

Overton Church of England Primary School

Minutes of the Full Governing Body Meeting

Held on Tuesday 9 July 2024 at 6.15pm

Present:	Dr John Mitchell (JM) Mrs Fiona Wyeth (FW) Mr Sam Burrows (SB) Mr Warren Glew (WG) Mr Oli Rodi (OR) Rev James Russell (JR) Mr Richard Stedham (RS) Mr Rob Zealley (RZ)	Chair of Governors Headteacher
Apologies:	Mrs Beth Gough (BG) Prof Andy Tolmie (AT)	
In attendance:	Miss Lisa Mackrill (LM) Mrs Fran Johnson (FJ) Mrs Flavia Coleman	Assistant Headteacher Business Manager Clerk

		Action
1.	<p>Welcome and apologies</p> <p>The Chair opened the meeting at 6.25pm and welcomed everyone and, in particular, Oli Rodi, who was attending his first meeting after his recent election as a Parent Governor. Introductions were made.</p> <p>JR led a prayer.</p> <p>Apologies for absence were received and accepted from Beth Gough and Andy Tolmie.</p>	
2.	<p>Declarations of pecuniary interest</p> <p>Governors were invited to declare any pecuniary interests in any of the agenda items. No declarations were made.</p> <p>The Clerk will give Oli Rodi guidance on how to record his declarations on GovernorHub.</p>	Clerk
3.	<p>Previous meetings – FGB 21 May 2024</p> <p>3.1 – Approval</p> <p>The minutes of the Full Governing Body meeting held on 21 May 2024 were agreed as a true and accurate record and will be signed electronically by the Chair.</p> <p>3.2 – Matters Arising and Action Report</p> <p>Action Report:</p> <p>Review and updating of governor job descriptions: it was noted that job descriptions for each role have been completed and will be uploaded to the website.</p> <p>Review of information on ethos and values on the website: JR advised that the information was well presented and a true reflection of the school’s intentions.</p> <p>Circulation of slides from training on the Effective Use of Pupil Premium: the Chair will scan and upload the slides.</p> <p>Expectations of school support on private assessments: the Headteacher advised that the model letter had been sent to the LA SEND team for advice and that they had provided a proviso about parents’ right to choose. The letter had also been</p>	<p>JM/RS</p> <p>JM</p>

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	<p>sent to the Basingstoke and Deane Headteachers and would be discussed at a meeting later in the week.</p> <p>Governors' Self-Evaluation: ongoing. SB advised that it would be ready for the next term.</p> <p>Filtering and monitoring: the Headteacher and Business Manager receive a weekly report from Agile, the school's IT support company, on the access which has been filtered each week and a written statement on the process has been requested. The Headteacher will show the Chair the process the school takes.</p> <p>Monitoring of safeguarding: ongoing.</p> <p>Ban on smartphones: it was noted that information on the national campaign has been published on the website. The local group would be meeting later that evening and the Chair and RZ would be attending.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<p>SB</p> <p>FJ/JM SB</p> <p>JM/RZ</p>
4.	<p>Headteacher's Report</p> <p>The Headteacher's written report had been circulated before the meeting and the following was noted:</p> <p>Teaching School Hub</p> <p>The Headteacher and WG had attended a meeting of the Teaching School hub where they had been complimented on their impact on the retention of staff. WG had also been complimented on his work for School Direct. Both were congratulated on this very well deserved recognition.</p> <p>Pupil Attendance</p> <p>As at 30 June, attendance was at 95.13%, compared to 93% for 2022-2023, which was very encouraging. However, the number of children classified as persistently absent (attendance below 90%) has increased significantly and is currently at 11.9%. This is partly due to the number of children on phased attendance, at alternative provision or with significant health issues and is indicative of the way in which the school's demographic is changing.</p> <p>Governors agreed that it was very helpful to have the breakdown of each child's attendance on their reports.</p> <p>Q. If it is not too difficult to produce, would it be helpful to have a breakdown of authorised and unauthorised absence?</p> <p>A. We will look at whether this can be included.</p> <p>Most authorised absence is for illness and holidays are only authorised in exceptional circumstances. All unauthorised absence is followed up by the admin team to ensure there are no safeguarding issues if parents do not give a reason.</p> <p>Staff Attendance</p> <p>The position has improved, especially since discussion with those staff who had hit the trigger point had been introduced. There is some concern about LSA attendance, however.</p> <p>Safeguarding</p> <p>There are no children with a Child Protection of Child in Need plan.</p> <p>There are currently 6 live level 3 Early Help Hub referrals.</p> <p>Training for the teaching staff will be taking place on 23 September at 9am. SB will attend.</p> <p>Parental Engagement</p> <p>Approximately 90 parents (30%) had responded to the survey sent out in May. Some of these were very positive, with the increase in the percentage of parents agreeing or strongly agreeing that their child feels happy in school (94%) particularly pleasing. There had, however, been some significant reductions in positive responses compared to 2023. These included bullying dealt with quickly and effectively (48% compared to 68%) and support with SEND so child can</p>	<p>FW/FJ</p> <p>SB</p>

