

# Overton Church of England Primary School

## Minutes of the Full Governing Body Meeting Held on Thursday 5 December 2024 at 10.00am

**Present:**

Dr John Mitchell (JM)	Chair of Governors
Mrs Fiona Wyeth (FW)	Headteacher
Mr Sam Burrows (SB)	Left after item 10
Mr Warren Glew (WG)	
Mrs Beth Gough (BG)	
Mr Oli Rodi (OR)	
Rev James Russell (JR)	
Prof Andy Tolmie (AT)	
Mr Rob Zealley (RZ)	

**Apologies:** None

**In attendance:**

Mrs Fran Johnson (FJ)	Business Manager
Mrs Flavia Coleman	Clerk

		Action
1.	<p><b>Welcome and apologies</b> The Chair opened the meeting at 10.05am and welcomed everyone.</p> <p>JR led a prayer.</p> <p>There were no apologies for absence.</p>	
2.	<p><b>Declarations of pecuniary interest</b> Governors were invited to declare any pecuniary interests in any of the agenda items and BG declared a possible conflict of interest with the item on the business plan for the nursery.</p> <p>No other declarations were made.</p>	
3.	<p><b>Previous meeting – FGB 3 October 2024</b> <b>3.1 – Approval</b> The minutes of the Full Governing Body meeting held on 3 October 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> <b>Action Report:</b> <b>Breakdown of authorised and unauthorised absence:</b> the Headteacher advised that this was included in the Pupil Premium strategy. <b>Declarations on GovernorHub:</b> WG and JR to update their declarations. <b>Discussion of checks on the potential for families to become homeless during home visits:</b> ongoing.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p>	<b>WG/JR FW</b>
4.	<p><b>Headteacher’s Report</b> The Headteacher’s written report had been circulated before the meeting and the following noted:</p>	

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<p><b>Attendance</b></p> <p>At 96.8% for autumn 1, whole school attendance is improving and is being monitored. Children on a reduced timetable or in alternative provision has an impact on the data, however.</p> <p><b>Q. What actions have you taken to make the difference?</b></p> <p>A. Face to face discussions with parents have had an impact, as well as continued monitoring.</p> <p><b>Q. What are the national targets?</b></p> <p>A. Above 95%. A number of children with attendance below 90% are a reflection of the children on alternative provision or reduced timetables. The others are due to holiday and illness.</p> <p>Staff absence is also improving, but there is concern about the level of absence of support staff.</p> <p><b>Q. What is being done to address this?</b></p> <p>A. One member of the support staff is on long-term sickness leave but we will need to explore the absence of some others as they may be at the trigger point.</p> <p><b>Q. What is the knock on effect?</b></p> <p>A. Significant, especially in terms of lunchtime supervision and interventions, particularly for the most vulnerable children, as well as the difficulty it causes for the teachers. We can only obtain additional staff through an agency and this is expensive. We try to ensure that the support staff feel valued and part of the team.</p> <p><b>Q. If LSAs are absent because of childcare, are they paid?</b></p> <p>A. No, it is unpaid leave. In real terms, it is only a very small percentage of the overall staffing but it has a significant impact. It might be useful to benchmark the level of absence with that of other schools.</p> <p><b>Parental Engagement</b></p> <p>There have been a large number of opportunities for parental engagement. The number of parents who attended the meet and greet for the new year groups in September was disappointing.</p> <p><b>Q. Do you know the reasons why parents did not attend?</b></p> <p>A. It is difficult to tell and difficult to ask them such a personal question.</p> <p><b>Q. How does this compare to attendance at parent consultatives?</b></p> <p>A. We follow up on parent consultatives in order to maximise attendance as far as possible. Most parents are seen and spoken to in both the autumn and spring terms.</p> <p><b>CPD and Wellbeing</b></p> <p>Directed time is used to support teachers' wellbeing.</p> <p><b>Q. What is your role as the National Lead for COVID Recovery for Preschools and Nurseries?</b></p> <p>A. This has now finished but it was interesting and challenging to see the variety of settings. For a number of reasons, there are still a lot of issues to be resolved, however, within the early years sector.</p> <p><b>Q. Do you have any feedback on the types of issues raised as part of monitoring staff wellbeing?</b></p> <p>A. It is mainly about communication and workload and these are followed up by the phase leaders.</p> <p><b>Q. Is there any feedback from staff on how they feel they have been supported?</b></p> <p>A. Overall, we believe it is positive, especially amongst teachers, and this is reflected in the retention rate. The turnover of support staff can be a concern and, due to the complexity of some children's needs, we are fortunate in being overstaffed with LSAs compared to other schools.</p> <p><b>Q. How are the new teachers settling in?</b></p> <p>A. The two ECTs are doing well, despite having to face some challenges, and the experienced teacher has settled well into the team.</p> <p><b>Ambassador School for SFET</b></p> <p>Training for ECTs and mentors has been very successful and the quality of teaching</p>	

