

Overton Church of England Primary School

Minutes of the Virtual Full Governing Body Meeting

Held on Tuesday 10 October 2023 at 6.15pm

Present:

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| Dr John Mitchell (JM) | Chair of Governors |
| Mrs Fiona Wyeth (FW) | Head Teacher |
| Mr Warren Glew (WG) | |
| Mrs Beth Gough (BG) | |
| Rev James Russell (JR) | |
| Mr Richard Stedham (RS) | |
| Prof Andy Tolmie (AT) | |
| Mr Rob Zealley (RZ) | |

Apologies: None

In attendance:

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| Miss Lisa Mackrill (LM) | Assistant Head Teacher |
| Mr Mike Nicholls (MN) | Business Manager |
| Mrs Flavia Coleman | Clerk |

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| 1. | <p>Welcome and apologies</p> <p>The Chair opened the meeting at 6.18pm and welcomed everyone.</p> <p>JR led a prayer.</p> <p>There were no apologies for absence.</p> | |
| 2. | <p>Declarations of pecuniary interest</p> <p>2.1 Declarations related to any items on this agenda</p> <p>Governors were invited to declare any pecuniary interests in any of the agenda items. BG gave advance notice that she would be returning to Little Steps in January. No other declarations were made.</p> <p>2.2 Governors to confirm declarations for 2023/24 on Governor Hub</p> <p>Governors were reminded of the annual requirement to update their declarations of pecuniary interest on Governor Hub.</p> <p>The Clerk will send instructions on the steps needed to access the declarations page by e-mail.</p> | <p>All</p> <p>Clerk</p> |
| 3. | <p>Appointment of Prof Andy Tolmie as Co-opted Governor</p> <p>AT left the meeting while his application was discussed.</p> <p>Governors had previously been advised of AT's skills and experience and his reasons for joining the governing body and it was agreed unanimously that he should be appointed with immediate effect.</p> <p>AT returned to the meeting and was congratulated on his appointment and welcomed to the governing body. Introductions were made.</p> | |
| 4. | <p>Election of Chair and Vice-Chair</p> <p>The Clerk took the Chair for this item.</p> | |

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| | <p>4.1 Election of Chair Nominations were invited and JM indicated his willingness to continue for a further year. There were no other nominations and JM was therefore re-appointed unanimously.</p> <p>4.2 Election of Vice-Chair Nominations were invited and RZ indicated his willingness to continue for a further year. There were no other nominations and RZ was therefore re-appointed unanimously.</p> <p>JM resumed the Chair for the remainder of the meeting.</p> | |
| 5. | <p>Committee Membership Membership was agreed as follows:</p> <ul style="list-style-type: none"> • Curriculum Committee – Richard Stedham (Chair), Beth Gough, John Mitchell, Andy Tolmie, Warren Glew + Fiona Wyeth • Resources Committee – Rob Zealley (Chair), James Russell, John Mitchell + Fiona Wyeth and Mike Nicholls • Pay Committee – John Mitchell, Beth Gough, Andy Tolmie – potentially to meet at 12.30pm on 13 October on Zoom • Head Teacher’s Performance Management Committee – Richard Stedham and James Russell <p>It was recommended that JR and a governor from the Curriculum Committee should undertake performance management training.</p> | |
| 6. | <p>Statutory Appointments/Governors with Special Responsibilities Appointments were agreed as follows:</p> <ul style="list-style-type: none"> • DTG – Richard Stedham • Forum Rep – John Mitchell • Child Protection/Safeguarding Governor – Beth Gough • Health & Safety Governor – Rob Zealley • SEND Governor – Beth Gough • Monitoring Grid – Richard Stedham • Councils and Communication – John Mitchell, but all governors are welcome to attend Parent and School Council meetings • Auditing of Pay and Performance Management Processes – Rob Zealley | |
| 7. | <p>Previous meetings – FGB 11 July 2023</p> <p>7.1 – Approval The minutes of the Full Governing Body meeting held on 11 July 2023 were agreed as a true and accurate record and will be signed by the Chair.</p> <p>7.2 – Matters Arising and Action Report</p> <p>Action Report: Review and updating of governor job descriptions: ongoing. Review of website compliance: completed and a report to be brought to the next meeting. Pupil conferencing focusing on Christian ethos and understanding of equality and diversity: ongoing.</p> <p>Any other actions had either been completed or were covered by the agenda for the meeting.</p> | <p>JM/RS JM</p> <p>FW/WG</p> |
| 8. | Head Teacher’s Report | |