	Action
<p>succeed (64% compared to 80.8%), although, in both cases, there were far fewer responses than in 2023.</p> <p>There had also been a drop in the positive responses to the question about children taking part in clubs and activities (66% compared to 81.8%). A detailed breakdown of the number of children attending teacher run and externally run (sports) clubs and at externally run music clubs had been included in the report. The Headteacher advised that she could understand why parents would like more clubs and that the LSAs who run the clubs or Ambassador groups may be asked if they would be willing to run clubs after school.</p> <p>A governor commented that the results were disappointing, especially as they did not reflect what governors and external visitors such as the LLP and SIAMS observed when they were in school. It was recognised that the proportion of those who were dissatisfied was small compared to those who were happy with the school's provision and that it was important to take a holistic view.</p> <p>Q. Do you run the survey annually?</p> <p>A. We usually run them biannually and have run this one again this year as we were aware of some dissatisfaction amongst parents.</p> <p>Q. What do you do with the information?</p> <p>A. Last time, the governors wrote a letter to parents setting out how their concerns would be addressed and it is hoped that we can do this again. The Chair confirmed that a letter, which would include the information about attendance at clubs, would be sent out before the end of term.</p> <p>Q. Is there any comparable data from other schools?</p> <p>A. We do not have any, but we know SEND is a national issue.</p> <p>INSET Days</p> <p>These are currently planned as follows:</p> <p>23 September – safeguarding (teaching staff)</p> <p>30 September – safeguarding (support staff)</p> <p>1 October – trauma informed strategies and attachment</p> <p>4 November – design and technology</p> <p>Two further dates, one in the Spring term and one in the Summer term, are to be confirmed.</p> <p>Staffing</p> <p>The school is fully staffed with teaching staff for September. 3 new teachers, two ECTs and one experienced, have been recruited.</p> <p>Two new posts, ELSA and Wellbeing Champion/Family Support Worker to support the Inclusion Manager have been created.</p> <p>Vacancies for an LSA and an admin assistant have been advertised.</p> <p>Excellence Plan</p> <p>Copies of the 2024/25 Excellence Plan, which includes the impact from 2023/24, were distributed.</p> <p>Behaviour</p> <p>Overall, behaviour across the school is good and the number of behavioural issues has reduced from last year. Although there are still some ongoing issues, a small number of children account for the majority of the incidents.</p> <p>Attainment and Progress</p> <p>A detailed breakdown of attainment and progress by year group, with comparisons at different points throughout the year was included in the report.</p> <p>Overall:</p> <ul style="list-style-type: none"> • Attainment at ARE+ in Reading is between 68% and 90% (lowest in Y1) • Attainment at ARE+ in Writing ranges from 48% in Y2 to 76% in Y6 • Attainment at ARE+ in Maths is between 76% and 90% • Girls outperformed boys in Reading in YsR, 1, 2 and 4, with no gender difference in Ys3 and 5 • Girls outperformed boys in Writing in all year groups 	<p style="text-align: right;">JM</p>

