

# Overton Church of England Primary School

## Minutes of the Full Governing Body Meeting

### Held on Tuesday 19 March 2024 at 6.15pm

<b>Present:</b>	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Sam Burrows (SB) Mr Warren Glew (WG) Rev James Russell (JR) Mr Richard Stedham (RS) Prof Andy Tolmie (AT)	Chair of Governors – via Zoom Headteacher
<b>Apologies:</b>	Mrs Beth Gough (BG) Mr Rob Zealley (RZ)	
<b>In attendance:</b>	Miss Lisa Mackrill (LM) Mr Mike Nicholls (MN) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	<p><b>Welcome and apologies</b>            The Chair opened the meeting at 6.20pm and welcomed everyone.</p> <p>JR led a prayer.</p> <p>Apologies for absence were received and accepted from Beth Gough, who had been granted extended leave of absence, and Rob Zealley.</p> <p>The Chair will contact Beth Gough to discuss when she may feel able to return to the governing body. In the meantime, SB may cover her responsibilities for safeguarding and the provision of news articles for The Test to help with her workload.</p>	<b>JM</b>
2.	<p><b>Declarations of pecuniary interest</b>            Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p>	
3.	<p><b>Previous meetings – FGB 6 February 2024</b></p> <p><b>3.1 – Approval</b>            The minutes of the Full Governing Body meeting held on 6 February 2024 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p><b>3.2 – Matters Arising and Action Report</b></p> <p><b>Action Report:</b></p> <p><b>Review and updating of governor job descriptions:</b> ongoing.</p> <p><b>Declarations/confirmations on GovernorHub:</b> those governors whose declarations and/or confirmations on GovernorHub are still outstanding were reminded to do so as soon as possible.</p> <p><b>Review of website compliance:</b> completed and the report to be sent to the Clerk for circulation.</p> <p><b>Review of information on ethos and values on the website:</b> ongoing.</p> <p><b>Circulation of slides from training on the Effective Use of Pupil Premium:</b> ongoing.</p> <p><b>Pupil progress meeting:</b> it was noted that the meeting planned for 7 February had been cancelled but governors were invited to attend the meetings at 8.15am on 25</p>	<p><b>JM/RS</b></p> <p><b>RZ/JR/RS</b></p> <p><b>JM</b></p> <p><b>JR/BG</b></p> <p><b>BG</b></p> <p><b>All</b></p>

		<b>Action</b>
	<p>and 27 March if they were available.</p> <p><b>Questions Ofsted may ask:</b> the Headteacher will re-circulate the document.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<b>FW</b>
4.	<p><b>Headteacher's Report</b></p> <p>The Headteacher's written report had been circulated before the meeting and the following noted:</p> <p><b>Staff Absence</b></p> <p>The disproportionate amount of absence amongst the LSAs, for a mixture of Covid and non-Covid reasons, compared to other staff groups is not improving and is a cause for concern. Ways of helping them to understand the impact of their absence need to be devised.</p> <p><b>Q. Are there any root causes?</b></p> <p>A. A wellbeing survey for all staff to complete is being considered and this may help to identify any issues.</p> <p><b>Attendance</b></p> <p>Overall attendance for the period 1 September 2023-9 February 2024 is 95.3%, compared with 94.34% for the same period in 2022/23 and above the national average.</p> <p>36 children (9.6%) are defined as persistently absent as their attendance is below 90%. Of these, 18 are Pupil Premium. The attendance of FSM6 children is 91.5% compared with 96.2% for non FSM6.</p> <p><b>Q. Is the attendance of SEND children analysed?</b></p> <p>A. The data from Fisher Family Trust (FFT) on page 6 shows attendance of FSM children but not for SEND. We are moving to a new management information system that will allow us to differentiate between all pupil groups, however.</p> <p><b>Parental Engagement</b></p> <p>The Y4 assembly earlier in the day had been well attended and well received by parents.</p> <p><b>Q. Do you have enough parental support for reading?</b></p> <p>A. There is a consistent number of parents or grandparents coming in to read with some groups of children but more are always welcome.</p> <p><b>Excellence Plan</b></p> <p>The Excellence Teams for the key areas have written their plans for 2024/25 and will present them at the May FGB meeting. These will include the impact of the 2023/24 plans but it will be important for governors to bear in mind the difficulty of presenting mid-year data in qualitative terms.</p> <p><b>Q. Will the impact also include the impact of plans for writing at particular points of the year?</b></p> <p>A (WG). Ellen Glynn has carried out book reviews and found them to be of a good standard. The main focus on writing with a purpose is improving and a book moderation is due to be carried out in the next two weeks and the outcomes triangulated at pupil progress meetings. We have carried out a writing moderation as a cluster and, overall, our books look very strong in comparison with others. A considerable amount of examples of modelling is evident in classrooms, which reflects all the training that has been put in.</p>	