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| | The Head Teacher advised that all matters were covered by the minutes from the Resources and Curriculum Committees. | |
| 9. | <p>Committee Reports</p> <p>9.1 Resources Committee</p> <p>Minutes of the meeting held on 27 September 2023 had been circulated before the meeting and the Head Teacher was thanked for preparing them.</p> <p>RZ highlighted the following:</p> <ul style="list-style-type: none"> • Health & Safety – a report on the Health & Safety visit in May, with updates for September, had been circulated before the meeting. A combined monitoring of internal controls and a health & safety site visit would take place in May 2024. • The ‘O’, ‘Y’ and ‘D’ budgets had been reviewed. • A date for monitoring of safer recruitment processes and the Single Central Register has been agreed. • A detailed verbal report on health & safety matters had been provided by the Business Manager. The buildings are in good order and a considerable amount of refurbishment and redecoration had been carried out during the summer holidays. Progress to bring cleaning back in-house is being made and it is hoped that this can be completed by 1 November. CCTV is in place and proving effective. A defibrillator is now on site. The modular build is moving forward and the outcome of the planning application awaited. The termly health & safety web monitoring form will be completed after the briefing in October. <p>Q. Has communication of the plans for usage of the modular build been specifically targeted?</p> <p>A. A message has been sent to all parents but the usage described in the planning application has caused some misunderstanding. This is outside of the school’s control but the supporting documents make the intention clear and the use of the term “classroom” had been made clear in the information sent to parents. A meeting with the Treasurer of the pre-school has been arranged but there is very little we can tell them in the way of updates at this stage. It was noted that the Chair would join the meeting if he was available.</p> <ul style="list-style-type: none"> • There are no children with a Child Protection plan on roll at the moment. • There has been some staff absence due to Covid. <p>9.2 Curriculum Committee</p> <p>Minutes of the meeting held on 9 October 2023 had been circulated before the meeting and RS highlighted the following:</p> <ul style="list-style-type: none"> • The new website has been launched and the compliance audit completed. • The Excellence Plan teams have been revised and a target related to roles and responsibilities added to performance management. • Monitoring by the Phase Leaders has focused on the learning environment and the learning culture. The SLT receives reports on strengths and areas for improvement and these are also discussed at their weekly meetings. • The agendas for staff development meetings had been circulated and uploaded to Governor Hub. Governors were encouraged to attend these meetings as they provide a good opportunity to gain more understanding of the dynamics of training and the interaction between staff and the SLT. • Two INSET days had taken place and governors were encouraged to attend these as an aid to their understanding. • The new Worship Ambassadors programme has started. • A SIAMS inspection is expected and, in preparation, a joint moderation of RE with other local schools is being explored. • A review of the SEF is needed as there is a new format in place. | |

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| | <ul style="list-style-type: none"> • The Harvest Festival and Harvest Breakfast at St Mary's Church had been very successful. • 6 children with SEND have joined the school in YR, bringing the total number across the school to 57. 5 children have EHCPs and these are being reviewed in line with statutory requirements. The impact on the Inclusion Manager's workload was recognised. • There is one child on alternative provision. This has financial implications for the school and the Head Teacher is trying to recoup the costs from the LA. • There are 73 children eligible for Pupil Premium, 64 of whom are eligible for free school meals. • The Pupil Premium implementation plan is in place. High quality teaching is being provided to all children, both Pupil Premium and non-Pupil Premium. The progress of all Pupil Premium children across the school had been reviewed to ensure that the focus on this group is maximised. • At 96.8%, attendance was above target in 2022/23 and an improvement on the 2021/22 figure of 93.76%. The key is to ensure this is maintained. • The school is looking to move away from HC3S and the process of sourcing of an alternative provider is underway, with the aim of having this in place at the beginning of January. • The LA's Transforming SEND programme has been launched and the school is exploring whether an alternative approach can be provided in collaboration with other schools. • The new Ofsted framework has been published. Only minor changes, arising from the suicide of a Head Teacher in Berkshire, have been made. • The Reception Baseline Assessment, which is intended to be used as a progress measure for a child's primary school career, was completed for the 2023 YR cohort. Initial feedback showed that children are more school ready than last year's cohort and have good play and social skills but are low in terms of counting, recognising their name and holding a pencil. • Aspire Teaching Alliance – WG advised that the last cohort will begin their training. If all 8 are successful, a total of 70 students will have successfully completed the programme since it started. Although it is disappointing that it is ending, it has been an exciting opportunity for the school. As part of the SFET teaching hub, the school has offered to host a training event next year. • The Pupil Premium and Sports Premium strategies had been circulated before the meeting and the committee's recommendation that they should be approved was agreed and both will be published on the website. | |
| 10. | <p>Update on Academisation The Head Teacher advised that there was nothing further to report.</p> | |
| 11. | <p>Monitoring Grid Update The end of year grid had been circulated before the meeting and RS explained its purpose for AT's benefit.</p> <p>With regard to the outstanding items, it was noted that items 10 and 11 related to website compliance had now been completed and item 25, related to pupil conferencing would be completed before the end of term.</p> <p>It was noted that item 33, review of the Best Value Statement, should have been carried out at the Resources Committee and RZ will confirm when this took place.</p> <p>The Head Teacher and RS will work together to develop a new monitoring grid for 2023/24.</p> | <p>RZ</p> <p>FW/RS</p> |