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	<p>observed is very positive.</p> <p><b>Safeguarding</b> Approximately 18% of children have a safeguarding profile but this is relatively stable compared to last year. 4 Children's Services assessments for concerns raised by other agencies have been undertaken involving 5 children and 4 Inter-Agency Referrals (IARs) have been made. The Inclusion Manager carries out fortnightly home visits for children on alternative provision or reduced hours provision.</p> <p><b>Strategic Planning</b> A review of the strategic plan is about to take place and the results will be shared when it has been completed.</p> <p><b>Q. What is the review process?</b> A. All the Subject Leaders review the Excellence Plan and generate new plans. These will be presented to governors in May.</p> <p><b>Q. Is there any external input into the plans?</b> A. It varies but we have access to experts if necessary.</p> <p><b>Behaviour, Accidents and Bullying</b> The 7 children who have had 123 behavioural incidents recorded are receiving additional support but continue to be challenging. The time needed for staff to support the children to regulate and have restorative conversations is also impacting other staff.</p> <p><b>Q. Are the children's parents supportive?</b> A. In the main, yes.</p> <p><b>Q. Concerns were raised previously about the number of accidents in class. Has the situation improved?</b> A. We have spoken to staff but will look at the high number in Y4.</p> <p><b>Teaching and Learning</b> WG is supporting interventions in Y6 for 4-5 mornings per week where possible. The Headteacher and WG carry out drop in visits to classes to identify good practice and areas for development. Governors were invited to attend the pupil progress meetings at 8.15am on 10 and 11 December.</p> <p><b>SEND</b> A very comprehensive report had been provided by the Inclusion Manager.</p> <p><b>Q. How does the 65 children on SEN Support compare to other schools?</b> A. Our number of children with EHCPs is below both the national average and the number at other schools but our number at SEN Support is now above national.</p> <p><b>Q. We know the Inclusion Manager is being well supported in terms of her workload but is there a plan if this should become unmanageable?</b> A. We would have to appoint another Inclusion Manager but we would have to be conscious of the loss of the strategic overview if responsibilities were divided. In the worst case scenario, all the statutory responsibilities would be completed but there would be no capacity for much else.</p> <p>The Headteacher was thanked for her very detailed report.</p>	
5.	<p><b>Changes to the Start and End of the School Day</b> The Headteacher advised that the proposal to change the start and end of the school day originated from discussions about directed time with staff and children in different key stages arriving at different times. It had also been discussed at the Parent Council, with mixed views and a range of suggestions. It was acknowledged that once children are allowed onto the school site, the school is responsible for them in terms of health and safety and safeguarding.</p> <p>Moving to one arrival and departure time for all children would mean a calmer start to</p>	

