the school was seeing any impact of the cost of living. Staff were seeing more trainers being worn as replacing school shoes weren't affordable and there was potentially an increased number of PP. Trips may take a hit as it's an extra payment. It was agreed to continue to be monitored.</p>	
062/23	<p><u>Development and Training</u> DTG training focused on safeguarding and an induction sheet was put in Dropbox following the training. Training options were shared on Dropbox. All Governors were encouraged to look at the training and book on to a course if they haven't completed it. Governors were recommended to email Sarah Hicks for a place as often a place could be found even if it is showing as full.</p> <p>JJ attended an attendance session and the presentation would be shared once available. Since covid there had been a huge drop in attendance and they wish to remove barriers by putting in place new guidance. 46% of children in Hampshire subject to a CP plan. Governors felt this was a very high number and this will be checked. It was advised to have an Attendance Champion both in school and on the FGB. A severe absence category would be created and the LA were reviewing penalties. The LA had stressed that attendance needed to be as important as Safeguarding. Both the attendance policy and attendance action plan should be on the website. The FGB discussed attendance and the impact on GCSE results and a Governor asked what the school did to support with attendance issues, they were informed that a great amount of support was in place which is key, staff are phoning home to get the children into school and visiting some homes.</p>	JJ
063/23	<p><u>Leadership and Management</u> Visit to the ECTs on Dropbox. No questions.</p> <p>ICT visit on dropbox. No questions. A Governor enquired as to how much the cost of the backup was and it was reported as being quoted as £2500. It was felt the risk was too low for the cost and the school had since backed up the cloud to a hard drive. SIMS data was backed up already.</p>	

<p>064/23</p> <p>065/23</p>	<p>Wellbeing visit would be carried out following the training session.</p> <p><u>Communication</u> a. Media b. Marketing</p> <p>A press release will be created following the mayors and Manuela’s visit. Tours are still being carried out.</p> <p><u>Staff Governor</u> There was nothing to report. A Governor asked how staff were and they were informed staff were tired but persevering</p>	<p>HT/Chair</p>
<p>066/23</p> <p>067/23</p>	<p><u>Chair of Governor’s Report</u> i. Strategic Plan ii. Action Plan iii. Lead Governor Roles</p> <p>Strategic plan would be discussed at the next meeting.</p> <p>Action Plan – SG, DJ and JJ had met and there weren’t a significant number of changes with a similar vision as previously. This was on Dropbox. It was felt the vision was well articulated across the school and in the community. Parent friendly version of the Action Plan to be produced and sent to parents with covering letter by Chair</p> <p>Action Plan Working Group had added Health and Safety due to the tours showing the vision.</p> <p>Communication was hard in the pandemic although some actions had been completed. The FGB hadn’t sent any Governor communications recently -it was much easier when the Newsletter was issued. After discussion it was decided to share the impact statement following each FGB meeting via the Headteacher’s weekly letter to Parents.</p> <p>Leadership – This had been based on Governor monitoring visits and the surveys would continue. Governors need to look at the stats so we can monitor. When parents evening surveys were being done in person it was easier to respond and so it was important to be rigorous in feedback</p> <p>Financial Management – Governors need to be aware of risks and the difference to the school if funding lines close.</p> <p>GB effectiveness – monitor impact of governance. Robust succession plan for all roles on the GB would be required. A parent version would be created and the Chair would write a letter to parents.</p> <p>The GB gave their thanks to the panel and it felt like the Governing Body was doing most of the things on the action plan.</p>	<p>JJ/Chair</p> <p>Chair/HT</p>

068/23	<p>Lead Governor roles – Staff, Leadership and Well-being would be added to Dropbox as they had been drafted by the Chair. These would be discussed at the next meeting.</p> <p>Julie Symonds was keen for Mental Health links to be added to the school website. SEN links are on the website currently. Governors were encouraged to look at the school website as it shows the care and attention by staff.</p>	Chair
<p>069/23</p> <p>070/23</p> <p>071/23</p> <p>072/23</p> <p>073/23</p> <p>074/23</p> <p>075/23</p> <p>076/23</p> <p>077/23</p> <p>078/23</p>	<p><u>Policy Reviews</u></p> <p>Governors Code of Conduct – Updated version in October Dropbox. This was unanimously approved.</p> <p>Intimate Care – approved at the last meeting and answers to questions were sent by email.</p> <p>Admissions Policy 2024-25 – There had been no changes. This would be uploaded to the school website.</p> <p>Safeguarding - This was approved and ratified.</p> <p>Child Protection – This was approved and ratified.</p> <p>Whistleblowing - this was a MOPP policy and therefore automatically approved.</p> <p>Grievance Procedure – this was a MOPP policy and therefore automatically approved.</p> <p>Pay Policy – This had been accepted at the last meeting and answers to questions were sent by email.</p> <p>Health and Safety – SBM had reviewed the policy thoroughly alongside the Site Manager. SG recommended it was adopted. Governors unanimously approved the policy and it was signed accordingly.</p> <p>Pay Committee had met and it was successful meeting. Meeting on 12th December for Support Staff recommendations. The committee had changed some dates on the policy to ensure the committee meetings were in line with the PM process. This would be sent to the SBM.</p>	

079/23	<p><u>Any Other Notified Business</u></p> <p>Correspondence had been received about meeting dates. 2022-23 meeting dates had been set in April 2022. Three Doddle polls had been carried out to identify the best date to meet to accommodate the large number of professionals at the table. Meeting dates for 2023-24 to be set as soon as possible</p> <p>The Clerk will draft dates for 2023/2024 for the December meeting.</p>	Clerk
080/23	<p><u>Impact Statement</u></p> <ul style="list-style-type: none"> • SBM attending the meeting to discuss the revised budget • Budget accommodated the pay increase • Q and A on budget document useful • Lots of policies reviewed • Head gave a positive report and governors appreciated the insight programme • Numbers on roll discussed and increasing • SATS results and hopeful improvements • Safeguarding and high needs in schools and this may be more transparent • Lots of visit reports • INSET day on SEND and PP • Lots of interventions for pupils including SEND and PP • Interventions in the classroom • Head gave quotes on SEND pupil • DTG report • Absence and support discussed • Briefing on attendance was attended • Action plan created and shows good development • Encouragement for governors to complete ore visits • Governors to support better communication • School has an established Headteacher which is positive <p>The following questions were posed;</p> <p>Do we have enough on the visit reports to show whether the school vision is being carried through? Is there a difference between the vision and the ethos. Could the vision be printed on the action plan. Can it be put on the visit report?</p>	

The meeting closed at 8.21 pm

Signed:.....

Dated:.....

Pg no. 10

Date of next FGB Meetings:

6.00 pm – 8.30 pm

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

Signed:.....

Dated:.....

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