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| 12. | <p>Safeguarding</p> <p>12.1 Child Protection and Safeguarding Policies It was agreed that the policies, which were based on the County model, personalised to the school, should be approved without amendment.</p> <p>12.2 Keeping Children Safe in Education Governors were reminded to confirm on Governor Hub that they had read KCSIE September 2023.</p> <p>12.3 Safeguarding and Monitoring Implementation Plan 2023-24 The plan, which had been circulated before the meeting, was noted. The actions will be covered at the committees.</p> | All |
| 13. | <p>Policies</p> <p>The Pay policy, which had been circulated before the meeting, was approved without amendment.</p> <p>Governors also agreed unanimously to adopt the Manual of Personnel Practice (MoPP) and any in-year updates and the policies in the MoPP relating to HR practices and procedures.</p> | |
| 14. | <p>Chairman's and Clerk's Items</p> <p>14.1 Update on Governor Recruitment RZ advised that a number of those who attended the July meeting had expressed interest in progressing their applications for the Parent Governor vacancies, which was very pleasing.</p> <p>Accordingly, a timeline will be developed so that the election process can get underway and a date for the count, if there are more than two applications, set. It was noted that the whole GB training session on Effective Governance scheduled for 5 December had been chosen specifically with the idea that there would be new governors on the board in mind and that this should be taken into account when the timeline is being put together.</p> | RZ/JM |
| 15. | <p>Training</p> <p>15.1 Training Booked/Undertaken It was noted that BG had attended a webinar on monitoring and evaluating safeguarding.</p> <p>15.2 Whole Governing Body Training It was confirmed that the session on Effective Governance would be taking place on Tuesday 5 December 2023 at 6.30pm.</p> <p>15.3 In-house training on data A date to be confirmed at the next meeting.</p> | All FW/WG |
| 16. | <p>Correspondence</p> <p>There were no items of correspondence to note.</p> | |
| 17. | <p>Any Other Business</p> <p>No matters were raised.</p> | |
| | <p>Date of Next Meeting</p> <p>The next meeting will take place on Tuesday 5 December 2023 at 10.00am in school</p> | |

The meeting closed at 7.50pm

Signed: (Chair of Governors) Date:

Action Report – 10 October 2023

| Ref | Action Report | Action | Status |
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| 17.03.22 | 4 – Head Teacher's Report | JM and RS to review and update governor job descriptions. | Ongoing |
| 11.07.23 | 3.2 – Matters Arising | JM to attend the Parent Council meeting on 20 July. | COMPLETED |
| 11.07.23 | 4.1 – Safeguarding Audit | FW to amend q3 vii g on p8 to show that BG had completed training on 3 July 2023. | COMPLETED |
| 11.07.23 | 5 – Monitoring Grid | JM to review the website to ensure pages are updated regularly and meets statutory requirements and is up to date. FW and WG to carry out Pupil conferencing focusing on Christian ethos of our school and understanding of equality and diversity. | COMPLETED Ongoing |
| 11.07.23 | 6 - Training | All invited to attend twilight training sessions on safeguarding for teachers on 6 and 13 September or the session for support staff on 2 October from 9am-12 noon. WG to deliver a session on data once validated year-end data and the dashboard are available. | COMPLETED Ongoing |
| 11.07.23 | | RZ to follow up with the prospective governors to gauge how many wish to progress their applications. | COMPLETED |
| 10.10.23 | 2.2 – Declarations of pecuniary interest | ALL to update their declarations on Governor Hub. Clerk to send step by step instructions. | New action COMPLETED |
| 10.10.23 | 7.2 – Actions | JM to bring the report on the review of website compliance: to the next meeting. | New action |
| 10.10.23 | 11 – Monitoring Grid | RZ to follow up on when the Best Value Statement was reviewed. FW and RS to develop the grid for 2023/24. | New action New action |
| 10.10.23 | 12 – Safeguarding | ALL to confirm on Governor Hub that they have read KCSIE September 2023. | New action |
| 10.10.23 | 14.1 – Governor recruitment | RZ and JM to develop the timeline for Parent Governor elections. | COMPLETED |

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| 10.10.23 | 15.2 – Whole GB training | ALL to attend the session on 5 December 2023 at 6.30pm | New action |
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