	Action
<p>Overall, the standard is better than in previous years but the baseline in KS1 is lower than we have been used to seeing and there is still work to do to convert this to ARE and greater depth so that the children make accelerated progress. We are doing everything possible, however, and the gap is narrowing.</p> <p><b>Q. What is the expectation of progress year on year?</b></p> <p>A. We set aspirational targets for all children and work to move children from Working Towards to ARE and from ARE to greater depth. The new curriculum has a much higher standard for ARE, although the criteria have not changed and so there will be more children who may not achieve National Curriculum expectations. This is a significant change but it is recognised that just because a child has achieved ARE in a previous year, this does not mean that this child will continue to achieve ARE.</p> <p>It was noted that the Phase Leaders have developed a new pro-forma for Maths, looking at the progress of individual children and that two very successful MFL days had been held. The parents who took part and shared their experience of a second language and the culture was particularly beneficial and much appreciated.</p> <p><b>Behaviour</b></p> <p><b>Q. What are the reasons behind the referrals to the Primary Behaviour Service, particularly for Y1?</b></p> <p>A. For those, this is partly due to Covid as they will have either missed out on pre-school education or checks by health professionals.</p> <p><b>Q. Are you getting the right level of support and engagement from parents?</b></p> <p>A. It is variable. Some are very keen to support regulation but some have expectations of the school that we are unable to meet as success also depends on the children receiving the support at home. Overall, the Y1 cohort is particularly challenging as there are a number of children with SEND. Assessment is placing significant demands on workload and we may need to restrict the amount we can accommodate as this is not sustainable.</p> <p>It was noted that the Headteacher would be meeting with other Headteachers to discuss this issue and that she and SB would discuss the content of a letter specifying the level of support schools can reasonably be expected to provide to be sent to the other Headteachers.</p> <p><b>SEND</b></p> <p>A very detailed and comprehensive report had been provided by the Inclusion Manager. It was noted that the number of children on the SEND register and with EHCPs is increasing and that there were also a number of children receiving additional LSA support.</p> <p><b>Q. At what point do we need to look at increasing the support for the Inclusion Manager?</b></p> <p>A. We need to look at what else could be put in place to ease the workload. A Parent Support Adviser would be the ideal and we are looking to see if this is financially viable by building the costs into the budget for 2024-2025, but it may be difficult to find someone with the appropriate skills and knowledge. We also need to set the appropriate boundaries around the role. In the meantime, we have no option but to continue with what we are doing and which we know we are doing well, as evidenced by the lack of exclusions and the positive learning behaviours, which reflect the skills of the teaching staff and LSAs.</p> <p><b>Pupil Premium</b></p>	<p>FW/SB</p>