		<b>Action</b>
	<p>the school day and would also make the ability to safeguard children much easier. Accordingly, it was proposed that, across the school, the day would start at 8.30am, with gates open at 8.25am, and would finish at 3.25pm.</p> <p>The proposal was agreed unanimously.</p>	
<b>6.</b>	<p><b>Business Plan for Proposed Nursery</b></p> <p>The business plan, which is part of the requirements for the 6-9 month consultation period for the reduction in the school's age range to 3 years old, had been circulated before the meeting.</p> <p>It was noted that it would only be possible to take the proposal to set up a school based nursery forward if it was financially sustainable and that the different permutations of the children's attendance made financial planning a challenge. In order to cover the costs, 18 children would need to attend and, to make a profit, 21 children would need to attend in term time only. How the proposition is marketed will therefore be key in generating interest. Identifying the level of demand and input on what can be offered has been sought from a school based nursery in Basingstoke and the proposal built on their expertise.</p> <p><b>Q. What happens if it makes a loss?</b></p> <p>A. It is usual to show a loss initially but outgoings will be limited and so the risk will be small, although, as mentioned, the number of children attending will be the determining factor.</p> <p>The consultation document will be sent initially to existing parents who will be asked to complete a survey and will then be sent to other settings.</p> <p>Construction of the building is due to start in January and to finish in April, in readiness for opening in September 2025. Parents will be given weekly updates on progress and will be able to see the plans.</p> <p>The business plan was agreed and the Headteacher and Business Manager were thanked for preparing it.</p>	
<b>7.</b>	<p><b>Feedback from LLPR 21 October 2024</b></p> <p>The report from the visit on 21 October 2024 had been circulated before the meeting.</p> <p>The Headteacher advised that the review and focused on the Y6 results for Reading and Maths, which were lower than forecast but that the school had been able to provide data for the small number of children who had achieved ARE but did not convert in the tests.</p> <p>There are no concerns about the predictions for Y6 this year against the HCC target of 65% for Reading, Writing and Maths combined.</p> <p>There had also been a focus on the lessons learned from last year and how teaching had been adapted to meet the children's needs and drive up progress, which should feed into the Excellence Plan.</p> <p><b>Q. Is there anything that should be included in the monitoring grid?</b></p> <p>A. Checking that staff are monitoring to ensure progress is being made.</p>	
<b>8.</b>	<p><b>Finance</b></p> <p>The revised 2024/25 budgets and 5-year plans had been circulated before the</p>	

meeting and the following noted:

**'O' Code (School)**

The revised budget with explanatory notes against the main changes, including changes to the GL codes, had been circulated. The revised budget for 2024/25, as shown below, was approved without further amendment and the return signed by the Chair and Headteacher.

<b>Total Income</b>	£2,261,581 Two million two hundred and sixty one thousand five hundred and eighty one pounds
<b>Total Expenditure</b>	£2,759,543 Two million seven hundred and fifty nine thousand five hundred and forty three pounds
<b>In-Year Surplus/(Deficit)</b>	(£497,962) (Four hundred and ninety seven thousand nine hundred and sixty two pounds)
<b>Surplus/(Deficit) Carried Forward</b>	£555,026 Five hundred and fifty five thousand and twenty six pounds
<b>Cumulative Surplus/(Deficit)</b>	£57,064 Fifty seven thousand and sixty four pounds

**'Y' Code (Community)**

The budget was broadly on track and no changes had been made. The significant overspend on expenditure would be accounted for when the budget is submitted. The budget for 2024/25, as shown below, was approved without further amendment and the return signed by the Chair and Headteacher.

<b>Total Income</b>	£44,958 Forty four thousand nine hundred and fifty eight pounds
<b>Total Expenditure</b>	£173,741 One hundred and seventy three thousand seven hundred and forty one pounds
<b>In-Year Surplus/(Deficit)</b>	(£128,783) (One hundred and twenty eight thousand seven hundred and eighty three pounds)
<b>Surplus/(Deficit) Carried Forward</b>	£156,882 One hundred and fifty six thousand eight hundred and eighty two pounds
<b>Cumulative Surplus/(Deficit)</b>	£28,099 Twenty eight thousand and ninety nine pounds