		Action
	<ul style="list-style-type: none"> Boys outperformed girls in Maths in Ys1, 2, 3, and 4, with no gender difference in YsR and 5 In general, children in receipt of Pupil Premium, with SEND or with Children's Services involvement attained less well than all children, with the exception of Pupil Premium children in Y3 in Reading and Maths and Y5 in Maths <p>This reflects how successful the work put in to bring about improvements has been, particularly in Writing.</p> <ul style="list-style-type: none"> Phonics: 78% of Y1 and 50% of children in Y2 who re-took the test achieved the required standard. <p>This reflects the challenges faced by these cohorts in terms of their learning behaviour and their general behaviour and the impact of Covid in making them 'school ready' as they were not able to attend pre-school where any developmental needs can be picked up early.</p> <ul style="list-style-type: none"> SATs: the headline results were distributed and showed: 69% had achieved ARE+ in Reading, below the national average of 74%, with 33% at GDS, above the national average of 28%. 77% had achieved ARE+ in Writing, above the national average of 72%, with 19% at GDS, above the national average of 13%. 67% had achieved ARE+ in Maths, below the national average of 73%, with 27% at GDS, above the national average of 24%. 60% had achieved ARE+ in Reading, Writing and Maths combined, just below the national average of 61%, with 13% at GDS, above the national average of 8%. <p>The Headteacher advised that the Reading and Maths results were below the national average for the first time and, although this was disappointing, there had not yet been time to interrogate the data to identify any trends or to make comparisons with the trajectory at the end of Y5. A fuller report would be provided for the Curriculum Committee and the FGB next term.</p> <p>SEND A very detailed report from the Inclusion Manager had been provided. The Headteacher advised that the number of children with additional needs is increasing, with 77 on the SEND register, 70 with 'SEN Support' provision, 4 of whom are awaiting a draft EHCP, and 7 children with EHCPs, 1 in draft. The lack of availability of support for SEMH is an issue. There are a number of children coming into YR in September with SEND.</p> <p>Q. How do you feel about that? A. I am very confident in the ability, commitment and professionalism of staff but it is very time consuming to manage and has an impact on staff workload and wellbeing. Class sizes are generally smaller, however, as the number coming in is below PAN. There is an LSA in each class and we are looking at the provision of additional support for the children with specific needs.</p> <p>The Headteacher was thanked for her very comprehensive report.</p>	
5.	<p>Feedback from Governors' Open Meeting 9 June</p> <p>It was noted that the meeting had been held online although there was some uncertainty as to whether this was the most effective way of communicating with parents.</p> <p>The intention is to reinstate the Parent Council but there may be a need to consider the structure and revisit the Terms of Reference and purpose. As Parent Governors, OR and SB agreed to consider the approach and the best way of communicating. As a start point, the Headteacher will send them the current Terms of Reference.</p> <p>It was agreed that it was important to improve governor presence at events which parents are attending.</p>	<p>OR/SB</p> <p>FW</p>

		Action
	In the meantime, the Chair will circulate draft notes for the next edition of the governor newsletter, which will include OR's recent election and SB and AT's recent appointment to the governing body.	JM
6.	<p>SIAMS Report</p> <p>The final version of the report from the visit on 21 May had been circulated before the meeting and all those who had helped to support the visit were thanked for doing so.</p> <p>The Headteacher advised that it was very pleasing and a very accurate reflection of the school and its ethos. The recommendations are being addressed.</p> <p>Governors commended the school for the very positive outcome and the amount of pre-work that had been put in.</p>	
7.	<p>Update on Academisation</p> <p>It was agreed to defer this to the next meeting.</p>	Clerk – agenda
8.	<p>Monitoring Grid Update</p> <p>It was noted that this would be updated before the end of term.</p>	RS
9.	<p>Chairman's and Clerk's Items</p> <p>There were no matters to report.</p>	
10.	<p>Training</p> <p>10.1 Training Booked/Undertaken</p> <p>Governors were encouraged to take up opportunities for training related to their roles and responsibilities, which they could find in the job descriptions. The characteristic checklist self-evaluation from the previous whole GB training session would also help to identify gaps where training might be helpful. This linked to the governor self-evaluation work which SB is taking forward for next term.</p> <p>It was noted from the outcomes from the recent skills audit, which had been circulated before the meeting, that there was very little difference between these and the last audit in 2022, with strategic leadership and accountability the weakest areas.</p> <p>Governors were asked to look at the criteria and the way in which these apply within a school setting rather than externally and how this is reflected in the training they should undertake.</p> <p>It was suggested that engagement with the children and staff during monitoring visits should also be improved.</p> <p>10.2 Date and Topic for Whole Governing Body Training</p> <p>It was agreed to defer this until SB's work on self-evaluation had been completed.</p>	All
11.	<p>Governor Visits</p> <p>Governors who had attended Sports Day commented that it had been very enjoyable.</p> <p>A report on the Summer Fair will be provided.</p>	OR/JM/RZ
12.	<p>Meeting Dates for 2024/25</p> <p>The proposed schedule of meeting dates had been circulated before the meeting and was agreed. It was also agreed that all meetings should be face to face in school.</p>	