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	<p>It was noted that there are 77 Pupil Premium children of which 6 are post-adoption, 3 are service children and 68 are eligible due to deprivation and that the cost of living crisis is impacting on the school's demographic.</p> <p><b>Staffing</b> A Y6 teacher would be taking leave of absence for medical reasons between Easter and SATs week and WG will be covering that class.</p> <p>The Headteacher was thanked for her very comprehensive report.</p>	
5.	<p><b>LLPR Report</b> The report on the LLPR visit on 10 January 2024 had been circulated before the meeting. It was agreed that it was very positive and contained no surprises.</p> <p>The Headteacher advised that the observations had been addressed through staff development meetings and learning walks.</p> <p>It was noted that the quality of the adaptations had been recognised by the LA and that WG would be delivering training at a school in Farnborough after Easter.</p>	
6.	<p><b>SFVS Return</b> The completed return had been circulated for approval and it was noted that there were no significant changes from the 2022/23 return.</p> <p>It was agreed that effective processes were in place and the return was approved unanimously for submission.</p>	
7.	<p><b>Governor Section of the Excellence Plan</b> The draft of the Leadership and Management section of the 2024 Excellence Plan had been circulated before the meeting.</p> <p>It was agreed that raising the profile of governors with parents through newsletters should be added and also that a self-evaluation process, one of the actions from the whole GB training session in December, should be carried out, and SB will take this forward.</p>	SB
8.	<p><b>Update on Academisation</b> It was noted that the Headteacher and WG would be attending a briefing from the Diocese in the following week and would feed back.</p>	FW/WG
9.	<p><b>Monitoring Grid Update</b> The grid as at 19 March 2024 had been circulated before the meeting.</p> <p>With regard to the action for Autumn 2, the following was noted:</p> <ul style="list-style-type: none"> <li>Item 23 – report from meeting with School Business Manager on filtering and monitoring to be circulated.</li> </ul> <p>With regard to the actions for Spring 1 and 2, the following was noted:</p> <ul style="list-style-type: none"> <li>Item 24 – submission of monthly Health &amp; Safety return: completed</li> <li>Item 29 – annual parent survey: to be issued in Summer 1 and the outcomes discussed in Summer 2.</li> </ul> <p>Following detailed discussion, it was agreed that questions around parental engagement should be included, as well as whether there was support for the presence of the Parent Council and, if so, what the council's purpose should be. It was also agreed that it was important to generate positive feedback on what the</p>	JM

		<b>Action</b>
	<p>school was doing and to ask parents to give examples so that qualitative data could be obtained and shared.</p> <p>The Headteacher will circulate the 2023 survey for comment.</p> <ul style="list-style-type: none"> <li>Item 35 – attend staff development meeting 27 March: it was noted that the meeting planned for 27 March had been cancelled to allow staff to have PPA time</li> <li>Item 36 – monitoring of safeguarding culture: SB to take forward</li> </ul> <p>RS will update the grid accordingly.</p>	<p><b>FW</b></p> <p><b>SB</b></p> <p><b>RS</b></p>
<b>10.</b>	<p><b>Chairman's and Clerk's Items</b></p> <p><b>10.1 Governing Body Membership</b></p> <p>RZ will take filling the remaining Parent Governor vacancy forward with the Chair and Headteacher.</p> <p><b>10.2 Hampshire Services for Schools – Options</b></p> <p>The Clerk advised that, although the LA contract would be ending, GovernorHub is offering schools the option to continue subscribing independently at an annual cost of £400 + VAT. A bid from a cluster of local schools has also been made and an annual cost of £150 per school negotiated.</p> <p>Following discussion of the options, it was agreed that the school would join the cluster bid and the Headteacher will take this forward.</p> <p>The Clerk confirmed that the process of transferring governors' details to the new platform and setting up the functionality to enable them to access documents and other key information was underway in readiness for the implementation of HSS after 31 March.</p> <p>Regardless of the decision to continue to subscribe to GovernorHub, all governors were encouraged to activate their log in to HSS if they had not already done so, to ensure that they were able to access processes such as booking training as these will not be available through GovernorHub from the summer term onwards.</p>	<p><b>JM/RZ/FW</b></p> <p><b>FW</b></p> <p><b>All</b></p>
<b>11.</b>	<p><b>Training</b></p> <p><b>11.1 Training Booked/Undertaken</b></p> <p>It was noted that JR has booked to attend HT Performance Management training in September.</p> <p><b>11.2 Feedback on In-House Training on Data 13 March</b></p> <p>WG was thanked for running the session which, it was agreed, had been excellent and had built on the training that had been provided previously.</p> <p><b>11.3 Skills Audit</b></p> <p>It was noted that, as agreed at the last meeting, a skills audit pro-forma had been circulated and governors asked to return their completed form to RS by 25 March.</p>	<p><b>All</b></p>
<b>12.</b>	<p><b>Governor Visits</b></p> <p>RZ's report on the Y6 class assembly had been circulated before the meeting and was noted.</p>	
<b>13.</b>	<p><b>Correspondence</b></p> <p>The Chair advised that a full response to the issues raised at the Q&amp;A session for parents with governors had been circulated before the meeting.</p> <p>It was agreed that, in order to enhance engagement with parents and in the interests</p>	