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	<p><b>'D' Code (School Direct)</b></p> <p>It was noted that the revised budget reflected the adjustment to address the mismatch of payments against invoices. This budget will be used to pay the costs of the nursery build. The revised 2024/25 budget, as shown below, was approved without further amendment and the return signed by the Chair and Headteacher.</p> <table border="1"> <tr> <td><b>Total Income</b></td> <td>£19,700 Nineteen thousand seven hundred pounds</td> </tr> <tr> <td><b>Total Expenditure</b></td> <td>£581,464 Five hundred and eighty one thousand four hundred and sixty four pounds</td> </tr> <tr> <td><b>In-Year Surplus/(Deficit)</b></td> <td>(£561,764) (Five hundred and sixty one thousand seven hundred and sixty four pounds)</td> </tr> <tr> <td><b>Surplus/(Deficit) Brought Forward</b></td> <td>£580,928 Five hundred and eighty thousand nine hundred and twenty eight pounds</td> </tr> <tr> <td><b>Cumulative Surplus/(Deficit)</b></td> <td>£19,164 Nineteen thousand one hundred and sixty four pounds</td> </tr> </table>	<b>Total Income</b>	£19,700 Nineteen thousand seven hundred pounds	<b>Total Expenditure</b>	£581,464 Five hundred and eighty one thousand four hundred and sixty four pounds	<b>In-Year Surplus/(Deficit)</b>	(£561,764) (Five hundred and sixty one thousand seven hundred and sixty four pounds)	<b>Surplus/(Deficit) Brought Forward</b>	£580,928 Five hundred and eighty thousand nine hundred and twenty eight pounds	<b>Cumulative Surplus/(Deficit)</b>	£19,164 Nineteen thousand one hundred and sixty four pounds	
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9.	<p><b>Update on Academisation</b></p> <p>The Headteacher advised that there was nothing further to report at this stage.</p>											
10.	<p><b>Monitoring Grid Update</b></p> <p>The updated monitoring grid had been circulated before the meeting and the outstanding actions noted as follows:</p> <ul style="list-style-type: none"> <li>• Items 8 and 9 – audit website to ensure it is up to date and statutorily compliant: JM to progress and write report. It was noted that ensuring the pages are updated regularly is a responsibility of the Phase Leaders and is monitored by the Headteacher and WG to ensure they are compliant.</li> <li>• Item 10 – ASP report: it was noted that this is now the IDSR report and will be circulated by the Headteacher.</li> <li>• Items 12 and 23 – monitoring of safeguarding, filtering and monitoring: to be undertaken after Christmas.</li> <li>• Item 14 – identify further priorities for next Excellence Plan: included in the Headteacher's report.</li> <li>• Item 18 – review of performance management for staff and Headteacher: outcomes from the Pay Committee to be included in the minutes of the Resources Committee. A date for the Headteacher's Performance Management to be arranged.</li> <li>• Item 20 – article in Test magazine: WG to progress with a group of Ambassadors.</li> <li>• Item 21 – monitoring of collective worship: to be undertaken after Christmas.</li> <li>• Item 22 – governor visit reports on KS1 Christmas performance and Y5/6 Carol Concert to be provided.</li> <li>• Governor visits Spring 1 – dates to be confirmed. It was noted that a Pupil Progress meeting would be taking place on 7 February.</li> <li>• SEF implementation Spring 1: governor monitoring visits for Art, DT and PE to be arranged.</li> </ul> <p><i>SB left at 11.50pm.</i></p>	<p><b>JM</b></p> <p><b>FW</b></p> <p><b>SB</b></p> <p><b>JM</b></p> <p><b>WG</b> <b>JR/BG</b></p> <p><b>JR/BG</b></p> <p><b>All</b></p>										
11.	<p><b>Healthy Eating Policy</b></p>											

		<b>Action</b>
	<p>The Headteacher advised that the policy circulated before the meeting had been developed after discussion at the Parent Council and that the aim was to encompass everything the school does to promote healthy eating and to promote the key message that no foods are “good” or “bad”.</p> <p>Feedback on the quality of the food offered at the Breakfast and After School Clubs had been part of the discussion and work to address the concerns through the provision of healthier snacks is already underway.</p> <p>The safeguarding implications of the monitoring of the content of lunchboxes had also been discussed.</p> <p>As this is a very complex subject and a range of views had been expressed, the policy will now be circulated to the Parent Council for feedback and to the whole parent body and will be brought back to the next meeting for approval.</p>	<b>FW FW/Clerk – agenda</b>
<b>12.</b>	<b>Chairman’s and Clerk’s Items</b> There were no matters to discuss.	
<b>13.</b>	<p><b>Training</b> <b>13.1 Training Booked/Undertaken</b> The Chair and AT had attended the Governor Conference and had found it very useful to network with other governors. Feedback on the conference will be circulated.</p> <p>It was noted that BG would book training on Headteacher Performance Management in February.</p> <p><b>13.2 Whole GB Training</b> Governors were reminded that the Whole GB training session on Governing Body Self-Evaluation would be taking place in school on 22 January at 6.15pm.</p>	<b>JM/AT  BG  All</b>
<b>14.</b>	<b>Governor Visits</b> Reports from OR and RZ on the pupil progress meeting on 15 October had been circulated before the meeting and were noted.	
<b>15.</b>	<b>Correspondence</b> There were no items of correspondence to note.	
<b>16.</b>	<p><b>Any Other Business</b> <b>16.1 Parent Council</b> It was noted that some disappointment had been expressed at the absence of governors’ attendance at the Parent Council meeting.</p> <p>It was recognised that governors who had committed to attend should send their apologies if they were subsequently unable to take part and to let other governors know so that another governor could attend if they are able to.</p> <p><b>16.2 DBS Checks</b> Those governors who had not already done so were reminded to provide the Business Manager with the identity documents needed for renewal of their DBS clearance.</p>	<b>All</b>
	<b>Date of Next Meeting</b>	