		Action
13. Correspondence	There were no items of correspondence to note.	
14. Any Other Business	A governor asked whether the school might be interested in linking with the community garden project taking place in the village and offered to pass on the contact details of the project leader so that this can be taken forward if it is felt appropriate. The Headteacher will send the annual planner to governors so that they are aware of the whole school and year group events taking place.	RS FW
	As this was RS's last meeting, he was presented with a gift and card and thanked for all his support and commitment during the 9 years he has been on the governing body.	
	Date of Next Meeting The next meeting will take place on Thursday 3 October at 6.15pm. NB: change of date from that shown on the annual planner.	

The meeting closed at 8.15pm

Signed: (Chair of Governors) Date:

Action Report – 9 July 2024

Ref	Action Report	Action	Status
17.03.22	4 – Headteacher's Report	JM and RS to review and update governor job descriptions.	COMPLETED
05.12.23	4 – Headteacher's Report	JR and BG to review information on Ethos and Values on the website.	COMPLETED
19.03.24	4 – Headteacher's report	FW and SB 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.	COMPLETED
19.03.24	7 – Excellence Plan	SB to take a governors' self-evaluation process forward.	Ongoing
19.03.24	9 – Monitoring Grid	<ul style="list-style-type: none"> JM to circulate the report from meeting on filtering and monitoring with the School Business Manager. SB to take monitoring of safeguarding forward. 	COMPLETED Ongoing
21.05.24	3 – Actions	FJ to share the monitoring and filtering checklist with the Chair.	COMPLETED
21.05.24	6 – Resources Committee	FW to contact the parent group	COMPLETED

		promoting a ban on smartphones for information on the national campaign for publication on the website. ALL to consider attending the next information session at 7.30pm on 9 July 2024.	COMPLETED
09.07.24	2 – Declarations of Pecuniary Interest	Clerk to give OR guidance on how to record his declarations on GovernorHub.	COMPLETED
09.07.24	3 – Action Report	JM to scan and upload slides from Pupil Premium training.	New action
09.07.24	3 – Action Report	JM and RZ to attend the meeting of the local group promoting the banning of smartphones.	COMPLETED
09.07.24	4 – Headteacher's Report	FW/FJ to consider if a breakdown of authorised and unauthorised absence can be produced.	New action
09.07.24	4 – Headteacher's Report	SB to attend safeguarding training on 23 September at 9am.	New action
09.07.24	4 – Headteacher's Report	JM to provide response to parents on the outcomes of the parent survey.	COMPLETED
09.07.24	5 – Open meeting 9 June	<ul style="list-style-type: none"> • OR and SB to look at the structure and purpose of the Parent Council and review ToR. • FW to send them the ToR. • JM to circulate draft notes for the next edition of the governor newsletter. 	New action COMPLETED COMPLETED
09.07.24	7 – Update on academisation	Clerk to add to the agenda for the next meeting.	COMPLETED
09.07.24	8 – Monitoring Grid	RS to update before the end of term.	New action
09.07.24	10.1 - Training	ALL to look at the criteria from the skills audit and consider how this linked with training.	New action
09.07.24	11 – Governor Visits	OR/JM/RZ to provide a report on the Summer Fair.	New action
09.07.24	14 – Any Other Business	<ul style="list-style-type: none"> • RS to forward contact details for the community garden project leader. • FW to send an annual planner of school events to governors. 	New action New action