		Action
	of transparency, governing body minutes would now be published on the website.	
<b>14. Any Other Business</b>	<p>As the Business Manager would be leaving at the end of term, the Chair commended him for his commitment to the school, children and parents over the many years he had been in post as well as his attendance at governing body and Resources Committee meetings and the expertise he had brought and wished him and his family well for the future.</p> <p>The Headteacher advised that a new Business Manager, Fran Johnson, had been appointed and would be joining the school after Easter.</p>	
	<p><b>Date of Next Meeting</b> The next meeting will take place on Tuesday 21 May 2024 at 6.15pm. <b>Virtual meeting.</b></p>	

The meeting closed at 8pm

Signed: ..... (Chair of Governors) Date: .....

#### Action Report – 19 March 2024

Ref	Action Report	Action	Status
17.03.22	4 – Headteacher's Report	<b>JM and RS</b> to review and update governor job descriptions.	<b>Ongoing</b>
10.10.23	2.2 – Declarations of pecuniary interest	<b>ALL</b> to update their declarations on Governor Hub.	<b>Ongoing</b>
10.10.23	7.2 – Actions	<b>JM</b> to bring the report on the review of website compliance to the next meeting.	<b>Ongoing</b>
10.10.23	12 – Safeguarding	<b>ALL</b> to confirm on Governor Hub that they have read KCSIE September 2023.	<b>Ongoing</b>
05.12.23	4 – Headteacher's Report	<b>JR and BG</b> to review information on Ethos and Values on the website.	<b>Ongoing</b>
05.12.23	11 – Training	<b>BG</b> to send slides from training on the Effective Use of Pupil Premium to the Clerk.	<b>Ongoing</b>
06.02.24	8.1 – Introduction of HSS	<b>ALL</b> governors log in to HSS if they had not already done so.	<b>Ongoing</b>
06.02.24	9.2 – Actions from WGBT	<b>RS</b> to take skills audit forward.	<b>COMPLETED</b>
19.03.24	1 – Apologies for absence	<b>JM</b> to contact Beth Gough to discuss when she may feel able to return to the governing body.	<b>New action</b>
19.03.24	3.2 – Actions	<ul style="list-style-type: none"> <li><b>ALL</b> to attend pupil progress meetings at 8.15am on 25 and 27 March if they were available.</li> <li><b>FW</b> to re-circulate the</li> </ul>	<b>New action</b>  <b>COMPLETED</b>

		Questions Ofsted may ask document.	
19.03.24	4 – Headteacher’s report	<b>FW and SB</b> to discuss the content of a letter specifying the level of support for behaviour schools can reasonably be expected to provide to be sent to the other Headteachers.	<b>New action</b>
19.03.24	7 – Excellence Plan	<b>SB</b> to take a governors’ self-evaluation process forward.	<b>New action</b>
19.03.24	8 - Academisation	<b>FW and WG</b> to feedback on the briefing from the Diocese	<b>New action (links to documents from the briefing circulated)</b>
19.03.24	9 – Monitoring Grid	<ul style="list-style-type: none"> <li>• <b>JM</b> to circulate the report from meeting on filtering and monitoring with the School Business Manager.</li> <li>• <b>FW</b> to circulate the 2023 parent survey.</li> <li>• <b>SB</b> to take monitoring of safeguarding forward.</li> <li>• <b>RS</b> to update the grid.</li> </ul>	<b>New action</b>  <b>COMPLETED</b>  <b>New action</b>  <b>New action</b>
19.03.24	10.1 – Governing Body Membership	<b>RZ</b> to take filling the remaining Parent Governor vacancy forward with the Chair and Headteacher.	<b>New action</b>
19.03.24	10.2 Hampshire Services for Schools – Options	<b>FW</b> to register the school’s interest in joining the cluster bid for subscription to GovernorHub.	<b>COMPLETED</b>
19.03.24	11.3 Skills Audit	<b>ALL</b> to return completed pro-formas to RS by 25 March.	<b>New action</b>