		<b>Action</b>
	The next meeting will take place on Thursday 6 February 2025 at 6.15pm.	

The meeting closed at 12.10pm

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

### Action Report – 5 December 2024

Ref	Action Report	Action	Status
09.07.24	4 – Headteacher's Report	<b>FW/FJ</b> to consider if a breakdown of authorised and unauthorised absence can be produced.	<b>COMPLETED</b>
09.07.24	10.1 - Training	<b>ALL</b> to look at the criteria from the skills audit and consider how this linked with training.	<b>Ongoing</b>
03.10.24	2 – Pecuniary Interests 9.3 – KCSIE	<b>ALL</b> to complete declarations on GovernorHub if not already done.	<b>COMPLETED</b>
03.10.24	5 – Statutory Appointments	<b>FW/SB</b> to discuss the role of Safeguarding Governor.	<b>COMPLETED</b>
03.10.24	9.2 – Safeguarding Policy	<b>FW</b> to discuss checks on the potential for families to become homeless during home visits with a governor.	<b>Ongoing</b>
03.10.24	10 – Update on academisation	<b>JM/FW</b> to discuss moving this forward.	<b>Ongoing</b>
03.10.24	11 – Monitoring Grid	<b>BG/JR</b> to consider a date for governor visits to whole school/ church/class worship sessions.	<b>Ongoing</b>
03.10.24	12.2 – GB membership	<b>FW</b> to generate a list of former governors.	<b>Ongoing</b>
03.10.24	13.1 – Training	<b>JM/AT</b> to feedback on the Governor Conference.	<b>Ongoing</b>
03.10.24	16 – AOB	<b>FW/WG</b> to discuss projects OSA might be asked to contribute towards with staff.	<b>Ongoing</b>
05.12.24	10 – Monitoring Grid	<ul style="list-style-type: none"> <li>• <b>JM</b> to audit website and provide report.</li> <li>• <b>FW</b> to circulate IDSR report.</li> <li>• <b>SB</b> to carry out safeguarding monitoring visit.</li> <li>• <b>WG</b> to write article for Test magazine.</li> <li>• <b>JR/BG</b> to carry out monitoring of collective worship.</li> <li>• <b>JR/BG</b> to provide reports on KS1 Christmas performance and Y5/6 Carol Concert.</li> <li>• <b>ALL</b> to carry out monitoring visits for Art, DT and PE.</li> </ul>	<b>New action</b>  <b>COMPLETED</b> <b>COMPLETED</b>  <b>New action</b>  <b>New action</b>  <b>COMPLETED</b>  <b>New action</b>

05.12.24	11 – Healthy Eating policy	<b>FW</b> to circulate to Parent Council and parents. <b>Clerk</b> to add to agenda for next meeting.	<b>COMPLETED</b> <b>COMPLETED</b>
05.12.24	13 – Training	<ul style="list-style-type: none"> <li>• <b>BG</b> to book onto Headteacher Performance Management training.</li> <li>• <b>ALL</b> to attend WGBT 22 January.</li> </ul>	<b>New action</b> <b>COMPLETED</b>
05.12.24	16.2 – DBS Checks	<b>ALL</b> to provide ID documents if not already done.	<b>New action</b>